

ATTACHMENT A:
RESPONSIBILITIES, MEMBERSHIP AND STANDING RULES
FOR THE GOVERNANCE OF THE
HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE (HCDC)

1. The Housing and Community Development Committee (HCDC)'s purposes are to make recommendations to the Board of Supervisors, through the Director of the San Mateo County Department of Housing (DOH), related to the expenditure of all housing and community development funds including those from U.S. Department of Housing and Urban Development (HUD), the State, and local sources that are managed by the DOH; to review and provide a forum for public comment on affordable housing and community development needs and priorities related to the development of the Consolidated Plan and related Annual Action Plans submitted to HUD; to formulate recommendations projects proposed by the County's primary Notices of Funding Availability (NOFAs); and to review and provide a forum for public comment on accomplishments and performance as related to said Consolidated Plan and Action Plans.
2. Subject to the categorical membership requirements set forth herein, members of the HCDC shall be appointed by the Board of Supervisors. The Categorical members (as defined herein) shall be nominated by their respective agencies, however, the Board of Supervisors retains the discretion to confirm or reject such nominations.
3. Members shall serve terms of four years, which years begin on July 1 and end on June 30. Upon the conclusion of a term, a member maybe reappointed subject to a maximum of twelve years of full terms. The twelve-year limit does not include:
 - (a) partial terms to which members may be appointed at the beginning of their service,
 - (b) holdover service caused by delay in appointing a replacement at the end of a member's service, or
 - (c) a member's service on the former Community Development Committee or the HOME Program Review Committee.
4. "Categorical members" are those who are appointed to serve on the HCDC by the agencies and organizations specified below in accordance with any designated qualifications described therein.
5. Lots shall be drawn so that member terms will be staggered into two-, three- and four-year terms.
6. The membership shall include members as specified below representing a cross-section of individuals and groups that will ensure a representation of very-low- and low-income residents and populations with special needs. The membership shall be composed as follows:
 - A. Members appointed by the Board of Supervisors
 - (a) One (1) person residing in the unincorporated area of North Fair Oaks;

- (b) One (1) person residing in the unincorporated Coastside;
 - (c) One (1) person residing in a low-income community, with low-income as defined by HUD;
 - (d) Six (6) Members-at-Large, one of whom shall have experience or expertise in real estate, real estate finance, real estate development or real property operations (to the extent possible, these members should reside in different cities and should reside in cities not represented by the Council of Cities appointees).
- B. Categorical members:
- (a) Two (2) persons appointed by the Council of Cities to represent the interests of the Urban County cities (to the extent possible, these appointees shall represent cities in which no Members-at-Large reside);
 - (b) One (1) person appointed by the Commission on Aging;
 - (c) One (1) person appointed by the Commission on Disabilities;
 - (d) One (1) person appointed by the Executive Committee of the Homeless Continuum of Care Planning Board;
 - (e) One (1) person appointed by each Entitlement City that is a member of the County HOME Consortium (the "Consortium"). These members' participation will be directed specifically toward affordable housing development.
7. The HCDC will comply with all standing rules for county boards, commissions and advisory committees that are established by the Board of Supervisors.
8. The HCDC shall be staffed by the DOH.