

Prohousing Designation Program Application



**State of California
Governor Gavin Newsom**

**Lourdes Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
Department of Housing and Community Development**

**Megan Kirkeby, Deputy Director
Division of Housing Policy Development**

2020 West El Camino, Suite 500
Sacramento, CA 95833

Website: <https://www.hcd.ca.gov/community-development/prohousing>
Email: ProhousingPolicies@hcd.ca.gov

July 2021

Application Checklist

	Yes	No
Application Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certification and Acknowledgement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Legislative Information form is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Threshold Requirements Checklist is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A duly adopted and certified Formal Resolution for the Prohousing Designation Program is included in the application package. (See Appendix 1 for the Formal Resolution for the Prohousing Designation Program (New 04/21) form.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If applicable, the Proposed Policy Completion Schedule is completed. (See Appendix 2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Project Proposal Scoring Sheet is completed. (See Appendix 3 for the Project Proposal Scoring Sheet and the Sample Project Proposal Scoring Sheet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional information and supporting documentation (Applicant to provide as Appendix 5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Application Information

Applicant (Jurisdiction):	City of Redwood City
Applicant Mailing Address:	1017 Middlefield Road
City:	Redwood City
ZIP Code:	94063
Website:	www.redwoodcity.org
Authorized Representative Name	Melissa Stevenson Diaz
Authorized Representative Title:	City Manager
Phone:	650-780-7301
Email:	mdiaz@redwoodcity.org
Contact Person Name:	Victor Gaitan
Contact Person Title:	Management Analyst
Phone:	650-780-7303
Email:	vgaitan@redwoodcity.org
Proposed Total Score (Based on Appendix 3):	45

CERTIFICATION AND ACKNOWLEDGMENT

As authorized by the Formal Resolution for the Prohousing Designation Program (Resolution No. 16026), which is attached hereto and incorporated by reference as if set forth in full, I hereby submit this full and complete application on behalf of the applicant.

I certify that all information and representations set forth in this application are true and correct.

I further certify that any proposed Prohousing Policy identified herein will be enacted within two (2) years of the date of this application submittal.

I acknowledge that this application constitutes a public record under the California Public Records Act (Gov. Code, § 6250 et seq.) and is therefore subject to public disclosure by the Department.

Signature: Melissa Stevenson Diaz

Name and Title: Melissa Stevenson Diaz, City Manager

Date: 3/3/23

Legislative Information

District	Number	Legislator's Name
Federal Congressional District	15	Kevin Mullin
State Assembly District	21	Diane Papan
State Senate District	13	Josh Becker

Applicants can find their respective State Senate representatives at <https://www.senate.ca.gov/>, and their respective State Assembly representatives at <https://www.assembly.ca.gov/>

Threshold Requirements Checklist

The applicant meets the following threshold requirements in accordance with Section 6604 of the Regulations:

	Yes	No
The applicant is a Jurisdiction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has adopted a Compliant Housing Element.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has submitted or will submit a legally sufficient Annual Progress Report prior to designation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has completed, on or before the relevant statutory deadlines, any rezone program or zoning that is necessary to remain in compliance with Government Code section 65583, subdivision (c)(1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant is in compliance, at the time of the application, with applicable state housing law, including, but not limited to, Housing Element Law; “No Net Loss” Law (Gov. Code, § 65863); the Housing Accountability Act (Gov. Code, § 65589.5); State Density Bonus Law (Gov. Code, § 65915 et seq.); laws relating to the imposition of school facilities fees or other requirements (Gov. Code, § 65995 et seq.); Least Cost Zoning Law (Gov. Code, § 65913.1); the Housing Crisis Act of 2019 (Stats. 2019, ch. 654); and antidiscrimination law (Gov. Code, § 65008).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has duly adopted and certified a Formal Resolution for the Prohousing Designation Program, which is hereby incorporated by reference. (A true and correct copy of the resolution is included in this application package.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

RESOLUTION NO 16026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE PROHOUSING DESIGNATION PROGRAM

WHEREAS, Government Code section 65589.9 established the Prohousing Designation Program ("PDP" or "Program"), which creates incentives for jurisdictions that are compliant with state housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive applications for specified housing and infrastructure funding; and

WHEREAS, the Department of Housing and Community Development ("Department") has adopted emergency regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program ("Program Regulations"), as authorized by Government Code section 65589.9, subdivision (d); and

WHEREAS, the City Council of the City of Redwood City ("Applicant") desires to submit an application for a Prohousing Designation ("Application").

NOW, THEREFORE, BE IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

1. Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and action include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that it commits itself to affirmatively furthering fair housing pursuant to Government Code section 8899.50.

4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the "Program Documents").

5. Applicant acknowledges and agrees that it shall be subject to the Application; the terms and conditions specified in the Program Documents; the Program Regulations; and any and all other applicable law.

6. The City Manager is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

7. The resolution shall be effective upon adoption.

* * *

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 27th day of February 2023 by the following votes:

AYES: Aguirre, Eakin, Howard, Martinez Saballos, Sturken,
Espinoza-Garnica and Mayor Gee

NOES: None

ABSENT: None

ABSTAINED: None

RECUSED: None



Jeff Gee
Mayor of the City of Redwood City

Attest:



Pamela Aguilar, CMC
City Clerk of Redwood City

I hereby approve the foregoing resolution this
1st day of March 2023.



Jeff Gee
Mayor of the City of Redwood City

Threshold Requirements Checklist

The applicant meets the following threshold requirements in accordance with Section 6604 of the Regulations:

	Yes	No
The applicant is a Jurisdiction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has adopted a Compliant Housing Element.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has submitted or will submit a legally sufficient Annual Progress Report prior to designation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has completed, on or before the relevant statutory deadlines, any rezone program or zoning that is necessary to remain in compliance with Government Code section 65583, subdivision (c)(1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant is in compliance, at the time of the application, with applicable state housing law, including, but not limited to, Housing Element Law; “No Net Loss” Law (Gov. Code, § 65863); the Housing Accountability Act (Gov. Code, § 65589.5); State Density Bonus Law (Gov. Code, § 65915 et seq.); laws relating to the imposition of school facilities fees or other requirements (Gov. Code, § 65995 et seq.); Least Cost Zoning Law (Gov. Code, § 65913.1); the Housing Crisis Act of 2019 (Stats. 2019, ch. 654); and antidiscrimination law (Gov. Code, § 65008).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has duly adopted and certified a Formal Resolution for the Prohousing Designation Program, which is hereby incorporated by reference. (A true and correct copy of the resolution is included in this application package.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix 2: Proposed Policy Completion Schedule

Category Number	Concise Written Description of Proposed Policy	Key Milestones and Milestone Dates	Anticipated Completion Date	Notes
1A	Sites identified in the 2023-2031 Housing Element to meet the RHNA Show capacity for 136% of the RHNA with no required rezoning. However, the City has several Housing Element rezoning programs (Program H1-6: Increase Density in Mixed Use Zoning, Program H2-6: Rezone Commerical Office, Program H4-3: Middle Housing, and Program H4-5: SB 9 Zoning) the City will increase housing capacity to 153% of RHNA	The 2023-2031 Housing Element was adopted by the City Council on XXXX. Staff will bring appropriate amendments to City Council for hearing in conjunction with the Housing Element (by May 31, 2023) to ensure program objectives are effectuated.	5/31/2023	
1B	Housing Element Program H4-5: SB 9 Zoning - The City will adopt zoning ordinance amendments to implement the requirements of SB 9 as part of the Housing Element Update, which is tentatively scheduled for completion in Spring 2023.	Staff will review the Zoning Ordinance and Subdivision Ordinance and will bring appropriate amendment to City Council for hearing in conjunction wit the Housing Element (by May 31, 2023) to ensure program objectives are effectuated. Staff will monitor production and affordability levels every two years and implement alternative action, if necessary.	5/31/2023	
1F	Housing Element Program H4-3: Revise parking requirements to a minimum of 1 space per unit for a multifamily dwelling unit outside of the downtown and mixed use zones. Remove requirement for covered parking spaces and allow parking to be locateed withing required setbacks. Remove guest parking requirements. REmove minimum parking requirements for most commercial and all residentail in all areas within 1/2 mile of high frequency transit.	Staff will bring appropriate amendments to City Council for hearing in conjunction with the Housing Element (by May 31, 2023) to ensure program objectives associated with Phase 1 are effectuated; Staff will study and bring appropriate amendments to City Council for hearing for Phase 2 zone text amendments by December 2026 to ensure program objectives associated with Phase 2 are effectuated; Staff will monitor production and affordability every two years and identify/implement alternative actions, if necessary, to meet the RHNA (Ongoing).	Phase 1: 5/31/2023 Phase 2: December 2026	Revised parking requirements are happening as part of Phase 1, so implementation by May 31, 2023
1G	Housing Element Program H2-6: Rezone Commercial Office - Rezone all Commercial Office parcels to Mixed Use Corridor and complete related General Plan amendments to expand areas where residential and mixed use development are allowed	Staff will bring appropriate amendments to City Council for hearing in conjunction with the Housing Element (by May 31, 2023) to ensure program objectives are effectuated	May 31 2023	
1H	Housing Element Program H1-6: Complete a zoning text amendment to increase densities in the mixed-use zoning districts by 20 du/ac. Complete a zoning text amendment to increase maximum heigh limits in the mixed-use zoning districts.	Staff will bring amendments to City Council for hearing in conjunction with the Housing Element by May 31, 2023 to ensure the objectives listed in this program are effectuated	5/31/2023	
2C	Housing Element Program H4-6 will streamline 100% affordable housing with a priority staff-level planning entitlement process, and will also continue to evaluate and improve the streamlined processing system to faciliate residential development.	Ongoing; Staff will review and revise the Zoning Ordinance to streamline 100% affordable housing and bring appropriate amendments to City Council for hearing in conjunction with the Housing Element (by May 31, 2023) to ensure program objectives are effectuated.	5/31/2023	
2G	Housing Element Program H4-9: Review the Zoning Ordinance and craft revisions that support objective design standards consistent wit the Housing Accountability Act. Streamline the number of projects requiring Planning Commission review and study additional ways to speed housing approvals	Staff will review the Zoning Ordinance to update findings and craft development and design standards that are objective and consistent with the Housing Accountability Act, Streamline housing projects to reduce the level of projects that require Planning Commission review, and Bring appropriate amendments to City Council for hearing by June 2025 to ensure program objectives are effectuated.	6/1/2025	2-3 months outside of 2 year implementation window
2M	Housing Element Policy H4-10: As the local water and sewer provider, establish procedures to grant priority water and sewer service to developments with units affordable to lower-income households.	Staff will deliver the Housing Element to all providers within one month of adoption of the Housing Element; establish priority procedures for affordable developments by December 2024.	12/1/2024	
3A	Continue to exempt ELI, VLI, and LI affordable housing projects from the City's park impact fee and provide a 50% discount to moderate-income affordable housing projects and a reduced Transportation impact fee for affordable housing developments, senior projects, and transit-oriented development. Housing Element Program H4-1: Remove the utility undergrounding requirement for residential development and allow in-lieu fees to contribute towards future undergrounding actions; Pursue exempting 100% affordable housing developments from this fee	Ongoing; hold a study session with City Council on an affordable housing site improvement exemption for utility undergrounding by December 2026 and bring appropriate amendments to City Council for hearing immediately thereafter to ensure program objectives are effectuated	12/1/2026	
3F	Housing Element Program H6-3: Will complete an analysis and community engagement on implementing a universal design ordinance, including considerations of "visibility" of all units, and bring forward ordinance amendments if they provide benefits for housing production for people with disabilities.	Complete analysis and community engagement, including proactive outreach to non-profit service providers and developers, and bring appropriate amendments to the City Council for hearing by December 2027 to ensure program objectives are effectuated	12/1/2027	

Appendix 2: Proposed Policy Completion Schedule

4C	<p>Ordinance. No. 2477 established Municipal Code Sec. 2.42 which provides definitions for what Surplus Land is and guidelines for the disposition of Surplus Land.</p> <p>Housing Element Program H1-9:The City-owned vacant lot at 611 Heller Street has been identified as a site suitable for housing, along with the former Maple Street Shelter (1580 Maple Street). The City is in the process of setting up a ground lease for the Maple Street site for a 100% affordable housing development. The City will comply with the Surplus Land Act and will move forward with affordable housing efforts at these locations. Next steps include issuing an RFP for development of the Heller Street site, and continued coordination with the County on the Maple Street Site.</p>	<p>The Maple Street site is currently in progress. An RFP for the Heller Street site will be issued by December 2027.</p>	2024 and 2027	
4H	<p>Housing Preservation Fund - As part of the implementation of the City's Anti-Displacement Strategy (adopted in June 2022), the City is developing an over-the-counter Housing Preservation Fund to support the acquisition and preservation of unsubsidized affordable housing and prevent displacement of low income tenants. The program (set to launch in summer 2023) will utilize local City funds and State Permanent Local Housing Allocation (PLHA) funds. The goal of the program is to deploy funding quickly in order to make affordable housing developers competitive in the open market. In addition, the City's goal is to align this program with the proposed Bay Area Housing Finance Authority (BAHFA) preservation program so projects can leverage both City and regional funding resource</p>	<p>The program is set to launch in Summer of 2023</p>	Summer 2023	

Appendix 3: Project Proposal Scoring Sheet

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Web links to documents or indicate that electronic copies Attached as Appendix 5	Points	Enhancement Category Number	Enhancement Points	Total Points
1A	Sites identified in the 2023-2031 Housing Element to meet the RHNA show capacity for 136% of the RHNA with no required rezoning. However, the City has several Housing Element rezoning programs that will increase housing capacity to 153% of RHNA (Program H1-6: Increase Density in Mixed Use Zoning, Program H2-6: Rezone Commerical Office, Program H4-3: Middle Housing, and Program H4-5: SB 9 Zoning)	Proposed	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5	https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	3			3
1B	Housing Element Program H4-5: SB 9 Zoning - The City will adopt zoning ordinance amendments to implement the requirements of SB 9 as part of the Housing Element Update Housing Element Program H4-3: Middle Housing Development - Complete zoning text amendments to remove constraints and encourage small multi-family developments in the R-2, R-3, R-4, and R-5 zoning districts (which are primarily single-family, low-density residential)	Proposed	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5	https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	3	7	1	4
1E	The City adopted a zoning ordinance amendment that allows an ADU and JADU on the same single-family dwelling lot	Enacted	Zoning Ordinance Amendment	https://www.redwoodcity.org/home/showpublicdocument/24020/637678594636270000	2	7	1	3
1F	Housing Element Program H4-3: Revise parking requirements to a minimum of 1 space per unit for a multifamily dwelling unit outside of the downtown and mixed use zones. Remove requirement for covered parking spaces and allow parking to be located withing required setbacks. Remove guest parking requirements. Remove minimum parking requirements for most commercial and all residential in all areas within 1/2 mile of high frequency transit (Also covered in the enacted Transit District Amendments, Sec.2.3.2 - link found in appendix 6)	Proposed / Enacted	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5 Transit District Amendments - link found in appendix 6	https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	2	5	1	3
1G	Housing Element Program H2-6: Rezone Commercial Office - Rezone all Commercial Office parcels to Mixed Use Corridor and complete related General Plan amendments to expand areas where residential and mixed use development are allowed	Proposed	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5	https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	1			1
1H	Housing Element Program H1-6: Complete a zoning text amendment to increase densities in the mixed-use zoning districts by 20 du/ac. Complete a zoning text amendment to increase maximum height limits in the mixed-use zoning districts. Housing Element Program H4-3: Middle Housing: Complete amendments in multifamily residential zones, including reducing setbacks, reducing parking, removing additional multifamily requiements for lot size, width, and frontage to allow more dwelling units per acre. Housing Element Program H1-8: Small Lots - Implementing Middle Housing Program (H4-3) and SB 9 Program (H4-5) to allow more housing development on small lots. Downtown Precise Plan Section 2.0.4 (enacted): Maximum Allowable Density. Updates to the General Plan removed limits on density in the mixed-used downtown zone (pg. BE 47).	Proposed and Enacted	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5 Downtown Precise Plan	Links to the adopted Housing Element, Downtown Precise Plan, and the General Plan - The Built Environment can be found in appendix 6	1	5	1	2

Appendix 3: Project Proposal Scoring Sheet

1J	The City has a Downtown Precise Plan which is a comprehensive form based code plan that does not have residential limits nor residential density limits to continue to foster continued development of this critical area. Amendments to the Transit District have cleared an additional 1100 net new units in the Transit District area.	Enacted	Downtown Precise Plan and Transit District Amendments (see appendix 6)	https://www.redwoodcity.org/home/showpublicdocument/10001/636673547793200000	1	5	1	2
2B	Downtown Precise Plan Section 1.1.6: A "Program" Environmental Impact Report was prepared. In Downtown Redwood City, future development projects implementing the Precise Plan are "related geographically" by being part of the overall redevelopment of the Downtown. Future developments will be subject to a reduced level of CEQA analysis as long as the proposals are consistent with the Downtown Precise Plan. The EIR will provide the programmatic CEQA coverage for developers who bring forth projects that are consistent with the community's vision, saving developers time and money while facilitating expedited development downtown. Program level CEQA analysis will be used to streamline 2500 units in the Downtown Precise Plan, and 1100 units in the Transit District..	Enacted	Downtown Precise Plan	https://www.redwoodcity.org/home/showpublicdocument/10001/636673547793200000	2	5	1	3
2C	Housing Element Program H4-6 will streamline 100% affordable housing with a priority staff-level planning entitlement process, and will also continue to evaluate and improve the streamlined processing system to facilitate residential development. Additionally, as practice we have used categorical exemptions (Class 32 - Infill Exemption) for a majority of our mid-high density housing projects. For anything that does not require an EIR or is larger than a 4-plex, we use the Infill Exemption. We also include the informational Infill Exemption handout on our website (see appendix 6)	Proposed	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5 Informational Infill Exemption Handout (Found in appendix 6)	https://www.welcomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	2			2
2F	Resolution No. 15542 amended the Downtown Precise Plan to remove the Use Permit process requirements and instead refer to the Zoning Ordinance process in Zoning Code Article 42. Article 42 states that Use Permits shall be decided by the Zoning Administrator at a public hearing, and may be approved if the proposed use is consistent with the general plan, specific or precise plans, and zoning regulations.	Enacted	Downtown Precise Plan, Resolution No. 15542, and Zoning Code Article 42 (Link found in appendix 6)	https://www.redwoodcity.org/home/showpublicdocument/10001/636673547793200000 Resolution No. 15542 - Electronic copy attached as appendix 5	1	5	1	2
2G	Housing Element Program H4-9: Review the Zoning Ordinance and craft revisions that support objective design standards consistent with the Housing Accountability Act. Streamline the number of projects requiring Planning Commission review and study additional ways to speed housing approvals	Proposed	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5	https://www.welcomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	1			1
2I	The City has pre-approved ADU construction plans, allowing over the counter approval in as little as a week. Housing Element Program H4-6 will streamline 100% affordable housing with a priority staff-level planning entitlement process, and will also continue to evaluate and improve the streamlined processing system to facilitate residential development.	Enacted	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5	Links to City webpage for pre-approved ADU Constructions Plans and the Adopted Housing Element found in Appendix 6	1			1
2J	Redwood City has a standardized application form for all entitlement applications.	Enacted	Planning Application Form	https://www.redwoodcity.org/home/showpublicdocument/24746/637824141891870000	1			1
2K	Redwood City has a comprehensive project tracking website that includes up-to-date project status, project descriptions, and key project documents - under the "Current Projects" page on the City website. Detailed permit tracking is also provided on the City's "etrakit" webpage	Enacted	Webpages	Links to current development projects webpage and eTRACKIT page found in appendix 6	1			1
2M	Housing Element Program H4-10: As the local water and sewer provider, establish procedures to grant priority water and sewer service to developments with units affordable to lower-income households.	Proposed	2023-2031 Housing Element Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5 Housing Element Adoption Resolution - Found in Appendix 5	https://www.welcomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	1			1

Appendix 3: Project Proposal Scoring Sheet

3A	<p>Continue to exempt ELI, VLI, and LI affordable housing projects from the City's park impact fee and provide a 50% discount to moderate-income affordable housing projects and a reduced Transportation impact fee for affordable housing developments, senior projects, and transit-oriented development.</p> <p>Housing Element Program H4-1: Remove the utility undergrounding requirement for residential development and allow in-lieu fees to contribute towards future undergrounding actions; Pursue exempting 100% affordable housing developments from this fee</p>	Enacted and Proposed	<p>Link to Municipal Code Article XVI, Sec. 18.259(D) - Found in Appendix 6</p> <p>2023-2031 Housing Element</p> <p>Housing Element Substantial Compliance Letter from HCD (January 19, 2023) - Found in Appendix 5</p> <p>Housing Element Adoption Resolution - Found in Appendix 5</p>	https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	3			3
3B	The City has pre-approved ADU construction plans, allowing over the counter approval in as little as a week.	Enacted	City Webpage	https://www.redwoodcity.org/departments/community-development-department/planning-housing/planning-services/planning-codes-development-standards/accessory-dwelling-unit-ordinance	2			2
3E	Redwood City Moves (adopted in 2018) is a comprehensive assessment of transportation within Redwood City that proposes a variety of transportation related improvements, including: Pedestrian improvement measures, Bicycle improvement measures, Transit access and service enhancements, Transportation technologies and innovation strategies, among others. The Walk Bike Thrive Plan (adopted June 2022) is a supplement to Redwood City Moves with a focus on traffic safety and bicycle and pedestrian projects citywide.	Enacted	<p>Webpage and linked RWCmoves Transportation Plan</p> <p>RWC Walk Bike Thrive</p>	Links to RWC Moves Webpage, RWC Moves Plan Document, RWC Walk Bike Thrive Webpage, Walk Bike Thrive Plan Document, RWC Moves Appendix E: TDM Program can be found in Appendix 6	1			1
3F	Housing Element Program H6-3: Will complete an analysis and community engagement on implementing a universal design ordinance, including considerations of "visibility" of all units, and bring forward ordinance amendments if they provide benefits for housing production for people with disabilities.	Proposed	<p>2023-2031 Housing Element</p> <p>Housing Element Substantial Compliance Letter from HCD (January 19, 2023)</p> <p>Housing Element Adoption Resolution</p>	https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf	1			1
4A	<p>Redwood City has an Affordable Housing Fund comprised of affordable housing impact and in-lieu fees to support affordable housing development</p> <p>Redwood City has a Housing Support Fund comprised of short-term rental Transient Occupancy Tax (TOT), prepaid wireless tax and other housing-related funds to support affordable housing development</p> <p>Redwood City is a member agency of the Housing Endowment and Regional Trust (HEART) of San Mateo County</p>	Enacted	<p>Article 29 of the Zoning Code (Affordable Housing Fund) (Attached in Appendix 5)</p> <p>Ordinance No. 2482 (Housing Support Fund) (Attached in Appendix 5)</p> <p>Resolution joining HEART of San Mateo County (Attached in Appendix 5)</p>	https://www.heartofsmc.org/about-heart/who-we-are/member-agencies/	2			2
4C	<p>Ordinance. No. 2477 established Municipal Code Sec. 2.42 which provides definitions for what Surplus Land is and guidelines for the disposition of Surplus Land.</p> <p>Housing Element Program H1-9:The City-owned vacant lot at 611 Heller Street has been identified as a site suitable for housing, along with the former Maple Street Shelter (1580 Maple Street). The City is in the process of setting up a ground lease for the Maple Street site for a 100% affordable housing development. The City will comply with the Surplus Land Act and will move forward with affordable housing efforts at these locations. Next steps include issuing an RFP for development of the Heller Street site, and continued coordination with the County on the Maple Street Site.</p>	Enacted and Proposed	<p>2023-2031 Housing Element</p> <p>Housing Element Substantial Compliance Letter from HCD (January 19, 2023)</p> <p>Housing Element Adoption Resolution</p>	Housing Element and Ordinance No. 2477, Housing Element Substantial Compliance Letter from HCD, and Housing Element Adoption Resolution attached in appendix 5 Link to adopted 2023-2031 Housing Element in Appendix 6	2			2
4F	The City releases a yearly Notice of Funding Availability (NOFA) for the use of Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds to support the acquisition, rehabilitation and production of affordable housing	Enacted	Notice of Funding Availability (NOFA)	Electronic Copy of the 2021-2022, 2022-2023, and 2023-2024 NOFA attached in Appendix 5	1			1

Appendix 3: Project Proposal Scoring Sheet

4G	The City has committed the revenue it generates from short term rental Transient Occupancy Tax (TOT) and AB 1717 Prepaid Wireless Utility Tax funds to the City's Affordable Housing Fund. Normally these funds would be contributed to the General Fund.	Enacted	Resolution No. 15637 (Short-Term Rental TOT) (Attached in appendix 5) Resolution No. 15427 (Prepaid Wireless Tax) Municipal Code Section 2.41.18 (Attached in appendix 5)	Sec. 2.41.18: https://library.municode.com/ca/redwood_city/codes/city_code?nodeId=CH2AD_ARTIVFU_S2.41.18HOSUFU	1			1
4H	Affordable Housing Ordinance/Affordable Housing Impact Fee - The City has an Affordable Housing Ordinance that requires developers to pay an affordable housing impact fee on nonresidential and small residential (5-19 units) projects and inclusionary requirements for large residential projects (20+ units). The City uses the impact fees to support the production and preservation of affordable housing units Housing Preservation Fund - As part of the implementation of the City's Anti-Displacement Strategy (adopted in June 2022), the City is developing an over-the-counter Housing Preservation Fund to support the acquisition and preservation of unsubsidized affordable housing and prevent displacement of low income tenants. The program (set to launch in summer 2023) will utilize local City funds and State Permanent Local Housing Allocation (PLHA) funds. The goal of the program is to deploy funding quickly in order to make affordable housing developers competitive in the open market. In addition, the City's goal is to align this program with the proposed Bay Area Housing Finance Authority (BAHFA) preservation program so projects can leverage both City and regional funding resource	Enacted (Affordable Housing Ordinance) Proposed (Housing Preservation Fund)	Ordinance & Impact Fee Resolution Anti-Displacement Strategy	Links to Article 29 of the Zoning Code, Resolution No. 16014, and the Anti-Displacement Strategy can be found in Appendix 6	1	4	1	2
Total Points					37		8	45

Appendix 5 – Electronic copies of supporting documents

CITY COUNCIL RESOLUTION NO 16025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY ADOPTING THE FOCUSED GENERAL PLAN UPDATE, WHICH INCLUDES A GENERAL PLAN AMENDMENT TO REPEAL THE 2015-2023 HOUSING ELEMENT AND ADOPT THE HOUSING ELEMENT OF THE GENERAL PLAN FOR THE PERIOD OF 2023-2031, AND AMENDMENTS TO THE BUILT ENVIRONMENT, PUBLIC SAFETY, BUILDING COMMUNITY, AND NATURAL RESOURCES ELEMENTS, IN COMPLIANCE WITH STATE LAW.

WHEREAS, the California Legislature (Legislature) has found that “California has a housing supply and affordability crisis of historic proportions. The consequences of failing to effectively and aggressively confront this crisis are hurting millions of Californians, robbing future generations of the chance to call California home, stifling economic opportunities for workers and businesses, worsening poverty and homelessness, and undermining the state’s environmental and climate objectives” (Gov. Code Section 65589.5.); and

WHEREAS, the Legislature has further found that “Among the consequences of those actions are discrimination against low-income and minority households, lack of housing to support employment growth, imbalance in jobs and housing, reduced mobility, urban sprawl, excessive commuting, and air quality deterioration” (Gov. Code Section 65589.5.); and

WHEREAS, the Legislature recently adopted the Housing Crisis Act of 2019 (SB 330) which states that “In 2018, California ranked 49th out of the 50 states in housing units per capita... California needs an estimated 180,000 additional homes annually to keep up with population growth, and the Governor has called for 3.5 million new homes to be built over 7 years”; and

WHEREAS, State Housing Element Law (Gov. Code Sections 65580 et seq.) requires that the City Council adopt a housing element for the eight-year period 2023-2031 to accommodate the City of Redwood City’s (City) regional housing need allocation (RHNA) of 4,588 housing units, comprised of 1,115 very-low income units, 643 low-income units, 789 moderate-income units, and 2,041 above moderate-income units; and

WHEREAS, the City has prepared Housing Element 2023-2031 (the Housing Element) in compliance with State Housing Element Law and has identified sites that can accommodate housing units meeting the City’s RHNA obligation; and

WHEREAS, in order to allow for flexibility in future housing development, to create additional opportunities to address the housing crisis, and to increase opportunities for affordable housing to be constructed benefitting lower-income households, the Housing Element sets a target of just over 150 percent of the required RHNA, or approximately 7,023 housing units, comprised of 1,478 very-low income units, 1,334 low-income units, 1,427 moderate-income units, and 2,783 above moderate-income units; and

WHEREAS, the Housing Element relies on nonvacant sites to accommodate more than 50 percent of the RHNA for lower-income households, but there exists substantial evidence demonstrating that the existing uses on these sites are not an impediment to additional residential development and will likely discontinue in the planning period, which evidence includes: the City's track record of redevelopment of underutilized nonvacant sites; current and planned Zoning Code standards that promote and incentivize density, including increasing maximum allowable density, increasing maximum building heights and removal of certain parking requirements; the nonvacant sites do not include sites that have recently been updated or are of local importance and therefore would not be likely to be redeveloped; the nonvacant sites were screened for a variety of factors to confirm high redevelopment potential including but not limited to developer interest, improvement-to-land value ratio, and existing lot coverage/size; furthermore, the City's Affordable Housing Ordinance ensures a portion of the units will be reserved as affordable;

WHEREAS, as provided in Government Code Section 65350 et. seq., adoption of the Housing Element constitutes a general plan amendment; and

WHEREAS, to comply with Government Code Section 65302(g) requiring all local jurisdictions to update their general plan safety element upon each revision of the housing element or local hazard mitigation plan, but not less than once every eight years, the City has prepared a new General Plan Public Safety Element to address flood and fire hazards and incorporate climate adaptation and resiliency strategies; and

WHEREAS, on September 15, 2022, the City held a Climate Action Subcommittee meeting to discuss the proposed Public Safety Element updates and to provide members of the public an opportunity to learn about the proposed changes and to provide input on the proposed Public Safety Element updates; and

WHEREAS, to comply with Government Code Section 65302(h) requiring all local jurisdictions with identified disadvantaged communities to adopt a general plan environmental justice element or to adopt environmental justice goals, policies, and objectives as integrated into other general plan elements upon the adoption or next revision of two or more elements concurrently on or after January 1, 2018, the City has

prepared environmental justice goals, policies, and objectives and integrated them into the General Plan Housing, Public Safety, Built Environment, Building Community, and Natural Resources Elements; and

WHEREAS, on December 8, 2021, and August 17, 2022, the City, in partnership with Familias Unidas, hosted virtual all-Spanish speaking focus groups to discuss environmental justice needs in Redwood City and collect community input on Environmental Justice goals, policies, and programs; and

WHEREAS, on June 17, 2022, the City held an Equity and Social Justice Subcommittee meeting to discuss the environmental justice goals, policies, and programs proposed in the General Plan and to provide members of the public an opportunity to learn about and provide input on environmental justice goals, policies, and programs; and

WHEREAS, as provided in Government Code Sections 65352 – 65352.5 and in compliance with all requirements of SB 18, the City referred the Housing Element to all California Native American tribes on the contact list provided by the Native American Heritage Commission and to other entities listed and no California Native American tribe requested consultation nor provided comments after reviewing the Housing Element; and

WHEREAS, the preparation, adoption, and implementation of the Housing Element requires a diligent effort to include all economic segments of the community; and

WHEREAS, beginning in March 2021, the City conducted extensive community engagement, as detailed in the Housing Element on pages 5-1 through 5-7, with residents, businesses, and other stakeholders in order to involve the public in the planning process for the Housing, Public Safety, Built Environment, Building Community, and Natural Resources Element updates including engagement of Spanish speakers and residents of environmental justice communities via 12 presentations with community groups, three community surveys, two community workshops, and 10 study sessions or public hearings before the Housing and Human Concerns Committee, Planning Commission, and City Council; and

WHEREAS, in accordance with Government Code Section 65585 (b), on February 23, 2022, the City posted the draft Housing Element and requested public comment for a 30-day review period, and on April 11, 2022, after responding to public comments, the City submitted the draft Housing Element to the State Department of Housing and Community Development (HCD) for its review; and

WHEREAS, on July 8, 2022, the City received a letter from HCD providing its findings regarding the draft Housing Element; and

WHEREAS, on September 9, 2022, the City published a revised draft Housing Element responding to HCD's findings and requested public comment on the draft for a 15-day review period, and on October 5, 2022, after reviewing public comments and incorporating any necessary updates in response, the City submitted a revised draft Housing Element to HCD for its review; and

WHEREAS, on January 6, 2023, the City published a revised draft Housing Element responding to HCD comments and requested public comment on the draft for a 7-day review period, and on January 14, 2023, after reviewing public comments and incorporating any necessary updates in response, the City submitted a revised draft Housing Element to HCD for its review; and

WHEREAS, on January 19, 2023, the City received a response letter from HCD indicating that the 2023-2031 Housing Element is in compliance with State law; and

WHEREAS, a Draft Environmental Impact Report (DEIR) was prepared for the Housing, Public Safety, Built Environment, Building Community, and Natural Resources Element updates as well as other Zoning Code updates and released on November 23, 2022, for a 45-day public comment period and a public hearing was held at the Planning Commission on December 13, 2022, to receive public comment on the DEIR; and

WHEREAS, the City published the Final Environmental Impact Report (FEIR) on January 27, 2023, including the DEIR, public comments, and the City's response to comments; and

WHEREAS, on January 31, 2023, the Planning Commission conducted a duly and properly noticed public hearing to take public testimony and consider the 2023-2031 Housing Element and updates to the Public Safety, Built Environment, Building Community, and Natural Resources Elements (collectively, the "Focused General Plan Update"), reviewed the Focused General Plan Update and all pertinent maps, documents and exhibits, including HCD's findings, the City's responses to HCD's findings, the Final EIR, the staff report and all attachments, and oral and written public comments, and unanimously recommended to the City Council certification of the EIR, repeal of the 2015-2023 Housing Element, and adoption of the Focused General Plan Update; and

WHEREAS, on January 26, 2023, the San Mateo County Airport Land Use Committee reviewed the City's Focused General Plan Update and recommended that the

C/CAG Board of Directors, acting as the San Mateo County Airport Land Use Commission is consistent with applicable airport/land use policies and criteria contained in the Comprehensive Airport Land Use Compatibility Plan, subject to the City making minor modifications to its draft Housing Element, and Public Safety Element; and

WHEREAS, HCD confirmed that the minor amendments to the Housing Element were in substantial compliance with State law; and

WHEREAS, at the January 31, 2023, Planning Commission meeting, staff presented the proposed edits to the Planning Commission; and

WHEREAS, on February 3, 2023, the City published on its website, and emailed a link to all individuals and organizations that had previously requested notices related to the Housing Element, the revised draft Housing Element incorporating the minor amendments requested by ALUC; and

WHEREAS, on February 13, 2023, the City Council conducted a duly and properly noticed public hearing to take public testimony and consider this Resolution regarding the Focused General Plan Update, reviewed the Focused General Plan Update and all pertinent maps, documents and exhibits, including HCD's findings, the City's responses to HCD's findings, the Final EIR, the staff report and all attachments, and oral and written public comments; and

WHEREAS, the City Council is empowered by Redwood City Municipal Code Chapter 18, Article XI, section 18.60 to amend the General Plan upon recommendation by an affirmative vote of four members of the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

Section 1. The recitals set forth above are true and correct and are hereby incorporated herein by this reference as if fully set forth in their entirety.

Section 2. The Focused General Plan Update.

A. The amendments contained in the Focused General Plan Update are internally consistent and consistent with the stated vision of the General Plan to "provide an enlightened strategy for future development...that values our history, unique character, and future potential" and "enhance the quality of life for current and future generations."

B. The amendments contained in the Focused General Plan Update will contribute to the public health, safety, and general welfare and will be of benefit to the public by facilitating development, maintenance, and improvement of adequate and affordable housing for new and existing residents.

C. Through certification of the Final EIR and its associated Mitigation Monitoring and Reporting Program, nearly all impacts associated with the Focused General Plan Update would be mitigated to less than significant levels except for those certain significant and unavoidable impacts for which the City Council adopted a Statement of Overriding Considerations.

Section 3. The Focused General Plan Update complies with state law governing preparation, adoption, and amendment of general plans at Government Code sections 65350 et seq., and the Housing Element substantially complies with State Housing Element Law, as confirmed by the letter from HCD dated January 19, 2023.

Section 4. The City Council repeals the 2015-2023 Housing Element, adopts the 2023-2031 Housing Element attached hereto as **Exhibit A**, incorporated by this reference, and adopts updates to the Public Safety Element included as **Exhibit B**, updates to the Built Environment Element included as **Exhibit C**, updates to the Building Community Element included as **Exhibit D**, and updates to the Natural Resources Element included as **Exhibit E**, all incorporated by this reference.

Section 5. The City Council authorizes staff to make minor, non-substantive edits to the 2023-2031 Housing Element included as **Exhibit A**, the Public Safety Element included as **Exhibit B**, the Built Environment Element included as **Exhibit C**, the Building Community Element included as **Exhibit D**, and the Natural Resources Element included as **Exhibit E**, after approval, including but not limited to changes required to achieve certification by HCD, and re-numbering and ordering the Public Safety Element programs and policies for ease of reference

Section 6. This Resolution shall go into effect immediately upon adoption.

Exhibit A: Housing Element

Exhibit B: Public Safety Element

Exhibit C: Built Environment Element

Exhibit D: Building Community Element

Exhibit E: Natural Resources Element

* * *

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 13th day of February 2023 by the following votes:

AYES: Aguirre, Eakin, Howard, Martinez Saballos, Sturken,
Espinoza-Garnica and Mayor Gee

NOES: None

ABSENT: None

ABSTAINED: None

RECUSED: None



Jeff Gee
Mayor of the City of Redwood City

Attest:



Pamela Aguilar, CMC
City Clerk of Redwood City

I hereby approve the foregoing resolution this
15th day of February 2023.



Jeff Gee
Mayor of the City of Redwood City

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



January 19, 2023

Sue Exline, Assistant Director
Community Development and Transportation Department
City of Redwood City
1017 Middlefield Road
Redwood City, CA 94063

Dear Sue Exline:

RE: Redwood City's 6th Cycle (2023-2031) Revised Draft Housing Element

Thank you for submitting the Redwood City's (City) revised draft housing element received for review on January 17, 2023. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD considered comments from Housing Leadership Council of San Mateo County and Housing Action Coalition pursuant to Government Code section 65585, subdivision (c).

HCD is pleased to find the revised draft housing element meets the statutory requirements of State Housing Element Law (Article 10.6 of Gov. Code). The revised draft element addresses the statutory requirements described in HCD's July 8, 2022 review. The housing element will comply with State Housing Element Law (Article 10.6 of the Gov. Code) when it is adopted, submitted to and approved by HCD, in accordance with Government Code section 65585.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available while considering and incorporating comments where appropriate. Please be aware, any draft revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Since the housing element relies upon nonvacant sites to accommodate more than 50 percent of the regional housing needs allocation (RHNA) for lower-income households, it must demonstrate that existing uses are not an impediment to additional residential development in the planning period. As part of the adoption resolution, the City must find, based on substantial evidence, existing uses do not impede additional residential development and will likely be discontinued during the planning period. Otherwise,

existing uses are presumed to impede additional development and the sites will not be utilized toward the RHNA. (Gov. Code, § 65583.2, subd. (g)(2).)

Please note, upon adoption of the housing element, the City must submit an electronic version of the sites inventory with its adopted housing element to sitesinventory@hcd.ca.gov. Pursuant to Government Code section 65583.3, subdivision (b), the City must utilize standards, forms, and definitions adopted by HCD when preparing the electronic sites inventory. See HCD's housing element webpage at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements> for a copy of the form and instructions. The City can reach out to HCD at sitesinventory@hcd.ca.gov for technical assistance.

For your information, pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), if a local government fails to adopt a compliant housing element within 120 days of the statutory deadline (January 31, 2023), then any rezoning (e.g., Program H1-10: Nonvacant Sites Previously Identified) to make prior identified sites available or accommodate the RHNA shall be completed no later than one year from the statutory deadline pursuant to Government Code sections 65583, subdivision (c) and 65583.2, subdivision (c). Otherwise, the local government's housing element will no longer comply with State Housing Element Law, and HCD may revoke its finding of substantial compliance pursuant to Government Code section 65585, subdivision (i). Please be aware, if the City fails to adopt a compliant housing element within one year from the statutory deadline, the element cannot be found in substantial compliance until these rezones are completed.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

HCD appreciates your hard work and dedication throughout the housing element review and update process. HCD also applauds the leadership of the City in taking significant steps toward accommodating the existing and projected housing needs of the community as well as affirmatively furthering fair housing through housing mobility and place-based strategies for community revitalization. If you have any questions or need additional technical assistance, please contact Hillary Prasad, of our staff, at Hillary.Prasad@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

RESOLUTION NO. 15542

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AMENDING THE DOWNTOWN PRECISE PLAN (Section 2.03 and 2.5.5) TO ADJUST LEVEL OF REVIEW AUTHORITY AND MAKE OTHER MINOR MODIFICATIONS (LEVEL OF REVIEW AUTHORITY AMENDMENTS)

WHEREAS, these Level of Review Authority Amendments to the Downtown Precise Plan to amend the definition of "large project" to include any project over 35 ft. in height or 3 stories, and remove the Use Permit process requirements and refer to the Zoning Ordinance process; and

WHEREAS, on October 18, 2016, the Planning Commission adopted a resolution recommending the proposed amendments with minor amendments; and

WHEREAS, the minor amendments have been incorporated into this resolution recommended for City Council adoption; and

WHEREAS, a notice of public hearing on the Level of Review Authority Amendments was duly published in the Daily News at least 10 days prior to the public hearing; and

WHEREAS, at the public hearing, the City Council considered the whole of the record.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The recitals set forth above are true and correct, and are hereby incorporated herein by this reference as if fully set forth in their entirety.

Section 2. The City Council hereby finds that the proposed Level of Review Authority Amendments are in the public interest and consistent with the Redwood City General Plan.

Section 3. These proposed Level of Review Authority amendments have been reviewed with respect to applicability of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 et seq.). The project is exempt from CEQA as it can be seen with certainty that there is no impact on the environment. (See, e.g., CEQA Guidelines § 15061(b) (3).) Pursuant to Guidelines section 15091(e), the documents and other materials that constitute the record of proceedings upon which the Planning Commission has based its decision are located in and may be obtained from, the Office of the City Clerk at 1017 Middlefield Road, Redwood City, California. The City Clerk is the custodian of records for all matters before the City.

Section 4. The City Council of the City of Redwood City hereby adopts amendments to the Downtown Precise Plan as provided shown in Exhibit A. Edits include adding the text shown in underline (example) and deleting the text shown in ~~strikeout (example)~~, as provided in Exhibit A. Wording in brackets ([example]) is informational only and is not to be included in the published resolution.

Section 7. This Resolution shall go into effect immediately upon adoption.

* * *

EXHIBIT A

DOWNTOWN PRECISE PLAN AMENDMENTS

Small Projects

Small Projects are projects in which no historic resource is located and does not involve new building construction or building additions exceeding 35 ft. or three stories in height on the project parcel and in which one of the following descriptions applies: 1) The application is for the **remodeling** of an existing building in which no more than 10% new floor area is added; 2) The application is for the **remodeling** of an existing building in which more than 10% new floor area is added, but in which the site is 30,000 square feet or less in size; 3) The application is for **new development** in which the site is 30,000 square feet or less in size; or 4) The application is for **signage only**.

2. Large Projects

Large Projects are projects in which no historic resource is located on the project parcel and in which one of the following descriptions applies: 1) The application is for the **remodeling** of an existing building in which more than 10% new floor area is added, and in which the site is more than 30,000 square feet in size; 2) The application is for **new development** in which the site is more than 30,000 square feet in size; ~~or~~ 3) The application involves an **exposed parking structure** (see Section 2.6); ~~or~~ 4) The application involves new building construction or building additions exceeding 35 ft. or three stories in height, unless the addition is minor, as determined by the Community Development Director or his/her Designee.

2.2.5 Use Permit Process

Use Permits shall be acted upon in accordance with Article 42 (Use Permits) in the Zoning Code.

~~Use Permits shall be acted upon by the Zoning Administrator in accordance with the following procedure:~~

1. Standards

- ~~a. **Application.** Applications shall be filed with the Planning, Housing, & Economic Development Department by the owner of the property affected or his/her agent. Every application shall be accompanied by a reasonable filing fee or cost recovery deposit, as applicable, in an amount as may be established by resolution of the Council. Filing fees shall not be refundable. Cost recovery deposits are billed on a time and materials basis, with any remaining portion of the deposit to be refunded at the conclusion of the entitlement process. The application shall include such legal descriptions, maps or plats, drawings, and other reasonable, pertinent information as may be required by the Zoning Administrator.~~
- ~~b. **Zoning Administrator Action.** The Zoning Administrator shall grant, or conditionally grant the Use Permit applied for only if he or she finds that the establishment, maintenance, or operation of the use applied for would not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, or general welfare of~~

~~hearing will be held thereon by the Zoning Administrator. Such notice shall be given at least ten (10) days prior to the time of the hearing and shall specify the grounds upon which revocation proceedings will be conducted. (b) The Zoning Administrator shall, within five (5) days after the conclusion of the public hearing, prepare a report of findings and recommendations and shall transmit them to the Council. (c) A public hearing shall be held by the Council after the giving of ten (10) days' notice to the permittee. A copy of the report of the Zoning Administrator's findings and recommendations shall be given to the permittee at least ten (10) days prior to the hearing. (d) From and after the giving of notice that a public hearing by the Zoning Administrator will be held to revoke a Use Permit, no construction of any structures on the parcel subject to the Use Permit shall thereafter be commenced pending a final determination on the matter. This provision shall not apply to any structure upon which construction has already begun or to any structure for which no Use Permit is necessary.~~

~~i. **Permit Continuity.** Use Permits issued prior to the adoption of this ordinance or Use Permits issued prior to the adoption of any district change or other amendment under this ordinance shall remain in full force and effect notwithstanding such change in zoning, subject to the provisions of Section 42.6, provided that the use or other condition for which the permit was granted is conditionally permitted under the applicable new district regulations. In the event the permit was subject to limitations or conditions, such limitations or conditions shall also remain in full force and effect and shall be complied with in addition to all regulations and requirements applicable to the zoning established under this ordinance.~~

~~**2. Guidelines**~~

~~There are no Use Permit Process guidelines.~~

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 28th of November 2016 by the following votes:

Council Members: Aguirre, Bain, Borgens, Gee, Howard, Masur and Mayor
Seybert

NOES: None


ABSENT: None

ABSTAINED: None



John D. Seybert
Mayor of the City of Redwood City

Attest:



Silvia Vonderlinden
City Clerk of Redwood City

I hereby approve the foregoing
resolution this 29th day of November 2016.



John D. Seybert
Mayor of the City of Redwood City

Article 29 - REQUIREMENTS FOR AFFORDABLE HOUSING

*Footnotes:**--- (1) ---*

Editor's note— Ord. No. 2498, § 3(Exh. A), adopted Sept. 27, 2021, amended Art. 29 in its entirety to read as herein set out. Former Art. 29, §§ 29.1—29.11, pertained to similar subject matter, and derived from Ord. No. 1130-375, § 4, adopted June 25, 2918).

29.1 - Authority and Purpose.

A. Authority.

1. This Article shall be known and may be cited as the "Affordable Housing Ordinance."
2. The fees established pursuant to this Article are adopted under the authority of California Constitution Article XI, Section 7, which provides: "A county or city may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws," and in accordance with the purpose set forth in the ordinance codified in this Article.
3. This Article shall apply to the extent permitted by the statutes and laws of the State of California.

B. [Purpose.] The purpose of this Article is to:

1. Increase the supply of affordable housing by imposing an inclusionary requirement for residential development projects;
2. Ensure that smaller-size developments continue to be encouraged as an important component of the City's housing strategy;
3. Require Developers to mitigate the impact of their developments on the need for affordable housing;
4. Reduce displacement of lower income residents by providing affordable housing opportunities for lower income households through the imposition of a local preference;
5. Implement TL-1 of the Green House Gas (GHG) Reduction Strategies of the City's Climate Action Plan, dated November 2020, by encouraging orderly growth with job/housing balance and reduce vehicle miles travelled (VMT);
6. Implement the 2015-2023 Housing Element of the City's General Plan, as such may be amended (the "Housing Element") by creating a mechanism to provide affordable housing, intended to meet the needs of all community members;
- 7.

Implement the Housing Element by taking actions to meet the City's stated goal to "create and maintain a jobs/housing balance that reflects the labor force needs of city residents, supports employment opportunities, and generates revenue for the City;" and

8. Support the housing objectives contained in State law.

C. Findings. The City Council finds and determines that the lack of access to affordable housing has a direct impact upon the health, safety, and welfare of the residents of the City.

1. The amendments made to this Article are necessary in order to provide increased affordable housing opportunities for very low to moderate income residents and very low to moderate income persons employed in the City are in the public interest and consistent with the Housing Element as described in the accompanying staff report.
2. As of the adoption of this amendment, approximately forty-six (46) percent of households (more than three thousand (3,000) households) are cost-burdened paying more than thirty percent (30%) of their household income for housing, and twenty-five percent (25%) of those are severely cost-burdened paying rent over fifty percent (50%) of their household income for housing. Approximately eighty percent (80%) of lower income households in the City pay more than thirty percent (30%) of their income for housing, and fifty percent (50%) of lower income households are severely rent burdened paying over fifty percent (50%) of their income for housing. The number of homes affordable to lower income households are significantly lower than the proportion of lower income households in Redwood City.
3. Housing production in the City has not kept up with employment growth. Over the last decade, job growth has outpaced housing units permitted by more than eight (8) jobs to one (1) housing unit. The City's 2007-2023 Regional Housing Needs Allocation (RHNA) data shows a significant mismatch between demand for housing affordable from very low, low and moderate income households and production of housing affordable to very low, low and moderate income households. As of the 2020 Annual Progress Report, the City has an affordable housing production deficit of five hundred two (502) units for moderate income, one hundred twenty-eight (128) units for low income, and four hundred nineteen (419) units for very low-income households.
4. Because of the high cost of both existing and newly constructed housing, the City will be limited in its ability to contribute to the attainment of State housing goals and to maintain a thriving mixed-income community.
5. A significant trend driving displacement of low-income households is the steadily increasing cost of housing in the City. Low-income households are struggling with housing prices and instability.
- 6.

As of the adoption of this amendment, less than fifteen percent (15%) of low-wage earners who work in the City live in the City; sixty-six percent (66%) of low wage employees in Redwood City commute more than ten (10) miles to work; forty-eight percent (48%) commute more than twenty-five (25) miles. The City's Climate Action Plan identified a lack of affordable housing near the urban core and urban sprawl among contributing factors that lead to increased Vehicles Miles Travelled (VMT).

7. Implementation of a local preference will help the City: (1) reduce the impacts of the jobs/housing imbalance; (2) reduce displacement of lower income households; and (3) have the benefit of reducing GHG emissions and VMT.
8. The City commissioned a Live/Work Policy Analysis Study (2021) to review supporting data for the proposed local preference and to analyze the potential impact of the local preference. The study concluded that the data and analysis demonstrate the significant need for the City's proposed local preference and that the imposition of such a preference is unlikely to result in violations of fair housing laws.
9. The California Legislature has required each local government agency to develop a comprehensive, long-term plan establishing policies for future development. As specified in Government Code Section 65583(c), the plan must (1) encourage the development of a variety of types of housing for all income levels, including multifamily rental housing; and (2) "[a]ssist in the development of adequate housing to meet the needs of extremely low, very low, low- and moderate-income households." The City is also charged by the Legislature to use the powers vested in it to make adequate provision for the housing needs of all economic segments of the community (Section 65580(d)).
10. The City previously received and considered the nexus study from Strategic Economics and Vernazza Wolfe Associates, Inc. dated September 2015 entitled "Residential Impact Fee Nexus Study" and "Commercial Linkage Fee Nexus Study" which the City Council will continue to rely on.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.2 - Definitions.

- A. "Affordable housing fund" means a fund or account designated by the City to maintain and account for all monies received pursuant to this Article.
- B. "Affordable ownership cost" means the sales price of a for-sale affordable unit resulting in projected average monthly housing payments, during the first calendar year of a household's occupancy, including interest, principal, mortgage insurance, property taxes, homeowners insurance, homeowners' association dues, if any, and a reasonable allowance for utilities,

property maintenance, and repairs, not exceeding the sales prices specified by Section 50052.5 of the California Health and Safety Code and California Code of Regulations Title 25, Sections 6910-6924.

- C. "Affordable rent" means the total monthly housing expenses for a rental affordable unit not exceeding the rents specified by Section 50053 of the California Health and Safety Code and California Code of Regulations Title 25, Sections 6910-6924, except that the City may permit alternative criteria, when necessary, to be consistent with pertinent state and federal statutes and regulations governing publicly assisted rental housing. As used in this Chapter, "affordable rent" shall include the total of monthly payments by the tenant for all of the following:
1. Use and occupancy of the affordable unit and land and all facilities associated with the affordable unit, including but not limited to parking (whether unbundled or not), bicycle storage, storage lockers, and use of all common areas;
 2. Any additional separately charged fees or service charges assessed by the owner, other than security deposits;
 3. An allowance for utilities paid by the tenant as established by the San Mateo County Housing Authority which may be updated from time to time, including garbage collection, sewer, water, electricity, gas, and other heating, cooking, and refrigeration fuel, but not telephone service, cable TV or Wi-Fi/internet; and
 4. Any other interest, taxes, fees or charges for use of the land or affordable unit or associated facilities and assessed by a public or private entity other than the owner, and paid by the tenant.
- D. "Affordable unit" means a dwelling unit in a residential development project that is occupied by, or available to, moderate, low, very low or extremely low income households at an affordable rent or an affordable ownership cost as required by this Article.
- E. "Below Market Rate ("BMR") Tenant Selection and Management Plan," applicable to the affordable units shall include, at a minimum, procedures and requirements for determining tenant eligibility, occupancy requirements, initial and ongoing marketing policies, application process, waitlist management, income verification requirements, annual recertification, rejection of ineligible applicants and eligibility termination.
- F. "Building permit" includes full structural building permits as well as partial permits such as foundation-only permits and demolition permits.
- G. "Developer" means the person(s) or legal entity(ies), who also may be the property owner, who is seeking residential development project or non-residential development project permits or approvals from the City or developing a particular residential development project or non-residential development project, in the City.
- H.

"Extremely low income households" means households with incomes no greater than the maximum income for extremely low income households, as published annually by the City for each household size, based on United States Department of Housing and Urban Development (HUD) and the California Department of Housing and Community Development (HCD) income limits for San Mateo County.

- I. "For-sale unit" means a residential dwelling unit that may be sold individually in conformance with the Subdivision Map Act. For-sale units also include units that are converted from rental units to for-sale units.
- J. "Housing impact fee" means the fee paid by developers of residential and nonresidential development projects to mitigate the impacts that such developments have on the demand for affordable housing in the City.
- K. "Low income households" means households with incomes no greater than the maximum income for low income households, as published annually by the City for each household size, based on United States Department of Housing and Urban Development (HUD) and the California Department of Housing and Community Development (HCD) income limits for San Mateo County.
- L. "Market rate unit" means a dwelling unit in a residential development project that is not an affordable unit.
- M. "Moderate income households" means households with incomes no greater than the maximum income for moderate-income households, as published annually by the City for each household size, based on the California Department of Housing and Community Development (HCD) income limits for San Mateo County.
- N. "Nexus Study" means a nexus study or report that uses widely used, appropriate methodology to determine the maximum amount needed to mitigate the burdens created by residential and nonresidential development on the need for affordable housing in the City.
- O. "Nonresidential development project" means an application for a planning permit or building permit that includes the new construction of gross square feet of nonresidential space or the conversion of a residential use to a nonresidential use.
- P. "Nonresidential use type" means the categories of nonresidential development established by resolution of the City Council, broadly categorized to adopt appropriate housing impact fees based on impact.
- Q. "Planning permit" means any discretionary approval of a residential development project, including, without limitation, a general or specific plan adoption or amendment, rezoning, tentative map, parcel map, conditional use permit, variances, or design review.
- R. "Rental unit" means a dwelling unit that is intended to be offered for rent or lease and that cannot be sold individually in conformance with the Subdivision Map Act.
- S.

"Residential development project" means an application for a planning permit or building permit at one (1) location to create one (1) or more additional dwelling units, convert nonresidential uses to dwelling units, subdivide a parcel to create one (1) or more separately transferable parcels intended for residential development, or implement a condominium conversion, including development constructed at one (1) time and in phases. "One (1) location" includes all adjacent parcels of land under common ownership or control, the property lines of which are contiguous at any point, or the property lines of which are separated only by a public or private street, road, or other public or private right-of-way, or separated only by the lands owned or controlled by the developer.

T. "Review authority" means the City staff person or body authorized to approve or deny an application for a planning or building permit for a residential development project.

U. "Very low income households" means households with incomes no greater than the maximum income for very low income households, as published annually by the City for each household size, based on United States Department of Housing and Urban Development (HUD) and the California Department of Housing and Community Development (HCD) income limits for San Mateo County.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.3 - Applicability.

The requirements of this Article 29 apply to new nonresidential development projects and residential development projects as set forth below.

- A. Housing Impact Fee.** A housing impact fee is imposed on all developers of nonresidential development projects and residential development projects between five (5) to nineteen (19) units, subject to the exemptions in Section 29.5 (Payment of a Housing Impact Fee).
- B. On-Site Construction of Affordable Housing.** Residential development projects of twenty (20) units or more (excluding accessory dwelling units) are required to construct affordable units on site per Section 29.4 (Requirements for Inclusion of Affordable Housing) and other applicable provisions of this Article.
- C. Four (4) or Fewer Dwelling Units.** Residential development projects of four (4) or fewer dwelling units are exempt from the requirements of this Article.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.4 - Requirements for Inclusion of Affordable Housing.

- A. Number of Affordable Units and Level of Affordability.** The number of affordable units must be constructed as specified below unless an alternative is approved per Section 29.8 (Alternatives). For the purposes of this Section, "total units" does not include units awarded above the

otherwise-allowable maximum density as part of a density bonus in Section 32.19 (Affordable Housing Density Bonuses).

1. **Rental Projects.** Ten percent (10%) of the proposed units in a rental residential development shall be affordable to moderate income households, five percent (5%) of the proposed units in a rental residential development shall be affordable to low income households, and five percent (5%) of the proposed units shall be set aside for very low income households. Alternative percentages and levels of affordability may be considered as part of the Affordable Housing Plan and Agreement (Section 29.7) and the review authority may approve or conditionally approve such an alternative if it determines, based on substantial evidence, that such alternative percentages and levels of affordability will provide as many or more affordable units at the same or lower income levels or will otherwise provide greater public benefit than the standard requirement.
 2. **Ownership Projects.** Fifteen percent (15%) of the proposed units shall be affordable to moderate income households.
 3. **Fractional Units.** In calculating the number of affordable units required, any fraction of a whole number shall be satisfied by either developing one (1) additional affordable unit or by paying an affordable housing in-lieu fee.
- B. Density Bonus.** Affordable units that satisfy the requirements of this Chapter may be counted toward the number of affordable units required for a density bonus under California Government Code Sections 65915-65918. To be eligible, the affordable units shall meet all of the applicable requirements in California Government Code Section 65915. These requirements, including application submittal requirements and replacement housing obligations are summarized in Section 32.19 (Affordable Housing Density Bonuses).
- C. Affordable Housing In-Lieu Fee.** The affordable housing in-lieu fee for fractional units shall be established by resolution of the City Council and updated from time to time. Affordable housing in-lieu fees shall not exceed the fractional cost of providing an affordable unit.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.5 - Payment of a Housing Impact Fee.

- A. Amount.** The base amount of the housing impact fee shall be established from time to time by resolution of the City Council. Fees may be based on a fee per market-rate unit, fee per square foot, or any other reasonable basis. The City Council may review the fees from time to time at its sole discretion and, based on the review, may adjust the fee amount within the range justified by the most recently adopted Nexus Study. However, the housing impact fees shall not exceed the cost of mitigating the impact of nonresidential and residential development projects on the need for affordable housing in the City. The fee amounts approved by the City Council may be adjusted once per fiscal year by the Community Development Director based on the percentage increase

in the Engineering News-Record Construction Cost Index for San Francisco, California, provided that any increased adjustment does not exceed the amounts justified by the most recently adopted Nexus Study. Such adjustments will be reflected in the City's Master Fee Schedule.

- B. Timing of Payment.** Payment of the residential and nonresidential development project housing impact fees shall be due prior to the issuance of the first building permit for the development. The fees shall be calculated based on the fee schedule in effect at the time the building permit is issued.
- C. Exemptions.** The housing impact fee shall not apply to developers of residential or nonresidential development projects, which fall within one (1) or more of the following categories:
1. Four (4) or Fewer Dwellings. The housing impact fee shall not apply to developers of residential development projects consisting of four (4) or fewer dwelling units; the creation of four (4) or fewer parcels, provided that no more than four (4) dwelling units are allowed; or accessory dwellings created under Article 37 of the Redwood City Zoning Code.
 2. Twenty (20) or More Dwellings. Residential development projects of twenty (20) units or more (excluding accessory dwelling units) that are required to construct affordable units on site per Section 29.4 (Requirements for Inclusion of Affordable Housing) of this Article.
 3. Nonresidential Development of Five Thousand (5,000) Square Feet or Less. The housing impact fee shall not apply to developers of nonresidential development projects adding five thousand (5,000) square feet or less of net new square footage.
 4. Government-Owned. Residential or nonresidential development projects located on property owned by the state of California, the United States of America, or any of its agencies and used exclusively for governmental or educational purposes.
 5. Damaged or Destroyed. Any development project proposed to repair or replace a structure that was damaged or destroyed by fire or other calamity, so long as the square footage and permitted use of the structure remains the same, and the planning application for the project is filed within one (1) year of the damage's occurrence. If and to the extent there is a change in the permitted use or an increase in the square footage of the structure, then the housing impact fee shall be calculated based on the net new square footage of the structure at the rate applicable to the type of permitted use (residential or nonresidential).
 6. Demolished Structures. Any development project proposed to replace a structure previously located on site but which has been demolished, so long as the square footage and permitted use of the structure remains the same, and the planning application for the project is filed within two (2) years of the demolition of the structure being replaced. If and to the extent there is a change in the permitted use or an increase in the square footage, then the housing impact fee shall be calculated based on the net new square footage at the rate applicable to the type of permitted use (residential or non-residential).

7. Abandoned Structures. Any development project proposed to replace a structure located on site but which is not being used for its permitted use and which does not otherwise meet the exemptions under Section 29.5(C)(5) (Damaged and Destroyed) or 29.5(C)(6) (Demolished Structures), so long as the square footage and permitted use of the structure remains the same, and the planning application for the project is filed within two (2) years of the last permitted use of the site. If and to the extent there is a change in the permitted use or an increase in the square footage, then the housing impact fee shall be calculated based on the net new square footage at the rate applicable to the type of permitted use (residential or non-residential).
8. Vested Right to Proceed. Residential or nonresidential development projects to the extent they have received a vested right to proceed without payment of housing impact fees pursuant to state law, including those that are the subject of development agreements currently in effect with the City, if such development agreements were approved prior to the effective date of the ordinance from which this Article is derived and where such agreements expressly preclude the City from requiring payment of the housing impact fee.
9. Provision of Affordable Housing. A residential or nonresidential development project may mitigate its impact on the need for affordable housing by providing affordable housing units instead of paying the impact fee, so long as the affordable units are provided in accordance with an affordable housing plan (Section 29.7) and meet all of the standards in Section 29.6 and 29.8.A and the Developer provides reasonable assurances required by the City that the affordable units will be timely completed.
10. The following specific nonresidential uses are exempt from the payment of the housing impact fee:
 - a. Public Uses, as defined by Article 2, Section 2.2 of the Redwood City Zoning Code, including, but not limited to, public schools, parks, playgrounds, hospitals, and administrative and service facilities;
 - b. Quasi-Public Uses, as defined by Article 2, Section 2.2 of the Redwood City Zoning Code, including, but not limited to, houses of worship, schools and colleges, recreational facilities, cultural institutions and private hospitals;
 - c. Child Care Centers, including Family Child Care Homes;
 - d. Recreational facilities for public use and enjoyment within commercial or industrial developments;
 - e. Housing for the Elderly, nursing homes, rest homes, residential care facilities, and skilled nursing facilities as defined by Article 2, Section 2.2 of the Redwood City Zoning Code;
 - f. Schools, public and private, as defined by Article 2, Section 2.2 of the Redwood City Zoning Code; and

- g. Property eligible for the California Property Tax Welfare Exemption in that it is (1) used exclusively for charitable purposes, and (2) owned or held in trust by nonprofit organizations operating for those purposes and that have a current tax exempt letter from the Internal Revenue Service or the Franchise Tax Board.

11. Any other uses that may be specified by resolution of the City Council.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.6 - Standards for Affordable Housing.

A. Quality of Construction and Number of Bedrooms. All affordable units required by this Article shall be comparable to the overall quality of construction to market-rate units in the same housing development as follows:

1. The exterior appearance of the affordable units shall be compatible with that of market-rate units.
2. Interior finishes and amenities may not differ from those provided in the base model market rate units.
3. The number of bedrooms in the affordable units shall be comparable to the average number of bedrooms in the market-rate units, include comparable square feet by unit size and the affordable units shall be reasonably dispersed within the residential development, with unit locations comparable to those of the market-rate units, subject to review and approval by the Community Development Director.
4. The affordable units shall have access to the same amenities as the market rate units included within the affordable ownership cost or affordable rent for the affordable unit. For example, residents of the affordable units shall not be excluded from common open space, parking, storage, and other community facilities or amenities in the residential development project, nor shall households residing in affordable units be charged more than an affordable rent or an affordable ownership cost as defined in Section 29.2 (Definitions) for the use of such facilities and amenities.

B. Availability for Occupancy.

1. **Residential Development.** All affordable units required by this Article shall be made available for occupancy concurrently with the market-rate units. For the purposes of this subsection, "concurrently" means that the City may not issue building permits for more than fifty percent (50%) of the market-rate units until it has issued building permits for all of the affordable units, and the City may not approve any final inspections or certificates of occupancy (including a temporary certificate of occupancy) for more than fifty percent (50%) of the

market-rate units, or in the case of a multi-structure residential development project, any structure(s) containing more than fifty percent (50%) of the market-rate units, until it has issued final inspections or certificates of occupancy for all of the affordable units.

- 2. Nonresidential Development.** Pursuant to Section 29.8 (Alternatives), if the developer of a nonresidential development opts to comply with the impact fee requirements by developing or causing the development of affordable units, including purchase of existing units for conversion to affordable units, all of the affordable units shall be made available for occupancy concurrently with or prior to the nonresidential development. For the purposes of this subsection, "concurrently" means that the City may not approve any final inspections or certificates of occupancy (including a temporary certificate of occupancy) for more than fifty percent (50%) of the nonresidential development (on a square foot basis), or in the case of a multi-structure development project, any structure(s) representing more than fifty percent (50%) of the total project square footage of the development project, until it has issued final inspections or certificates of occupancy (including a temporary certificate of occupancy) for all of the affordable units.
- C. Duration of Affordability.** All affordable units for sale produced as required by this Article shall be legally restricted to occupancy by households of the income levels for which the units were designated at an affordable ownership cost for a period of at least thirty (30) years. All affordable units for rent produced as required by this Article shall be legally restricted to occupancy by households of the income levels for which the units were designated at an affordable rent for a period of at least fifty-five (55) years. The legal restrictions requiring affordable units shall be recorded against the applicable property in the form specified in Section 29.7(F).
- D. Eligibility.** No household may occupy an affordable unit until the Community Development Director or designee has approved a Below Market Rate Tenant Selection and Management Plan prepared by the developer, which plan shall include eligibility requirements specific to the project.
- E. Principal Residence.** Any household that occupies an affordable unit must occupy that unit as its principal residence, unless otherwise approved in writing for rental to a third party for a limited period of time due to household hardship, as determined and approved by the City in advance.
- F. Local Preference.** To the extent permitted by applicable law including fair housing laws, developers shall grant a preference in the affordable units produced as required by this Article, to: (1) eligible households displaced by any activity (including the exercise of police powers and code enforcement) of the City or as provided in Health and Safety Code Section 33411.3 or by public projects implemented by the City; and (2) eligible households that live (or have ever lived), work or have been offered work in the City of Redwood City. The preferences stated in this Article apply to the affordable units for the applicable term specified in 29.6(C). Notwithstanding anything to the contrary herein, nothing in this Section shall require that the preference be based

on a minimum duration for residency or employment. To the extent, the preferences required under this Article conflict with the requirements of Section 42 of the Internal Revenue Code and implementing guidelines, the requirements of Section 42 will supersede. This Section shall be read to allow developers to impose other legally required or permitted preferences to affordable housing units, so long as such additional preferences are approved in writing by the Community Development Director. All applicable preferences shall be identified in the Affordable Housing Plan and expressly incorporated into the implementing agreements and documents required under Section 29.7(F).

G. Guidelines. The Community Development Director may from time to time adopt guidelines for determining household income and affordable housing cost, determining buyer eligibility, monitoring, and relevant administrative provisions, and determining acceptable alternative means of compliance within the requirements of this Chapter.

H. Conflict of Interest. Officials, employees, or consultants of the City and members of City boards and commissions shall comply with all applicable laws, regulations, and policies relating to conflicts of interest as to their eligibility to develop, construct, sell, rent, lease, occupy, or purchase an affordable unit.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.7 - Affordable Housing Plan and Agreement.

A. Required. An "affordable housing plan" is required for any residential or nonresidential development project that provides affordable units, either on-site or off-site. The affordable housing plan shall be in compliance with the Guidelines and, at a minimum, describe:

1. How the proposed units conform to the requirements of this Article and City and State Density Bonus law requirements, as applicable;
2. The location, structure (attached or detached), proposed tenure (for-sale or rental), and size of the proposed market-rate (as applicable) and affordable units and the basis for calculating the number of affordable units provided;
3. A floor or site plan depicting the location of the affordable units;
4. A phasing plan that provides for the timely development of the number of affordable units in accordance with Section 29.6 (Standards for Affordable Housing);
5. If off-site units, or other alternatives are proposed under Section 29.8 (Alternatives), the information deemed necessary by the City to support the findings required for approval of such alternatives; and
6. Any other information reasonably requested by the Community Development Director to assist with evaluation of the Affordable Housing Plan under the standards of this Article.

Affordable housing plans are not required if the developer is only paying an affordable housing impact fee, in compliance with City requirements.

- B. Submittal and Review.** The affordable housing plan must be submitted prior to the first planning permit application being deemed complete. The affordable housing plan shall be processed concurrently with all other permits required for the residential or nonresidential development project. Affordable housing plans that meet all of the requirements of this Article shall be approved by the review authority. An affordable housing plan that requests a waiver of any the requirements set forth in this Article shall require approval by the City Council.
- C. Approval of On-site Affordable Units.** The review authority may approve or conditionally approve an affordable housing plan that proposes on-site affordable units if it makes findings, based on substantial evidence, that:
1. The proposed affordable units comply with the applicable standards in this Article, including, without limitation, the requirement that the affordable units be made available for concurrent occupancy per Section 29.6B.
 2. The affordable units will mitigate the impact of the project on the need for affordable housing if the units are being provided under the Affordable Housing Impact Fee program.
- D. Approval of Off-Site Affordable Units.** If a developer proposes off-site affordable housing units or any other alternative in the affordable housing plan, the review authority may approve such a proposal if it is able to make the above findings in Section C (Approval of On-Site Affordable Units) and the proposal meets all of the following conditions:
1. Financing or a viable financing plan, which may include public funding sources, is in place for the proposed affordable housing units;
 2. The proposed location is suitable for the proposed affordable housing, is consistent with the Housing Element, general plan, and zoning, and will not cause residential segregation; and
 3. The proposed affordable units comply with the applicable standards in this Article, including, without limitation, the requirement that the affordable units be made available for concurrent occupancy per Section 29.6B.
- E. Amendments.** The approved affordable housing plan may be amended prior to issuance of any building permit for the residential or nonresidential development project. A request for a minor modification of an approved affordable housing plan may be granted by the Community Development Director if the modification is substantially in compliance with the original affordable housing plan and conditions of approval. Other modifications to the affordable housing plan shall be processed in the same manner as the original plan.
- F. Agreements.** As a condition of approval, affordable housing agreements acceptable to the Community Development Director shall be recorded against the residential or nonresidential development project prior to approval of any final or parcel map, or issuance of any building permit, whichever occurs first. The affordable housing agreement shall specify the number, type, location, size, and phasing of all affordable units, provisions for income certification and

screening of potential purchasers or renters of units, and resale control mechanisms, including the financing of ongoing administrative and monitoring costs, consistent with the approved affordable housing plan, as determined by the Community Development Director. The form of the affordable housing agreement may vary depending on the way the provisions of this Article are satisfied for a particular development project. The affordable housing agreement shall be recorded against the property in the form of a resale or rental restrictions, deeds of trust, option agreements, or regulatory agreement, as applicable, in a form approved by the City Attorney and executed by the City Manager to ensure the continued affordability of the affordable units and implementation of the local preference required under this Article. Approval of an affordable housing agreement is a condition of any discretionary or ministerial permit for any development project to which this Article applies, unless the developer is only paying an affordable housing impact fee, in compliance with City requirements.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.8 - Alternatives.

An applicant or the City may propose an alternative means of compliance with this ordinance subject to the following provisions:

- A. Alternatives Available to Projects Requiring an Impact Fee.** As an alternative to compliance with the impact fee requirements included in this Article, developers of residential or nonresidential development projects may propose to mitigate the affordable housing impacts of such development through the construction of affordable units on site or through an alternative mitigation program proposed by the developer and the Community Development Director, such as the provision of off-site affordable units, donation of land for the construction of affordable units, or purchase of existing units for conversion to affordable units. Property donated or dedicated shall be suitable for construction of affordable housing at a feasible cost, shall be served by utilities, streets and other infrastructure, and shall have no hazardous materials or other conditions that constitute material constraints on development of affordable housing on the property.
1. The City Council may adopt by resolution the percentage of affordable units needed to mitigate the impact of residential or nonresidential development projects on the need for affordable housing.
 2. Any affordable rental or for-sale units proposed as an alternative to the payment of the housing impact fee shall be subject to the requirements described in Section 29.6 (Standards for Affordable Housing) and demonstrate financing or a viable financing plan, which may include public funding sources, is in place for the proposed affordable housing units.
- B. Alternatives Available to Projects Requiring On-Site Construction of Affordable Units.**

1. **Payment of an In-Lieu Fee.** The City may accept payment of an in-lieu fee in place of construction of on-site units if all of the following findings can be made:
 - a. The City determines that the in-lieu fee is adequate to cover the cost of providing at least an equivalent number of affordable units as would otherwise be required under this Article based upon an affordability gap analysis provided by the applicant.
 - b. The average unit size in the project seeking to pay an in-lieu fee is two thousand (2,000) square feet or four (4) bedrooms.
 2. **Any applicable in-lieu fees will be collected by the City prior to the issuance of the first building permit for the development.** The fees shall be calculated based on the fee schedule in effect at the time the building permit is issued.
 3. **Unit Size.** In projects where the market rate units all exceed two thousand (2,000) square feet, the size of the affordable units may be up to twenty percent (20%) smaller than the Market Rate Units.
- C. **Approval of Off-Site Affordable Units.** If a developer proposes off-site affordable units or any other alternative in the affordable housing plan required under Section 29.6 (Standards for Affordable Housing), the review authority may approve such a proposal if it finds the proposal meets all of the following conditions:
1. Financing or a viable financing plan, which may include public funding sources, is in place for the proposed affordable housing units; and
 2. The proposed location is suitable for the proposed affordable housing, is consistent with the Housing Element, general plan, and zoning, and will not cause residential segregation; and
 3. Any affordable rental or for-sale units proposed as an alternative to the payment of the housing impact fee shall be subject to the requirements described in Section 29.6 (Standards for Affordable Housing).
- D. **Alternatives to the Standards for Affordable Housing.** The City may consider alternatives to the requirements under Section 29.6 (Standards for Affordable Housing) and the review authority may approve such a proposal.
1. As an alternative to Section 29.6(B) Availability for Occupancy, the City may require, in-lieu of concurrent occupancy of the market-rate residential units and/or the non-residential development and the required affordable housing units, that the developer be allowed to obtain a certificate of occupancy (including a temporary certificate of occupancy) for the market-rate residential units and/or the non-residential development so long as the completion of the affordable units is secured by the developer through an agreement under which the developer provides a completion guaranty for the construction of the affordable units and also agrees to pay a deposit or provide a letter of credit in the

amount of the affordable housing impact fee and/or the in-lieu fee in the amount due under Section 29.5; or agrees to provide some other alternative mean of compliance allowed under the Guidelines.

2. As an alternative to Section 29.6(B) (Availability for Occupancy), the City may require, in-lieu of concurrent occupancy of the market-rate residential units and/or nonresidential development and the required affordable housing units, that the developer be allowed to obtain a certificate of occupancy (including a temporary certificate of occupancy) for the market-rate residential units and/or the nonresidential development so long as the developer has secured building permits for the required affordable housing units and the completion of the affordable units is secured by the developer through an agreement under which the developer provides a completion guaranty for the construction of the affordable units or agrees to pay a deposit or provide a letter of credit in the amount of the affordable housing impact fee and/or the in-lieu fee in the amount due under Section 29.5; or agrees to provide some other alternative mean of compliance allowed under the Guidelines.
3. The City will have the option to exercise the guaranty, deposit, letter of credit, or any other forms of assurance for timely delivery in the event that the affordable units are not completed within five (5) years from the date of the first building permit issued, with any allowable extensions, or other alternative.

- E. **Other Alternatives.** The City may consider an alternative mitigation program proposed by the developer and the Community Development Director, such as the provision of off-site affordable units, donation of land for the construction of affordable units, purchase of existing units for conversion to affordable units or alternatives to the Standards for Affordable Housing.
- F. **Agreement with City for Financing.** If the City enters into a financing agreement with the applicant, the parties may agree to alter the requirements of Section 29.6 (Standards for Affordable Housing).
- G. **Significant Number of Affordable Units.** If an applicant exceeds the maximum percentage of affordable units set forth in the State Density Bonus law for low or very low income rental or moderate income ownership units, the City will consider an applicant's request to alter the requirements of Section 29.6 (Standards for Affordable Housing) in conjunction with its review of the planning application for the project and may reject or accept the request in its sole discretion.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.9 - Waiver of Requirements.

- A. Timing of Request.** A developer may apply for a reduction, adjustment, or waiver of the requirements of this Article as part of an application for the first approval of a planning or building permit for a residential development project.
- B. Application Requirements.** The developer must show that applying the requirements of this Article would result in an unconstitutional taking of property or would result in any other unconstitutional result. The developer shall set forth in detail the factual and legal basis for the claim, including all supporting technical documentation, and shall bear the burden of presenting the requisite evidence to demonstrate the alleged unconstitutional result.
- C. City Assumptions.** The City may assume each of the following when applicable:
1. The developer will benefit from the incentives set forth in State Density Bonus law and the zoning ordinance; and
 2. The developer will be obligated to provide the most economical affordable housing units feasible in terms of financing, construction, design, location and tenure.
- D. Decision.** The review authority, based upon legal advice provided by or at the behest of the City Attorney, may approve a reduction, adjustment, or waiver of the requirements of this Article if the review authority determines that applying the requirements of this Article would effectuate an unconstitutional taking of property or otherwise have an unconstitutional application to the property. The reduction, adjustment, or waiver may be approved only to the extent necessary to avoid an unconstitutional result after adoption of written findings, based on legal analysis and the evidence.
- E. Changes to the Project.** If a reduction, adjustment, or waiver is granted, any change in the residential development project shall invalidate the reduction, adjustment, or waiver, and a new application shall be required for a reduction, adjustment, or waiver per this Section.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.10 - Housing Fund.

- A. Establishment of the Fund.** There is hereby established in the City of Redwood City an "Affordable Housing Fund." All affordable housing impact fees or other funds collected under this Article, including payment of any in-lieu fees, shall be deposited into the City's Affordable Housing Fund.
- B. Use of Funds.** The monies in the Affordable Housing Fund and all earnings from investment of the moneys in the Fund shall be expended exclusively to provide housing affordable to extremely low income, very low income, lower income, and moderate income households in the City,

consistent with the goals and policies contained in the City's Housing Element and the purposes for which the fees were collected, and for administration and compliance monitoring of the affordable housing program.

- C. Guidelines.** The City Council may, from time to time, adopt guidelines for expenditure of monies in the affordable housing fund.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

29.11 - Enforcement.

- A. Payment Obligation.** Payment of the housing impact fee is the obligation of the developer for a residential or nonresidential development project. The City may institute any appropriate legal actions or proceedings necessary to ensure compliance herewith, including, but not limited to, actions to revoke, deny, or suspend any permit or development approval.
- B. City Attorney Enforcement.** The City Attorney shall be authorized to enforce the provisions of this Article and all affordable housing agreements, regulatory agreements, and all other covenants or restrictions placed on affordable units, by civil action and any other proceeding or method permitted by law.
- C. Developer Responsibility.** Failure of any official or agency to enforce the requirements of this Article shall not excuse any developer or owner from the requirements of this Article. No permit, license, map, or other approval or entitlement for a residential development shall be issued, including without limitation a final inspection or certificate of occupancy, until all applicable requirements of this Article have been satisfied.
- D. Remedies.** The remedies provided for in this Section shall be cumulative and not exclusive and shall not preclude the City from any other remedy or relief to which it otherwise would be entitled under law or equity.

(Ord. No. 1130-375, § 4, 6-25-18; Ord. No. 2498, § 3(Exh. A), 9-27-21)

Sec. 2.41.18. - HOUSING SUPPORT FUND:

A special revenue fund to be known as the "Housing Support Fund" is hereby established.

Transient Occupancy Taxes collected from short-term rental uses, AB 1717 Prepaid Wireless Utility taxes, and other monies designated by resolution shall be deposited into said fund. The monies in this fund shall be expended solely to provide housing affordable to extremely low income, very low income, lower income, and moderate income households in the City and for administration and compliance monitoring of the affordable housing program.

(Ord. No. 2482, § 2, 6-8-20)

ORDINANCE NO. 2482

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY ADDING SECTIONS 2.41.16 THROUGH 2.41.18 TO CHAPTER 2, ARTICLE IV, OF THE CITY CODE TO ESTABLISH SPECIAL REVENUE FUNDS KNOWN AS THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND, THE HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUND, AND THE HOUSING SUPPORT FUND

WHEREAS, the United States Department of Housing and Urban Development ("HUD") is authorized pursuant to Title I of the Housing and Community Development Act of 1974 (P.L. 93-383), as amended (the "Act"), to provide Redwood City ("City") with federal Community Development Block Grant Program ("CDBG") funds to finance a continuum of activities ranging from public services to economic development and the preservation and production of affordable housing; and

WHEREAS, the City receives an annual allocation of CDBG funding, and it is necessary and desirable that a special revenue fund be established for the deposit of CDBG funds and for the accounting thereof; and

WHEREAS, HUD is authorized pursuant to the HOME Investment Partnerships Program ("HOME"), contained in Title II of the Cranston-Gonzalez National Affordable Housing Act, to provide the City with federal HOME funds to support the preservation and production of affordable housing; and

WHEREAS, the City receives an annual allocation of HOME funding, and it is necessary and desirable that a special revenue fund be established for the deposit of CDBG funds and for the accounting thereof; and

WHEREAS, on June 22, 2015, the City Council adopted Resolution No. 15427 earmarking AB 1717 Prepaid Wireless Utility Tax funds ("AB 1717 Funds") for affordable housing purposes; and

WHEREAS, on January 8, 2018, the City Council adopted Resolution No. 15637 committing Transient Occupancy Taxes ("TOT") collected from short-term rental uses to the Affordable Housing Fund; and

WHEREAS, the City desires to account for ongoing revenue sources such as TOT and AB 1717 Funds for affordable housing separately from one-time funding sources; and

WHEREAS, it is necessary and desirable that a special revenue fund be established for the deposit of TOT collected for such short-term rental uses and AB 1717 Funds and for the accounting thereof.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF REDWOOD CITY
DOES ORDAIN AS FOLLOWS:**

Section 1. The recitals set forth above are true and correct and are hereby incorporated herein by this reference as if fully set forth in their entirety.

Section 2. Sections 2.41.16 through 2.41.18 are hereby added to Chapter 2 (Administration), Article IV (Funds) as follows:

Section 2.41.16. **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND:** A special revenue fund to be known as the "CDBG Fund" is hereby established. CDBG entitlement funds, program income, and any other CDBG revenues shall be deposited into this fund. The monies in this fund shall be expended solely in a manner that is consistent with CDBG regulations.

Section 2.41.17. **HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUND:** A special revenue fund to be known as the "HOME Fund" is hereby established. HOME entitlement funds, program income, and any other HOME funds shall be deposited into this fund. The monies in this fund shall be expended solely in a manner that is consistent with HOME regulations.

Section 2.41.18. **HOUSING SUPPORT FUND:** A special revenue fund to be known as the "Housing Support Fund" is hereby established. Transient Occupancy Taxes collected from short-term rental uses, AB 1717 Prepaid Wireless Utility taxes, and other monies designated by resolution shall be deposited into said fund. The monies in this fund shall be expended solely to provide housing affordable to extremely low income, very low income, lower income, and moderate income households in the City and for administration and compliance monitoring of the affordable housing program.

Section 3. Resolution No. 15637 is hereby rescinded.

Section 4. This ordinance is not a project subject to the California Environmental Quality Act ("CEQA") as defined in CEQA section 15378(b)(5) because it is an administrative activity that has no potential for resulting in either a direct or a reasonably foreseeable indirect physical change in the environment.

Section 5. The City Clerk shall publish this Ordinance in accordance with applicable law.

Section 6. This Ordinance shall go into effect thirty (30) days after the date of the passage and adoption.

* * *

ORDINANCE NO. 2482

At a Joint City Council/Successor Agency Board/Public Financing
Authority Meeting thereof held on the 8th day of June 2020 by the following
votes:

AYES, and in favor of the passage and adoption of the foregoing ordinance:

AYES: Aguirre, Bain, Borgens, Hale, Howard, Masur and Reddy

NOES: None

ABSENT: None

ABSTAINED: None

RECUSED: None



Diane Howard
Mayor of the City of Redwood City

Attest:



Pamela Aguilar, CMC
City Clerk of Redwood City

I hereby approve the foregoing Ordinance
this 10th day of June 2020.



Diane Howard
Mayor of the City of Redwood City

ORDINANCE NO. 2477

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AMENDING ARTICLE V OF CHAPTER 2 OF THE REDWOOD CITY MUNICIPAL CODE TO RETITLE IT AND ADD PROCEDURES FOR THE DISPOSITION OF SURPLUS PERSONAL PROPERTY

WHEREAS, Section 3-1/2 of the Redwood City Charter provides that the City may dispose of its personal property for the common benefit subject to any provisions that the City Council may enact by ordinance; and

WHEREAS, the City wishes to amend Redwood City Municipal Code, Chapter 2, Article V (Disposition and Acquisition of Real Property) to retitle it and to add procedures for the disposition of the City's surplus personal property.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDWOOD CITY DOES ORDAIN AS FOLLOWS:

Section 1. The recitals set forth above are true and correct, and are incorporated herein by this reference as if fully set forth in their entirety.

Section 2. This proposed Ordinance has been reviewed with respect to applicability of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 et seq.). The Ordinance is not a project under CEQA Guidelines Section 15378 because it involves organizational or administrative activities that will not result in direct or indirect physical changes in the environment.

Section 3. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion or sections of the Ordinance. The City Council of the City of Redwood City hereby declares that it would have adopted the Ordinance and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

Section 4. The City Council of the City of Redwood City adopts the Ordinance by adding the text shown in underline (example) and deleting the text shown in ~~strikeout~~ (~~example~~), as shown in Exhibit A, which is attached hereto and incorporated herein by reference. Wording in brackets ([example]) is informational only and is not to be included in the published ordinance.

Section 5. This Ordinance shall go into effect 30 days following its adoption.

* * *

EXHIBIT "A"**ARTICLE V. - DISPOSITION AND ACQUISITION OF SURPLUS REAL PROPERTY AND SURPLUS PERSONAL PROPERTY****Sec. 2.42. - ~~[PURPOSE:]~~ SURPLUS LAND:**

For the purpose of this Article, Surplus Land means the following:

- A. "Land" means real property or a real property interest.
- B. Subject to the exemptions or exclusions set forth in the state Surplus Land Act, (Cal. Government Code § 54220, et seq.) as it may be amended from time to time, "Surplus Land" means any Land that is not required to fulfill the mission of a City department, commission or agency with jurisdiction or control of such Land or that is not required to fulfill the mission of another governmental agency pursuant to an inter-governmental transfer.
- C. The following is not "Surplus Land":
 - 1. Land with a continuing obligation upon the land such as a parking covenant.
 - 2. Land for which the City has a specific purpose even if it will not be used as a City facility. A specific purpose includes but is not limited to any of the following:
 - a. To dispose of the Land in such a way that the City secures certain community benefits which benefits may be defined by the City Council pursuant to a resolution at the time it approves a sale or other disposition of the Land;
 - b. To control the development of the land in order to serve the interests of the City; or
 - c. To control the development of the land in order to serve the common benefit which may include but is not limited to stimulating the growth and development of the City; to make Land available for affordable housing; to make Land available for a better or more compatible use; to diminish blight or redevelop an area; to sell the Land in order to increase City revenues; or to use the Land to accomplish an implementation of a General Plan objective, goal or policy.

Secs. 2.43—2.52. —RESERVED SURPLUS PERSONAL PROPERTY:

For the purpose of this Article, Surplus Personal Property means the following:

- A. "Personal Property" means personal property, excluding money, animals, firearms, and library materials, belonging to the City. Money, animals, firearms, and library

materials belonging to the City may be disposed of without Council approval and in the manner deemed appropriate by the City Manager or their designee(s).

B. "Surplus" means obsolete, worn out, no longer used, or are unsuitable for use.

Sec. 2.44 – SUPERINTENDENT:

For purposes of this Article, Superintendent means the Public Works Services Fleet and Facilities Superintendent.

Sec. 2.45. - DECLARATION OF SURPLUS PERSONAL PROPERTY:

- A. A department head may, from time to time, submit to the Superintendent personal property that is no longer used or suitable for use by such department. The Superintendent shall take physical possession of the personal property, and is authorized to transfer the personal property to another City department for use by that department or to include the personal property on the list to be reported to the City Council as set forth in subsection C of this section.
- B. Within the third quarter of each fiscal year, the Superintendent shall identify the vehicles and motorized equipment belonging to the City that is no longer suitable for use by the City and include such personal property on the list to be reported to the City Council as set forth in subsection C of this section.
- C. On an as-needed basis, a list of personal property shall be reported to the City Council, and the City Council may declare any or all of the listed items as surplus personal property.

Sec. 2.46. - METHODS OF DISPOSITION FOR DECLARED SURPLUS PERSONAL PROPERTY:

- A. The Superintendent is authorized to dispose of declared surplus personal property by any one or more of the following methods:
 - 1. Donation. Usable surplus personal property which does not exceed an estimated fair market value of \$10,000 per unit may be donated to a government affiliate or non-profit organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986. Priority shall be given to government affiliates or non-profit organizations that support City programs. Donations of surplus vehicles and motorized equipment, in the aggregate, shall not to exceed \$50,000 per fiscal year.

Notwithstanding the foregoing, the City Manager may approve donation of surplus personal property with an estimated fair market value of up to \$100,000 per unit to a government affiliate or non-profit organization exempt under Section 501(c) (3) of the Internal Revenue Code of 1986, and the City Manager

may approve donations of surplus vehicles and motorized equipment, in the aggregate, of up to \$100,000 per fiscal year. A government affiliate or non-profit organization that receives in a single fiscal year donated surplus personal property exceeding an estimated fair market value of \$10,000 per unit or exceeding \$50,000, in the aggregate, shall not be eligible for donations of surplus personal property the following fiscal year.

All donations pursuant to this subsection shall be without warranty, express or implied, and the donee shall agree to defend, indemnify and hold harmless the City, its City Council, officers and employees, from any claim, cause of action, damage, loss or liability arising out of the condition of the personal property or its use by the donee or subsequent transferee.

2. Sale. Surplus personal property may be sold by public auction, competitive sealed bids, negotiated sale or sold for scrap. All surplus personal property offered for sale shall be "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale. City employees are prohibited from purchasing surplus personal property.
3. Exchange or trade. Surplus personal property may be exchanged for other personal property of at least equal value or traded in as part of consideration to be paid for other property.
4. Recycle, destroy, or discard. When the cost of following the above methods exceeds the estimated sale, exchange or trade price of surplus personal property, the property may be recycled, destroyed, or discarded as junk. The department that requested disposition of the item will pay the associated disposal fees, if applicable.

Sec. 2.47. - PROCEEDS FROM THE DISPOSITION OF DECLARED SURPLUS PERSONAL PROPERTY:

Revenue from the sale of declared surplus personal property shall be returned to the appropriate fund. All sales shall be paid to the City by certified check, money order, or in a manner agreeable to the City Manager. The City Manager or their designee is authorized to sign bills of sale and any other documents evidencing the transfer of title to such City property by and on behalf of the City.

Secs. 2.438 - 2.52. - RESERVED:

ORDINANCE NO. 2477

At a Joint City Council/Successor Agency Board/Public Financing
Authority Meeting thereof held on the 10th day of February 2020 by the following
votes:

AYES, and in favor of the passage and adoption of the foregoing ordinance:

AYES: Aguirre, Bain, Borgens, Hale, Howard, Masur and Reddy

NOES: None

ABSENT: None

ABSTAINED: None

RECUSED: None



Diane Howard
Mayor of the City of Redwood City

Attest:



Pamela Aguilar, CMC
City Clerk of Redwood City

I hereby approve the foregoing Ordinance
this 11th day of February 2020.



Diane Howard
Mayor of the City of Redwood City

CITY OF REDWOOD CITY



Notice of Funding Availability and Request for Proposals

**Community Development Block Grant (CDBG)
Funds**

**HOME Investment Partnership Funds
(HOME)**

**Human Services Financial Assistance
(HSFA)**

Fiscal Year 2021/2022

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**CITY OF REDWOOD CITY
NOTICE OF FUNDING AVAILABILITY (NOFA) AND REQUEST FOR PROPOSALS (RFP)
FISCAL YEAR 2021/2022 CDBG, HOME AND HSFA FUNDS**

The City of Redwood City is pleased to announce the availability of Community Development Block Grant (CDBG), Home Investment Partnership (HOME) and Human Services Financial Assistance (HSFA) program funds for eligible projects. Proposals for these grant fund sources will be accepted from organizations providing assistance to low income households residing within Redwood City that meet one or more of the City's Consolidated Plan priorities relating to affordable housing, homeless services, human services, public facilities and economic development. The Fiscal Year 2021-2022 funding cycle is only for CDBG activities that are affordable housing, public facilities or economic development activities. This particular funding cycle is not for CDBG activities that are human/public services or minor home repair activities, as these categories are on the second year of their two-year funding cycle. HSFA human/public service activities may still be awarded funding for FY 2021-2022.

Technical Assistance Workshop for Applicants

The County of San Mateo Department of Housing will hold a joint technical assistance workshop on January 7, 2021 at a time yet to be determined virtually via Zoom. To view or participate in the meeting, see the instructions posted on: <https://housing.smcgov.org/nofas-bids-proposals> or www.redwoodcity.org/cdbg-home

CDBG & HOME Applicants

All applications and supporting documents must be submitted online. No paper copies will be accepted. The online CDBG and HOME application can be accessed at the City Data Services (CDS) website at www.citydataservices.net. Interested applicants should contact Redwood City staff, Sharon Cohen (650) 780-5920 or scohen@redwoodcity.org, with any questions.

- **New Users:** Enter RED2021 for both "user name" and "password". This will open up a form to set up a unique user name and password.
- **Existing Users:** Log in with your current account user name and password.

HSFA Applicants

Interested applicants should contact Redwood City staff, Ana Avendano at (650) 780-5920 or aavendano@redwoodcity.org for information on how to apply.

FUND SOURCE/PROGRAM	ESTIMATED FUNDS
CDBG – Estimated Available*	
Housing (Capital Projects)	340,000
Public Facilities & Economic Development	\$118,000
HOME – Estimated Available*	
CHDO Set-aside	\$98,000
Housing	\$245,000
HSFA – Estimated Available	
Basic Human Needs Services	\$100,000

**Actual CDBG and HOME entitlement amounts are not yet available and are subject to Congressional budget appropriation. All estimates are subject to change.*

Note - Public Services, Fair Housing and Minor Home Repair are not included in this NOFA as these activities are funded for a two-year cycle, which includes FY 2020-2021 and FY 2021-2022.

Funding Period

The funding period for all the activities in this NOFA are July 1, 2021-June 30, 2022.

Application Deadline- January 14, 2021

No applications will be accepted after the January 14, 2021 5:00 pm deadline.

Questions – More detailed information regarding the City’s Consolidated Plan and the NOFA/RFP are available on the CDS website and on the City’s webpage at www.redwoodcity.org/cdbg-home. You may also contact Sharon Cohen at 650-780-5920 or scohen@redwoodcity.org with any questions related to the NOFA/RFP, application process or to request alternative formats for persons with disabilities. For questions regarding technical assistance using CDS or technical assistance with the application, please contact 650-533-5933 or citydataservices@yahoo.com. For questions regarding HSFA funding, please contact Ana Avendaño at 650-780-7528 or aavendano@redwoodcity.org.

Contacts

CDBG/HOME – Sharon Cohen at 650-780-5920 or scohen@redwoodcity.org

HSFA – Ana Avendaño at 650-780-7528 or aavendano@redwoodcity.org

PROPOSED SCHEDULE

All of the following meetings will be held via video conference, unless indicated otherwise.

- January 7, 2021- **Joint Technical Assistance Workshop**. The time is yet to be determined and the workshop will be conducted via Zoom Meeting. To view or participate in the meeting, see the instructions posted on: <https://housing.smcgov.org/nofas-bids-proposals> or www.redwoodcity.org/cdbq-home

ATTENDANCE IS MANDATORY FOR NEW HSFA APPLICANTS

*January 14, 2021 by 5 pm – **APPLICATION DEADLINE***

- February 23, 2021- **Housing and Human Concerns Committee (HHCC) Meeting** – HHCC begins review of CDBG, HOME and HSFA proposals at 6:00 PM and hears Agency Presentations at 7:00 PM via Zoom Meeting. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/hhcc**ATTENDANCE IS MANDATORY FOR ALL APPLICANTS**
- March 23, 2021 –**Housing and Human Concerns Committee Public Hearing** – HHCC will hold a public hearing, conduct funding deliberations for CDBG, HOME and HSFA, and make recommendations for the FY 2021 Action Plan at 7:00 PM via Zoom Meeting. Attendance is not required but applicants are welcome to attend. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/hhcc
- May 3, 2021 - **City Council Public Hearing** – The City Council is expected to make funding allocations and adopt the Annual Action Plan for 2021-2022 at 7:00 PM. Attendance is not required but applicants are welcome to attend. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/councilmeetings.

CONSOLIDATED PLAN FUNDING PRIORITIES & 2021-2022 FUNDING CRITERIA

CDBG, HOME and HSFA funds will be used to support organizations who utilize partnerships and collaborations to support the needs of low and very low income households (households with incomes at or below 80% of the median income for San Mateo County).

The focus of the City's Consolidated Plan is on the production and preservation of affordable housing and basic human needs services for low and very-low income households who are homeless or at risk of homelessness (that will help maintain their independence and sustain their living situations).

The Housing and Human Concerns Committee will make funding recommendations to the City Council for FY2021-2022 based on the highest ranking need as follows:

- A. Consistency of proposed projects to priorities submitted to HUD in the City's Consolidated Plan Priorities in section F below. Greater consideration will be given to activities that respond to more than one Consolidated Plan priority.
- B. Effective leveraging of CDBG and HOME funds with non-federal funds.
- C. Affirmative Marketing of programs to Redwood City residents and other service providers to achieve a balance that reflects the actual ethnic diversity of the City in relationship to the service provided.
- D. Effectiveness of program and organization implementing the program will include the performance of organizations funded in the last program year.
- E. Timeliness of expenditure of funds - Agencies who can leverage and expend allocated CDBG, HOME or HSFA funds within the contract term.
- F. Extent to which proposed projects respond to the Funding Criteria as established by the HHCC for FY 2021-2022:

CDBG - CDBG funds can be used to support projects that provide assistance to low and moderate income households, eliminate slum and blight, or to meet an urgent need. In Redwood City CDBG funds can be used to support the following programs and activities:

- 1. **Affordable Housing:** Acquisition of sites for affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of housing (includes special needs housing).
- 2. **Homeless Assistance Activities:** provision of legal intervention to prevent homelessness, provision of operation funds for shared housing, emergency shelter and transitional housing and related services for homeless and those at risk of homelessness, youth and single persons.

3. **Human Services:** Provision of fair housing counseling services and basic human needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income. For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.
4. **Public Facility Improvements (Non-Housing Community Development):** Removal of architectural barriers in public facilities for persons with disabilities, development of public facilities, preservation, and rehabilitation of public facilities.
5. **Economic Development:** Job creation and intervention programs that create actual jobs for low income residents (see relevant qualifying criteria section).

HOME - HOME funds can be used to support projects that provide assistance primarily to very low income households and low income large households. HOME funds can be used to support the following programs and activities:

1. **Affordable Housing:** Acquisition of sites for affordable housing, new construction of affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of housing.
2. **Community Housing Development Organization (CHDO):** CHDO must act as the owner, developer, or sponsor of a project that is an eligible set-aside activity. Eligible set-aside activities include: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties; new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO.

HSFA – HSFA funds can be used to support basic human needs services that provide assistance to persons or households in Redwood City. Basic human needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income. For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.

EFFECTIVENESS OF FUNDING TO CITY PRIORITIES

The HHCC has ranked criteria according to the greatest need and will be using those criteria to guide their funding decisions. The Committee will be looking for projects which make the best use of the City's funds. Emphasis will be made on effective use of funds and collaboration with other organizations to maximize the resources available to those in need.

EQUAL OPPORTUNITY AND EQUAL ACCESS

The City of Redwood City does not discriminate on the basis of physical disability, medical condition, race, color, ancestry, national origin, religion, sex, age or marital status. The Housing & Human Concerns Committee will consider in their funding recommendations the extent to which the households and individuals served by applicants are proportionate to the diversity of Redwood City. Organizations will be requested to provide information about their affirmative

marketing plan for their programs and outreach to populations not likely to apply without special outreach in order to achieve ethnic balance of beneficiaries served.

RESTRICTIONS

- Certain restrictions are tied to federal funds including limitations on expenditures in certain eligible categories (Refer to the CDBG and HOME Qualifying Criteria section).
- Ready-To-Go Timelines have been placed on capital and housing projects and restrictions on projects jointly funded by the County or other CDBG jurisdictions.
- A separate eligibility description is provided for HOME funds.
- Applications will not be accepted for multiple funding sources for the same activity except for housing projects that qualify for both CDBG and HOME.
- Minimum CDBG application and funding award amount is \$15,000. Note: CDBG entitlement amounts are estimated. In the event that actual entitlement amounts are less than estimated, applicants recommended for grant funding may not be funded in order to meet the minimum grant amount of \$15,000.

CONSOLIDATED PLAN PRIORITIES

The City of Redwood City's Consolidated Plan for 2018-2022 identifies the community's affordable housing, community development and economic development needs and outlines a coordinated strategy for addressing them. The Consolidated Plan Priorities are listed below:

I. Affordable Housing Priorities

1	Priority Need	Affordable Housing - Production and Preservation
	Priority Level	High
	Population	Extremely Low, Very Low and Low Income Households Large Families Families with Children Elderly Special Needs Groups (see below)
	Geographic Areas	Citywide and low income census tracts. HOME funds may address needs and programs in contiguous jurisdictions if they will serve Redwood City residents
	Goals	Affordable Housing – Production and preservation
	Description	Creation of affordable housing and preservation of existing affordable housing, including special needs housing.
	Basis for Priority	Based on the needs assessment and market analysis Redwood City's highest need for lower income households is for affordable housing

Eligible Types of Affordable Housing Programs

Construction and Development of New Affordable Housing (HOME only)

Land Acquisition for New Construction

Acquisition and Rehabilitation

Housing Rehabilitation Programs – Single and Multi-Family

- Housing Accessibility Modifications
- Minor Home Repair and Emergency Repair
- Lead-Based Paint Inspection and Hazard Reduction
- Energy Efficiency

Funding Commitment

Approximately 50% of the annual CDBG funds, and 90% of the annual HOME funds will be allocated to this priority during the term of the Consolidated Plan 2018 – 2022.

Special Needs Housing - Priority Needs

There are several groups that have a higher need for affordable housing and who have special housing needs. These have been identified as:

- *persons with disabilities,*
- *the elderly and frail elderly,*
- *large households (related and non-related),*
- *persons with mental illness,*
- *persons with substance abuse/addiction,*
- *youth (in general and aging-out foster youth),*

- *persons discharged from institutions (prison, jail, mental hospital).*

Preferences

For the term of this Plan, the City will implement the following preferences that apply to the following:

Large Households: *Low-income households of five or more persons will have preference to lease or purchase units with three or more bedrooms.*

Elderly: *Where housing has been constructed to meet the needs of elderly households, households with a head of household aged 62 or older will have preference to lease or purchase.*

Persons with Disabilities: *Persons with disabilities will have preference to lease or purchase units which have been designed to be accessible to persons with disabilities. The City will require that units produced with federal funds under this Plan which are designed to be accessible to persons with disabilities must be affirmatively marketed to those persons. Preference will be based on the particular design or adaptation. For example, units constructed to suit a wheelchair user will have a preference for those who use a wheelchair or otherwise require ease of physical access; units constructed to meet the needs of the visually impaired or hard of hearing will have a preference for those who are visually or hearing impaired.*

Extremely low and very low income households: *Where a household is a member of one of the special needs groups identified above and is an extremely low or very low income household, additional preference may be given.*

II. Homelessness Priorities

2	Priority Need	Homeless Services
	Priority Level	High
	Population	Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Victims of Domestic Violence Unaccompanied Youth
	Geographic Areas	Citywide and low income census tracts
	Goals	Homelessness Prevention and Reduction
	Description	Provide services to help reduce and eliminate homelessness in Redwood City including shelters, supportive permanent housing and other basic needs
	Basis for Priority	The latest point in time homeless count shows that Redwood City has a high population of homeless persons and families

Eligible Homeless Services & Programs
Emergency Shelter Programs Shared Housing Program Crisis Intervention Family Shelter Youth Shelter Shelter for special needs persons

Funding Commitment

Approximately 15% of the annual CDBG funding is dedicated to homelessness activities, basic human needs programs and human services.

III. Human Services

3	Priority Need	Human Services
	Priority Level	High
	Population	Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Victims of Domestic Violence
	Geographic Areas	Citywide and low income census tracts
	Goals	Human Services (Support programs that provide basic human needs services)
	Description	Provide basic human needs services for very low and low income persons and households.
	Basis for Priority	Basic human needs services were identified as a high priority in the needs assessment and through citizen participation

Eligible Human Services Programs
Human Services Programs (Programs and services that address basic human needs) Emergency Programs (Non-homeless services) Crisis Intervention Advocacy

Funding Commitment

Approximately 15% of the annual CDBG funding is dedicated to homelessness activities, basic human needs programs and human services.

IV. Non-Housing Community Development

4	Priority Need	Public Facilities
	Priority Level	Low
	Population	Extremely Low, Very Low and Low Income Persons
	Geographic Areas	Citywide and low income census tracts
	Goals	Public Facilities
	Description	Provide public facility improvements, create new public facilities
	Basis for Priority	Development of new and improvements to existing public facilities was identified as a low priority need in the needs assessment and through citizen participation

Public Facility Programs
Construct or improve public facilities that serve priority need populations. Construct or improve small scale public facilities that serve low income neighborhoods

Funding Commitment

Approximately 15% of the annual CDBG funding will be targeted to neighborhood improvements and non-housing activities in low income residential neighborhoods, and economic development activities that create or expand job opportunities for low income residents.

V. Economic Development

5	Priority Need	Economic Development
	Priority Level	Low
	Population	Extremely Low, Very Low and Low Income Persons
	Geographic Areas	Citywide and low income census tracts
	Goals	Economic Development
	Description	Provide support for programs and activities that create, preserve or expand job opportunities for lower income Redwood City residents
	Basis for Priority	The needs assessment and citizen participation identified job creation, expansion and preservation for low income residents as a lower priority

Economic Development Needs Programs <i>**See qualifying criteria section</i>
Small Business Assistance Micro Enterprise Assistance Job Retention/Creation

Funding Commitment

Approximately 15% of the annual CDBG funding will be targeted to neighborhood improvements and non-housing activities in low income residential neighborhoods, and economic development activities that create or expand job opportunities for low income residents.

SUMMARY OF QUALIFYING CRITERIA FOR

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

CDBG PROGRAM OVERVIEW

Funded under the Housing and Community Development Act (HCDA) of 1974 and as amended by the 1987 Act, and Administered by U.S. Department of Housing and Urban Development (HUD), Community Development Block Grants (CDBG) are available to Urban Counties (like San Mateo County) Entitlement Cities (Population of 55,000 or more) or Small Cities (administered by the State of California – Housing and Community Development (HCD)). Redwood City is an entitlement city and receives an annual allocation of funds directly from HUD.

There are three national objectives for the use of these funds.

- 1. Benefit to low and moderate income residents.**
 - a. Area benefit activities.
 - b. Limited clientele activities.
 - c. Housing activities.
 - d. Job creation/retention activities.
- 2. Elimination of Slum and Blight.**
 - a. Area basis.
 - b. Activity needed to complete urban renewal project.
 - c. Spot basis.
- 3. Urgent need.**

Generally associated with disaster conditions (acts of God).

QUALIFYING CRITERIA

In order to qualify for CDBG funding, all eligible activities must principally benefit low and moderate-income persons residing within the incorporated limits of Redwood City. An activity will be considered to principally benefit low and moderate-income persons if it meets one of the following standards:

1. The activity has an income eligibility requirement that limits the benefits exclusively to low and moderate income persons.
2. The activity is designed to serve an area where at least 51 percent of the residents are of low and moderate income.
3. The activity involves a facility that is designed for use by senior citizens, youth, persons with disabilities, and other special needs populations. Presumed benefit populations include abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).
4. The activity has income eligibility restrictions to require that at least 70 percent of the users or beneficiaries are of low and moderate income.

5. The activity is directed to the removal of architectural barriers, which restrict the mobility, and accessibility of persons with disabilities.
6. The activity is designed to create or retain permanent jobs for low and moderate-income persons.
7. The activity is designed to eliminate slum and blight.

A minimum of 70% of total expenditures must benefit low and moderate-income households residing within the incorporated limits of the City of Redwood City during the City's certification period. Redwood City's certification period is 3 years in duration. **The City meets this minimum by requiring that activities which are undertaken by non-profit organizations provide exclusive benefit (100%) to low and very low income households, or the funding may be used to pay only for that portion/proportion of the program or service which provides direct benefit to low income households.**

ELIGIBLE ACTIVITIES

1. Acquisition/disposition/clearance activities of real property.
2. Public facilities and improvements - acquisition, construction, reconstruction or rehabilitation of public facilities and improvements including:
 - Community and senior centers
 - Recreation facilities
 - Facilities for persons with disabilities and removal of architectural barriers
 - Childcare facilities
 - Presumed benefit populations
3. Public service activities (limited to 15% of annual entitlement) relating to:
 - Employment
 - Crime prevention
 - Child care
 - Health
 - Drug abuse
 - Education
 - Fair housing counseling
 - Energy conservation
 - Homebuyer down payment assistance
 - Recreational needs

Note: Public Service activities are not being funded by CDBG as a part of this NOFA
4. Interim and emergency assistance relating to health and safety.
5. Relocation assistance triggered by federally funded activities.

6. Homeownership Assistance which allows direct CDBG assistance for low and moderate income homebuyers in the form of:
 - Interest rate subsidies
 - Financing the acquisition of owner-occupied housing
 - Purchase of guarantees for mortgage financing for lower and moderate income homebuyers
 - Payments of 50% of any required down payments and reasonable closing costs
7. Microenterprise assistance to facilitate economic development.
8. Technical assistance to increase capacity of public or non-profit entities to carry out:
 - Neighborhood revitalization
 - Economic development activities
9. Assistance to Institutes of Higher Education (eligible under Public Services).
10. Rehabilitation and preservation:
 - Code enforcement
 - Historic preservation
 - Lead based paint hazard evaluation and reduction
 - Renovation of closed buildings for housing
11. Special Economic Development Activities:
 - Acquisition, construction, or rehabilitation of commercial buildings
 - Provision of financial assistance to private businesses (in limited circumstances)
 - Economic development related to employment opportunities for low income persons

*see qualifying criteria section
12. Special Activities by Community Based Development Organizations (CDBO) to carry out:
 - Neighborhood revitalization
 - Community economic development
 - Energy conservation projects

INELIGIBLE ACTIVITIES

- Direct financing of new housing construction.
- Rent or other income supplement payments for a period of more than three months.
 - Furnishings and personal property.
 - Operating and maintenance expenses.
 - Buildings used for the general conduct of government.
 - Expenses required to carry out the regular responsibilities of local government.
 - Political activities.

**LOCAL COMMUNITY DEVELOPMENT OBJECTIVES FOR CDBG
FUNDING RESTRICTIONS AND TARGETING OF RESOURCES**

The Housing and Human Concerns Committee has proposed a policy for targeting resources so that a percentage of each year's CDBG funds would be used to meet specific anti-poverty and affordable housing goals, i.e.,

- 15% for public service activities, primarily homeless and housing intervention assistance including job training.
- 50% for permanent housing activities, including land acquisition for new construction of housing and funds for non-profits to purchase, rehabilitate, and manage permanent housing (affordable to very low income households without Section 8 subsidies),¹
- 20% for general grant administration and Fair Housing Counseling,
- 15% for non-housing community development needs including public facilities, job creation and job expansion.

ELIGIBLE INCOME LIMITS FOR BENEFICIARIES

2020 SAN MATEO COUNTY INCOME LIMITS

Household Size	Extremely Low	50% Very Low	60% HOME Limits	80% Low
1	\$36,550	\$60,900	\$73,080	\$97,600
2	\$41,800	\$69,600	\$83,520	\$111,550
3	\$47,000	\$78,300	\$93,960	\$125,280
4	\$52,200	\$87,000	\$104,400	\$139,400
5	\$56,400	\$94,000	\$112,800	\$150,600
6	\$60,600	\$100,950	\$121,140	\$161,750
7	\$64,750	\$107,900	\$129,480	\$172,900
8	\$68,950	\$114,850	\$137,820	\$184,050

STANDARD DOCUMENTATION TO VERIFY INCOME ELIGIBILITY

CDBG activities have income eligibility requirements limiting benefit exclusively to low and moderate income households. Agencies must have an application and verification process to document eligibility based on household income for beneficiaries of limited clientele activities. If you serve low-income households and do not verify income as a condition of receiving service, you may not count these households toward meeting your quantitative performance goals under the terms of a CDBG grant with the City. City policy does not accept self-certification for eligibility and will monitor for income and residency information to establish compliance with these requirements. The following information is provided for your use in anticipating program design and administration:

¹ Housing providers should consider the impact of HOME and Section 8 in the same project when calculating the subsidy gap to make a rental project affordable. The City prefers that Section 8 Project or tenant-based assistance not be used in HOME designated units. Due to the long waiting list for Section 8, the City is promoting very low income rental assistance to households who have no housing subsidies and are at risk of homelessness.

1. Most recently filed Federal Form 1040 (previous two years if applicant is self-employed).
2. Copies of AFDC award letters.
3. Copies of Social Security and/or SSI award letters.
4. Three most recent payroll check stub; three stubs for any separate months of the previous six months; if applicant income for previous year's Form 1040 is above 80% of median but income on current pay stubs is significantly lower and applicant would qualify this year.
5. Most recent W-2.

NOTE: The preferred documentation for employed clients is tax returns. For those clients on fixed incomes (SS, SSI, and AFDC) #2 and #3 are preferred if tax returns are not filed with the IRS.

DATA COLLECTION REQUIRED FOR RACE/ETHNICITY

Under OMB 1997 standards, "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity.

When asking the individual/household to select a race category, the individual/household must also check whether they are of Hispanic ethnicity. One of the 10 race categories must always be selected. A check mark cannot be entered under the Hispanic Column without the corresponding Race Category being checked.

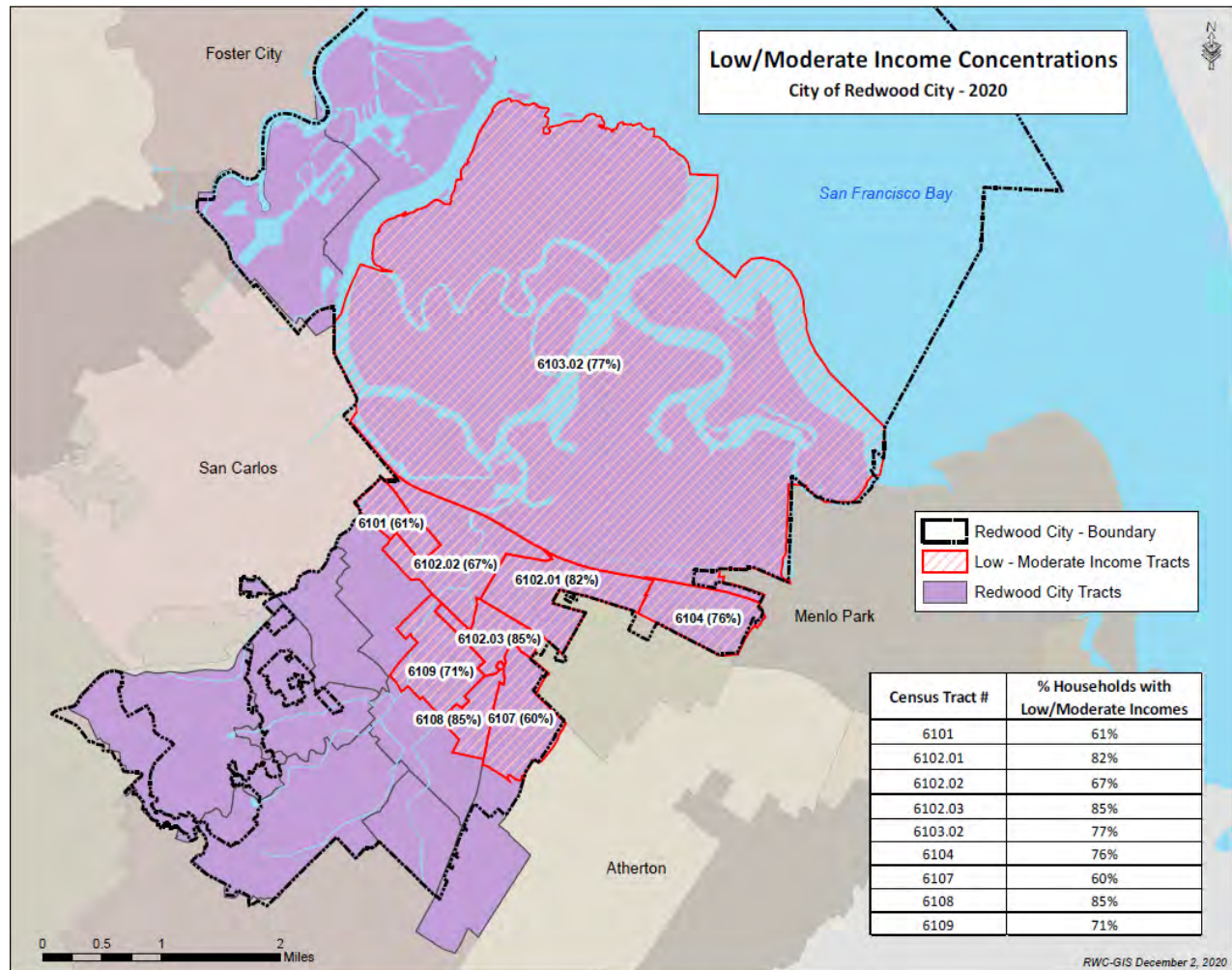
Please note the sample data collection table below:

RACE CATEGORIES			ETHNICITY
	Race	Check Only One Race Category	Check if also Hispanic
1	American Indian or Alaska Native		
2	Asian		
3	Black or African American		
4	Native Hawaiian or Other Pacific Islander		
5	White	X	X
6	American Indian or Alaska Native <i>and</i> White		
7	Asian <i>and</i> White		
8	Black or African American <i>and</i> White		
9	American Indian or Alaska Native <i>and</i> Black or African American		
10	Other/Multi-Racial	X	X

The selections above assume that a person who is white is also from Hispanic descent on line 5. On line 10, the assumption is that the person is Hispanic but does not indicate another race, therefore the race is assumed to be Other/Multi-Racial.

ELIGIBLE TARGET AREAS FOR ASSISTANCE²

*Activities may also be provided to residents in other Census Tracts throughout the City, but each applicant must qualify based on income eligibility.



CENSUS TRACT #	6101	6102.01	6102.02	6102.03	6103.02	6104	6107	6108	6109
% HOUSEHOLDS WITH LOW/MODERATE INCOMES	61%	82%	67%	85%	77%	76%	60%	85%	71%

² Source: American Community Survey 2015

ACQUISITION AND REHABILITATION OF REAL PROPERTY

Funding granted for acquisition or rehabilitation of “real property” is generally made as long term deferred or low interest loans and should not represent 100% of acquisition costs. The City seeks to recapture all or part of funding granted for real property acquisition in order to recycle funds to other affordable housing projects for Redwood City residents. The subsidy you receive may be secured as secondary financing on the real property. Typical loan terms range from 0 to 3% interest over terms up to 30 years, or 0% interest until a senior mortgage is paid, then fully amortized.

Applications for acquisition of "real property" and rehabilitation must include a proforma indicating the project’s feasibility. A proposal for repayment of the funds is also required. The proforma should not indicate feasibility of a project being totally dependent upon CDBG funds, but should show how CDBG funds will be used to leverage other funding sources. The proforma should show that the organization has the ability to obtain financing from other sources without reliance upon Section 8 resources.

Projects involving acquisition of housing in residential areas must have completed community outreach in the applicable neighborhoods prior to applying for City funding. Contact the City Housing and Economic Development Specialist for assistance at scohen@redwoodcity.org or (650) 780 5920.

NOTE: Acquisition and capital projects expected to receive funding from San Mateo County or another entitlement jurisdiction will require either a joint funding agreement with the other jurisdictions, or applicant must receive their funding agreement from the County before Redwood City will agendize a funding agreement for City Council approval. If an acquisition or capital project cannot get underway until all funding is assembled from other jurisdictions and has not proceeded one year after allocation, applicants may risk recapture of this funding under the City’s Timely Expenditure Plan. This change is necessary to assure that Redwood City will meet its expenditure commitment requirements for CDBG and HOME programs.

Rehabilitation work valued at \$5,000 or more may be subject to lead based paint inspection testing and subsequent paint stabilization. Davis-Bacon applies to the rehabilitation of residential property only if the property contains 8 or more units.

NON-HOUSING COMMUNITY DEVELOPMENT PUBLIC FACILITY IMPROVEMENTS

Activities that involve public facilities and improvements are eligible if they meet any one of the following criteria:

- Provides public facility improvements in an area that is primarily residential and where 51% or more of area residents are households with incomes at or below 80% of median income.
- Provides services exclusively to a majority of low income and special needs populations.
- Provides facilities such as community and senior centers, recreation facilities, facilities for persons with disabilities and removal of architectural barriers where services are provided to a majority of low-income persons.

- Projects involving construction may be subject to payment of prevailing wages under the Davis Bacon Act. Once the Act is triggered, there can be no waiver of this requirement by the City to reduce project costs. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. If your application will trigger the payment of prevailing wages, please contact the City for a copy of the Pre Construction Conference Handbook to familiarize yourself with this requirement.

LOWER INCOME JOBS CRITERIA

A lower income jobs activity is one which either: (i) Creates or retains at least one full-time equivalent, permanent job per \$35,000 of CDBG funds used, at least 51% of which are either taken by lower income persons or considered to be available to lower income persons; or (ii) Provide goods or services to residents of an area, such that the number of Low to Moderate income (LMI) persons residing in the area served by the assisted businesses amounts to at least one LMI person per \$350 of CDBG funds used for all such activities.

Jobs are considered to be “available to” lower income persons only when:

- Special skills (i.e., one year or more), training, work experience or education beyond high school are not a prerequisite to fill such jobs, or the business nevertheless agrees to hire unqualified persons and train them.
- Local government or the assisted business takes action that would ensure that lower income persons receive “first consideration” for filling such jobs.
- The business must use a hiring practice that under usual circumstances would result in over 51% of persons hired being lower income persons.
- The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person
- The distance from residence and availability of transportation to job site must be considered in determining whether a particular lower income person can be seriously considered an applicant for the job.

Additional criteria for created jobs:

- Documentation that employee was low-income at time of hiring and a description of actions taken, how first consideration was given to LMI persons, hiring process, names of persons interviewed, income status of persons interviewed must be documented.
- There must be a written agreement between the employee hired and the business, listing the job titles, descriptions, FTE status and prerequisites/skills required.
- All permanent jobs created by the activity must be counted even if the activity has multiple sources of funding.
 - Jobs indirectly created by an assisted activity (i.e., trickle-down jobs) may not be counted; and, as a general rule, jobs from different businesses may be aggregated. However, in certain cases such as where CDBG funds are used to acquire, develop, or improve real property (e.g., a business incubator or an industrial park) jobs may be aggregated for all other businesses which locate on the property, provided the businesses are not otherwise assisted with CDBG funds. Additionally, where CDBG funds are used to pay for the staff and overhead costs of a subrecipient making loans to businesses from non-CDBG funds, jobs created by all of the businesses receiving loans during any one year may be aggregated.

Additional criteria for retained jobs:

- There is clear and objective evidence that permanent jobs will be lost without CDBG-assistance. “Clear and objective” evidence that jobs will be lost may include such evidence as a notice issued by the business to affected employees, a public announcement by the business, or relevant financial records
- 51% of such jobs are known to be held by lower income persons when CDBG assistance is provided or can reasonably be expected to “turnover” to lower income persons within 2 years.
- Document Job title, Full-Time Equivalent (FTE) status, household size and income of each job retained

In counting jobs, the following policies apply:

- Part-time jobs must be converted to FTEs.
- Only **permanent** jobs count, temporary jobs may not be included.
- Seasonable jobs may be counted only if the season is long enough for the job to be considered as the employee’s principal occupation.

Determining Income Status:

- Written self-certification of income and household size prior to job application/hiring
- Referral from qualifying program/agency
- Evidence that person is homeless
- Address and qualifying demographic data for “presumption of LMI” status

Job can be presumed LMI if either:

- Job holder resides in one of the below:
 - Census tract with 20% poverty & general distress
 - Census tract with 30% poverty if the area includes the central business district and determinable signs of general distress
 - EZ (Empowerment or Enterprise Zones)/RC (Renewal Community) area
 - Census tract/block group with 70% LMI
- Business and job located in one of the below:
 - Census tract with 20% poverty and general distress
 - Census tract with 30% poverty if the area includes the central business district and determinable signs of general distress
 - EZ/RC Area

Note- The business must be able to document the presumed LMI criteria

TIMELY EXPENDITURE OF FUNDS

All projects will be expected to expend 100% of CDBG funds granted during the program year. Organizations who have not yet secured financing for an acquisition or capital project are encouraged to submit an application when the project is “Ready to Go.” “Ready to Go” means that all funding has been secured, or will be available short term (within 90 to 180 days) and the project will be “underway.” Specific examples of underway (ready to encumber funds and expend them in a timely manner during the program year) include:

- design phase completed and ready to begin a bid process;
- bidding completed using relevant prevailing wages³ for labor costs, and construction can proceed when funds are encumbered;
- purchase offer has been accepted, or can be made as soon as funds can be encumbered; and
- funds can be disbursed to escrow

All funds allocated to projects and programs that are not encumbered by June 1, 2022 will be reallocated to other projects, unless **non-public service activity projects** are underway and funds will be expended by December 30, 2022. Funds are encumbered when there is a signed agreement between the organization and the City of Redwood City and a purchase order is issued in the amount of the allocation approved by the City. In order to assure timely expenditure of funds, the City may advance funds to alternate projects rather than risk losing them. Alternate projects selected for funding must meet the requirements of the fund source allocated and must spend the funds within the fiscal year.

³ Projects subject to payment of prevailing wages must use labor rates determined by the Department of Labor (DOL), or in the case of both federal and state funding, may include rates determined by the Department of Industrial Relations (DIR)

<p style="text-align: center;">SUMMARY OF QUALIFYING CRITERIA FOR HOME INVESTMENT PARTNERSHIP (HOME) FUNDING</p>

ELIGIBLE ACTIVITIES

Activities which are eligible to receive assistance from HOME investment Program funds are those which develop and support affordable rental housing and homeownership affordability, such as:

- Acquisition of vacant land related to a specific project or of existing housing
- New housing construction or reconstruction
- Moderate or substantial rehabilitation
- Site improvements related to a specific project
- Conversion
- Demolition related to a specific project
- Other expenses (finance costs, relocation expenses)

ELIGIBLE COSTS

Acquisition Costs

- Costs of acquiring improved or unimproved real property.

Development Hard Costs

The actual cost of constructing, acquiring or rehabilitating housing, including:

- For new construction, costs to meet applicable new construction standards of the jurisdiction and the energy efficiency standards as developed under Section 109 of the National Affordable Housing Act (NOTE: Title 24 of the California Energy Code meets this requirement)
- For new construction, the cost of funding an initial operating deficit reserve.
- For rehabilitation, costs to meet the applicable rehabilitation standards of the jurisdiction or correcting substandard conditions, to make essential improvement including energy-related repairs, improvements necessary to permit the use by handicapped persons, and the abatement of lead-based paint hazards, and to repair or replace major housing systems in danger of failure.
- For both new construction and rehabilitation, costs to demolish existing structures and for improvements to the project site that are in keeping with improvements of surrounding standard projects.

Development Soft Costs

Reasonable and necessary costs associated with the financing and development of new construction, rehabilitation or acquisition of housing assisted with HOME funds, including, but not limited to:

- Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups.
- Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees and fees for an independent cost estimate, builders or developers fees.

- Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants.
- Costs of a project audit required by the City with respect to the development of the project.

Relocation Costs

Costs of relocation payments and other relocation assistance for permanently and temporarily relocated individuals, families, businesses, nonprofit organizations, and farm operations where assistance is required or determined by the jurisdiction to be appropriate.

INCOME TARGETING

Rental Units

The City of Redwood City uses HOME funds to assist rental units occupied by households whose incomes do not exceed the HOME Income Limit. The City will review tenant eligibility for occupancy verifications in units assisted with HOME and will monitor family income, size and composition to assure the units meet Housing Quality Standards on an annual basis. The household incomes of tenants in HOME rental units must be at or below 60% AMI.

Ownership Units

All HOME funds used to assist homeownership units must be allocated to dwelling units which will be occupied by households whose incomes do not exceed the HOME Income Limit at the time of occupancy or at the time funds are invested, whichever is later. All households must qualify as low income (80% of AMI or less).

2020 SAN MATEO COUNTY INCOME LIMITS:

Household Size	60% HOME	80% Low
1	\$73,080	\$97,600
2	\$83,520	\$111,550
3	\$93,960	\$125,280
4	\$104,400	\$139,400
5	\$112,800	\$150,600
6	\$121,140	\$161,750
7	\$129,480	\$172,900
8	\$137,820	\$184,050

PROPERTY STANDARDS

At a minimum, housing that is assisted with HOME funds must meet federal housing quality standards. Newly constructed or substantially rehabilitated housing must meet all applicable local codes, rehabilitation standards, ordinances, and zoning ordinances. Newly constructed housing must meet energy efficiency standards of the current edition of the Model Energy Code published by the council of American Building Officials. Substantially rehabilitated housing must meet the cost effective energy conservation and effectiveness standards set forth in 24 CFR part 39 Title 24 of the California Energy Code meets the above requirement. Housing that is to be rehabilitated after transfer of ownership interest must be free from any defects that pose a danger to health or safety before transfer of an ownership interest, and must meet the applicable property standards not later than 2 years after the transfer.

TYPES OF ASSISTANCE AVAILABLE

- Equity investments
- Interest bearing loans or advances
- Non-interest bearing loans or advances
- Deferred payment loans
- Interest subsidies

HOME MAXIMUM PER UNIT SUBSIDY As of June 4, 2020	
Unit Size	240% HCP
Studio	\$153,314
1-bedroom	\$175,752
2-bedroom	\$213,718
3-bedroom	\$276,482
4 or 5-bedroom	\$303,490

QUALIFICATION AS AFFORDABLE HOUSING

Rental Housing

In order to qualify as affordable housing:

- 80% of the HOME assisted units must have rents (less tenant paid utilities) that do not exceed 30% of the adjusted household income that does not exceed the HOME income limits, and be occupied by such households The 2020 rent limits are as follows:

High HOME Rents <i>*Rents assume owner paid utilities.</i>	
Unit Size	Monthly Rent
Studio	\$1,963
1-bedroom	\$2,104
2-bedroom	\$2,527
3-bedroom	\$2,911
4-bedroom	\$3,228

- 20% of the HOME assisted units must have rents (less tenant paid utilities) that do not exceed 30% of the adjusted income of "very low income" households as determined by HUD. The 2020 rent limits are as follows:

Low HOME Rents (50%) <i>*Rents assume owner paid utilities.</i>	
Unit Size	Monthly Rent
Studio	\$1,522
1-bedroom	\$1,631
2-bedroom	\$1,957
3-bedroom	\$2,262
4-bedroom	\$2,523

- Will remain affordable, according to HOME requirements, as specified in the following table, without regard to the term of mortgage or transfer of ownership:

HOME Subsidy Per Unit	Period of Affordability
under \$15,000	5 years
\$15,001 - \$40,000	10 years
\$40,001 or greater	15 years
Rental new construction	20 years
<i>Note: The City may require an additional period of affordability that exceeds the HOME minimum requirements.</i>	

<p style="text-align: center;">SUMMARY OF QUALIFYING CRITERIA FOR HUMAN SERVICES FINANCIAL ASSISTANCE (HSFA)</p>

PROGRAM OVERVIEW

The City of Redwood City Human Service Financial Assistance Program (HSFA) provides monetary support to local non-profit agencies whose programs respond to the human service needs of Redwood City residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

GOALS AND PHILOSOPHY

In establishing the Human Service Financial Assistance Program, the City of Redwood City recognizes that:

1. The availability of basic human service programs is a key-determining factor in the overall quality of life of Redwood City residents;
 2. The most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing non-profit agencies;
 3. Contractual agreements with non-profit agencies allow the City to influence the human service programs offered to Redwood City residents; and
 4. Financial assistance grants demonstrate the City's support of the activities of specific non-profits and make it possible for these agencies to leverage additional funds that will benefit local residents.
-

ELIGIBILITY

1. All applicants must be formally incorporated non-profit entities based in Redwood City or agencies that provide services throughout the County of San Mateo who can demonstrate a significant Redwood City client base. [See appendix A for a listing of Redwood City mailing addresses which are NOT part of incorporated Redwood City]
2. All applicants must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
3. No more than 15% of City funds granted can be used for administrative costs.
4. The amount of funds requested cannot represent more than 20% of cost of the program for which funding is being requested.
5. Minimum application and funding award amount is \$10,000.
6. All recipients agree to actively participate in City efforts to coordinate and improve human services within the City.
7. The program described must respond to a basic human need.

Please contact Ana Avendano at 650-780-7528 or aavendano@redwoodcity.org for HSFA questions.

Appendix A

*REDWOOD CITY UNINCORPORATED – NORTH FAIR OAKS⁴

1st – 18th AVENUE

1 st Ave.....	200 – 599
2 nd Ave.....	200 – 599
	600 – 769
	771 – 849
3 rd Ave.....	200 – 599
	600 – 699
	701 – 777
4 th Ave.....	200 – 599
	600 – 699
5 th Ave.....	101 – 613
	750 – 898
6 th Ave.....	300 – 599
	600 – 899
7 th Ave.....	300 – 599
	700 – 899
8 th Ave.....	400 – 699
	700 – 899
9 th Ave.....	400 – 699
	700 – 899
10 th Ave.....	600 – 799
	800 – 899
11 th Ave.....	600 – 799
	800 – 899
12 th Ave.....	600 – 799
	800 – 899
14 th Ave.....	600 – 899
15 th Ave.....	500 – 899
16 th Ave.....	500 – 899
17 th Ave.....	600 – 899
18 th Ave.....	600 – 899

A

Amherst Avenue.....	1 – 199
Arrowhead Lane.....	1 – 99
Athlone Court.....	1 – 99
Athlone Way.....	1 – 99

B

Barron Ave.....	700 – 899
Bay Road.....	2200 – 2964
	2300 – 2300
	3200 – 3698
	3700 – 3799
Blenheim Ave.....	2700 – 2899
Berkshire Ave.....	1 – 399
Buckingham Ave.....	1 – 199

C, D

Calvin Ave.....	2800 – 2999
Charter Street.....	800 – 899
Columbia Ave.....	1 – 199
Crocker Ave.....	2800 – 2999
Curtis Ave.....	2800 – 2999
Devonshire Ave.....	2700 – 2899
Dexter Ave.....	1 – 199
Douglas Ave.....	400 – 798 (even #s)
Douglas Ave.....	800 – 899 (even #s)

Dumbarton.....	1-499
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E, F, H, K

Edison Way.....	3000 – 3899
El Camino Real.....	2601 – 3499
Ercina Ave.....	1 – 499
Ercina Ave.....	500 – 599
Fair Oaks Ave.....	2600 – 2963, 2965 – 2975
	3000 – 3499, 3500 – 4499
Flood Ave.....	2900 – 2999
Glendale Ave.....	2900 – 3399
Halsey Ave.....	2600 – 2899
Hampshire Ave.....	400 – 699
Haven Ave.....	800 – 815
Huntington Ave.....	2800 – 2999
Hurlingame Ave.....	400 – 899
Kaypoo Street.....	828 – 899
Kramer Lane.....	1 – 99

L, M

Lorne.....	1 – 99
Loyola.....	1 – 199
MacArthur Ave.....	400 – 699
Markham Ave.....	1 – 199
Marlborough Ave.....	2600 – 2899
Marsh Road.....	501 – 991
Middlefield Road.....	2400 – 2674
	2601 – 2791
	2792 – 3536
	3523 – 3599

N, O, P

Northside Ave.....	2660 – 2999
Northumberland Ave.....	2 – 198
Nottingham Ave.....	1 – 199
Oak Drive.....	3400 – 3599
Oak Drive.....	3601 – 3799
Oaks ide Ave.....	500 – 699
Pacific Ave.....	200 – 399
Placitas Ave.....	500 – 699
Park Road.....	3000 – 3299
Park Way.....	2900 – 2999

S, W

San Benito Ave.....	106 – 106
	500 – 799
San Mateo Ave.....	2600 – 2800
Selby Lane.....	1 – 99
Semicircular Road.....	101 – 399
Spring Street.....	2227 – 2599
	2600 – 3599
Stanford Ave.....	400 – 699
Sweeney Ave.....	800 – 899
Warrington Ave.....	400 – 899
Waverly Ave.....	3000 – 3199
Westmoreland Ave.....	2600 – 2899
William Ave.....	3000 – 3199
Willow Street.....	800 – 898

⁴ Redwood City mailing addresses which are NOT part of incorporated Redwood City

CITY OF REDWOOD CITY



Notice of Funding Availability and Request for Proposals

**Community Development Block Grant (CDBG)
Funds**

**HOME Investment Partnership Funds
(HOME)**

**Human Services Financial Assistance
(HSFA)**

Fiscal Year 2022/2023

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**CITY OF REDWOOD CITY
NOTICE OF FUNDING AVAILABILITY (NOFA) AND REQUEST FOR PROPOSALS (RFP)
FISCAL YEAR 2022/2023 CDBG, HOME AND HSFA FUNDS**

The City of Redwood City is pleased to announce the availability of Community Development Block Grant (CDBG), Home Investment Partnership (HOME) and Human Services Financial Assistance (HSFA) program funds for eligible projects. Proposals for these grant fund sources will be accepted from organizations providing assistance to low income households (households with incomes at or below 80% of the Area Median Income {AMI} for San Mateo County) residing within Redwood City that meet one or more of the City's Consolidated Plan priorities relating to affordable housing, homeless services, human services, public facilities and economic development.

Technical Assistance Workshop for Applicants

The Cities of San Mateo, South San Francisco, Redwood City and County of San Mateo Department of Housing will hold a joint technical assistance workshop on January 5, 2022 at 3:00 pm virtually via Zoom. To view or participate in the meeting, see the instructions posted on: <https://housing.smcgov.org/nofas-bids-proposals> or www.redwoodcity.org/cdbg-home

CDBG & HOME Applicants

All applications and supporting documents must be submitted online. No paper copies will be accepted. The online CDBG and HOME application can be accessed at the City Data Services (CDS) website at www.citydataservices.net.

- **New Users:** Enter RED2022 for both "user name" and "password". This will open up a form to set up a unique user name and password.
- **Existing Users:** Log in with your current account user name and password.

Interested applicants should contact Redwood City staff, Sharon Cohen, at (650) 780-5920 or scohen@redwoodcity.org, with any questions.

Any questions regarding submitting applications should be directed to citydataservices@yahoo.com

HSFA Applicants

Interested applicants should contact Redwood City staff, Ana Avendano, at (650) 780-7528 or aavendano@redwoodcity.org for information on how to apply.

SUMMARY OF ESTIMATED FUNDING AVAILABLE		
FUND SOURCE/PROGRAM	FUNDING PERIOD	ESTIMATED FUNDS
	<i>*Note one year and two year funding periods.</i>	
CDBG – Estimated Total*		\$661,206
Fair Housing	July 1, 2022-June 30, 2024 (Two-year funding period)	\$15,000
Public Services	July 1, 2022-June 30, 2024 (Two-year funding period)	\$121,164
Economic Development	July 1, 2022-June 30, 2024 (Two-year funding period)	\$50,000
Housing - Minor rehabilitation programs	July 1, 2022-June 30, 2024 (Two-year funding period)	\$100,000
Public Facilities and Housing - Capital Projects	July 1, 2022-June 30, 2023 (One-year funding period)	\$375,043
HOME – Estimated Total*		\$329,864
CHDO Set-aside (includes PY21-22 carryover)	July 1, 2022-June 30, 2023 (One-year funding period)	\$100,000
Housing	July 1, 2022-June 30, 2023 (One-year funding period)	\$247,000
HSFA –Total		\$110,000
Basic Human Needs Services	July 1, 2022-June 30, 2023	\$110,000

**Actual CDBG and HOME entitlement amounts are not yet available and are subject to Congressional budget appropriation. All estimates are subject to change.*

Funding Period

The funding period for activities that are fair housing, human/public services, minor home repair and economic development activities is July 1, 2022 to June 30, 2024, as these categories are on a two-year funding cycle.

Application Deadline- January 13, 2022

No applications will be accepted after the January 13, 2022 5:00 pm deadline.

Questions – More detailed information regarding the City’s Consolidated Plan and the NOFA/RFP are available on the CDS website and on the City’s webpage at www.redwoodcity.org/cdbg-home. You may also contact Sharon Cohen at 650-780-5920 or scohen@redwoodcity.org with any questions related to the NOFA/RFP, application process or to request alternative formats for persons with disabilities.

For questions regarding technical assistance using CDS or technical assistance with the application, please contact 650-533-5933 or citydataservices@yahoo.com.

For questions regarding HSFA funding, please contact Ana Avendaño at 650-780-7528 or aavendano@redwoodcity.org.

Contacts

CDBG/HOME – Sharon Cohen at 650-780-5920 or scohen@redwoodcity.org

HSFA – Ana Avendaño at 650-780-7528 or aavendano@redwoodcity.org

NOFA SCHEDULE

- **January 5, 2022 at 3 pm - Joint Technical Assistance Workshop.** The workshop will be conducted online. To view or participate in the meeting, see the instructions posted on: <https://housing.smcgov.org/nofas-bids-proposals> or www.redwoodcity.org/cdbg-home

ATTENDANCE IS MANDATORY FOR ALL NEW APPLICANTS

- **January 13, 2022 by 5 pm – APPLICATION DEADLINE**
- **February 22, 2022 - Housing and Human Concerns Committee (HHCC) Meeting: CDBG/HOME Applicant Presentations.** HHCC begins review of CDBG and HOME proposals at 6:00 PM and hears Applicant Presentations at 7:00 PM. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/hhcc

ATTENDANCE IS MANDATORY FOR ALL CDBG & HOME APPLICANTS

- **March 1, 2022 - Housing and Human Concerns Committee (HHCC) Meeting: HSFA Applicant Presentations.** HHCC begins review of HSFA proposals at 6:00 PM and hears Agency Presentations at 7:00 PM. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/hhcc

ATTENDANCE IS MANDATORY FOR ALL HSFA APPLICANTS

- **March 22, 2022 – Housing and Human Concerns Committee Public Hearing & CDBG/HOME Funding Deliberations.** HHCC will hold a public hearing, conduct funding deliberations for CDBG and HOME and make recommendations for the FY 2022 Action Plan at 7:00 PM. Attendance is not required but applicants are welcome to attend. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/hhcc
- **April 26, 2022 – Housing and Human Concerns Committee HSFA Funding Deliberations.** HHCC will conduct funding deliberations for HSFA at 7:00 PM. Attendance is not required but applicants are welcome to attend. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/hhcc
- **May 9, 2022 - City Council Public Hearing & CDBG/HOME Funding Approval.** The City Council is expected to make CDBG and HOME funding allocations and adopt the Annual Action Plan for 2022-2023 at 6:00 PM. Attendance is not required but applicants are welcome to attend. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/councilmeetings.
- **May 23, 2022 - City Council HSFA Funding Approval.** The City Council is expected to make HSFA funding allocation at 6:00 PM. Attendance is not required but applicants are welcome to attend. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/councilmeetings.

CONSOLIDATED PLAN FUNDING PRIORITIES & 2022-2023 FUNDING CRITERIA

CDBG, HOME and HSFA funds will be used to support organizations who utilize partnerships and collaborations to support the needs of low and very low income households -households with incomes at or below 80% of AMI.

The focus of the City's Consolidated Plan is on the production and preservation of affordable housing and basic human needs services for households with incomes at or below 80% of the AMI who are homeless or at risk of homelessness (i.e. services that will help maintain their independence and sustain their living situations).

The Housing and Human Concerns Committee will make funding recommendations to the City Council for FY2022-2023 based on the highest ranking need as follows:

- A. Consistency of proposed projects to the City's Consolidated Plan Priorities in section F below. Greater consideration will be given to activities that respond to more than one Consolidated Plan priority.
- B. Effective leveraging of CDBG and HOME funds with non-federal funds.
- C. Affirmative Marketing of programs to Redwood City residents and other service providers to achieve a balance that reflects the actual racial and ethnic diversity of the City in relationship to the service provided.
- D. Effectiveness of program and organization implementing the program will include the performance of organizations funded in the last program year.
- E. Timeliness of expenditure of funds - Agencies who can leverage and expend allocated CDBG, HOME or HSFA funds within the contract term.
- F. Extent to which proposed projects respond to the Funding Criteria for FY 2022-2023 listed below:

CDBG - CDBG funds can be used to support projects that provide assistance to low and moderate income households (households with incomes at or below 80% of AMI), eliminate slum and blight, or to meet an urgent need. In Redwood City, CDBG funds can be used to support the following programs and activities:

- 1. **Affordable Housing:** Acquisition of sites for affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of housing (includes special needs housing).
- 2. **Homeless Assistance Activities:** provision of legal intervention to prevent homelessness, provision of operation funds for shared housing, emergency shelter and transitional housing and related services for homeless and those at risk of homelessness, youth and single persons.

3. **Human Services:** Provision of fair housing counseling services and basic human needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income. For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.
4. **Public Facility Improvements (Non-Housing Community Development):** Removal of architectural barriers in public facilities for persons with disabilities, development of public facilities, or preservation and rehabilitation of public facilities.
5. **Economic Development:** Job creation, intervention programs that create actual jobs for low income residents, and microenterprise assistance (see relevant qualifying criteria section).

HOME - HOME funds can be used to support projects that provide assistance primarily to very low income households (households with incomes at or below 50% of the AMI). HOME funds can be used to support the following programs and activities:

1. **Affordable Housing:** Acquisition of sites for affordable housing, new construction of affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of housing, and first time homebuyer assistance.
2. **Community Housing Development Organization (CHDO):** CHDO must act as the owner, developer, or sponsor of a project that is an eligible set-aside activity. Eligible set-aside activities include: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties; new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO.

HSFA – HSFA funds can be used to support basic human needs services that provide assistance to persons or households in Redwood City. Basic human needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income. For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.

EFFECTIVENESS OF FUNDING TO CITY PRIORITIES

The HHCC has ranked the funding criteria according to the greatest need and will be using those criteria to guide their funding decisions. The Committee will be looking for projects which make the best use of the City's funds. Emphasis will be made on effective use of funds and collaboration with other organizations to maximize the resources available to those in need.

EQUAL OPPORTUNITY AND EQUAL ACCESS

The City does not discriminate on the basis of age (40 and above), physical or mental disability, marital status, race, color, national origin or ancestry, veteran status, religion, sex, pregnancy, childbirth or related medical conditions, gender (including gender identity and gender

expression or perception), sexual orientation, medical condition, use of family medical leave, or genetic testing.

The HHCC will consider in their funding recommendations the extent to which the households and individuals served by applicants are proportionate to the diversity of Redwood City. Organizations will be requested to provide information about their affirmative marketing plan for their programs and outreach to populations not likely to apply without special outreach in order to achieve ethnic balance of beneficiaries served.

RESTRICTIONS

- Certain restrictions are tied to federal funds including limitations on expenditures in certain eligible categories (Refer to the CDBG and HOME Qualifying Criteria section).
- Ready-To-Go Timelines have been placed on all capital projects
- Additional restrictions are placed on projects jointly funded by the County or other CDBG jurisdictions.
- CDBG and HOME funds have different eligibility criteria- please see the eligibility descriptions provided for each funding source
- Applications for multiple funding sources for the same activity will not be accepted, except for housing projects that qualify for both CDBG and HOME.
- Minimum CDBG application and funding award amount is \$15,000. Note: CDBG entitlement amounts are estimated. In the event that actual entitlement amounts are less than estimated, applicants recommended for grant funding may not be funded in order to meet the minimum grant amount of \$15,000.
- Minimum HSFA application and funding award amount is \$15,000.

CONSOLIDATED PLAN PRIORITIES

The City of Redwood City's Consolidated Plan for 2018-2022 identifies the community's affordable housing, community development and economic development needs and outlines a coordinated strategy for addressing them. The Consolidated Plan Priorities are listed below:

I. Affordable Housing Priorities

1	Priority Need	Affordable Housing - Production and Preservation
	Priority Level	High
	Population	Extremely Low, Very Low and Low Income Households Large Families Families with Children Elderly Special Needs Groups (see below)
	Geographic Areas	Citywide and low income census tracts. HOME funds may address needs and programs in contiguous jurisdictions if they will serve Redwood City residents
	Goals	Affordable Housing – Production and preservation
	Description	Creation of affordable housing and preservation of existing affordable housing, including special needs housing.
	Basis for Priority	Based on the needs assessment and market analysis Redwood City's highest need for lower income households is for affordable housing

Eligible Types of Affordable Housing Programs

Construction and Development of New Affordable Housing (**HOME only**)
 Land Acquisition for New Construction
 Acquisition and Rehabilitation
 Housing Rehabilitation Programs – Single and Multi-Family

- Housing Accessibility Modifications
- Minor Home Repair and Emergency Repair
- Lead-Based Paint Inspection and Hazard Reduction
- Energy Efficiency

Funding Commitment

Approximately 50% of the annual CDBG funding will be targeted to housing activities and neighborhood or public facility improvements in low income residential neighborhoods. 90% of the annual HOME funds will be allocated to this priority during the term of the Consolidated Plan 2018 – 2022.

Special Needs Housing - Priority Needs

There are several groups that have a higher need for affordable housing and who have special housing needs. These have been identified as:

- *persons with disabilities,*
- *the elderly and frail elderly,*
- *large households (related and non-related),*
- *persons with mental illness,*

- persons with substance abuse/addiction,
- youth (in general and aging-out foster youth),
- persons discharged from institutions (prison, jail, mental hospital).

Preferences

For the term of this Plan, the City will implement the following preferences that apply to the following:

Large Households: Low-income households of five or more persons will have preference to lease or purchase units with three or more bedrooms.

Elderly: Where housing has been constructed to meet the needs of elderly households, households with a head of household aged 62 or older will have preference to lease or purchase.

Persons with Disabilities: Persons with disabilities will have preference to lease or purchase units which have been designed to be accessible to persons with disabilities. The City will require that units produced with federal funds under this Plan which are designed to be accessible to persons with disabilities must be affirmatively marketed to those persons. Preference will be based on the particular design or adaptation. For example, units constructed to suit a wheelchair user will have a preference for those who use a wheelchair or otherwise require ease of physical access; units constructed to meet the needs of the visually impaired or hard of hearing will have a preference for those who are visually or hearing impaired.

Extremely low and very low income households: Where a household is a member of one of the special needs groups identified above and is an extremely low or very low income household, additional preference may be given.

II. Homelessness Priorities

2	Priority Need	Homeless Services
	Priority Level	High
	Population	Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Victims of Domestic Violence Unaccompanied Youth
	Geographic Areas	Citywide and low income census tracts
	Goals	Homelessness Prevention and Reduction
	Description	Provide services to help reduce and eliminate homelessness in Redwood City including shelters, supportive permanent housing and other basic needs
	Basis for Priority	The latest point in time homeless count shows that Redwood City has a high population of homeless persons and families

Eligible Homeless Services & Programs	
Emergency Shelter Programs	
Shared Housing Program	
Crisis Intervention	
Family Shelter	
Youth Shelter	
Shelter for special needs persons	

Funding Commitment

Approximately 15% of the annual CDBG funding is dedicated to homelessness activities, basic human needs programs and human services.

III. Human Services

3	Priority Need	Human Services
	Priority Level	High
	Population	Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Victims of Domestic Violence
	Geographic Areas	Citywide and low income census tracts
	Goals	Human Services (Support programs that provide basic human needs services)
	Description	Provide basic human needs services for very low and low income persons and households.
	Basis for Priority	Basic human needs services were identified as a high priority in the needs assessment and through citizen participation

Eligible Human Services Programs	
Human Services Programs (Programs and services that address basic human needs)	
Emergency Programs (Non-homeless services)	
Crisis Intervention	
Advocacy	

Funding Commitment

Approximately 15% of the annual CDBG funding is dedicated to homelessness activities, basic human needs programs and human services.

IV. Non-Housing Community Development

4	Priority Need	Public Facilities
	Priority Level	Low
	Population	Extremely Low, Very Low and Low Income Persons
	Geographic Areas	Citywide and low income census tracts
	Goals	Public Facilities
	Description	Provide public facility improvements, create new public facilities
	Basis for Priority	Development of new and improvements to existing public facilities was identified as a low priority need in the needs assessment and through citizen participation

Public Facility Programs

Construct or improve public facilities that serve priority need populations.
Construct or improve small scale public facilities that serve low income neighborhoods

Funding Commitment

Approximately 50% of the annual CDBG funding will be targeted to housing activities and neighborhood or public facility improvements in low income residential neighborhoods.

V. Economic Development

5	Priority Need	Economic Development
	Priority Level	Low
	Population	Extremely Low, Very Low and Low Income Persons
	Geographic Areas	Citywide and low income census tracts
	Goals	Economic Development
	Description	Provide support for programs and activities that create, preserve or expand job opportunities for lower income Redwood City residents
	Basis for Priority	The needs assessment and citizen participation identified job creation, expansion and preservation for low income residents as a lower priority

Economic Development Needs Programs

***See qualifying criteria section on the next page*

Small Business Assistance
Micro Enterprise Assistance
Job Retention/Creation

Funding Commitment

Approximately 5% of the annual CDBG funding will be targeted to Economic development activities that create or expand job opportunities for low income residents

SUMMARY OF QUALIFYING CRITERIA FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS
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CDBG PROGRAM OVERVIEW

Funded under the Housing and Community Development Act (HCDA) of 1974 and as amended by the 1987 Act, and Administered by U.S. Department of Housing and Urban Development (HUD), Community Development Block Grants (CDBG) are available to Urban Counties (like San Mateo County) Entitlement Cities (Population of 55,000 or more) or Small Cities (administered by the State of California – Housing and Community Development (HCD)). Redwood City is an entitlement city and receives an annual allocation of funds directly from HUD.

There are three national objectives for the use of these funds.

- 1. Benefit to low and moderate income residents.**
 - a. Area benefit activities.
 - b. Limited clientele activities.
 - c. Housing activities.
 - d. Job creation/retention activities.
- 2. Elimination of Slum and Blight.**
 - a. Area basis.
 - b. Activity needed to complete urban renewal project.
 - c. Spot basis.
- 3. Urgent need.**

Generally associated with disaster conditions (acts of God).

QUALIFYING CRITERIA

In order to qualify for CDBG funding, all eligible activities must principally benefit low and moderate-income persons residing within the incorporated limits of Redwood City. An activity will be considered to principally benefit low and moderate-income persons if it meets one of the following standards:

1. The activity has an income eligibility requirement that limits the benefits exclusively to low and moderate income persons (persons earning up to 80% of AMI).
2. The activity is designed to serve an area where at least 51 percent of the residents are of low and moderate income (persons earning up to 80% of AMI).
3. The activity involves a facility that is designed for use by senior citizens, youth, persons with disabilities, and other special needs populations. Presumed benefit populations include abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).

4. The activity has income eligibility restrictions to require that at least 70 percent of the users or beneficiaries are of low and moderate income.
5. The activity is directed to the removal of architectural barriers, which restrict the mobility, and accessibility of persons with disabilities.
6. The activity is designed to create or retain permanent jobs for low and moderate-income persons.
7. The activity is designed to eliminate slum and blight.

A minimum of 70% of total expenditures must benefit low and moderate-income households residing within the incorporated limits of the City of Redwood City during the City's certification period. Redwood City's certification period is 3 years in duration. **The City meets this minimum by requiring that activities which are undertaken by non-profit organizations provide exclusive benefit (100%) to low and very low income households, or the funding may be used to pay only for that portion/proportion of the program or service which provides direct benefit to low income households.**

ELIGIBLE ACTIVITIES

1. Acquisition/disposition/clearance activities of real property.
2. Public facilities and improvements - acquisition, construction, reconstruction or rehabilitation of public facilities and improvements including:
 - Community and senior centers
 - Recreation facilities
 - Facilities for persons with disabilities and removal of architectural barriers
 - Childcare facilities
 - Presumed benefit populations
3. Public service activities (limited to 15% of annual entitlement) relating to:
 - Employment
 - Crime prevention
 - Child care
 - Health
 - Drug abuse
 - Education
 - Fair housing counseling
 - Energy conservation
 - Homebuyer down payment assistance
 - Recreational needs
4. Interim and emergency assistance relating to health and safety.
5. Relocation assistance triggered by federally funded activities.

6. Homeownership Assistance which allows direct CDBG assistance for low and moderate income homebuyers in the form of:
 - Interest rate subsidies
 - Financing the acquisition of owner-occupied housing
 - Purchase of guarantees for mortgage financing for lower and moderate income homebuyers
 - Payments of 50% of any required down payments and reasonable closing costs
7. Microenterprise assistance to facilitate economic development.
8. Technical assistance to increase capacity of public or non-profit entities to carry out:
 - Neighborhood revitalization
 - Economic development activities
9. Assistance to Institutes of Higher Education (eligible under Public Services).
10. Rehabilitation and preservation:
 - Code enforcement
 - Historic preservation
 - Lead based paint hazard evaluation and reduction
 - Renovation of closed buildings for housing
11. Special Economic Development Activities:
 - Acquisition, construction, or rehabilitation of commercial buildings
 - Provision of financial assistance to private businesses (in limited circumstances)
 - Economic development related to employment opportunities for low income persons *see qualifying criteria section above
12. Special Activities by Community Based Development Organizations (CDBO) to carry out:
 - Neighborhood revitalization
 - Community economic development
 - Energy conservation projects

INELIGIBLE ACTIVITIES

- Direct financing of new housing construction.
- Rent or other income supplement payments for a period of more than three months.
- Furnishings and personal property.
- Operating and maintenance expenses.
- Buildings used for the general conduct of government.
- Expenses required to carry out the regular responsibilities of local government.
- Political activities.

**LOCAL COMMUNITY DEVELOPMENT OBJECTIVES FOR CDBG
FUNDING RESTRICTIONS AND TARGETING OF RESOURCES**

The HHCC has proposed a policy for targeting resources so that a percentage of each year's CDBG funds would be used to meet specific anti-poverty and affordable housing goals.

- 15% for public service activities, primarily homeless and housing intervention assistance including job training.
- 50% for permanent housing activities, including land acquisition for new construction of housing and funds for non-profits to purchase, rehabilitate, and manage permanent housing (affordable to very low income households without Section 8 subsidies),¹ or for non-housing community development needs including public facilities
- 20% for general grant administration and Fair Housing Counseling,
- 5% for job creation and job expansion.

ELIGIBLE INCOME LIMITS FOR BENEFICIARIES

2021 SAN MATEO COUNTY INCOME LIMITS

Household Size	30% Extremely Low	50% Very Low	60% HOME Limits	80% Low
1	\$38,400	\$63,950	\$76,740	\$102,450
2	\$43,850	\$73,100	\$87,720	\$117,100
3	\$49,350	\$82,250	\$98,700	\$131,750
4	\$54,800	\$91,350	\$109,620	\$146,350
5	\$59,200	\$98,700	\$118,440	\$158,100
6	\$63,600	\$106,000	\$127,200	\$169,800
7	\$68,000	\$113,300	\$135,960	\$181,500
8	\$72,350	\$120,600	\$144,720	\$193,200

STANDARD DOCUMENTATION TO VERIFY INCOME ELIGIBILITY

CDBG activities have income eligibility requirements limiting benefit exclusively to low and moderate income households. Agencies must have an application and verification process to document eligibility based on household income for beneficiaries of limited clientele activities. If you serve low-income households and do not verify income as a condition of receiving service, you may not count these households toward meeting your quantitative performance goals under the terms of a CDBG grant with the City. Upon consultation with City Staff, the City will generally accept self-certification to document income eligibility for certain programs. The City will monitor for income and residency information to establish compliance with these requirements. The following forms of documentation should be used to document household income of:

¹ Housing providers should consider the impact of HOME and Section 8 in the same project when calculating the subsidy gap to make a rental project affordable. The City prefers that Section 8 Project or tenant-based assistance not be used in HOME designated units. Due to the long waiting list for Section 8, the City is promoting very low income rental assistance to households who have no housing subsidies and are at risk of homelessness.

1. Most recently filed Federal Form 1040 (previous two years if applicant is self-employed).
2. Copies of Aid to Families with Dependent Children (AFDC) award letters.
3. Copies of Social Security (SS) and/or Social Security Income (SSI) award letters.
4. Three most recent payroll check stub; three stubs for any separate months of the previous six months; if applicant income for previous year's Form 1040 is above 80% of median but income on current pay stubs is significantly lower and applicant would qualify this year.
5. Most recent W-2.

NOTE: The preferred documentation for employed clients is tax returns. For those clients on fixed incomes (SS, SSI, and AFDC) #2 and #3 are preferred if tax returns are not filed with the IRS.

DATA COLLECTION REQUIRED FOR RACE/ETHNICITY

Under the Office of Management and Budget (OMB) 1997 standards, "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity.

When asking the individual/household to select a race category, the individual/household must also check whether they are of Hispanic ethnicity. One of the 10 race categories must always be selected. A check mark cannot be entered under the Hispanic Column without the corresponding Race Category being checked.

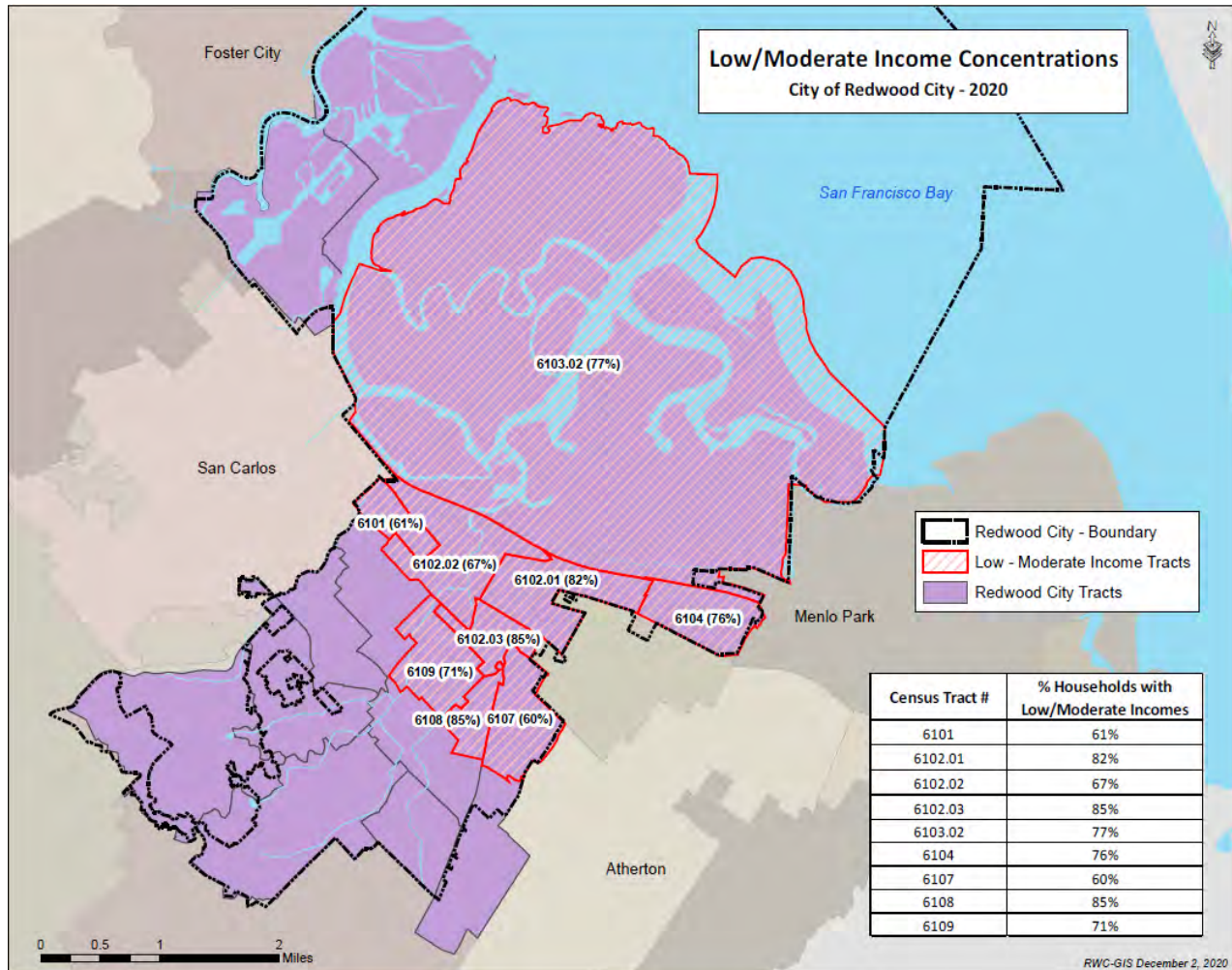
Please note the sample data collection table below:

RACE CATEGORIES			ETHNICITY
	Race	Check Only One Race Category	Check if also Hispanic
1	American Indian or Alaska Native		
2	Asian		
3	Black or African American		
4	Native Hawaiian or Other Pacific Islander		
5	White	X	X
6	American Indian or Alaska Native <i>and</i> White		
7	Asian <i>and</i> White		
8	Black or African American <i>and</i> White		
9	American Indian or Alaska Native <i>and</i> Black or African American		
10	Other/Multi-Racial	X	X

The selections above assume that a person who is white is also from Hispanic descent on line 5. On line 10, the assumption is that the person is Hispanic but does not indicate another race, therefore the race is assumed to be Other/Multi-Racial.

ELIGIBLE TARGET AREAS FOR ASSISTANCE²

*Activities may also be provided to residents in other Census Tracts throughout the City, but each applicant must qualify based on income eligibility.



CENSUS TRACT #	6101	6102.01	6102.02	6102.03	6103.02	6104	6107	6108	6109
% HOUSEHOLDS WITH LOW/MODERATE INCOMES	61%	82%	67%	85%	77%	76%	60%	85%	71%

² Source: American Community Survey 2015-2019

ACQUISITION AND REHABILITATION OF REAL PROPERTY

Funding granted for acquisition or rehabilitation of “real property” is generally made as long term deferred or low interest loans and should not represent 100% of acquisition costs. The City seeks to recapture all or part of funding granted for real property acquisition in order to recycle funds to other affordable housing projects for Redwood City residents. The subsidy you receive may be secured as secondary financing on the real property. Typical loan terms range from 0 to 3% interest over terms up to 30 years, or 0% interest until a senior mortgage is paid, then fully amortized.

Applications for acquisition of "real property" and rehabilitation must include a proforma indicating the project's feasibility. A proposal for repayment of the funds is also required. The proforma should not indicate feasibility of a project being totally dependent upon CDBG funds, but should show how CDBG funds will be used to leverage other funding sources. The proforma should show that the organization has the ability to obtain financing from other sources without reliance upon Section 8 resources.

Projects involving acquisition of housing in residential areas must have completed community outreach in the applicable neighborhoods prior to applying for City funding. Contact the City Housing and Economic Development Specialist, Sharon Cohen, for assistance at scohen@redwoodcity.org or (650) 780 5920.

NOTE: Acquisition and capital projects expected to receive funding from San Mateo County or another entitlement jurisdiction will require either a joint funding agreement with the other jurisdictions, or applicant must receive their funding agreement from the County before Redwood City will agendize a funding agreement for City Council approval. If an acquisition or capital project cannot get underway until all funding is assembled from other jurisdictions and has not proceeded one year after allocation, applicants may risk recapture of this funding under the City's Timely Expenditure Plan. This change is necessary to assure that Redwood City will meet its expenditure commitment requirements for CDBG and HOME programs.

Rehabilitation work valued at \$5,000 or more may be subject to lead based paint inspection testing and subsequent paint stabilization. Davis-Bacon and Related Acts requirements applies to the rehabilitation of residential property if the property contains 8 or more units and construction, alteration or repair contracts of more than \$2,000. Section 3 requirements apply to any housing rehabilitation, construction or other public construction projects that receives \$200,000 or more in total federal funds. Please consult with City Staff to learn more about any applicable requirements.

NON-HOUSING COMMUNITY DEVELOPMENT PUBLIC FACILITY IMPROVEMENTS

Activities that involve public facilities and improvements are eligible if they meet any one of the following criteria:

- Provides public facility improvements in an area that is primarily residential and where 51% or more of area residents are households with incomes at or below 80% of median income.
- Provides services exclusively to a majority of low income and special needs populations.

- Provides facilities such as community and senior centers, recreation facilities, facilities for persons with disabilities and removal of architectural barriers where services are provided to a majority of low-income persons.
- Projects involving construction may be subject to payment of prevailing wages under the Davis Bacon Act. Once the Act is triggered, there can be no waiver of this requirement by the City to reduce project costs. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. If your application will trigger the payment of prevailing wages, please contact the City for a copy of the Pre Construction Conference Handbook to familiarize yourself with this requirement.

LOWER INCOME JOBS CRITERIA

A lower income jobs activity is one which either: (i) Creates or retains at least one full-time equivalent, permanent job per \$35,000 of CDBG funds used, at least 51% of which are either taken by lower income persons or considered to be available to lower income persons; or (ii) Provide goods or services to residents of an area, such that the number of Low to Moderate income (LMI) persons residing in the area served by the assisted businesses amounts to at least one LMI person per \$350 of CDBG funds used for all such activities.

Jobs are considered to be “available to” lower income persons only when:

- Special skills (i.e., one year or more), training, work experience or education beyond high school are not a prerequisite to fill such jobs, or the business nevertheless agrees to hire unqualified persons and train them.
- Local government or the assisted business takes action that would ensure that lower income persons receive “first consideration” for filling such jobs.
- The business must use a hiring practice that under usual circumstances would result in over 51% of persons hired being lower income persons.
- The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person
- The distance from residence and availability of transportation to job site must be considered in determining whether a particular lower income person can be seriously considered an applicant for the job.

Additional criteria for created jobs:

- Documentation that employee was low-income at time of hiring and a description of actions taken, how first consideration was given to LMI persons, hiring process, names of persons interviewed, income status of persons interviewed must be documented.
- There must be a written agreement between the employee hired and the business, listing the job titles, descriptions, FTE status and prerequisites/skills required.
- All permanent jobs created by the activity must be counted even if the activity has multiple sources of funding.
 - Jobs indirectly created by an assisted activity (i.e., trickle-down jobs) may not be counted; and, as a general rule, jobs from different businesses may be aggregated. However, in certain cases such as where CDBG funds are used to acquire, develop, or improve real property (e.g., a business incubator or an industrial park) jobs may be aggregated for all other businesses which locate on the property, provided the businesses are not otherwise assisted with CDBG funds. Additionally, where CDBG funds are used to pay for the staff and overhead costs of a subrecipient making

loans to businesses from non-CDBG funds, jobs created by all of the businesses receiving loans during any one year may be aggregated.

Additional criteria for retained jobs:

- There is clear and objective evidence that permanent jobs will be lost without CDBG-assistance. “Clear and objective” evidence that jobs will be lost may include such evidence as a notice issued by the business to affected employees, a public announcement by the business, or relevant financial records
- 51% of such jobs are known to be held by lower income persons when CDBG assistance is provided or can reasonably be expected to “turnover” to lower income persons within 2 years.
- Document Job title, Full-Time Equivalent (FTE) status, household size and income of each job retained

In counting jobs, the following policies apply:

- Part-time jobs must be converted to FTEs.
- Only **permanent** jobs count, temporary jobs may not be included.
- Seasonable jobs may be counted only if the season is long enough for the job to be considered as the employee’s principal occupation.

Determining Income Status:

- Written self-certification of income and household size prior to job application/hiring
- Referral from qualifying program/agency
- Evidence that person is homeless
- Address and qualifying demographic data for “presumption of LMI” status

Job can be presumed LMI if either:

- Job holder resides in one of the below:
 - Census tract with 20% poverty & general distress
 - Census tract with 30% poverty if the area includes the central business district and determinable signs of general distress
 - EZ (Empowerment or Enterprise Zones)/RC (Renewal Community) area
 - Census tract/block group with 70% LMI
- Business and job located in one of the below:
 - Census tract with 20% poverty and general distress
 - Census tract with 30% poverty if the area includes the central business district and determinable signs of general distress
 - EZ/RC Area

Note- The business must be able to document the presumed LMI criteria

TIMELY EXPENDITURE OF FUNDS

All projects will be expected to expend 100% of CDBG funds granted during the program year. Organizations who have not yet secured financing for an acquisition or capital project are encouraged to submit an application when the project is “Ready to Go.” “Ready to Go” means that all funding has been secured, or will be available short term (within 90 to 180 days) and the project will be “underway.” Specific examples of underway (ready to encumber funds and expend them in a timely manner during the program year) include:

- design phase completed and ready to begin a bid process;
- bidding completed using relevant prevailing wages³ for labor costs, and construction can proceed when funds are encumbered;
- purchase offer has been accepted, or can be made as soon as funds can be encumbered; and
- funds can be disbursed to escrow

All funds allocated to projects and programs that are not encumbered by June 1, 2023 will be reallocated to other projects, unless **non-public service activity projects** are underway and funds will be expended by December 30, 2023. Funds are encumbered when there is a signed agreement between the organization and the City of Redwood City and a purchase order is issued in the amount of the allocation approved by the City. In order to assure timely expenditure of funds, the City may advance funds to alternate projects rather than risk losing them. Alternate projects selected for funding must meet the requirements of the fund source allocated and must spend the funds within the fiscal year.

³ Projects subject to payment of prevailing wages must use labor rates determined by the Department of Labor (DOL), or in the case of both federal and state funding, may include rates determined by the Department of Industrial Relations (DIR)

<p style="text-align: center;">SUMMARY OF QUALIFYING CRITERIA FOR HOME INVESTMENT PARTNERSHIP (HOME) FUNDING</p>

ELIGIBLE ACTIVITIES

Activities which are eligible to receive assistance from HOME investment Program funds are those which develop and support affordable rental housing and homeownership affordability, such as:

- Acquisition of vacant land related to a specific project or of existing housing
- New housing construction or reconstruction
- Moderate or substantial rehabilitation
- Site improvements related to a specific project
- Conversion
- Demolition related to a specific project
- Other expenses (finance costs, relocation expenses)

ELIGIBLE COSTS

Acquisition Costs

- Costs of acquiring improved or unimproved real property.

Development Hard Costs

The actual cost of constructing, acquiring or rehabilitating housing, including:

- For new construction, costs to meet applicable new construction standards of the jurisdiction and the energy efficiency standards as developed under Section 109 of the National Affordable Housing Act (NOTE: Title 24 of the California Energy Code meets this requirement)
- For new construction, the cost of funding an initial operating deficit reserve.
- For rehabilitation, costs to meet the applicable rehabilitation standards of the jurisdiction or correcting substandard conditions, to make essential improvement including energy-related repairs, improvements necessary to permit the use by handicapped persons, and the abatement of lead-based paint hazards, and to repair or replace major housing systems in danger of failure.
- For both new construction and rehabilitation, costs to demolish existing structures and for improvements to the project site that are in keeping with improvements of surrounding standard projects.

Development Soft Costs

Reasonable and necessary costs associated with the financing and development of new construction, rehabilitation or acquisition of housing assisted with HOME funds, including, but not limited to:

- Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups.
- Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees and fees for an independent cost estimate, builders or developers fees.

- Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants.
- Costs of a project audit required by the City with respect to the development of the project.

Relocation Costs

Costs of relocation payments and other relocation assistance for permanently and temporarily relocated individuals, families, businesses, nonprofit organizations, and farm operations where assistance is required or determined by the jurisdiction to be appropriate.

INCOME TARGETING

Rental Units

The City of Redwood City uses HOME funds to assist rental units occupied by households whose incomes do not exceed the HOME Income Limit. The City will review tenant eligibility for occupancy verifications in units assisted with HOME and will monitor family income, size and composition to assure the units meet Housing Quality Standards on an annual basis. The household incomes of tenants in HOME rental units must be at or below 60% AMI.

Ownership Units

All HOME funds used to assist homeownership units must be allocated to dwelling units which will be occupied by households whose incomes do not exceed the HOME Income Limit at the time of occupancy or at the time funds are invested, whichever is later. All households must qualify as low income (80% of AMI or less).

2021 SAN MATEO COUNTY INCOME LIMITS:

Household Size	60% HOME	80% Low
1	\$76,740	\$102,450
2	\$87,720	\$117,100
3	\$98,700	\$131,750
4	\$109,620	\$146,350
5	\$118,440	\$158,100
6	\$127,200	\$169,800
7	\$135,960	\$181,500
8	\$144,720	\$193,200

PROPERTY STANDARDS

At a minimum, housing that is assisted with HOME funds must meet federal housing quality standards. Newly constructed or substantially rehabilitated housing must meet all applicable local codes, rehabilitation standards, ordinances, and zoning ordinances. Newly constructed housing must meet energy efficiency standards of the current edition of the Model Energy Code published by the council of American Building Officials. Substantially rehabilitated housing must meet the cost effective energy conservation and effectiveness standards set forth in 24 CFR part 39 Title 24 of the California Energy Code meets the above requirement. Housing that is to be rehabilitated after transfer of ownership interest must be free from any defects that pose a danger to health or safety before transfer of an ownership interest, and must meet the applicable property standards not later than 2 years after the transfer.

TYPES OF ASSISTANCE AVAILABLE

- Equity investments
- Interest bearing loans or advances
- Non-interest bearing loans or advances
- Deferred payment loans
- Interest subsidies

HOME MAXIMUM PER UNIT SUBSIDY As of September 9, 2021	
Unit Size	240% High Cost Percentage (HCP) Exceptions
Studio	\$153,314
1-bedroom	\$175,752
2-bedroom	\$213,718
3-bedroom	\$276,482
4 or 5-bedroom	\$303,490

QUALIFICATION AS AFFORDABLE HOUSING

Rental Housing

In order to qualify as affordable housing:

- 80% of the HOME assisted units must have rents (less tenant paid utilities) that do not exceed 30% of the adjusted household income that does not exceed the HOME income limits, and be occupied by such households. The 2021 High HOME rent limits are as follows:

High HOME Rents <i>*Rents assume owner paid utilities.</i>	
Unit Size	Monthly Rent
Studio	\$2,061
1-bedroom	\$2,210
2-bedroom	\$2,654
3-bedroom	\$3,058
4-bedroom	\$3,391

- 20% of the HOME assisted units must have rents (less tenant paid utilities) that do not exceed 30% of the adjusted income of "very low income" households as determined by HUD. The 2021 Low HOME rent limits are as follows:

Low HOME Rents (50%) <i>*Rents assume owner paid utilities.</i>	
Unit Size	Monthly Rent
Studio	\$1,598
1-bedroom	\$1,713
2-bedroom	\$2,056
3-bedroom	\$2,375
4-bedroom	\$2,650

- HOME-assisted units will remain affordable, according to HOME requirements, as specified in the following table, without regard to the term of mortgage or transfer of ownership:

HOME Subsidy Per Unit	Period of Affordability
under \$15,000	5 years
\$15,001 - \$40,000	10 years
\$40,001 or greater	15 years
Rental new construction	20 years
<i>Note: The City may require an additional period of affordability that exceeds the HOME minimum requirements.</i>	

SUMMARY OF QUALIFYING CRITERIA FOR HUMAN SERVICES FINANCIAL ASSISTANCE (HSFA)
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PROGRAM OVERVIEW

The City of Redwood City Human Service Financial Assistance Program (HSFA) provides monetary support to local non-profit agencies whose programs respond to the human service needs of Redwood City residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

GOALS AND PHILOSOPHY

In establishing the Human Service Financial Assistance Program, the City of Redwood City recognizes that:

1. The availability of basic human service programs is a key-determining factor in the overall quality of life of Redwood City residents;
2. The most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing non-profit agencies;
3. Contractual agreements with non-profit agencies allow the City to influence the human service programs offered to Redwood City residents; and
4. Financial assistance grants demonstrate the City's support of the activities of specific non-profits and make it possible for these agencies to leverage additional funds that will benefit local residents.

ELIGIBILITY

1. All applicants must be formally incorporated non-profit entities based in Redwood City or agencies that provide services throughout the County of San Mateo who can demonstrate a significant Redwood City client base. [See appendix A for a listing of Redwood City mailing addresses which are NOT part of incorporated Redwood City]
2. All applicants must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
3. No more than 15% of City funds granted can be used for administrative costs.
4. The amount of funds requested cannot represent more than 20% of cost of the program for which funding is being requested.
5. Minimum application and funding award amount is \$10,000.
6. All recipients agree to actively participate in City efforts to coordinate and improve human services within the City.
7. The program described must respond to a basic human need.

Please contact Ana Avendano at 650-780-7528 or aavendano@redwoodcity.org for HSFA questions.

Appendix A

*REDWOOD CITY UNINCORPORATED – NORTH FAIR OAKS⁴

1st – 18th AVENUE

1 st Ave.....	200 – 599
2 nd Ave.....	200 – 599
	600 – 769
	771 – 849
3 rd Ave.....	200 – 599
	600 – 699
	701 – 777
4 th Ave.....	200 – 599
	600 – 699
5 th Ave.....	101 – 613
	750 – 898
6 th Ave.....	300 – 599
	600 – 899
7 th Ave.....	300 – 599
	700 – 899
8 th Ave.....	400 – 699
	700 – 899
9 th Ave.....	400 – 699
	700 – 899
10 th Ave.....	600 – 799
	800 – 899
11 th Ave.....	600 – 799
	800 – 899
12 th Ave.....	600 – 799
	800 – 899
14 th Ave.....	600 – 899
15 th Ave.....	500 – 899
16 th Ave.....	500 – 899
17 th Ave.....	600 – 899
18 th Ave.....	600 – 899

A

Amherst Avenue.....	1 – 199
Arrowhead Lane.....	1 – 99
Athlone Court.....	1 – 99
Athlone Way.....	1 – 99

B

Barron Ave.....	700 – 899
Bay Road.....	2200 – 2964
	2300 – 2300
	3200 – 3698
	3700 – 3799
Blenheim Ave.....	2700 – 2899
Berkshire Ave.....	1 – 399
Buckingham Ave.....	1 – 199

C, D

Calvin Ave.....	2800 – 2999
Charter Street.....	800 – 899
Columbia Ave.....	1 – 199
Crocker Ave.....	2800 – 2999
Curtis Ave.....	2800 – 2999
Devonshire Ave.....	2700 – 2899
Dexter Ave.....	1 – 199
Douglas Ave.....	400 – 798 (even #s)
Douglas Ave.....	800 – 899 (even #s)

Dumbarton.....	1-499
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E, F, H, K

Edison Way.....	3000 – 3899
El Camino Real.....	2601 – 3499
Ercina Ave.....	1 – 499
Ercina Ave.....	500 – 599
Fair Oaks Ave.....	2600 – 2963, 2965 – 2975
	3000 – 3499, 3500 – 4499
Flood Ave.....	2900 – 2999
Glendale Ave.....	2900 – 3399
Halsey Ave.....	2600 – 2899
Hampshire Ave.....	400 – 699
Haven Ave.....	800 – 815
Huntington Ave.....	2800 – 2999
Hurlingame Ave.....	400 – 899
Kaypoo Street.....	828 – 899
Kramer Lane.....	1 – 99

L, M

Lorne.....	1 – 99
Loyola.....	1 – 199
MacArthur Ave.....	400 – 699
Markham Ave.....	1 – 199
Marlborough Ave.....	2600 – 2899
Marsh Road.....	501 – 991
Middlefield Road.....	2400 – 2674
	2601 – 2791
	2792 – 3536
	3523 – 3599

N, O, P

Northside Ave.....	2660 – 2999
Northumberland Ave.....	2 – 198
Nottingham Ave.....	1 – 199
Oak Drive.....	3400 – 3599
Oak Drive.....	3601 – 3799
Oaks ide Ave.....	500 – 699
Pacific Ave.....	200 – 399
Placitas Ave.....	500 – 699
Park Road.....	3000 – 3299
Park Way.....	2900 – 2999

S, W

San Benito Ave.....	106 – 106
	500 – 799
San Mateo Ave.....	2600 – 2800
Selby Lane.....	1 – 99
Semicircular Road.....	101 – 399
Spring Street.....	2227 – 2599
	2600 – 3599
Stanford Ave.....	400 – 699
Sweeney Ave.....	800 – 899
Warrington Ave.....	400 – 899
Waverly Ave.....	3000 – 3199
Westmoreland Ave.....	2600 – 2899
William Ave.....	3000 – 3199
Willow Street.....	800 – 898

⁴ Redwood City mailing addresses which are NOT part of incorporated Redwood City

CITY OF REDWOOD CITY



Notice of Funding Availability and Request for Proposals

Community Development Block Grant (CDBG) Funds

Human Services Financial Assistance (HSFA)

Fiscal Year 2023/2024

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**CITY OF REDWOOD CITY
NOTICE OF FUNDING AVAILABILITY (NOFA) AND REQUEST FOR PROPOSALS (RFP)
FISCAL YEAR 2023/2024 CDBG AND HSFA FUNDS**

The City of Redwood City is pleased to announce the availability of Community Development Block Grant (CDBG) and Human Services Financial Assistance (HSFA) program funds for eligible projects. Proposals for these grant fund sources will be accepted from organizations providing assistance to low-income households (households with incomes at or below 80% of the Area Median Income {AMI} for San Mateo County) residing within Redwood City that meet one or more of the City's draft Consolidated Plan priorities relating to affordable housing, homeless services, human services, public facilities and economic development. **The Fiscal Year 2023-2024 funding cycle is only for CDBG activities that are affordable housing or public facilities.** This particular funding cycle is not for CDBG activities that are human/public services, minor home repair, fair housing or economic development activities, as these categories are on the second year of their two-year funding cycle. HSFA human/public service activities may still be awarded funding for FY2023-2024.

NOTE: The City will be releasing a NOFA for HOME Investment Partnerships (HOME) funds and other non-federal housing funds for affordable housing projects in 2023. To be notified about this upcoming NOFA opportunity, please email Alin Lancaster at alancaster@redwoodcity.org.

Technical Assistance Workshop for Applicants

The Cities of San Mateo, South San Francisco and Redwood City and the County of San Mateo Department of Housing will hold a joint technical assistance workshop on January 4, 2023 at 2:00pm virtually via Zoom. The Zoom link to the meeting is <https://smcgov.zoom.us/j/99983912730?pwd=NVRsV1IOYW8vaEQ0TFVPSWsvdTdKZz09>. To view or participate in the meeting, see the instructions posted on: <https://housing.smcgov.org/nofas-bids-proposals> or www.redwoodcity.org/cdbg-home.

ATTENDANCE IS MANDATORY FOR ALL NEW APPLICANTS

CDBG Applicants

All applications and supporting documents must be submitted online. No paper copies will be accepted. The online CDBG application can be accessed at the City Data Services (CDS) website at www.citydataservices.net.

- **New Users:** Enter RED2023 for both "user name" and "password". This will open up a form to set up a unique user name and password.
- **Existing Users:** Log in with your current account user name and password.

Interested applicants should contact Redwood City staff, Jose Zetino (650) 780-7251 or jzetino@redwoodcity.org, and Alin Lancaster (650) 780-7299 or alancaster@redwoodcity.org with any questions.

For questions regarding technical assistance using CDS or technical assistance with the application, please contact (650) 533-5933 or citydataservices@yahoo.com.

HSFA Applicants

Interested applicants should contact Redwood City staff, Mary Martinez at (650) 780-7528 or mmartinez@redwoodcity.org for information on how to apply.

ESTIMATED FUNDING AVAILABLE		
FUND SOURCE/PROGRAM	FUNDING PERIOD	ESTIMATED FUNDS
CDBG – Estimated Total*		
Housing & Public Facilities (Capital Projects)	July 1, 2023-June 30, 2024	\$345,077
HSFA –Total		
Basic Human Needs Services	July 1, 2023-June 30, 2024	\$100,000

**The actual CDBG entitlement amount is not yet available and subject to Congressional budget appropriation. All estimates are subject to change.*

Funding Period

The funding period for all the activities in this NOFA are July 1, 2023-June 30, 2024. The City will not fund any pre-award costs prior to July 1, 2023.

Note - Public Services, Fair Housing, Minor Home Repair and Economic Development are not included in this NOFA as these activities are funded for a two-year cycle, which includes FY 2022-2023 and FY 2023-2024.

Application Deadline- January 12, 2023

No applications will be accepted after the January 12, 2023, 5:00 pm deadline.

Questions

More information regarding the City's CDBG program can be found at www.redwoodcity.org/cdbg-home. You may also contact Jose Zetino at 650-780-7251 or jzetino@redwoodcity.org and Alin Lancaster at 650-780-7299 or alancaster@redwoodcity.org with any questions related to the NOFA/RFP, application process or to request alternative formats for persons with disabilities.

For questions regarding technical assistance using CDS or technical assistance with the application, please contact 650-533-5933 or citydataservices@yahoo.com.

For questions regarding HSFA funding, please contact Mary Martinez at 650-780-7528 or mmartinez@redwoodcity.org.

Contacts

CDBG

- Jose Zetino at 650-780-7251 or jzetino@redwoodcity.org
- Alin Lancaster at 650-780-7299 or alancaster@redwoodcity.org

HSFA – Mary Martinez at 650-780-7528 or mmartinez@redwoodcity.org

PROPOSED SCHEDULE

- **January 4, 2023 - Joint Technical Assistance Workshop at 2:00pm** virtually via Zoom. Meeting Link - <https://smcgov.zoom.us/j/99983912730?pwd=NVRsV1lOYW8vaEQ0TFVPSWdTdKZz09>.

ATTENDANCE IS MANDATORY FOR ALL NEW APPLICANTS

- **January 12, 2023 by 5 pm – APPLICATION DEADLINE**

- **February 28, 2023 - Housing and Human Concerns Committee** begins review of CDBG and HSFA proposals at 6:00 PM and hears Agency Presentations at 7:00 PM. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/hhcc

ATTENDANCE IS MANDATORY FOR ALL APPLICANTS

- **March 28, 2023 - Housing and Human Concerns Committee Public Hearing & CDBG/HSFA Funding Deliberations at 7:00 PM.** HHCC will hold a public hearing, conduct funding deliberations for CDBG and HSFA, and make recommendations for the FY 2023 Action Plan and FY 2023-2027 Consolidated Plan. Attendance is not required but applicants are welcome to attend. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/hhcc
- **May 8, 2023 - City Council Public Hearing & CDBG/HSFA Funding Approval.** The City Council is expected to make CDBG and HSFA funding allocations and adopt the Consolidated Plan for 2023-2027 and Annual Action Plan for 2023. Attendance is not required but applicants are welcome to attend. To view or participate in the meeting, see the instructions posted on the agenda 72 hours in advance at www.redwoodcity.org/councilmeetings.

Translators and oral or sign language interpreters can be available for non-English speaking or hearing/speech impaired residents who wish to attend any of the hearings or workshops listed above. Anyone who requires the presence of translators or interpreters, or needs other accommodations must notify the City Manager's Office no later than 72 hours before the date of the hearing or meeting they wish to attend. Please send a written request to Alin Lancaster at 1017 Middlefield Road, Redwood City, CA 94063 or e-mail address alancaster@redwoodcity.org including your name, address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service.

CONSOLIDATED PLAN FUNDING PRIORITIES & FUNDING CRITERIA

CDBG and HSFA funds will be used to support organizations who utilize partnerships and collaborations to support the needs of low and very low income households (households with incomes at or below 80% of the median income for San Mateo County).

The Housing and Human Concerns Committee will make funding recommendations to the City Council for FY2023-2024 based on the highest ranking need as follows:

- A. Consistency of proposed projects to draft priorities in section F below. Greater consideration will be given to activities that respond to more than one priority.
- B. Effective leveraging of CDBG funds with non-federal funds.
- C. Affirmative marketing of programs to Redwood City residents and other service providers to achieve a balance that reflects the actual ethnic diversity of the City in relationship to the service provided.
- D. Effectiveness of program and organization implementing the program will include the performance of organizations funded in the last program year.
- E. Timeliness of expenditure of funds - Agencies who can leverage and expend allocated CDBG or HSFA funds within the contract term.
- F. Extent to which proposed projects respond to the Funding Criteria listed below:

CDBG - CDBG funds can be used to support projects that provide assistance to low and moderate income households (households with incomes at or below 80% of AMI), eliminate slum and blight, or to meet an urgent need. For this NOFA, CDBG funds can be used to support the following programs and activities:

- 1. **Affordable Housing:** Acquisition of sites for affordable housing, conversion of existing housing to affordable, acquisition, and rehabilitation of housing (includes special needs housing).
- 2. **Public Facility Improvements (Non-Housing Community Development):** Removal of architectural barriers in public facilities for persons with disabilities, development of public facilities, preservation, and rehabilitation of public facilities.

HSFA – HSFA funds can be used to support basic human needs services that provide assistance to persons or households in Redwood City. Basic human needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income. For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.

EFFECTIVENESS OF FUNDING TO CITY PRIORITIES

The HHCC has ranked criteria according to the greatest need and will be using those criteria to guide their funding decisions. The Committee will be looking for projects which make the best use of the City's funds. Emphasis will be made on effective use of funds and collaboration with other organizations to maximize the resources available to those in need.

EQUAL OPPORTUNITY AND EQUAL ACCESS

The City does not discriminate on the basis age (40 and above), physical or mental disability, marital status, race, color, national origin or ancestry, veteran status, religion, sex, pregnancy, childbirth or related medical conditions, gender (including gender identity and gender expression or perception), sexual orientation, medical condition, use of family medical leave, or genetic testing.

RESTRICTIONS

- Certain restrictions are tied to federal funds including limitations on expenditures in certain eligible categories (Refer to the CDBG Qualifying Criteria section).
- Ready-To-Go Timelines have been placed on all capital projects
- Additional restrictions are placed on projects jointly funded by the County or other CDBG jurisdictions.
- CDBG and HSFA funds have different eligibility criteria - please see the eligibility descriptions provided for each funding source
- Applications for multiple funding sources for the same activity will not be accepted, except for housing projects that qualify for both CDBG and HOME.
- Minimum CDBG application and funding award amount is \$15,000. Note: CDBG entitlement amounts are estimated. In the event that actual entitlement amounts are less than estimated, applicants recommended for grant funding may not be funded in order to meet the minimum grant amount of \$15,000.
- Minimum HSFA application and funding award amount is \$10,000.

CONSOLIDATED PLAN PRIORITIES

The City of Redwood City must develop a five year Consolidated Plan to identify priorities and goals for funding based on public input, stakeholder input and data analysis. The City is drafting its next Consolidated Plan for 2023-2027 to identify the community's affordable housing, community development and economic development needs and outline a coordinated strategy for addressing them. The following draft priorities have been identified based on needs identified in the 2023-2031 Housing Element, stakeholder input from the HOME-ARP Planning process, and initial stakeholder input on the 2023-2027 Consolidated Plan. These priorities are subject to approval by the City Council in May 2023. The draft Consolidated Plan Priorities that are applicable to this NOFA are listed below:

Priority: *Creating Inclusive Communities with Affordable Housing*

Creation of affordable housing and preservation of existing affordable housing, including special needs housing. Following the City's 2023-2031 Housing Element, this priority is to maintain and increase the diversity of housing types in all City neighborhoods and preserve/protect its current affordable housing stock.

- **Goal: Affordable Housing Production**
Assist in the development of affordable housing to meet the needs of extremely low-, very low-, low-, and moderate-income households.
- **Goal: Affordable Housing Preservation**
Conserve and improve the condition of the existing affordable housing stock and preserve affordable housing developments at risk of conversion to market-rate housing.
- **Goal: Special Needs Housing**
Promote, encourage, and assist in the development and preservation of housing that meets the needs of special needs communities (e.g. persons living with disabilities, seniors, Veterans, homeless, etc.) in Redwood City.
- **Goal: Addressing Housing Barriers**
Address and, where appropriate and possible, remove governmental constraints to the maintenance, improvement, and development of housing, including housing for people at all income levels, as well as housing for people with disabilities.

Eligible Activities

- Land Acquisition for New Construction
- Acquisition and Rehabilitation
- Housing Rehabilitation Programs – Single and Multi-Family
 - Housing Accessibility Modifications
 - Minor Home Repair and Emergency Repair
 - Lead-Based Paint Inspection and Hazard Reduction
 - Energy Efficiency
 - Broadband improvements

Special Needs Housing

There are several groups that have a higher need for affordable housing and who have special housing needs. These have been identified as:

- *Persons experiencing homelessness*
- *persons with disabilities,*
- *the elderly and frail elderly,*
- *large households (related and non-related),*
- *persons with mental illness,*
- *persons with substance abuse/addiction,*
- *youth (in general and aging-out foster youth),*
- *veterans,*
- *persons discharged from institutions (prison, jail, mental hospital).*

Priority: Improve Public Facilities & Infrastructure

Improve public and community facilities, including but not limited to increasing accessibility, improving safety, and addressing climate change. The City will continue to improve access to persons with disabilities through the implementation of the City's ADA Transition Plan that includes ADA improvement to public right of ways and public facilities.

- **Goal: Public Facilities & Infrastructure**

Funds will be used to support activities that create, expand or improve public facilities and infrastructure.

Eligible Activities

- Construct or improve public facilities that serve priority need populations
- Construct or improve small scale public facilities that serve low income neighborhoods

SUMMARY OF QUALIFYING CRITERIA FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

CDBG PROGRAM OVERVIEW

Funded under the Housing and Community Development Act (HCDA) of 1974 and as amended by the 1987 Act and Administered by U.S. Department of Housing and Urban Development (HUD), Community Development Block Grants (CDBG) are available to Urban Counties (like San Mateo County) Entitlement Cities (Population of 55,000 or more) or Small Cities (administered by the State of California – Housing and Community Development (HCD)). Redwood City is an entitlement city and receives an annual allocation of funds directly from HUD.

QUALIFYING CRITERIA

In order to qualify for CDBG funding, all eligible activities must meet one or more of the national objectives listed below:

1. **Benefit to low- and moderate-income residents.**
 - a. Area benefit activities.
 - b. Limited clientele activities.
 - c. Housing activities.
 - d. Job creation/retention activities.
2. **Elimination of Slum and Blight.**
 - a. Area basis.
 - b. Activity needed to complete urban renewal project.
 - c. Spot basis.
3. **Urgent need.**

Generally associated with disaster conditions (acts of God).

In order to meet the benefit low and moderate-income persons residents, an activity will be considered to principally benefit low and moderate-income persons if it meets one of the following standards:

1. The activity has an income eligibility requirement that limits the benefits exclusively to low- and moderate-income persons.
2. The activity is designed to serve an area where at least 51 percent of the residents are of low and moderate income (persons earning up to 80% of AMI).
3. The activity involves a facility that is designed for use by senior citizens, youth, persons with disabilities, and other special needs populations. Presumed benefit populations include abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).

4. The activity has income eligibility restrictions to require that at least 70 percent of the users or beneficiaries are of low and moderate income.
5. The activity is directed to the removal of architectural barriers, which restrict the mobility, and accessibility of persons with disabilities.
6. The activity is designed to create or retain permanent jobs for low and moderate-income persons.

A minimum of 70% of total CDBG expenditures must benefit low and moderate-income households residing within the incorporated limits of the City of Redwood City during the City's certification period. **The City meets this minimum by requiring that activities which are undertaken by non-profit organizations provide meet the above thresholds to benefit low and very low income households.**

ELIGIBLE ACTIVITIES

1. Acquisition/disposition/clearance activities of real property.
2. Public facilities and improvements - acquisition, construction, reconstruction or rehabilitation of public facilities and improvements including:
 - Community and senior centers
 - Recreation facilities
 - Facilities for persons with disabilities and removal of architectural barriers
 - Childcare facilities
 - Presumed benefit populations
3. Relocation assistance triggered by federally funded activities.
4. Homeownership Assistance which allows direct CDBG assistance for low and moderate income homebuyers (persons earning up to 80% AMI) in the form of:
 - Interest rate subsidies
 - Financing the acquisition of owner-occupied housing
 - Purchase of guarantees for mortgage financing for lower and moderate income homebuyers
 - Payments of 50% of any required down payments and reasonable closing costs
5. Technical assistance to increase capacity of public or non-profit entities to carry out:
 - Neighborhood revitalization
 - Economic development activities
6. Housing rehabilitation and preservation:
 - Code enforcement
 - Historic preservation
 - Lead based paint hazard evaluation and reduction
 - Renovation of closed buildings for housing

7. Special Activities by Community Based Development Organizations (CDBO) to carry out:
- Neighborhood revitalization
 - Community economic development
 - Energy conservation projects

INELIGIBLE ACTIVITIES

- Direct financing of new housing construction.
- Rent or other income supplement payments for a period of more than three months.
- Furnishings and personal property.
- Operating and maintenance expenses.
- Buildings used for the general conduct of government.
- Expenses required to carry out the regular responsibilities of local government.
- Political activities.

ELIGIBLE INCOME LIMITS FOR BENEFICIARIES

2022 SAN MATEO COUNTY INCOME LIMITS*
effective June 15, 2022

Household Size	30% Extremely Low	50% Very Low	80% Low
1	\$39,150	\$65,520	\$104,400
2	\$44,750	\$74,600	\$119,300
3	\$50,350	\$83,900	\$134,200
4	\$55,900	\$93,200	\$149,100
5	\$60,400	\$100,700	\$161,050
6	\$64,850	\$108,150	\$173,000
7	\$69,350	\$115,600	\$184,900
8	\$73,800	\$123,050	\$196,850

**income limits are updated annually*

STANDARD DOCUMENTATION TO VERIFY INCOME ELIGIBILITY

CDBG activities have income eligibility requirements limiting benefit exclusively to low- and moderate-income households (persons earning up to 80% AMI). Agencies must have an application and verification process to document eligibility based on household income for beneficiaries of CDBG funded activities. If a program serves low-income households and does follow proper verification of income as a condition of receiving service, the City reserves the right to not count these households toward meeting the quantitative performance goals under the terms of a CDBG grant with the City. Upon consultation with City Staff, the City will generally accept self-certification to document income eligibility for certain programs. The City will monitor for income and residency information to establish compliance with these requirements. The following forms of documentation should be used to document household income of:

1. Most recently filed Federal Form 1040 (previous two years if applicant is self-employed).
2. Copies of Aid to Families with Dependent Children (AFDC) award letters.

3. Copies of Social Security (SS) and/or Social Security Income (SSI) award letters.
4. Three most recent payroll check stub; three stubs for any separate months of the previous six months; if applicant income for previous year's Form 1040 is above 80% of median but income on current pay stubs is significantly lower, then applicant would qualify this year.
5. Most recent W-2.

NOTE: The preferred documentation for employed clients is tax returns. For those clients on fixed incomes (SS, SSI, and AFDC) #2 and #3 are preferred if tax returns are not filed with the IRS.

DATA COLLECTION REQUIRED FOR RACE/ETHNICITY

Under Office of Management and Budget (OMB) 1997 standards, "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity.

When asking the individual/household to select a race category, the individual/household must also check whether they are of Hispanic ethnicity. One of the 10 race categories must always be selected. A check mark cannot be entered under the Hispanic Column without the corresponding Race Category being checked.

Please note the sample data collection table below:

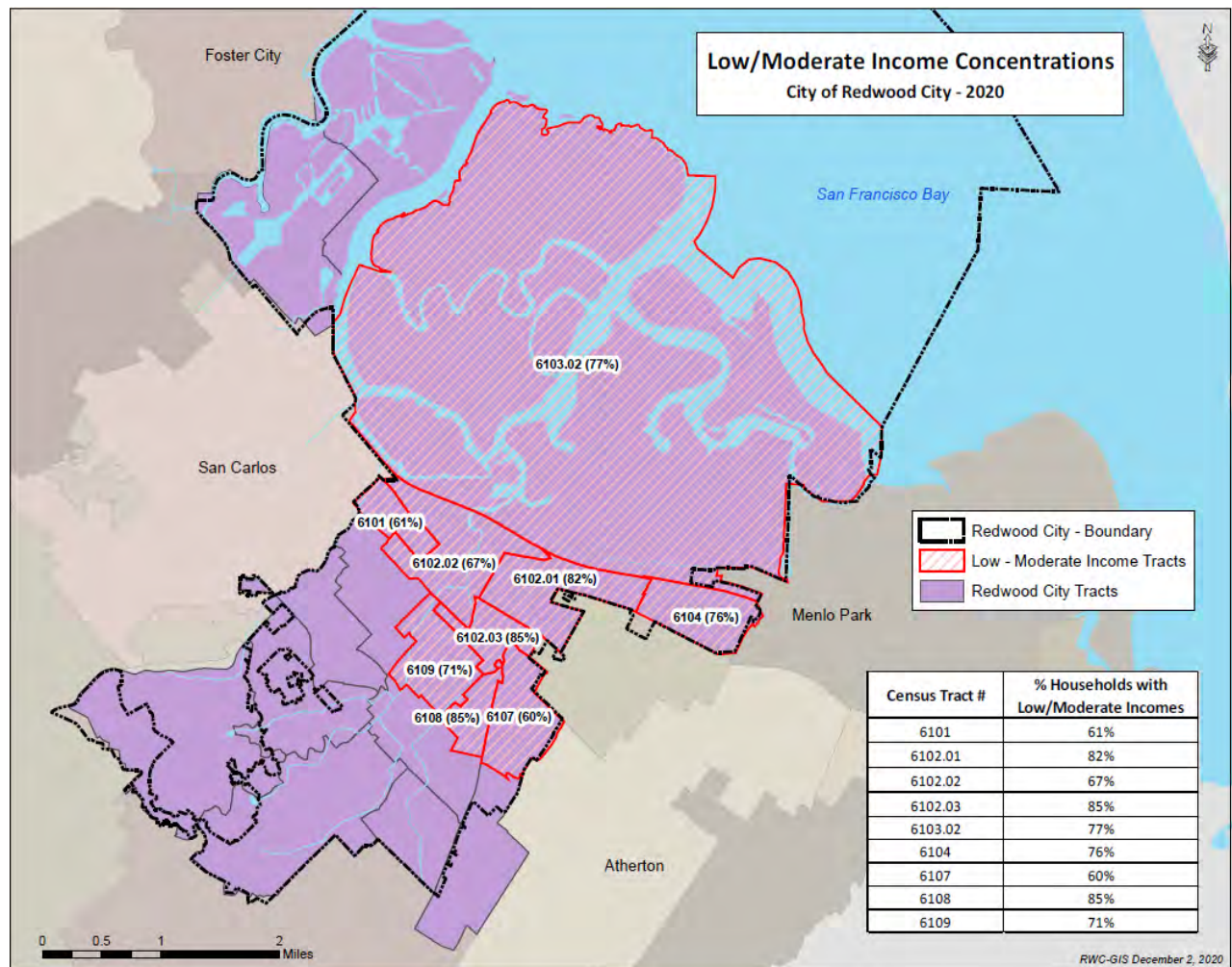
RACE CATEGORIES			ETHNICITY
	Race	Check Only One Race Category	Check if also Hispanic
1	American Indian or Alaska Native		
2	Asian		
3	Black or African American		
4	Native Hawaiian or Other Pacific Islander		
5	White	X	X
6	American Indian or Alaska Native <i>and</i> White		
7	Asian <i>and</i> White		
8	Black or African American <i>and</i> White		
9	American Indian or Alaska Native <i>and</i> Black or African American		
10	Other/Multi-Racial	X	X

The selections above assume that a person who is white is also from Hispanic descent on line 5. On line 10, the assumption is that the person is Hispanic but does not indicate another race, therefore the race is assumed to be Other/Multi-Racial.

ELIGIBLE TARGET AREAS FOR ASSISTANCE¹

*Activities may also be provided to residents in other Census Tracts throughout the City, but each applicant must qualify based on income eligibility.

¹ Source: American Community Survey 2015-2019



CENSUS TRACT #	6101	6102.01	6102.02	6102.03	6103.02	6104	6107	6108	6109
% HOUSEHOLDS WITH LOW/MODERATE INCOMES	61%	82%	67%	85%	77%	76%	60%	85%	71%

ACQUISITION AND REHABILITATION OF REAL PROPERTY

Funding granted for acquisition or rehabilitation of “real property” is generally made as long term deferred or low interest loans and should not represent 100% of acquisition costs. The City seeks to recapture all or part of funding granted for real property acquisition in order to recycle funds to other affordable housing projects for Redwood City residents. The subsidy you receive may be secured as secondary financing on the real property. Typical loan terms range from 0 to 3% interest over terms up to 30 years, or 0% interest until a senior mortgage is paid, then fully amortized.

Applications for acquisition of "real property" and rehabilitation must include a proforma indicating the project's feasibility. A proposal for repayment of the funds is also required. The proforma should not indicate feasibility of a project being totally dependent upon CDBG funds, but should show how CDBG funds will be used to leverage other funding sources. The proforma should show that the organization has the ability to obtain financing from other sources without reliance upon Section 8 resources.

Projects involving acquisition of housing in residential areas must have completed community outreach in the applicable neighborhoods prior to applying for City funding. Contact City staff for assistance at alancaster@redwoodcity.org or (650) 780 7299.

NOTE: Acquisition and capital projects expected to receive funding from San Mateo County or another entitlement jurisdiction will require either a joint funding agreement with the other jurisdictions, or applicant must receive their funding agreement from the County before Redwood City will agendize a funding agreement for City Council approval. If an acquisition or capital project cannot get underway until all funding is assembled from other jurisdictions and has not proceeded one year after allocation, applicants may risk recapture of this funding under the City's Timely Expenditure Plan. This change is necessary to assure that Redwood City will meet its expenditure commitment requirements for CDBG a.

- Rehabilitation work valued at \$5,000 or more may be subject to lead based paint inspection testing and subsequent paint stabilization.
- Davis-Bacon and Related Acts requirements applies to the rehabilitation of residential property if the property contains 8 or more units and construction, alteration or repair contracts of more than \$2,000. Once the Act is triggered, there can be no waiver of this requirement by the City to reduce project costs. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. If your application will trigger the payment of prevailing wages, please contact the City for additional information on the pre-construction requirements.
- Section 3 requirements apply to any housing rehabilitation, construction or other public construction projects that receives \$200,000 or more in total federal funds. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. Please contact the City for additional information on the pre-construction requirements.

Please consult with City Staff to learn more about any applicable requirements.

NON-HOUSING COMMUNITY DEVELOPMENT PUBLIC FACILITY IMPROVEMENTS

Activities that involve public facilities and improvements are eligible if they meet any one of the following criteria:

- Provides public facility improvements in an area that is primarily residential and where 51% or more of area residents are households with incomes at or below 80% of median income.
- Provides services exclusively to a majority of low income and special needs populations.
- Provides facilities such as community and senior centers, recreation facilities, facilities for persons with disabilities and removal of architectural barriers where services are provided to a majority of low-income persons.
- Projects involving construction may be subject to payment of prevailing wages under the Davis Bacon Act. Once the Act is triggered, there can be no waiver of this requirement by the City to reduce project costs. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. If your application will trigger the payment of prevailing wages, please contact the City for additional information on the pre-construction requirements.
- Section 3 requirements apply to any rehabilitation, construction or other public construction projects that receives \$200,000 or more in total federal funds. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. Please contact the City for additional information on the pre-construction requirements.

TIMELY EXPENDITURE OF FUNDS

The City will reimburse projects for expenditures incurred during the program year (July 1, 2023 - June 30, 2024). The City will not reimburse projects for any pre-award costs.

Organizations who have not yet secured financing for an acquisition or capital project are encouraged to submit an application when the project is “Ready to Go.” “Ready to Go” means that all funding has been identified and applied for or has been secured and will be available short term, within 90 to 180 days of the beginning of the program year (June 1, 2023).

All funds allocated to projects and programs that are not encumbered by June 1, 2024 will be reallocated to other projects, unless **non-public service activity projects** are underway and funds will be expended by December 30, 2024. Funds are encumbered when there is a signed agreement between the organization and the City and a purchase order is issued in the amount of the allocation approved by the City. In order to assure timely expenditure of funds, the City may advance funds to alternate projects rather than risk losing them. Alternate projects selected for funding must meet the requirements of the fund source allocated and must spend the funds within the fiscal year.

ENVIRONMENTAL REVIEW REQUIREMENT

Projects must comply with the National Environmental Policy Act (NEPA) and 24 CFR Part 58, and in connection with its performance of environmental assessments under NEPA. The purpose of the environmental review process is to analyze the effect a proposed project will have on the people and the natural environment within a designated project area and the effect the material and social environment may have on a project. All projects must have completed an environmental review prior to obligating CDBG funds to the project.

Applicants should not spend either public or private funds (CDBG, other Federal or non-Federal funds), or execute a legally binding agreement for property acquisition, rehabilitation, conversion, repair or construction pertaining to a specific site until environmental clearance has been achieved.

Applicants must avoid any and all actions that would preclude the selection of alternative choices before the environmental review is completed and an understanding of the environmental consequences and any needed mitigations or actions that can protect, restore and enhance the human environment (i.e., the natural, physical, social and economic environment).

Activities that have physical impacts, such as construction projects, or which limit the choice of alternatives cannot be undertaken, even with the non-federal funds, prior to obtaining environmental clearance.

**SUMMARY OF QUALIFYING CRITERIA FOR
HUMAN SERVICES FINANCIAL ASSISTANCE (HSFA)**

PROGRAM OVERVIEW

The City of Redwood City Human Service Financial Assistance Program (HSFA) provides monetary support to local non-profit agencies whose programs respond to the human service needs of Redwood City residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

GOALS AND PHILOSOPHY

In establishing the Human Service Financial Assistance Program, the City of Redwood City recognizes that:

1. The availability of basic human service programs is a key-determining factor in the overall quality of life of Redwood City residents;
2. The most cost-effective and efficient manner to ensure that these services are available to local residents is through the development of agreements with existing non-profit agencies;
3. Contractual agreements with non-profit agencies allow the City to influence the human service programs offered to Redwood City residents; and
4. Financial assistance grants demonstrate the City's support of the activities of specific non-profits and make it possible for these agencies to leverage additional funds that will benefit local residents.

ELIGIBILITY

1. All applicants must be formally incorporated non-profit entities based in Redwood City or agencies that provide services throughout the County of San Mateo who can demonstrate a significant Redwood City client base. [See appendix A for a listing of Redwood City mailing addresses which are NOT part of incorporated Redwood City]
2. All applicants must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
3. No more than 15% of City funds granted can be used for administrative costs.
4. The amount of funds requested cannot represent more than 20% of cost of the program for which funding is being requested.
5. Minimum application and funding award amount is \$10,000.
6. All recipients agree to actively participate in City efforts to coordinate and improve human services within the City.
7. The program described must respond to a basic human need.

Please contact Mary Martinez at 650-780-7528 or mmartinez@redwoodcity.org for HSFA questions.

Appendix A

*REDWOOD CITY UNINCORPORATED – NORTH FAIR OAKS²

1st – 18th AVENUE

1 st Ave.....	200 – 599
2 nd Ave.....	200 – 599
	600 – 769
	771 – 849
3 rd Ave.....	200 – 599
	600 – 699
	701 – 777
4 th Ave.....	200 – 599
	600 – 699
5 th Ave.....	101 – 613
	750 – 898
6 th Ave.....	300 – 599
	600 – 899
7 th Ave.....	300 – 599
	700 – 899
8 th Ave.....	400 – 699
	700 – 899
9 th Ave.....	400 – 699
	700 – 899
10 th Ave.....	600 – 799
	800 – 899
11 th Ave.....	600 – 799
	800 – 899
12 th Ave.....	600 – 799
	800 – 899
14 th Ave.....	600 – 899
15 th Ave.....	500 – 899
16 th Ave.....	500 – 899
17 th Ave.....	600 – 899
18 th Ave.....	600 – 899

A

Amherst Avenue.....	1 – 199
Arrowhead Lane.....	1 – 99
Athlone Court.....	1 – 99
Athlone Way.....	1 – 99

B

Barron Ave.....	700 – 899
Bay Road.....	2200 – 2964
	2300 – 2300
	3200 – 3698
	3700 – 3799
Blenheim Ave.....	2700 – 2899
Berkshire Ave.....	1 – 399
Buckingham Ave.....	1 – 199

C, D

Calvin Ave.....	2800 – 2999
Charter Street.....	800 – 899
Columbia Ave.....	1 – 199
Crocker Ave.....	2800 – 2999
Curtis Ave.....	2800 – 2999
Devonshire Ave.....	2700 – 2899
Dexter Ave.....	1 – 199
Douglas Ave.....	400 – 798 (even #s)
Douglas Ave.....	800 – 899 (even #s)

Dumbarton.....	1-499
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E, F, H, K

Edison Way.....	3000 – 3899
El Camino Real.....	2601 – 3499
Ercina Ave.....	1 – 499
Ercina Ave.....	500 – 599
Fair Oaks Ave.....	2600 – 2963, 2965 – 2975
	3000 – 3499, 3500 – 4499
Flood Ave.....	2900 – 2999
Glendale Ave.....	2900 – 3399
Halsey Ave.....	2600 – 2899
Hampshire Ave.....	400 – 699
Haven Ave.....	800 – 815
Huntington Ave.....	2800 – 2999
Hurlingame Ave.....	400 – 899
Kayroyne Street.....	828 – 899
Kramer Lane.....	1 – 99

L, M

Lorne.....	1 – 99
Loyola.....	1 – 199
MacArthur Ave.....	400 – 699
Markham Ave.....	1 – 199
Marlborough Ave.....	2600 – 2899
Marsh Road.....	501 – 991
Middlefield Road.....	2400 – 2674
	2601 – 2791
	2792 – 3536
	3523 – 3599

N, O, P

Northside Ave.....	2660 – 2999
Northumberland Ave.....	2 – 198
Nottingham Ave.....	1 – 199
Oak Drive.....	3400 – 3599
Oak Drive.....	3601 – 3799
Oakside Ave.....	500 – 699
Pacific Ave.....	200 – 399
Placitas Ave.....	500 – 699
Park Road.....	3000 – 3299
Park Way.....	2900 – 2999

S, W

San Benito Ave.....	106 – 106
	500 – 799
San Mateo Ave.....	2600 – 2800
Selby Lane.....	1 – 99
Semicircular Road.....	101 – 399
Spring Street.....	2227 – 2599
	2600 – 3599
Stanford Ave.....	400 – 699
Sweeney Ave.....	800 – 899
Warrington Ave.....	400 – 899
Waverly Ave.....	3000 – 3199
Westmoreland Ave.....	2600 – 2899
William Ave.....	3000 – 3199
Willow Street.....	800 – 898

² Redwood City mailing addresses which are NOT part of incorporated Redwood City

RESOLUTION NO. 15637

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY COMMITTING TRANSIENT OCCUPANCY TAXES COLLECTED PURSUANT TO SHORT-TERM RENTAL USES TO THE CITY'S AFFORDABLE HOUSING FUND

WHEREAS, Section 31.3 of the Redwood City Zoning Ordinance as proposed would establish short-term rentals as an allowed incidental use to primary residential uses within the City (such uses to be referred to hereinafter as Short-Term Rental uses); and

WHEREAS, Article IV of Chapter 32 of the Redwood City Code contains the Uniform Transient Occupancy Tax Ordinance of the City of Redwood City, which establishes a transient occupancy tax within the City; and

WHEREAS, transient occupancy taxes must be collected and paid for such Short-Term Rental uses; and

WHEREAS, Section 32.75.5 of the Redwood City Code states that taxes and penalties collected and received pursuant to the Uniform Transient Occupancy Tax Ordinance may be appropriated to any lawful purpose by the Council; and

WHEREAS, Section 18.273 of the Redwood City Code establishes the City's Affordable Housing Fund, from which monies may be expended exclusively to provide housing affordable to extremely low income, very low income, lower income, and moderate income households in the City and for administration and compliance monitoring of the City's affordable housing program; and

WHEREAS, the City Council has determined that it is in the best interests of the City to commit taxes collected pursuant to Short-Term Rental uses to the City's Affordable Housing Fund to be used consistent with the purposes and allowed uses of Affordable Housing Fund monies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

Section 1. The foregoing recitals are true and correct, are hereby incorporated herein by this reference as if fully set forth in their entirety, and constitute findings in this matter.

Section 2. The City Council hereby commits taxes collected pursuant to Short-Term Rental uses to the Affordable Housing Fund to be appropriated for purposes consistent with the purposes and allowed uses of Affordable Housing Fund monies.

Section 3. This Resolution shall be effective immediately upon its adoption.

* * *

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 8th day of January 2018 by the following votes:

Council members: Borgens, Howard, Masur and Mayor Bain

NOES: None

ABSENT: Aguirre, Gee and Seybert

ABSTAINED: None

RECUSED: None



Ian Bain
Mayor of the City of Redwood City

Attest:



Pamela Aguilar
City Clerk of Redwood City

I hereby approve the foregoing
resolution this 9th day of January 2018.



Ian Bain
Mayor of the City of Redwood City

RESO. # 15637
MUFF # 454

ORIGINAL

RESOLUTION NO. 15427

A RESOLUTION OF THE CITY OF REDWOOD CITY ADOPTING THE BUDGET OF THE CITY OF REDWOOD CITY FOR FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016 AND PROVIDING FOR THE APPROPRIATION AND EXPENDITURE OF ALL SUMS SET FORTH IN SAID BUDGET

WHEREAS, in accordance with the Charter of the City of Redwood City, the City Manager has submitted to the Council of Redwood City a proposed annual budget for Fiscal Year July 1, 2015 - June 30, 2016; and

WHEREAS, pursuant to the Charter, after duly noticed public hearing, the Council has approved the budget and it has been certified as the Budget of the City for Fiscal Year 2015-2016; and

WHEREAS, it is the intention of the Council of Redwood City to adopt the certified copy of the Budget presently on file in the office of the City Clerk;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

SECTION 1. Adoption of Budget. The Budget for the Fiscal Year July 1, 2015 - June 30, 2016, approved by the Council and certified by the City Clerk and City Manager, presently on file in the office of the City Clerk, is adopted. The Budget is contained in the document entitled "Recommended Budget FY 2015-2016."

SECTION 2. Appropriations. The amounts designated for subprograms in the Budget document's "Operating Programs" section are appropriated to each designated subprogram (excepting the Successor Agency subprogram which is being adopted and appropriated by separate action of the City Council acting in its capacity as the Successor Agency to the dissolved Redwood City Redevelopment Agency) and the amounts designated for capital projects listed in the Budget document's "Capital Improvement Projects" section are appropriated. The Beginning Balance in the Budget document's "Analysis of Budget by Fund" and the Revenue Estimates for 2015 in the Budget document's "Budget Summary", including those for the Redwood City Public Financing Authority and assessment and improvement districts but excepting those for the Successor Agency, are appropriated.

SECTION 3. Provision for Interim Expenditures After June 30, 2016; Reappropriations. The City Manager and Finance Director are authorized and directed to charge expenses incurred prior to July 1, 2016 to the appropriations of Fiscal Year

2015-2016. The City Manager and Finance Director are further authorized to pay all contractual obligations, including but not limited to payroll, contracts, and other expenses, incurred between July 1, 2016 and the date that the appropriations are adopted for Fiscal Year 2016-17; to this end the City Council, on behalf of the City, appropriates 1/12 of the amounts that were appropriated for operating purposes in Fiscal Year 2015-2016 to each fund, to be effective July 1, 2016. Upon adoption of a budget for Fiscal Year 2016-2017 this appropriation shall be superseded.

SECTION 4. Effective Date and Operative Date. In accordance with Section 51.5 of the Charter of the City of Redwood City, this resolution shall be effective immediately upon adoption.

* * *

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 22nd of June 2015 by the following votes:

Council members: Council Members Bain, Howard, Pierce, Seybert, Foust, and
Mayor Gee

NOES: None

ABSTAINED: None

ABSENT: Aguirre



Jeffrey Gee
Mayor of the City of Redwood City

Attest:



Silvia Vonderhinden
City Clerk of Redwood City

I hereby approve the foregoing
resolution this 24TH day of June 2015.



Jeffrey Gee
Mayor of the City of Redwood City

ORIGINAL

RESOLUTION NO. RD- 08-07

RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF REDWOOD CITY ENDORSING THE CITY OF REDWOOD CITY'S ADOPTION OF THE REVISED JOINT POWERS AGREEMENT FOR THE HOUSING ENDOWMENT AND REGIONAL TRUST FUND OF SAN MATEO COUNTY

WHEREAS, the City of Redwood City (the "City") has sought to become a Member Agency to the joint powers authority known as the Housing Endowment and Trust of San Mateo County ("HEART"); and

WHEREAS, the interests of the Redevelopment Agency of the City of Redwood City (the "RDA") are represented to HEART through the City's participation as a Member Agency of HEART; and

WHEREAS, HEART was established in 2003 to support and generate programs and funding resulting in permanent additions to the workforce and affordable housing stock within San Mateo County; and

WHEREAS, among its activities, HEART facilitates the acquisition, construction, financing, operation and maintenance of housing programs, projects and facilities by its Member Agencies; and

WHEREAS, by becoming a member of HEART, a Member Agency can earn economic benefits not realized when operating individually in connection with workforce and affordable housing programs; and

08/25/2008

WHEREAS, as a Member Agency of HEART, the City and RDA have made monetary contributions to HEART's Administrative budget (the "Administrative Fee") from the RDA's Redevelopment Housing Set-Aside Funds; and

WHEREAS, although there is no guarantee that HEART will assist projects located within the RDA's Project Area, all projects will be limited to San Mateo County; and

WHEREAS, membership in HEART benefits the RDA's Project Area by assisting HEART's development of county-wide affordable housing opportunities for employers and lower income employees who work in the RDA's Project Area, and by making it possible for the City to receive HEART's assistance in the acquisition, construction, financing, operation and maintenance of housing programs, projects and facilities within the City; and

WHEREAS, the Joint Powers Agreement bylaws for HEART were recently revised and are now before member agencies for consideration and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF REDWOOD CITY AS FOLLOWS:

1. The RDA has reviewed and hereby endorses the City's adoption of the Revised Joint Powers bylaws, "First Amended Joint Exercise of Powers Agreement, Housing Endowment and Regional Trust of San Mateo County" attached hereto as Exhibit 1.

2. The City Clerk shall certify the adoption of this Resolution and thenceforth and thereafter shall be in full force and effect.

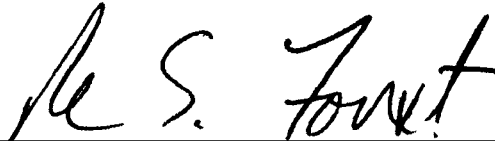
Passed and adopted by the Council of the City of Redwood City at a
Joint City Council, Housing and Human Concerns Committee, and
Redevelopment Agency Board Meeting
thereof held on the 25st day of August, 2008 by the following votes:

A YES, and in favor of the passage and adoption of the foregoing
resolution,

Council members: Aguirre, Bain, Hartnett, Howard, Ira, Pierce, and
Chairperson Foust

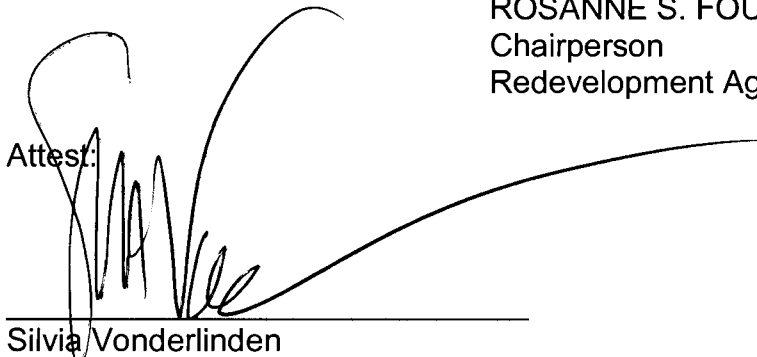
NOES: None

ABSENT: None



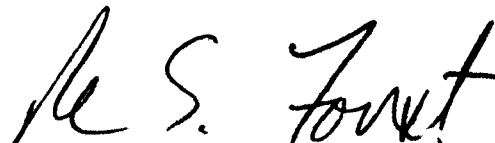
ROSANNE S. FOUST
Chairperson
Redevelopment Agency Board

Attest:



Silvia Vonderlinden
Redevelopment Agency Board Secretary

I hereby approve the foregoing
resolution this 26nd day of July 2008



ROSANNE S. FOUST
Chairperson
Redevelopment Agency Board

Appendix 6 - Web links for Appendix 3 for questions with multiple links:

- 1F:
 - Link to the Transit District Amendments:
<https://www.redwoodcity.org/home/showpublisheddocument/25607/638043829063330000>
- 1H:
 - Link to adopted Housing Element: <https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf>
 - Link to Downtown Precise Plan:
<https://www.redwoodcity.org/home/showpublisheddocument/10001/636673547793200000>
 - Link to the General Plan – The Built Environment:
<https://www.redwoodcity.org/home/showpublisheddocument/15378/637387076798700000>
- 1J:
 - Link to the Transit District Amendments:
<https://www.redwoodcity.org/home/showpublisheddocument/25607/638043829063330000>
- 2C:
 - Link to Informational Infill Exemption Handout:
<https://www.redwoodcity.org/home/showpublisheddocument/15120/636637097088970000>
- 2F:
 - Link to Zoning Code Article 42:
https://library.municode.com/ca/redwood_city/codes/zoning_code?nodeId=ART42USPE
- 2I:
 - Link to City webpage for pre-approved ADU Construction Plans:
<https://www.redwoodcity.org/departments/community-development-department/planning-housing/planning-services/planning-codes-development-standards/accessory-dwelling-unit-ordinance>
 - Link to Adopted Housing Element: <https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf>
- 2K:
 - Link to current development projects webpage: <https://www.redwoodcity.org/city-hall/current-projects/development-projects>
 - Link to eTRACKiT permit and project tracker:
<https://permits.redwoodcity.org/eTRAKIT3/>
- 3A:
 - Link to Municipal Code Article XVI, Sec. 18.259(D):
https://library.municode.com/ca/redwood_city/codes/city_code?nodeId=CH18LOIMPLARTXVIPAIMFE_S18.259CAPAIMFE
- 3E:

- Link to the RWC Moves Webpage: <https://rwcmoves.com/>
- Link to the RWC Moves Plan Document: http://rwcmoves.com/wp-content/uploads/2018/07/RWCmoves-Transportation-Plan_July16.pdf
- Link to the RWC Walk Bike Thrive Webpage: <https://www.rwcwalkbikethrive.org/>
- Link to the RWC Walk Bike Thrive Plan Document: https://www.rwcwalkbikethrive.org/files/ugd/06d7f0_d8e5440df8bc485da7bf731455da39bb.pdf
- Link to the RWC Moves Appendix E: TDM Program: http://rwcmoves.com/wp-content/uploads/2018/07/RWCmoves_AppendixE_TDM-Plan_20180710_3.pdf
- 4C:
 - Link to adopted Housing Element: <https://www.welcomehomerwc.org/wp-content/uploads/2023/02/REDWOOD-CITY-HE-ADOPTED-2-13-23.pdf>
- 4H:
 - Link to Article 29 of the Zoning Code: https://library.municode.com/ca/redwood_city/codes/zoning_code?nodeId=ART29REAFHQ
 - Link to Resolution No. 16014: <https://www.redwoodcity.org/home/showpublisheddocument/24460/637757761777700000>
 - Link to the Anti-Displacement Strategy: <https://www.redwoodcity.org/home/showpublisheddocument/25152/637916036979400000>