

Alameda County Housing and Community Development Department Measure A1 Oversight Committee

DATE 5/28/2020

TIME 9:30 A.M.

Chair: Ndidi Okwelogu

Vice-Chair: Gloria Bruce

Committee Members:

Gloria Bruce, Randi DeHollander, Jeffrey Dixon, Brian Dolan, Lynda Foster, Daniel Gregg, Katrina Hampton, Daphine Lamb-Perrilliat, Ndidi Okwelogu, Debbie Potter, Kendra Roberts, Mimi Rohr, Rose Works

Members of the Public: 17

Location: Held via teleconference

Summary/Action Minutes

I. Call to Order and Roll Call of Committee Members – Ndidi Okwelogu, Chairperson

Meeting began at 9:30 a.m.

- Chairperson Okwelogu called the meeting to order at 9:30 a.m. and requested Mr. Fuller call the roll.
Of the 13 seated members, 10 were present. Quorum is seven.
- Chair Okwelogu explained to members of the public how they can participate via teleconference or by phone.

Committee Members in Attendance

- Ndidi Okwelogu, Chairperson
- Gloria Bruce, Vice Chairperson
- Randi DeHollander
- Jeffrey Dixon
- Brian Dolan
- Lynda Foster
- Daphine Lamb-Perrilliat
- Debbie Potter
- Mimi Rohr
- Rose Works

Committee Members Not in Attendance

- Daniel Gregg
- Katrina Hampton
- Kendra Roberts

Alameda County Staff Members Participating

- Michelle Starratt, Director, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Rose Cade, Deputy Director, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Heather Littlejohn, Deputy County Counsel, Alameda County

- Jennifer Pearce, Manager, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Robert Fuller, Oversight Committee Liaison, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Aaron Tiedemann, Housing Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Teresa Hester, Clerk Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Francisco Gomez, Manager, Housing and Community Development, Alameda County Community Development Agency (CDA)

II. Approval of 4/23/2020 Oversight Committee Minutes – Chairperson Okwelogu

Action Item - Approve April 23, 2020 meeting minutes, make any amendments, and approve.

Discussion:

- Mr. Fuller solicited suggested corrections to the minutes.
- Ms. Potter highlighted Item III: Measure A1 Oversight Committee By-laws and Committee Mandate Discussion–Michelle Starratt, Discussion Item I as the notes have an incomplete sentence.
- Ms. Lamb-Perrilliat requests to clarify she was in attendance at the 4/23/2020 meeting.
- Chairperson Okwelogu asks Mr. Fuller to confirm that Ms. Lamb-Perrilliat is marked as present, having joined the meeting after roll call.
- Mr. Fuller confirms she is marked as present.
- Ms. Bruce clarifies misspelling of Ms. Lamb-Perrilliat’s name.
- Ms. Lamb-Perrilliat confirms the spelling of her name.
- Chair Okwelogu requested public comment. There was no public comment.
- Ms. Potter motioned to adopt the corrected April minutes. Ms. Foster seconded the motion.
- Through a roll-call vote, the Committee adopted the corrections and accepted the amended minutes with no abstentions.

Public Comment: No public comments

Motion to accept the corrected minutes by Ms. Potter, seconded by Ms. Foster.

Gloria Bruce, Vice Chairperson	<u> x </u> yea, ___ nay, ___ abstain
Daniel Gregg	___ yea, ___ nay, ___ abstain
Brian Dolan	<u> x </u> yea, ___ nay, ___ abstain
Lynda Foster	<u> x </u> yea, ___ nay, ___ abstain
Rose Works	<u> x </u> yea, ___ nay, ___ abstain
Katrina Hampton	___ yea, ___ nay, ___ abstain
Daphine Lamb-Perrilliat	<u> x </u> yea, ___ nay, ___ abstain
Kendra Roberts	___ yea, ___ nay, ___ abstain
Randi DeHollander	<u> x </u> yea, ___ nay, ___ abstain
Jeffrey Dixon	<u> x </u> yea, ___ nay, ___ abstain
Debbie Potter	<u> x </u> yea, ___ nay, ___ abstain
Mimi Rohr	<u> x </u> yea, ___ nay, ___ abstain
Ndidi Okwelogu, Chairperson	<u> x </u> yea, ___ nay, ___ abstain

Total: 10 yea, 0 nay and 0 abstain
The motion passed.

III. Measure A1 Oversight Committee By-laws Recommendations– Michelle Starratt, Director, Housing and Community Development, Alameda County Community Development Agency (CDA)

Action Item

Accept County staff recommended alterations to Oversight Committee by-laws.

Discussion:

- Chairperson Okwelogu explained that HCD staff requests holding the By-laws item until the June 25, 2020 meeting, as more time is needed to finalize suggested changes.
- Mr. Fuller explained that staff discussed a number of by-laws changes that would aid governance of the Committee. The by-laws, as previously presented to the Committee at last month's meeting, may benefit from additional items to provide greater structure. Staff plans to have the further recommendations finalized for the June 25, 2020 meeting.
- Chairperson Okwelogu requested any clarifications or questions from the Committee on this item.
- There were no objections to holding this item until the June 25,2020 Committee meeting.

Public Comment: No public comment taken

IV. Measure A1 Implementation Update – HCD staff, Hello Housing and Habitat for Humanity East Bay/Silicon Valley

Informational - Discussion of A1 programs' progress and status.

Discussion:

- Chairperson Okwelogu introduced HCD Director Starratt to lead the presentation of Measure A1 programs.
- Ms. Starratt began the presentation, noting that these presentations are to demonstrate what work has been done so far and will assist with creating and reviewing the final reports. Ms. Starratt gave an historical review of Measure A1 Rental and Homeowner Programs, then introduced Mardie Oakes from Hello Housing to present the down payment assistance loan program.
- Ms. Oakes presented the Down Payment Assistance Loan Program – AC Boost.
- Ms. DeHollander inquired about the demographics of people who chose not to respond and whether demographic information could be gleaned from the loan application.
- Ms. Oakes confirmed that it is possible to get that data from the loan applications submitted to the lender and will work to provide that information in the June presentation.
- Ms. Potter asked if it is possible for Hello Housing to do presentations to other groups through the County such as local realtors and teachers unions.
- Ms. Oakes confirmed it is possible and Hello Housing is looking for new outreach opportunities during the next funding cycle. They look forward to suggestions from the committee on outreach opportunities.
- Ms. Foster inquired about the difference between the number of pre-applicants and the much smaller number of people who actually applied to AC Boost. What was the process of moving from pre-application to application?
- Mr. Warner, of Hello Housing, clarified that the 2,300 pre-applicants is a pool of people who received standard information. Hello Housing then conducted a lottery to invite people to an informational workshop. This made it harder for people and put a time requirement on them. After attending the workshop, they were invited to submit a formal application. At this point, many people realized this is not the right time for them to apply or their circumstances may have

changed. Once people submitted an application, Hello Housing reviewed the applications, with many found to be ineligible. Once eligible applicants were approved, they received a reservation of funds.

- Ms. Foster requested information on how many applicants did not qualify.
- Mr. Warner clarified that in order to get that number you can subtract how many qualified and are out shopping from the 203 households that completed applications.
- Ms. Starratt requested for Hello Housing to present on workshop attendance during their next presentation on June 25, 2020.
- Ms. Foster questioned if Hello Housing considers the 27% of dispersed funds to be a successful rate?
- Ms. Oakes explained that Hello Housing considers this successful and is on track with the intended goal.
- Ms. DeHollander requested Hello Housing present at the next meeting on what happens to the 140 applicants from the first round who were not awarded. Will they need to reapply?
- Ms. Bruce inquired regarding the average household is at 98% AMI. Did Hello Housing notice that applicants with lower AMIs drop out of the process?
- Ms. Oakes confirmed Hello Housing will look into this question and present on it in June.
- Ms. Starratt introduced Jennifer Gray of Habitat for Humanity East Bay/Silicon Valley to present the Housing Preservation Loan Program.
- Ms. Gray presented the Home Preservation Loan Program – Renew AC.
- Ms. Foster inquired about the type of work being done with the average loan amount being about \$115,000, and the requirements on the type of work that can be done?
- Ms. Gray described types of work being done; roofs, kitchen remodels, bathtub/tub combination conversion to walk in showers, electrical upgrades, sewer laterals, plumbing, a lot of flooring, some HVAC heating and furnace upgrades. The guidelines are written to prioritize critical health and safety needs as well as addressing any code violations. Those are addressed before something like kitchen cabinets are renovated. Inspections identify any dangers and work to address them are prioritized.
- Ms. Foster requested confirmation that those are the types of renovations the program focuses on.
- Ms. Gray confirmed and stated that renovations have to be within the program guidelines and be eligible within the scope of work. The loan can also go towards Accessory Dwelling Units.
- Ms. Foster questioned why participation is concentrated in Oakland?
- Ms. Gray explained that Habitat for Humanity received a lot of inquiries directly from homeowners in Oakland. Once the program launched, Habitat for Humanity prioritized reaching out to those who expressed interest early on proactively. Also, city of Oakland did not have a rehab program for several years and referred any residents to Habitat for Humanity for the Renew AC Program.
- Ms. Foster explained she loves seeing Oakland getting attention, but wants to see all other cities receive assistance from the program.
- Ms. Gray expressed agreement, and that Habitat for Humanity plans to address this through new marketing strategies.
- Ms. Foster requested examples of the “Other” that compose 50% of the loan recipients.
- Ms. Gray explained the “Other” represents 28 participants. Four of which are in their 40s, five or six in their 50s. Habitat defines seniors as being over the age of 62. This demographic “other” category includes participants who are not over 62 and not disabled.
- Ms. Foster requested confirmation that there are people participating in the program who are not seniors nor disabled.
- Ms. Gray confirmed that is correct.
- Ms. DeHollander inquired if there is anything the Committee can do to help with marketing. If so, Habitat for Humanity should come back with those ideas in July.
- Ms. Gray expressed gratitude for the idea.

- Chairperson Okwelogu requested that in July, Habitat for Humanity goes into more detail regarding the interest on the loans and what might trigger repayment.
- Ms. Gray confirmed this will be a point in the July presentation.
- Ms. Starratt explained that Habitat for Humanity is talking to other cities and cities are referring people to the program. Historically, cities run their own rehab programs and similar programs. These programs have previously been possible through Block Grant funding, but with Block Grant funding decreasing significantly, what was once a robust program in the 1980s and 1990s, is not necessarily going at the same rate today. That is where the A1 funding came in. One of the key ways homeowners get access to these programs is through their cities.
- Ms. Cade presented the Rental Housing Development Fund program.
- Chair Okwelogu solicited questions on the Rental Housing Development Fund.
- Ms. Works inquired about funding for Unincorporated areas, which projects are in the pipeline, and whether we are on schedule for these projects and funds being allocated.
- Ms. Cade explained all funding for the Unincorporated County has been allocated and funding allocations were taken to the Board of Supervisors in February.
HCD received two applications and awarded available funds to the two projects. HCD has policy goals that include achieving a wide geographic distribution as well as maximizing number of available units. HCD determined the best way to reach the policy objectives was to fund both projects. These projects are Ruby Street in Castro Valley and Madrone Terrace in unincorporated Ashland. In August, HCD will provide more detailed presentations on the project units and targeting.
- Mr. Gomez explained staff is working to keep projects moving forward and providing any assistance they need from the County. Staff is working with Resources for Community Development on Madrone Terrace regarding their acquisition of land.
- Ms. Starratt explained that there is a responsibility to make sure the Measure A1 Bond is administered appropriately and we report out on it to the Committee. In the Unincorporated County, we play the role as the city Housing Department. Our Housing Department works together with the Planning Department to ensure the projects go through the appropriate process to get approved by the Planning Commission and going to the Board of Supervisors. This is not an authority or responsibility the Department holds for the rest of the County.
- Ms. Bruce explained it would be helpful to include the original base city allocation in the chart. Without the original base city allocation, it is a little hard to know what the starting point is.
- Ms. Lamb- Perrilliat expressed that the chart the Committee received in the packet is different than what is on the chart being presented.
- Ms. Starratt explained that staff will investigate the discrepancy, as funding amounts change between different phases of development.
- Mr. Gomez explained that deadline for the Base City funds to allocated is December 31, 2021. There is language in the policies that allow for flexibility with this date if the city is close to being prepared. If the funds are not committed by this date, the funds for the Base City Allocation revert to the Regional Pool as of January 1, 2022. The deadline for Regional Pool funds is December 31, 2023. There are about \$6.9 million funds remaining in the Regional Pool that are a result of projects receiving a tax credit award or were able to get other sources of funding that allowed for Measure A1 funds to be returned to the Regional Pool. Staff is in the process of determining the best way to allocate the remaining \$6.9 million.
- Ms. Starratt explained it is important to note that one month ago, all funds had been allocated, but as loans closed money came back from certain projects due to projects receiving tax credits or other factors.
- Mr. Gomez added that funds reverted back from projects from North and Mid-County. North County reverted about \$2 million in funds and Mid County reverted about \$4 million in funds.
- Ms. Cade asked Francisco to discuss how many loans will close in June.

- Mr. Gomez responded about eight loans to close in June. One in the Unincorporated County, three in Mid County, and four in North County - Oakland and Berkeley.
- Ms. Potter noted that the chart in the presentation differs from what was provided to the Committee. Regional Pool information is not included in the table being presented but is included in the Committee packet. It would be useful for the chart to include which projects received Regional Pool Funding and which projects received Base City Funding.
- Ms. Starratt explained that staff will also note there are projects that received funding from both the Regional Pool as well as Base City funds.
- Ms. Cade explained the intention for today is a high-level snapshot in order to recognize there is a lot of detail here. In August, we will bring a lot more detail to the conversation.
- Ms. Potter explained that it is impressive to know all of the work going on and how the Measure A1 Funds are leveraging a lot of other housing funds that otherwise would not have been possible.
- Ms. Cade explained that Measure A1 Funding serves as a gap and leverages housing. The numbers are really impressive for the amount of housing that Measure A1 Funds have contributed to and made possible. These funds are an economic driver for more than just housing, jobs are being created and people are living closer to their jobs and transportation.
- Ms. Cade presented the Innovation and Opportunity Fund.
- Ms. Cade presented the Homeownership Development Fund.
- Ms. Starratt explained that staff wants to release funds for Homeownership Development when people are ready to apply and right now is not the appropriate time. It is possible that right now some organizations may not be ready to apply or may miss the notification due to any adjusted working environments organizations have implemented. The County will wait until Shelter-In-Place is lifted to give everyone a fair opportunity to apply.
- Ms. Cade explained that over the next three months, County staff will be providing detailed presentations on every program highlighted and will cover how things are working, what is next, and demographics. June 25, 2020 meeting will highlight the Down payment Assistance Loan Program, July 23, 2020 will highlight the Home Preservation Loan Program, and the August 2020 meeting will focus on Rental Housing Development.
- Mr. Fuller provided a timeline for next steps regarding reporting. After the detailed presentations run through August; County staff will begin to present the first draft Annual Report to the Committee in Fall 2020. After that initial presentation, the Committee will have an opportunity to review the report. At the meeting to follow, there will be an opportunity for a discussion where the Committee can bring any feedback and questions regarding the draft report. After this second meeting, County staff will incorporate all Committee feedback into the report. The third meeting will include the adoption of the Oversight Committee's evaluation plus the Second Annual Report draft may be presented to the Committee.
- Chair Okwelogu requested any questions or comments on the Innovation and Opportunity Fund or the reporting timeline.
- Ms. Foster expressed it was a bit overwhelming to get documents last night to review. It is preferred to get meeting materials a few days in advance for proper review.
- Ms. Starratt agreed and confirmed staff will do better next time. We will also clean up any inconsistencies.
- Ms. Works echoed what Ms. Foster mentioned and requests an agreement on a timeline between the Committee and County staff in order for the Committee to receive meeting materials with enough time to accurately review and address documents prior to meetings and ultimately being constructive Committee members.
- Ms. Starratt explained this will be addressed moving forward. We will send out a proposal agreement shortly because this questioned cannot be answered right now, but agrees there needs to be a set schedule.
- Ms. Potter explained that under the Brown Act, it is a minimum of 72 hours in advance of meeting that the Committee should receive materials.

- Ms. Littlejohn explained this is a Brown Act meeting and agenda was posted with general discussion items. The County does strive to provide materials along with the agenda in a timely matter. The requirement is that documents are made available to the public the same time they are made available to the Board.

V. Public Comment for Items Not on the Agenda – Chairperson Okwelogu

Speakers:

- Ms. Melissa Hernandez, staff to Supervisor Haggerty, inquired about the lack of representation of Dublin and Fremont in the Home Preservation Loan Program.
- Ms. Starratt explained that it is a goal to reach every city in the County. Habitat for Humanity will continuously engage with cities in order to get participation from cities that have not yet received services from the program. If we look at loans closed, that is one set of data, but if we look at what applications are currently under review, that is another set of data and that data was not presented today. If we look at applications under review, we may see representation in other jurisdictions.
- Ms. Melissa Hernandez explained it would be great to have communication with city staff.
- Mr. David Denton, resident of Berkeley, expressed concern about 1601 Oxford St., Berkeley, an A1-funded project of Satellite Affordable Housing Associates.

VI. Future Meetings - Chairperson Okwelogu

Discussion:

- Ms. Works requested to do a review of the November 2020 meeting date.
- Mr. Fuller confirmed the meeting date for the November meeting is the 19th.
- Ms. Foster requested that Hello Housing and Habitat for Humanity present on administrative costs. It would be informative to know if there are any caps on third party administrator costs for these contracts.
- Chair Okwelogu explained there may some administrative costs and requested Hello Housing and Habitat for Humanity to bring this information to the Committee in their next presentation.
- Ms. Starratt explained that administrative costs are covered in the contracts and this is part of the public record. Hello Housing and Habitat for Humanity are paid to do the work they do through Measure A1 bond funding.
- Mr. Dixon requested the Committee to be provided with the addresses of the Rental Development projects throughout the County.
- Ms. Starratt confirmed this is possible and will be provided. The Program Summary for Everett and Eagle was shared on the screen to provide the Committee with an example of what will be created for every Rental Development Project. Expressed to the Committee that right now there is not a summary for every project, but there will be by August.
- Mr. Dixon inquired about project summaries for projects that are in pre-development or under construction.
- Ms. Starratt confirmed that all projects, no matter where they are in the pipeline, so long as there is a reservation of funds, will have a program summary.
- Chair Okwelogu requested any further questions or comments from the Committee.
- No further discussion.
- Chair Okwelogu moved to adjourn this meeting until the next meeting on June 25, 2020 at 9:30 a.m.

Adjournment at 11:36 a.m.