



CONTRA COSTA COUNTY  
Department of Conservation and Development  
Housing and Community Improvement Division  
30 Muir Road  
Martinez, CA 94553

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INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 8, 2021  
Subject: AFFORDABLE HOUSING FINANCE COMMITTEE BYLAWS  
From: Amalia Cunningham, Assistant Deputy Director  
By: Kristin Sherk – Senior Housing Planner

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Referral History:

The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of HOME Investment Partnership Act (HOME), Community Development Block Grant (CDBG) funds and Housing Opportunities for Persons with AIDS (HOPWA) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. It typically convenes once annually in the spring to review staff's recommendations for project funding of applications received through a public request for proposals process. Occasionally there is a second special meeting midway through the fiscal year to reallocate funds.

In October 2020, the Internal Operation Committee (IOC) received an update on Affordable Housing Finance Committee's membership status directed staff to bring bylaws that better aligned membership categories with affordable housing finance experience back to the IOC in February 2021.

Referral Update:

With the approval of the proposed bylaws, the AHFC Committee membership would contain seven members in three categories:

- City Membership: Three members, one per each sub-region on the County, currently residing in an incorporated City within the County.
- County Membership: Three members, one per each sub-region of the County, currently residing in an unincorporated area of the County.
- Community Membership: One at large member, currently residing in the County, either incorporated or unincorporated.

As proposed, all AHFC membership categories will be self-nominated with applications solicited by DCD and the Clerk of the Board in accordance with law and Contra Costa County policies and procedures. All representative appointments to the AHFC are screened by the IOC and then appointed by the Board of Supervisors.

The subregions of the County are proposed to be defined as follows:

<u>West Cities:</u>	El Cerrito, Hercules, Pinole, Richmond, San Pablo
<u>Central Cities:</u>	Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pittsburg <sup>1</sup> , Pleasant Hill, San Ramon, Walnut Creek
<u>East Cities:</u>	Antioch, Brentwood, Oakley, Pittsburg
<u>West Unincorporated:</u>	Crockett, El Sobrante, East Richmond Heights, Kensington, Montalvin Manor, N. Richmond, Port Costa, Rodeo, Rollingwood, Tara Hills
<u>Central Unincorporated:</u>	Alamo, Bay Point, Blackhawk, Contra Costa Centre, Clyde, Diablo, unincorporated Martinez, Mountain View, Pacheco/Vine Hill, Saranap, Tassajara, unincorporated Walnut Creek
<u>East Unincorporated:</u>	Bay Point, Bethel Island, Byron, Discovery Bay, Knightsen

All AHFC members will be appointed to a three-year term and may be reappointed to serve one additional consecutive three-year term, beginning on July 1<sup>st</sup>, and ending on June 30<sup>th</sup>. As noted above, all members shall reside in Contra Costa County and any change of residence outside of the County will automatically terminate membership. Due to the technical nature of the committee's charge, all members are required to have experience in the field of affordable housing finance, design, development, or property management (whether retired or active).

Attached is the current AHFC member list with the proposed membership changes as Attachment B. With the proposed membership changes, there would be three vacancies: East County City #1, West County City #2, and East County Unincorporated #1. Seven applications for AHFC membership have been received in 2020. Pending Committee action to approve the new bylaws, DCD staff will bring forward applicants who meet the criteria at a future IOC meeting for the IOC's consideration.

Recommendation(s)/Next Step(s):

APPROVE recommendations for the adoption of bylaws of the Affordable Housing Finance Committee and DIRECT the Department of Conservation and Development to prepare a staff report on the Committee's recommendation of the adoption of bylaws for the next practicable Board of Supervisors Meeting.

Attachments:

- Attachment A: Draft Affordable Housing Finance Committee Bylaws
- Attachment B: Draft Affordable Housing Finance Committee Membership List

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<sup>1</sup> Reflecting input from the October 2020 IOC meeting, staff is proposing that residents of Pittsburg and Bay Point are eligible for appointment as members from both Central and East County.