

Attachment 1

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21 Elements – 21 Elements Scope of Work

2006 Phases

1. Sub-Regional RHNA – Sub-Regional Housing Needs Allocation process
2. Housing Element Update Kit – providing technical assistance and shared resources to assist jurisdictions with Housing Element preparation
3. Housing Element Implementation – assisting with implementation of Action Plans in Housing Elements, for example new emergency shelter regulations
4. Preparation for the Next Housing Element Cycle – negotiating a streamlined pre-qualification process with State HCD and participating in the Sustainable Communities Strategy development process
5. Sub-Regional RHNA – Sub-Regional Housing Needs Allocation, next cycle
6. Streamlined Housing Element Updates – assisting with next cycle of Housing Element Updates

2021 Scope of Work**A. Housing Elements and Regional Housing Needs Allocation (RHNA)****1 Assist jurisdictions in completing Housing Elements**

2 Assist with Sites Inventory – One-on-one-work with jurisdictions within San Mateo County (collectively, “Jurisdictions”), to analyze available sites. Additional one-on-one work with Jurisdictions, as needed. Produce material that is applicable to all Jurisdictions. Budget for this item includes access to data and sub-consultants.

3 Additional Housing Element Outreach – Expand the Let’s Talk Housing outreach effort to include an additional series of meetings and grants to nonprofits. Grants will be closely coordinated with Jurisdiction staff. Budget for this item includes grants to nonprofits.

4 General Assistance with Housing Element – Additional hours to assist Jurisdictions with Housing Element needs, for example, city council presentations, one-on-one meetings with Jurisdictions’ staff, or additional analysis about select topics.

5 Assist Jurisdictions on Housing Element Annual Progress Reports (APRs) - Assist Jurisdictions in compiling information and completing their APRs that are due to State HCD by April 1st of each year. Completion of APRs is necessary in order for Jurisdictions to receive State HCD funding and to comply with other State HCD requirements. Assistance may include trainings, memos, useful definitions, data sources, etc.

B. Assist Jurisdictions with New State Laws and Requirements - Assist Jurisdictions with SB 35 and Housing Accountability Act (HAA) Implementation

1 Assist Jurisdictions with implementing SB 35 (Streamlined Ministerial Approval Process) and HAA requirements, including summary memos, sample staff reports, presentations, objective development standards, processing questions, etc. Assistance may include the provision of written materials, training, and presentations.

2 Assist Jurisdictions and C/CAG with New State Laws - Assist jurisdictions with analysis and implementation of any new State laws related to land use, housing, and other inter-related items. Assistance may include the provision of written materials, training, and presentations, including a summary of new laws and bills. Participate in C/CAG and DOH staff and public meetings, particularly in the context of new housing laws and proposals.

C. Accessory Dwelling Units (ADUs)

- 1 **Improve ADU Approval Process** - Work with up to four Jurisdictions to identify and reduce friction points between homeowners/designers/builders and Jurisdiction rules, materials, regulations and interactions during the ADU information gathering, review, approval, construction and final occupancy process.
- 2 **Conduct Outreach to Promote New ADUs** - Work with Home for All, HEART, Jurisdictions, and others to promote new ADUs. This may include coordination, meetings, preparation of materials, tours, workshops, presentations and participation in other actions and activities.
- 3 **Conduct Additional ADU Tasks/Products** - Undertake a number of other tasks to support the creation of ADUs, including, for example, refreshing the existing ADU workbook and website.

D. Promoting New Housing

- 1 **Collect Countywide Data** - Produce a summary of housing and transportation trends in the county. Information will include housing units produced or proposed, impact fee collected, and new policies adopted. This task also includes an update of the parking standards survey.
- 2 **Assist C/CAG with Updating the PDA Strategy** - Assist C/CAG as needed in coordinating with MTC on updating the San Mateo County Priority Development Area (PDA) Investment & Growth Strategy to respond to new requirements. Tasks will be limited, but may include, among items identified by C/CAG staff, data collection, written materials, presentation materials and attendance and presentations at C/CAG meetings.
- 3 **Prepare Materials to Increase Community Understanding** - In coordination with Home for Allⁱ, produce materials to address community concerns and acceptance of affordable housing opportunities and new State laws related to density and development approvals.

E. Promoting Affordable Housing

- 1 **Assist Jurisdictions with Accessing Funding Sources** - Assist with the preparation of materials and coordination efforts to better position the County to receive funding related to transportation, housing, and land use, including SB2. Budget for this item may include a topic specialist sub-consultant.
- 2 **Impact Fees and Inclusionary** – Produce material to help Jurisdictions complete five-year reports and assist Jurisdictions in completing annual reports. Update 21 Elements' summary of inclusionary zoning and impact fee policies for San Mateo.
- 3 **Support Doorway/DAHLIAⁱⁱ Implementation** - Support the San Mateo County rollout and implementation of Doorway. This includes facilitating meetings, interviews with stakeholders, raising funds for Doorway, etc.
- 4 **Affirmatively Furthering Fair Housing** - Produce material to help Jurisdictions understand the new state law regarding Affirmatively Furthering Fair Housing. Budget for this item may include a sub-consultant.
- 5 **Launch Workgroup on Affordable Housing Management Best Practices** – Work with Jurisdictions to identify key affordable housing management best practices and identify opportunities to better manage the existing and future stock of affordable

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housing. Conduct a document search to try to find affordable units that are currently being rented at market prices. Budget for this item may include a subject matter expert sub-consultant.

- 6 **Assist with Housing Trust Fund Management** – Work with jurisdictions and DOH to help Jurisdictions prioritize and spend their affordable housing trust fund dollars. Budget for this line item will be for a subject matter expert sub-consultant.

F. Meetings, Coordination and Organizational Development

- 1 **Support Planning Commissioner Trainings and Planning Directors Meetings** - Host 2-3 Planning Commissioner Trainings, including one on housing and one on transportation. Additional work may include writing a Planning Commissioners Manual. Continue to support a regular meeting of Community Development Directors to discuss housing and related topics.
- 2 **Trainings and Other Meetings** - As issues arise, prepare, and implement materials for webinar training and information sharing. Host three peer learning events and three 21 Elements meetings, topics to be determined.
- 3 **Coordinate with Others** - As appropriate, attend and participate in Home for All Work Group and Steering Committee meetings, C/CAG meetings, etc. This will include participation in ADU implementation coordination meetings.
- 4 **Respond to Cities Requests** - Provide easy and direct access for Jurisdictions to ask questions, distribute information, query other jurisdictions, obtain updated information on State laws and particular items of importance, etc.
- 5 **Organizational Development** - Maintain the 21 Elements website, including linkages with other county and city initiatives, updates to contact list, managing day-to-day operations, etc.

ⁱ The Home for All Initiative builds on the work and momentum of the Closing the Jobs/Housing Gap Task Force. Led by Supervisors Carole Groom and Warren Slocum, the Home for All Initiative uses a variety of strategies to help close San Mateo County's 11:1 jobs/housing gap (as of 2019). These include community conversations and public engagement around housing topics, sharing best practices for housing policy and funding solutions, and supporting innovative housing solutions like second units and educator and workforce housing development. The initiative is staffed through the County's Department of Housing.

ⁱⁱ Executive Summary from City of San Jose City Council Report Authorizing agreement with San Mateo County for this project - Prospective tenants are faced with numerous challenges when trying to obtain affordable housing. Finding affordable housing sites that are accepting applications is extremely challenging. If a property is accepting applications, completing, and applying can be a daunting task, and applicants often do not know their current place on the eligibility list.

The City and County of San Francisco have been effective in addressing these issues through its investment in its DAHLIA web portal that provides applicants a central portal through which to find and apply for affordable housing. To further this work, a regional coordination team, referred to as the Regional Doorway Collaborative, was established to build on this technology and implement similar systems throughout the Bay Area.

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