



COMMUNITY DEVELOPMENT AGENCY
HOUSING AND FEDERAL GRANTS DIVISION

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December 10, 2019

Board of Supervisors
County of Marin
3501 Civic Center Drive, Room 329
San Rafael, CA 94903

SUBJECT: Working Group on Fund Expenditures for Community Housing

Dear Board Members:

RECOMMENDATIONS:

1. Accept the recommended funding priorities for the use of Measure W community housing funds.
2. Authorize staff to release an application for funding and make funding awards as described in the attached report.

SUMMARY: On November 6, 2018, the voters of West Marin passed Measure W to establish the West Marin Transient Occupancy Tax area. In recognition of the impacts of visitors to the area, the increase in the transient occupancy tax approved by the measure will provide increased funding for enhanced fire/emergency services and long-term community housing. The measure allows for an ad-hoc working group to help inform the Marin County Community Development Agency's (CDA) funding recommendations to the Marin County Board of Supervisors. The Working Group is comprised of no more than nine (9) members selected by the CDA Director. The purpose of the Working Group is to prioritize housing needs in West Marin, such as rental support, new construction, and housing for persons with disabilities. The Board of Supervisors and County staff will consider the group recommendations when awarding funds to specific projects using Measure W proceeds.

DISCUSSION: The Marin County Community Development Agency sought applications from individuals that live or work in West Marin to participate on the Measure W Working Group on Fund Expenditures for Community Housing (Working Group). The application was open April 2019 through May 2019 and CDA received 24 applications. Nine members who live and or work in the Measure W tax area have been selected, seeking to balance geography, experience, and demographics. The Working Group held four meetings from September through November and have recommended funding priorities for the Measure W community housing funds.

The nine members of the Working Group conducted outreach, gathered feedback, and attended community meetings to hear directly about the needs and priorities for housing in each of their West Marin communities. Working Group members in turn used this information to discuss, learn from each other, and make recommendations of funding priorities for the use of the Measure W community housing funds. Their discussions were respectful, informed, and grounded in the needs of the community.

On behalf of the Working Group, staff recommends your Board review and approve the priorities which will be used to award Measure W community housing funds for the period of January 2020-December 2020.

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FISCAL IMPACT: There is no impact to General Fund net County costs as a result of your Board's action. Funds are available in the FY 2019-20 baseline budget in the Measure W Community Housing Fund #3450. The FY 2019-20 baseline budget will be allocated based on the priorities established by the Working Group and the process described in the attached report.

For all funding recommendations consistent with the Board approved Measure W priorities, contract approval for commitments of less than \$50,000 shall be delegated to the County Administrator, or their designee. This is consistent with approval authority for Professional Services as described in the Countywide Procurement Manual, effective February 2018.

REVIEWED BY:

- | | |
|---|---|
| <input type="checkbox"/> Department of Finance | <input checked="" type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> County Administrator's Office | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> County Counsel | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> N/A |

Respectfully submitted,



Leelee Thomas
Planning Manager



Brian C. Crawford
Director

Attachments:

1. Funding priorities for the use of Measure W community housing funds



Measure W Community Housing

Measure W - Working Group on Fund Expenditures for Community Housing

Members

The Measure W - Working Group on Fund Expenditures for Community Housing (Working Group) is made up of up to nine (9) members who live and or work in the West Marin Measure W tax area. The Working Group recommends priorities for expending Measure W Community Housing funds annually.

- Patrick Brown - lives in Stinson Beach
- Arianne Dar - lives and works in Bolinas
- Scott Hochstrasser - lives in Tomales
- Elizabeth Hollis - lives in Marshall and works in Point Reyes
- Kit Krauss - lives and works in San Geronimo
- Ben Lowrance - lives in Stinson Beach and works in Bolinas
- Socorro Romo - works in Point Reyes
- Melinda Stone - lives and works in Bolinas
- Kim Thompson - lives in Inverness and works in Point Reyes

Identified Priorities for Calendar Year 2020

The Working Group recommends the following priorities through community engagement and discussion:

- Measure W Community Housing fund distribution should be based on where projects are moving forward regardless of location, with a goal of equitable distribution across the Measure W Tax Area.
- Each priority category should be allocated a percentage of Measure W Community Housing funds. These percentages should be used as a guide in order to retain flexibility.

Funding Priorities

- Housing needs study (10%) – *A study of the Measure W Tax Area establishing a baseline understanding of housing market conditions and needs.*
- Housing production (70%) – *Funding to support the development of housing for West Marin public safety employees, teachers and other members of the West Marin workforce, housing for families, housing for persons with disabilities, and housing for seniors. Funding is available across the full spectrum of housing development and allowable for:*
 - *Permanent rental*
 - *Homeownership*
 - *Transitional/temporary rental*
- Rental assistance and security deposit assistance (15%) – *Funding to help stabilize West Marin families and individuals at risk of losing current housing and in need of support to acquire new housing.*
- Set aside for future larger projects (5%) – *Funding to be accrued for larger housing projects in the future.*



Application Process

- The application will be open continually and available on the Measure W [website](#).
- Community Development Agency staff (Staff) will track all applications received whether funding is approved or not.
- Completed applications received by Staff will be posted on the Measure W [website](#) and Working Group members will be able to provide comments to staff on funding applications.
- Applications being recommended for \$50,000 or less which are consistent with the priorities recommended by the Working Group and approved by the Board of Supervisors will go through the following process:
 - Staff process and evaluate applications
 - CDA Director provides initial approval
 - County Administrator issues final approval, consistent with approval authority for Professional Services as described in the Countywide Procurement Manual.
- Applications being recommended for more than \$50,000 which are consistent with the priorities recommended by the Working Group and accepted by the Board of Supervisors, will go through the following process:
 - Staff process and evaluate applications
 - CDA Director provides initial approval
 - Board of Supervisors issue final approval
- Applications being recommended for funding at any level which are not consistent with the priorities recommended by the Working Group and accepted by the Board of Supervisors, will go through the following process:
 - Staff process and evaluate applications
 - CDA Director provides initial approval
 - Board of Supervisors issue final approval
- When evaluating applications, staff will consider the priorities recommended by the Working Group and accepted by the Board of Supervisors, along with project viability, feasibility, and likelihood to provide community housing in the West Marin Transient Occupancy Tax Area, including, but not limited to, housing for West Marin public safety employees, teachers and other members of the West Marin workforce, housing for families, housing for persons with disabilities, and housing for seniors.