

RESOLUTION NO.

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION AUTHORIZING: A) THE DIRECTOR OF THE DEPARTMENT OF HOUSING, OR THE DIRECTOR'S DESIGNEE, TO EXECUTE A SOLE-SOURCE AGREEMENT WITH HELLO HOUSING TO CREATE A SECOND UNIT ONE STOP SHOP PILOT PROGRAM NOT TO EXCEED \$325,000 FOR A TERM OF THREE YEARS ; B) THE DIRECTOR OF THE DEPARTMENT OF HOUSING, OR THE DIRECTOR'S DESIGNEE, TO EXECUTE AGREEMENTS WITH THE CITIES OF EAST PALO ALTO, REDWOOD CITY AND PACIFICA (THE "PILOT CITIES) DESCRIBING THE ROLES AND RESPONSIBILITIES OF EACH WITH RESPECT TO PARTICIPATION IN THE SECOND UNIT ONE STOP SHOP PILOT PROGRAM; AND C) THE DEPARTMENT OF HOUSING TO ACCEPT AND ADMINISTER FUNDS FROM PILOT CITIES OR THEIR AGENTS TO PAY THEIR RESPECTIVE PORTIONS OF THE SECOND UNIT ONE STOP SHOP PROGRAM EXPENSES BASED ON THE AGREEMENTS BETWEEN THE DEPARTMENT OF HOUSING AND THE PILOT CITIES; D) THE APPROVAL OF THE ALLOCATION OF MEASURE K FUNDING IN THE AMOUNT OF \$325,000 FOR THE SECOND UNIT ONE STOP SHOP PILOT PROGRAM; AND E) THE APPROPRIATION OF \$150,000 IN NEW REVENUE FROM THE PILOT CITIES OR THEIR AGENTS TO THE DEPARTMENT OF HOUSING BUDGET

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, from 2010 to 2017, twelve (12) jobs were created per new housing unit in San Mateo County; and

WHEREAS, Supervisors Don Horsley and Warren Slocum convened the Closing the Job/Housing Gap Task Force and launched the Home for All Initiative ("Home for All") which, among other things, prioritized encouraging homeowners to build second units to help close the jobs/housing gap and created an award-winning suite of resources for homeowners interested in building second units; and

WHEREAS, market research and focus groups conducted in the County of San Mateo have found that many homeowners still require more personalized support to empower them to build second units; and

WHEREAS, on January 3, 2019, the Housing Authority of the County of San Mateo, in support of Home for All, entered into an agreement with Hello Housing, a non-profit housing organization, to plan and conduct outreach to cities within San Mateo County to gauge their respective level of interest in participating with the unincorporated County in a countywide Second Unit One Stop Shop Pilot Program (the “Pilot”); and

WHEREAS, Hello Housing identified interest in such Pilot, and the County Manager, in support of Home for All, and in collaboration with Hello Housing, issued a Request for Letters of Interest to all jurisdictions in San Mateo County on April 11, 2019; and

WHEREAS, the cities of East Palo Alto, Redwood City and Pacifica submitted Letters of Interest in the Pilot; and

WHEREAS, staff from the County Manager’s Office and the Director of the Department of Housing have reviewed the Letters and have recommended that all applicants be accepted as participants in the Pilot; and

WHEREAS, this Board seeks to establish the Pilot and finds that it is only available from Hello Housing at this time as this non-profit has been able to quickly capitalize on its uniquely deep experience in working with homeowners on single family construction projects to rapidly respond to the recent exponential expansion of public interest in second units after the passage of new state laws; and

WHEREAS, this Board has determined that it is in the best interest of the county to waive the RFP process in this instance given that the Pilot is the continuation of the work currently being concluded by Hello Housing under its contract with the Housing Authority of the County of San Mateo to explore interest in a Second Unit One Stop

Shop Pilot Program and also complements work currently being conducted by Hello Housing in administering the County's Second Unit Amnesty Loan Program.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the RFP process for said agreement is hereby waived.

BE IT FURTHER RESOLVED that the Director of the Department of Housing, or the Director's designee, is hereby authorized to execute a sole-source agreement with Hello Housing to create a Second Unit One Stop Shop Pilot Program not to exceed \$325,000 for an initial term of three years.

BE IT FURTHER RESOLVED that the Director of the Department of Housing, or the Director's designee, is hereby authorized to execute agreements with the cities of East Palo Alto, Redwood City and Pacifica (the "Pilot Cities") describing the roles and responsibilities of each with respect to participation in the Second Unit One Stop Shop Pilot Program.

BE IT FURTHER RESOLVED that the Department of Housing is hereby authorized to accept and administer funds from Pilot Cities or their agents to pay their respective portions of the Second Unit One Stop Shop Pilot Program expenses based on the agreements between the Department of Housing and the Pilot Cities.

BE IT FURTHER RESOLVED that **Measure K** funding in the amount of \$325,000 is allocated for the Second Unit One Stop Shop Pilot Program.

BE IT FURTHER RESOLVED that \$150,000 in new revenue from the Pilot Cities or their agents is appropriated to the Department of Housing Budget.