



REGULAR MEETING AGENDA

Date: 10/7/2026
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – 865 4847 4804 and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at Arrillaga Recreation Center, Oak Room
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 865 4847 4804
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 865 4847 4804
Press *9 to raise hand to speak

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Regular Session

A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Approve the Housing Commission meeting minutes for September 2, 2026 ([Attachment](#))
- D2. Review and make a recommendation to the City Council on establishing proposed rental assistance and legal assistance programs ([Staff Report #26-011-HC](#))
- D3. Review and provide feedback on the draft 2026-2027 Below Market Rate Housing Fund Notice of Funding Availability ([Staff Report #26-012-HC](#))

E. Reports and Announcements

- E1. Commissioner updates
- E2. Subcommittee updates
- E3. Future agenda items
- E4. Staff updates and announcements
- E5. Receive and file the 2026-2027 Housing Commission work plan ([Attachment](#))

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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REGULAR MEETING MINUTES – DRAFT

Date: 9/2/2026
Time: 6:30 p.m.
Location: Teleconference and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Oursler called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Beeli, Chapa, Dumont, Oursler, Switzer, Wong
Absent: Kranen
Staff: Management Analyst Adam Patterson, Management Analyst Arianna Milton,
Associate Planner Matthew Pruter

C. Public Comment

None.

D. Regular Business

D1. Approve the Housing Commission meeting minutes for August 5, 2026 (Attachment)

ACTION: Motion and second (Switzer/ Chapa), to approve the Housing Commission meeting minutes for August 5, 2026, passed 6-0-1 (Kranen absent).

D2. Review and consider recommending approval to the Planning Commission on a Below Market Rate (BMR) Housing Agreement, consisting of one on-site BMR unit, a residential BMR in-lieu fee and a commercial linkage BMR in-lieu fee for a proposed residential building and renovated commercial building at 800 Oak Grove Ave. (Staff Report #26-008-HC)

Associate Planner Matthew Pruter made the presentation (Attachment).

- A member of the public requested clarification regarding how the proposed fractional 0.5 unit is calculated for the in-lieu fee.

The Housing Commission received clarification on newly submitted project updates, including the layout and square footage of all proposed units.

The Housing Commission discussed the affordability period of the proposed BMR unit, including the 55-year deed restriction.

ACTION: Motion and second (Oursler/ Switzer), to recommend approval to the Planning Commission on a BMR housing agreement, consisting of one on-site BMR unit, a residential BMR in-lieu fee and a

commercial linkage BMR in-lieu fee for a proposed residential building and renovated commercial building at 800 Oak Grove Ave, passed 6-0-1 (Kranen absent).

- D3. Review and provide feedback on components of proposed rental assistance and legal assistance programs. (Staff Report #26-009-HC)

Management Analyst Adam Patterson made the presentation (Attachment).

The Commission provided the following feedback for consideration:

- Inclusion of a rapid response time option for assistance within the request for proposals (RFP)
- Creation of an internal city reference point for program referrals
- Acceleration of the RFP process
- Implementation of a hotline or texting component with multilingual access for potential applicants
- Focus proposed eviction metrics and data reporting on evaluating program overall outcomes
- Reducing residency requirements and other program criteria to receive rental assistance
- Explore a triaged response for emergency cases to help prevent those in danger of immediate displacement

ACTION: Motion and second (Switzer/ Dumont), to provide the above feedback on the proposed rental assistance and legal assistance programs, passed 6-0-1 (Kranen absent).

- D4. Select commissioners for the Anti-displacement ad hoc subcommittee (Staff Report #26-010-HC)

Management Analyst Arianna Milton made the presentation (Attachment).

ACTION: Motion and second (Oursler/ Beelie), to select Commissioner Wong for the Anti-displacement ad hoc subcommittee, passed 6-0-1 (Kranen absent).

E. Reports and Announcements

- E1. Commissioner updates

Chair Oursler reported out on the Housing Commission annual report out to the City Council August 25.

- E2. Subcommittee updates

- The Housing Development ad hoc subcommittee met to discuss next steps and to set up a meeting with staff on what potential items to focus on.
- The Community Outreach ad hoc subcommittee is looking to work on outreach for the upcoming RFP for the legal and rental assistance programs.
- The Anti-displacement ad hoc subcommittee reached out to contacts and is interested in a City Liaison for implementation.

- E3. Future agenda items

None.

E4. Staff updates and announcement

None.

F. Adjournment

Chair Oursler adjourned the meeting at 7:57 p.m.

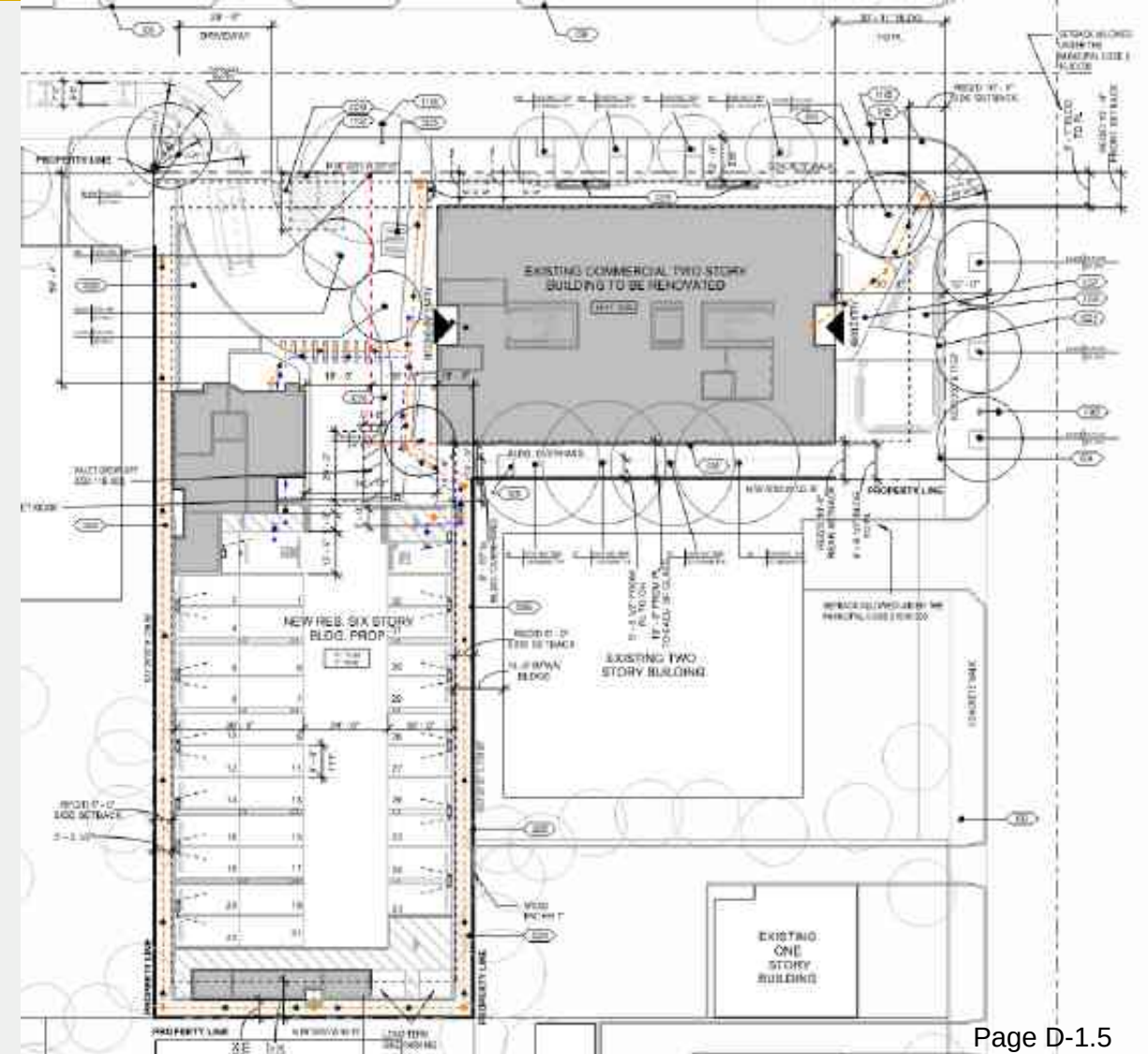
Management Analyst I Arianna Milton

800 Oak Grove Ave.

Matt Pruter, Associate Planner

Project location

- Northwest corner of Oak Grove Ave. and Crane St.
- L-shaped lot with bank and surface parking lot currently
- Zoned in El Camino Real/Downtown Specific Plan area



Project description

- Renovate an existing two-story bank into a non-medical office with a roof deck
- Remove surface-level parking lot and construct residential building with 15 for-sale units



Below market rate (BMR) requirements

- Residential building:
 - 10% of new residential units required as BMR (1.5 units)
- Commercial building:
 - BMR linkage fee required, based on the change of use from bank to non-medical office



Below market rate (BMR) proposal

- Three components:
 1. One on-site for-sale very low income (VLI) BMR unit in residential building
 2. Payment of residential BMR in-lieu fee for remaining 0.5-residential-unit requirement for the project
 3. Payment of a commercial linkage BMR in-lieu fee for the proposed change of land use from bank (Group B) to non-medical office (Group A) for an existing commercial building as part of the project (approximately \$167,977)

Staff recommendation

- Recommend approval of BMR agreement to the Planning Commission:
 - Proposal of one on-site VLI BMR unit and payment of a residential in-lieu fee and commercial in-lieu fee, meets the requirements of the BMR Ordinance and BMR Guidelines
 - Size and location of the two-bedroom BMR unit supports the City's goal of producing family-sized for-sale BMR units
 - At the VLI level, the proposed BMR unit exceeds the moderate-income level for-sale BMR requirement

Next steps

- Housing Commission recommendation tonight (Sept. 2)
- Planning Commission action on BMR agreement and architectural control permit at Sept. 14 meeting
 - Planning Commission to also recommend approval for proposed tentative map to create for-sale units on Sept. 14
- City Council action on tentative map at Sept. 22 meeting

Thank you

Rental and Legal Assistance Programs Study Session

September 2, 2026

Recommendation

- Staff recommends that the Housing Commission:
 - Review and provide feedback on components of proposed rental assistance and legal assistance programs

Background

- Anti-displacement Plan (AD Plan) adopted by City Council on May 9, 2026
 - Total of seven program/ordinance recommendations
 - Rental and legal assistance programs prioritized
- MTC TOC grant
 - City awarded \$250k
 - Awarded for the development of rental and legal assistance programs
 - Requirements must be met to fully comply with MTC's TOC policy

Program Research and Design

- Partnering with HEART of San Mateo County
- Community feedback from the AD Plan
- Evaluation of previous housing assistance program
- Reviewing peer jurisdictions
- Interviews with service providers and experts
- MTC program requirements

Previous Housing Assistance Program

- Partnership with Samaritan House
 - Program ran from 2019-2025
 - Rental, mortgage, utility or relocation assistance
 - One-time payment of up to \$5,000
- Program eligibility
 - Household income of 150% AMI (increased from 80% after COVID)
- Received \$250,000 in funding
 - ~\$185,000 used towards rental payments

Draft Rental Assistance Program Components

Table 2: Draft program framework

Program element	Proposed guideline
Program funding amount (annual minimum)	\$75,000
Program funding source	BMR Housing Fund
Program eligibility (AMI)	80% AMI
Program eligibility (location)	Incorporated Menlo Park
Program eligibility (residency)	12-month minimum
Maximum assistance per household	\$5,000
Eligible uses	Past-due rent or utilities, late fees, relocation, emergency hotel stays
Application criteria	Income verification, eligibility for other public assistance programs

Draft Rental Assistance Program Requirements

- Assistance payments made directly to the source
- Require data gathering to evaluate program effectiveness
 - Household information
 - Assistance outcomes
- Program outreach strategies
 - City website (grant requirement)
 - Multi-lingual materials (grant requirement)
 - Partnering with community organizations and schools

Legal Assistance Program Research

- Less local program precedence
- Focus group with experts revealed:
 - 874 cases in SMC from July 1, 2026 – June 30, 2026
 - 100 seen to final resolution by the service provider
 - 35 cases in Menlo Park
 - 16 received legal advice
 - 14 received assistance in filing paperwork
 - 5 received further representation

Legal Assistance Program Considerations

- Different levels of service
 - Education and legal advice
 - Limited-scope representation
 - Full representation
- Consider budget limitations
 - Full representation, for example, may not be possible

Program Funding

- City awarded a \$250k MTC TOC grant to design and implement rental and legal assistance programs
- City to commit a minimum of \$300k for each program (\$600k total) over four years
 - Required for full MTC TOC compliance
 - Must identify a funding source

Request for Proposals (RFP)

- Combined RFP
 - Benefit of synergy between programs
 - ~80% of eviction cases related to non-payment of rent
- Proposals can be for:
 - One or both services
 - Partnered with another provider
- Provide comprehensive, coordinated service

Next Steps

- Fall 2026
 - Housing Commission review and recommendation
 - City Council review and consideration for adoption
- Release RFP

Housing Commission Feedback

- Program elements to consider:
 - Outreach strategies
 - Data and reporting metrics
 - Eligibility criteria, fund-prioritization, eligible uses
 - Assistance limits (per occurrence, per person, per year)
 - Legal assistance level-of-service



Thank You

Rental Assistance Programs in San Mateo County

Table 1: Peer Rental Assistance Programs

Jurisdiction	Program operator	Funding amount	Assistance limit	Households served
Brisbane	Samaritan House	\$100,000	\$4,000	25
Daly City	Daly City Partnership	\$50,000	\$5,000	10
Foster City	City staff	\$35,000	\$3,000	11
Half Moon Bay	Coastside Hope	\$50,000	\$3,000	16
Redwood City	Fair Oaks Community Center	\$120,000	\$5,000	24
San Mateo (City)	Samaritan House	\$168,000	\$4,000	37
South San Francisco	YMCA/Samaritan House	\$150,000	\$4,500	33

Housing Commission Anti-Displacement Ad Hoc Subcommittee

September 2, 2026

Recommendation

- Staff recommends that the Housing Commission:
 - Select (1) one additional member for the Anti-displacement ad hoc subcommittee

Background: Work Plan Goal #3

3. Anti-Displacement: Review and recommend anti-displacement policy and programs. Develop resources and information to support current residents. Aim to better monitor and quantify the causes and impacts of displacement.

Beneficial impacts: Reduced displacement, program and policy recommendations. Communicate the impacts of displacement.

Timeline: Work with staff to propose specific code language for City Council adoption by the end of FY 2025-26.

Measure of success: Issuance of recommendations on anti-displacement policy.

High priority:

- Review and support Staff Anti-Displacement study.
- Review and Recommend Policies to Quantify Displacement.

Low priority:

- Create a collection of personal accounts to demonstrate the impacts of displacement.

Related efforts:

- Housing Element Program H2.E
- City Council Work Plan:
 - Create anti-displacement strategy
 - Implement homeownership preservation program with Habitat for Humanity



Current Ad Hoc Subcommittees

Current Housing Commission Ad Hoc Subcommittees			
Ad Hoc Subcommittee	Date Created	# of current members	# of spots available
Housing Development	6/3/2026	3	0
Community Outreach	6/4/2025	3	0
Anti-displacement	6/3/2026	2	1

Recommendation

- Staff recommends that the Housing Commission:
 - Select (1) one additional member for the Anti-displacement ad hoc subcommittee



Thank You

Community Development



STAFF REPORT

Housing Commission

Meeting Date:

10/7/2026

Staff Report Number:

26-011-HC

Regular Business:

Review and make a recommendation to the City Council on establishing proposed rental assistance and legal assistance programs

Recommendation

Staff recommends that the Housing Commission review and recommend approval to the City Council on establishing proposed rental assistance and legal assistance programs.

Policy Issues

General Plan Housing Element Program H2.E (Anti-displacement Strategy) and Environmental Justice Element Program EJ5.G (Ensure that the City's Anti-Displacement Strategy Supports Households and Neighborhoods in Underserved Communities) both commit the city to the development of an Anti-displacement Plan with a primary focus on the Belle Haven neighborhood. Environmental Justice Element Program EJ5.H (Increase Access to Legal Counsel for Tenants Facing Eviction) commits the city to addressing legal needs of tenants. The City Council adopted an Anti-displacement Plan (AD Plan) in May 2026 and emphasized the importance of quickly and efficiently implementing strategies to address ongoing displacement. Two programs identified for priority implementation were a rental assistance program and a legal assistance program. Developing and implementing these programs will help the city maintain its commitments in both the Housing Element and the Environmental Justice Element.

Background

Previous housing assistance program

In May 2019, the City Council approved a tenant relocation assistance program which authorized a funding agreement with Samaritan House to administer relocation assistance payments to qualifying households. This program received \$112,000 in funding, with \$100,000 for assistance payments and \$12,000 for administrative fees. In March 2020, in response to the anticipated impacts of the COVID-19 crisis, the City Council directed staff to explore amending the program to expand eligibility. In October 2021, the city set aside an additional \$250,000 in American Rescue Plan (ARP) funds for this program and expanded the eligible uses to cover COVID-related housing emergency assistance and increased the eligible household Area Median Income (AMI) from 80% to 150% (Attachment A). Assistance was in the form of one-time emergency payments limited to \$5,000 per household. According to Samaritan House, approximately \$188,447 of the funding was used toward rental payments. Legal assistance was not included as an eligible use of these funds, nor has the City previously offered a legal assistance program. All funds for this program were exhausted in early 2025.

Proposed rental and legal assistance programs

On May 9, 2026, the City Council adopted the city's first AD Plan (Attachment B). The implementation of rental assistance and legal assistance programs were identified as top priorities to help residents remain housed.

In 2024, to further these efforts, the city applied for the Metropolitan Transportation Commission's (MTC) Transit-Oriented Communities (TOC) Policy Planning Grant for housing policy development. In 2025, the city was awarded \$250,000 in grant funding toward the development and implementation of rental assistance and legal assistance programs. The successful implementation of these programs will also help the city achieve MTC TOC compliance, enhancing its ability to qualify for future grant funding opportunities. To be eligible for full grant reimbursement, the city would need to establish the two aforementioned programs by June 30, 2027, and commit a minimum of \$300,000 to each program over four years, for a total of \$600,000 in program funding.

In early 2026, city staff, along with the Housing Endowment and Regional Trust of San Mateo County (HEART), herein referred to as the Project Team, began working on the research and design of these two programs. This included evaluation of the City's previous housing assistance program, research on best practices and interviews with experts and service providers.

Housing Commission feedback

On Sept. 2, 2026, the Housing Commission reviewed proposed components of the two programs and provided feedback for staff to consider in the program design, reporting, outreach and request for proposals (RFP) (Attachment C). This feedback included suggestions related to program service levels, reporting metrics, outreach, the proposed 12-month residency requirement and limits on the frequency of assistance. The Project Team incorporated this feedback where it was deemed most applicable; in some cases, it is within program guidelines or criteria, or otherwise will be included in the RFP. The items are further discussed in the Analysis section.

Analysis

Through research on best practices, peer jurisdictions, expert interviews and Housing Commission feedback, the Project Team has developed proposed guidelines for the rental assistance program and legal assistance program (Attachment D). The guidelines include program eligibility requirements, eligible assistance types, maximum assistance amounts, program funding sources and program reporting metrics. The Project Team has also proposed a post-implementation outreach plan as well as criteria to include in the forthcoming RFP. The programs have been designed to achieve full compliance with MTC TOC policy, including minimum annual funding of \$75,000 per program for four years and targeting assistance to low-income households (80% AMI) and below.

Rental assistance program

The Project Team has developed proposed rental assistance program guidelines, which are summarized in Table 1.

Table 1: Proposed rental assistance program framework	
Program element	Proposed guideline
Annual program funding amount	\$75,000
Program funding source	BMR Housing Fund
Income eligibility	80% AMI
Geographic eligibility	Incorporated Menlo Park
Tenure eligibility	No minimum residency requirement
Maximum assistance per household	Up to \$5,000
Eligible uses	Past-due rent or utilities and related late fees, current rent or utilities
Application criteria	Income verification or documented eligibility for similar public assistance programs

The first year of this program will be pilot program, and the funding amount is based on the minimum requirement to meet MTC TOC compliance. Consistent with similar city programs, households must be located within incorporated Menlo Park. MTC TOC policy requires income eligibility at or below 80% of AMI, which is consistent with other housing assistance programs, such as the original 2019 Tenant Assistance Program and Habitat for Humanity Greater San Francisco's home rehabilitation program. The maximum assistance per household is \$5,000, and the assistance amount will be determined at the time of application (\$5,000 is the limit, not the guaranteed amount). This amount is consistent with the previous housing assistance program. After interviewing the city's previous service provider and reviewing peer jurisdiction programs, the Project Team felt this amount was still appropriate to provide meaningful assistance as rent, utilities and living costs continue to rise. The applicant must be at least 18 years of age, and all payments would be made directly to the source, such as a landlord or utility company.

In response to Housing Commission feedback, the Project Team removed the suggested minimum residency requirement from 12 months to no minimum. Instead of one-time assistance, the Project Team is proposing that households be eligible for assistance once every 12 months. This reflects the Housing Commission's feedback that households may encounter separate, unrelated financial setbacks that may each require assistance, allowing them to request assistance in multiple years. However, this program is not designed to provide long-term assistance, and the service provider should be able to refer households to additional services as needed.

Since the Sept. 2 Housing Commission meeting, relocation expenses and emergency hotel stays have been removed from the eligible uses of program assistance funds. The Project Team received further guidance from MTC that a relocation assistance program would need to be designed and funded as a separate program. The rental assistance program should be targeted at keeping folks in their homes, and those program funds would not be eligible for relocation assistance.

Legal assistance program

The Project Team identified three potential legal assistance levels of service: legal education and advice, limited-scope representation, and full representation. Through expert interviews, one legal service provider reported that from July 2025 through June 2026, their organization handled 35 cases from Menlo Park residents. Of those 35 cases, 16 received legal advice (level one), 14 received assistance filing paperwork (level 2) and 5 received further representation (level 3). Considering this data, the proposed program budget and Housing Commission feedback, the Project Team proposes service levels focused on

prevention, reaching the greatest number of households. The proposed program will focus on:

- Education and legal advice, including tenant education workshops and 30-minute consultations (level one service), and
- Limited-scope representation, such as assistance in filing paperwork in response to an eviction notice to avoid a default judgment, which is when a judge rules in favor of the landlord if the tenant fails to respond (level two service).

The Project Team has developed proposed legal assistance program guidelines, which are summarized in Table 2.

Table 2: Proposed legal assistance program framework	
Program element	Proposed guideline
Annual program funding amount	\$75,000
Program funding source	BMR Housing Fund
Income eligibility	80% AMI
Geographic eligibility	Incorporated Menlo Park
Tenure eligibility	No minimum residency requirement
Levels of service	Level 1 (education sessions, 30-minute consultations); level 2 (limited-scope assistance, such as eviction paperwork)
Application criteria	Income verification (self-certify for level 1, full application for level 2), eligibility for other public assistance programs

The Project Team is not proposing full representation at this time, which may include a right-to-counsel (level three service). However, staff will monitor the needs of the community through data and reporting from the service provider.

Unless otherwise noted, eligibility requirements for the program will mirror those of the rental assistance program. Understanding that time is of the essence in potential eviction cases, the Project Team is proposing that assistance-seekers have the ability to self-certify their income eligibility for level one service to expedite access. To receive assistance beyond that, they must submit a full application to verify program income eligibility.

Program reporting requirements

As these are intended to be pilot programs, the Project Team will require reporting metrics that will help staff evaluate program effectiveness and inform future improvements. These metrics will include the following:

- Household information, including household size, income, demographic data, special circumstance households (minors, seniors, persons with disabilities).
- Time to receive service.
- Amount of assistance provided.
- Reason for needing assistance.
- Whether a household received prior assistance.
- Housing type (market and below market rate).
- Program effectiveness follow-up to understand future housing stability

- Reporting metrics designed to evaluate program outcomes, including the total number of inquiries, service provided and the results of all cases (to the extent possible). This would help staff understand not just the number of households served or that funds were exhausted, but also the needs of the community and whether additional funding or program changes are needed.
- Geographic location within the city.

This data collection will be designed to help inform the city about program effectiveness and be used to inform future program adjustments. Program data should be made available to city staff upon request, with a minimum requirement of quarterly program updates.

Combined RFP

The goal of the RFP is to identify qualified and experienced service providers that are equipped to provide these types of crucial services to the Menlo Park community. Based on research and supported by Housing Commission feedback, staff will issue a combined RFP, allowing service providers to submit proposals for one or both services. To not exclude any interested providers, the RFP notice will be clear that service providers may submit for any or all services and also partner with another provider to provide both services. One legal service provider estimated that approximately 80% of eviction cases are due to non-payment of rent, and the Project Team believes this approach will help provide coordinated, agile and comprehensive assistance to households in need of one or both services.

The RFP will also ask that interested service providers respond to program suggestions from the Housing Commission, including rapid responses and triage of cases, a dedicated hotline, a texting option, a required response time for inquiries and weekend service availability.

Post-implementation outreach

The Project Team proposes the following outreach activities to help raise awareness of the program for Menlo Park residents:

- Dedicated program pages on the city website.
- City digest and social media.
- Multi-lingual outreach materials.
- Distribution of outreach materials to local community-based organizations, schools, property managers, and other assistance providers in the community.
- Presence at local resource fairs and events.
- Distribution of outreach materials and program awareness to other city staff to respond to inquiries.

Next Steps

The Housing Commission's recommendation, a draft RFP and draft program guidelines, will be presented to the City Council for consideration for adoption on October 27. If approved, staff will issue the final RFP shortly after. If approved and implemented, staff expects that the Housing Commission and anti-displacement ad hoc subcommittee will have an ongoing role in reviewing program data to identify if any adjustments are needed to make the program more effective.

Impact on City Resources

The cost of designing and implementing these programs is completely covered by the MTC TOC grant if

they meet the TOC requirements. The cost of operating these two programs is a minimum of \$600,000 (\$300,000 each) total over four years to achieve MTC TOC compliance. Funding for these programs would be from the Below Market Rate Housing Fund (Fund 222), and the minimum funding amounts have been identified in that fund's budget. \$150,000 has been included in the adopted FY 2026-27 budget for the first year of these programs.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Sections 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink – Oct. 26, 2021, City Council Staff Report #21-208-CC:
<https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2021-meetings/agendas/20211026-city-council-agenda-packet.pdf>
- B. Hyperlink – May 19 City Council Staff Report #26-089-CC:
<https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2026-meetings/20260519/k1-20260519-cc-anti-displacement-plan.pdf>
- C. Hyperlink – Sept. 7 Housing Commission Staff Report #26-009-HC:
<https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/housing-commission/2026-meetings/agendas/20260902-housing-commission-regular-meeting-agenda-packet.pdf>
- D. Draft Program Guidelines

Report prepared by:

Adam Patterson, Management Analyst II

Report reviewed by:

Deanna Chow, Community Development Director

Rental Assistance Draft Program Guidelines

Program Purpose

The City of Menlo Park, through its adopted Anti-displacement Plan, identified several strategies to prevent displacement in the community. A rental assistance program was identified as a priority for implementation, to help alleviate the pressures of rising rent, utilities and living costs.

Program Goals

The primary intent of this program is to provide emergency rental assistance to households experiencing acute financial hardship. The program is designed to stabilize households, not to provide ongoing, long-term assistance.

Program Eligibility

To be eligible to receive assistance, applicants must meet the following criteria:

- Income eligibility:
 - At or below 80% of Area Median Income (AMI) for San Mateo County, as adjusted from time to time
- Residency: Current resident with a residential lease within incorporated Menlo Park
- Age: Applicant must be 18 years of age or older

Eligible uses of rental assistance funds:

- Rent payment
- Utility bills
- Any late fees associated with overdue rent or utility bills

Arrears and/or a late notice is not required to receive assistance, but applicants must demonstrate financial hardship, which should be described with supporting documentation to determine program eligibility.

Financial Assistance

Eligible households may receive assistance of up to \$5,000 once per fiscal year. Funds will be disbursed on a first-come, first-served basis, and the assistance amount will be determined at the time of application. Once an eligible household receives assistance in any amount up to the \$5,000 limit, they will not be eligible again for 12 months. Payments will be made directly to the source (such as landlord or utility provider), although exceptions may be made on a case-by-case basis.

Program Funding

Program funding will be allocated from the city's Below Market Rate Housing Fund and the funding amount will be determined on a yearly basis as part of the budgeting process as funds allow. The goal is to provide a minimum of \$300,000 of program funding over four years with the initial first year pilot program funded at \$75,000.

Program Reporting

The program administrator shall track and report on the program status based on metrics outlined in the funding agreement. Reporting metrics should include:

- Household information, including household size, income, demographic data, special circumstance households (minors, seniors, persons with disabilities).
- Time to receive service.
- Amount of assistance provided.
- Reason for needing assistance.
- Whether a household received prior assistance.
- Housing type (market and below market rate).
- Program effectiveness follow-up to understand future housing stability
- Reporting metrics designed to evaluate program outcomes, including the total number of inquiries, service provided and the results of all cases (to the extent possible)
- Geographic location within the city.

Program Administration

The City will work with a third party to administer the program following selection through an request for proposal process. The program administrator will be responsible for implementing the program and shall track and report on the program status based on metrics outlined in the funding agreement.

Legal Assistance Draft Program Guidelines

Program Purpose

The City of Menlo Park, through its adopted Anti-displacement Plan, identified several strategies to prevent displacement in the community. A legal assistance program was identified as a priority for implementation to provide tenants with the legal resources to help prevent displacement through eviction.

Program Goals

The primary intent of this program is to provide legal education, awareness and limited-scope representation, such as guidance through an eviction notice. The program is designed to complement the rental assistance program, providing those at-risk of eviction with the resources necessary to remain housed.

Program Eligibility

To receive Level One services, the applicant may self-certify income eligibility but must meet all other eligibility criteria. However, applicant information will still be collected for evaluation and reporting services.

To be eligible to receive Level Two services, applicants must meet the following criteria:

- Income eligibility:
 - At or below 80% of Area Median Income (AMI) for San Mateo County, as adjusted from time to time
- Residency: Current resident with a residential lease within incorporated Menlo Park
- Age: Applicant must be 18 years of age or older

Program Assistance

Services will include:

- Level One services – legal assistance educational workshops and 30-minute 1:1 consultations.

Level Two services – limited-scope representation, which includes responding to an eviction notice. This may include hands-on case management and filing the necessary paperwork to avoid a default judgement.

Program Reporting

The program administrator shall track and report on the program status based on metrics outlined in the funding agreement. Reporting metrics should include:

- Household information, including household size, income, demographic data, special circumstance households (minors, seniors, persons with disabilities).
- Time to receive service.
- Type of assistance provided.
- Reason for needing assistance.
- Whether a household received prior assistance.
- Housing type (market and below market rate).
- Program effectiveness follow-up to understand future housing stability
- Reporting metrics designed to evaluate program outcomes, including the total number of inquiries, service provided and the results of all cases (to the extent possible).
- Geographic location within the city.

Program Funding

The city will provide a minimum of \$300,000 of program funding over four years. Program funding will be allocated from the city's Below Market Rate Housing Fund.

Eligible households may receive assistance on an as-needed basis. However, program funding is limited and households experiencing ongoing or more significant legal issues may need to seek assistance outside of the scope of this program.

Program Administration

The City will work with a third party to administer the program following selection through an request for proposal process. The program administrator will be responsible for implementing the program and shall track and report on the program status based on metrics outlined in the funding agreement.

Community Development



STAFF REPORT

Housing Commission

Meeting Date:

10/07/2026

Staff Report Number:

26-012-HC

Regular Business:

Review and provide feedback on the draft 2026-2027 Below Market Rate Housing Fund Notice of Funding Availability

Recommendation

Staff requests that the Housing Commission review and provide feedback on the proposed 2026-2027 draft Notice of Funding Availability (NOFA) (Attachment A).

Policy Issues

Addressing affordable housing needs continues to be one of the City Council's top priorities. The City of Menlo Park's 2023-2031 Housing Element Program H1.I (Utilize the City's Below Market Rate (BMR) Housing Fund) requires the City to administer and release a NOFA no less than every two years. The release of the NOFA also supports Housing Element Program H1.E (Work with Non-Profits on Housing), which allows organizations to apply for funding to promote the preservation and production of affordable housing.

Background

The goal of the City's NOFA is to support the preservation and production of affordable housing in the City to meet the City's Regional Housing Needs Allocation (RHNA) and other Housing Element program goals. The funding is intended to fill the financing gap between the project total development costs and other available funding sources. A local award of funds can also make projects more attractive when competing for other additional funding sources. With local funding, applicants may be able to more quickly reach their financing goal to move a proposed development project forward.

The City last issued a NOFA in December 2022 and has also reviewed off-cycle requests for funding. In the last several years, the City Council has authorized the use of BMR Housing Funds to support the following projects:

- Rebuilding Together (RTP) received \$180,000 to support affordable housing preservation through rehabilitation of existing homes.
- Habitat for Humanity Greater San Francisco (HHGSF) received \$1.2 million for the preservation of existing housing in Menlo Park, with a prioritization for the Belle Haven neighborhood. Making repairs and/or upgrades to existing homes helps preserve existing housing stock, maintain long term affordability and keep residents in place.
- Alliant Communities received a \$1 million loan to develop 88 BMR units at 320 Sheridan Dr. to support housing for teachers.

- HHGSF received \$3.6 million for the acquisition of land and predevelopment costs to develop eight low-income for-sale homes at 335 Pierce Rd.

Analysis

The 2026-2027 draft NOFA maintains a similar review process and application submittal requirements compared to the most recent City NOFA. The notable differences between the two are within the background and project priorities sections. The proposed updates to the NOFA include adding a preference for the preservation or rehabilitation of existing affordable housing, in particular, multi-family projects. This could apply to both existing deed-restricted and/or naturally occurring affordable housing. The update is in response to Recommendation # 5 (Home Preservation Program) of the City of Menlo Park Anti-displacement Plan adopted in May 2026. Project proposals that also focus on providing extremely low-income units and units set aside for special needs populations will receive additional consideration. By encouraging these types of proposals, the City is working towards meeting the goals of both the Anti-Displacement Plan and Housing Element.

The NOFA announcement and application are attached. City staff will release the notification to a list of non-profit agencies. The agencies must register and submit proposals electronically through *PlanetBids*.

The Housing Commission is requested to provide feedback on the draft 2026-2027 NOFA. This feedback could include suggestions on the tentative release schedule, funding allocation and/or any thoughts that the Housing Commission would like staff to consider.

The tentative schedule for this NOFA is as follows and considers the timing of the County of San Mateo's Department of Housing FY 2027-28 Winter NOFA, expected to be released on December 1, and potentially the San Mateo County Affordable Housing Fund (AHF) NOFA next spring if funding is available. For the latter NOFA, a third-party funding commitment has been required as part of the application. The City's NOFA schedule, therefore, would allow the City to make a commitment of funds to strengthen applications to the County's NOFA.

Application release

City Council informational item: Tuesday, Oct. 13, 2026

NOFA release: Thursday, Oct. 15, 2026

NOFA questions due: 5 p.m., Friday, Nov. 6, 2026

Responses to questions provided by: Thursday, Nov 12, 2026

NOFA applications due: 5 p.m., Friday, Nov. 20, 2026

Housing Commission presentations: TBD, Winter 2027

Housing Commission recommendations: TBD, Winter/Spring 2027

City Council consideration: TBD, Spring 2027

Next Steps

After receiving feedback from the Housing Commission and making any final adjustments, the draft NOFA will be shared with the City Council as an informational item on Tuesday, Oct. 13. The NOFA will then be released no later than Friday, Oct 16, with applications due in November and recommendations to follow in Winter/Spring 2027. The City Council reserves the right to decide the number of applicants that will be

awarded funding and how much funding they may receive during this NOFA cycle. The Housing Commission would provide funding recommendations with the City Council as the final decision-making body.

Impact on City Resources

There is no impact on the City's General Fund. Awards from the 2026-2027 NOFA process will be funded through the Below Market Rate Housing Fund.

Environmental Review

No environmental review is required for this funding process, although projects that may be awarded funding may be subject to California Environmental Quality Act (CEQA) review requirements.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additionally, staff will post the NOFA announcement in the City Digest and on the City's website.

Attachments

A. Draft 2026-27 NOFA

Report prepared by:

Arianna Milton, Management Analyst I

Report reviewed by:

Adam Patterson, Management Analyst II

Deanna Chow, Community Development Director

NOTICE OF FUNDING AVAILABILITY (NOFA)

Community Development – Housing Division
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6732



Background

The City of Menlo Park announces the availability of funds for affordable housing projects in Menlo Park and seeks responsive proposals. Approximately \$4 million in below market rate (BMR) housing funds are available under this NOFA to support the preservation and production of permanent affordable housing. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources. The City is looking to assist a variety of organizations and reserves the right to determine the amount of funding distributed to each awarded applicant. The City also reserves the right to not fund any proposals during this NOFA cycle.

Qualified developers of affordable housing who meet the NOFA qualifications are encouraged to submit proposals. All proposals must be received no later than 5 p.m., Nov. 20, 2026. Interested parties may submit as an individual entity and/or may collaborate with other entities, so long as the collective group meets the NOFA requirements. Funding will be awarded by the City Council on a competitive basis to those projects that are most successful in addressing the City's affordable housing needs.

The City is seeking proposals demonstrating the following: an understanding of the community; the unique attributes and opportunities of the neighborhood where the project will be located; successful experience in developing and managing affordable housing; ability to deliver the project in a timely manner, contributes to meeting the City's overall housing goals, and a commitment to an inclusive and informative public engagement process.

Applicants must have successfully completed prior affordable housing projects. Joint venture partnerships are allowed assuming at least one member of the partnership meets the minimum experience requirement.

Eligible projects include the preservation of existing affordable housing and the acquisition or new construction of permanent affordable rental or ownership housing for extremely low, very low and low-income households. Projects that include extremely low-income units, units set aside for special needs populations and/or a focus on the preservation of existing housing may be viewed with additional desirability in the review process. Proposals from organizations that produce affordable housing through the administration of housing programs will also be considered, although BMR housing funds will be primarily limited to direct housing production (e.g., first-time homebuyer program, accessory dwelling unit loan program, acquisition and/or preservation of existing housing, etc.) The development of emergency shelters for the homeless and transitional housing is not eligible because they do not result in permanent affordable housing. Mixed-income projects containing both affordable and market-rate rental and ownership units are eligible, with only the affordable housing portion of the project eligible for assistance under this NOFA.

The City will evaluate proposals based on City Council-adopted housing goals and priorities. All proposals will be reviewed for consistency with the Housing Element and the City's General Plan. There will not be a point system applied to these goals and priorities.

Funding priority will be given to applications received by the due date in this NOFA. If there are BMR funds available after the NOFA process, these funds will be available on an over-the-counter basis, subject to Housing Commission review and City Council approval.

Request for proposals schedule

Application release

NOFA release:	Thursday, Oct. 15, 2026
NOFA questions due:	5 p.m., Friday, Nov. 6, 2026
Responses to questions provided by:	Thursday, Nov. 12, 2026
NOFA applications due:	5 p.m., Friday, Nov. 20, 2026
Housing Commission presentations:	TBD, Winter 2027
Housing Commission recommendations	TBD, Winter/Spring 2027
City Council considerations:	TBD, Spring 2027

Project priorities

To be considered for funding under this NOFA, the project should attempt to meet the following project priorities:

- Housing units will remain affordable through deed restrictions for at least 55 years.
- The project is consistent with the goals and objectives of the City's Housing Element policies and programs and General Plan.
- The project has reasonable costs, the ability to compete well in securing competitive fund sources and is soundly underwritten.
- The project will allow the City to spend housing funds expeditiously, projects should be "ready to go."
- The project site allows a development to achieve maximum density and is consistent with the applicable zoning.
- The project provides dual benefits by preserving/developing affordable housing and creating a substantial improvement to an underutilized site.
- The building incorporates green building practices and materials.
- The project incorporates appropriate community spaces, amenities, and services for the target population.
- The project site is within walking distance of transit, services, and amenities and is convenient for the target population.
- The project will implement a Local Hire program for Menlo Park residents (via construction and/or operations) when applicable.
- The development team has demonstrated experience with successful affordable housing projects and the capacity to work cooperatively with communities in the design and development of projects.
- The project provides housing targeting extremely low, very low and low-income households and/or units set aside for special needs populations needing on-site supportive services
- The project is in central or west Menlo Park.
- The project contains larger units (2+ bedroom units and larger) and generally targets families.
- The project's management plan promotes a healthy living environment for tenants.

Review process

Application review

Staff will review all proposals to verify applicant eligibility. Proposals from developers that do not meet the City's minimum required experience will not be considered. Incomplete proposals will not be considered.

Please note that the City aims to target BMR funds toward projects serving households at the lowest affordability levels. The City also intends to maximize the impact of its investment by awarding funds to projects requesting reasonable levels of subsidy, leveraged by other fund sources. So, in instances where there are multiple projects applying for funds, affordability targeting and subsidy level per unit will be considered.

Environmental review and assessment

Before the final funding commitment, projects must be assessed in accordance with the California Environmental Quality Act (CEQA). If Federal funding is involved, the project must also be assessed in accordance with the National Environmental Policy Act (NEPA).

Communications and questions

The City of Menlo Park reserves the right to request additional information from applicants, reject any and all submittals, waive any irregularities in the submittal requirements or cancel, suspend or amend the provisions of this NOFA. If such an action occurs, the City will notify all interested parties in advance.

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City no later than 5 p.m., Friday, Nov. 6, 2026. Written questions may be submitted electronically through the city bid portal at menlopark.gov/planetbids or via email to Management Analyst Arianna Milton at anmilton@menlopark.gov.

Responses from the City will be communicated in writing to all recipients of this RFP. All addenda shall become part of this RFP. The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City.

Application submittal requirements

The NOFA application is completed entirely online and will close at 5 p.m., Nov. 20, 2026. Follow the steps below to create your vendor record, access all relevant NOFA information, and create and submit your online application and any attachments.

Step 1. Create a new vendor record, or access your existing record on PlanetBids, to initiate your NOFA application.

- Applicants who do not have a username password for the PlanetBids website may register for free by selecting “New Vendor Registration” at menlopark.gov/planetbids.

Step 2. Access the following NOFA information in PlanetBids:

The NOFA solicitation packet with instructions for accessing, completing and submitting the online NOFA application.

- General NOFA information, including updates and NOFA closing timelines; and
- All addenda (question-and-answer responses), including responses to requests for clarification or interpretation during the application period, which are regularly updated until the NOFA closes. Applicants should regularly visit the Vendor Portal to view updates.

Applications must be submitted by 5 p.m., Friday, Nov. 20, 2026, using the online vendor portal. Please note - under the California Public Records Act, all documents submitted as part of this application are considered public records and will be made available to the public upon request.

2026-27 NOTICE OF FUNDING AVAILABILITY APPLICATION

Community Development – Housing
Division 701 Laurel St., Menlo Park, CA
94025
tel 650-330-6702



Project applicant

Please provide a cover letter in addition to a complete application. This should include a brief summary of the proposed project, discuss your agency's qualifications and why your proposal should be selected for funding.

Organization/Agency:

Primary contact person:

Phone:

Email:

Address:

City:

State:

Zip:

1. What is the role of the applicant in the project (check all that apply):

- ☐ Ownership entity
- ☐ Managing partner or managing member
- ☐ Sponsoring organization
- ☐ Developer
- ☐ Other (describe):

2. Applicant legal status:

- ☐ General partnership
- ☐ Joint venture
- ☐ Limited partnership corporation
- ☐ Nonprofit organization
- ☐ Other (please specify):

3. Organization status:

- ☐ Currently exists
- ☐ To be formed (estimated date):

4. Name(s) of individuals who are/will be general partner(s) or principal owner(s):

If the applicant is a joint venture, a joint venture agreement is required that clearly describes the roles and responsibilities of each partner, who is the lead partner or if the responsibilities are approximately equally split between the partners.

Project detail

Project name:

Project address:

City:

State:

Zip:

Assessor's parcel number:

Project type (check all that apply):

- ☐ Families
- ☐ Seniors
- ☐ Special needs
- ☐ Other (please describe):

Project activity (check all that apply):

- ☐ Acquisition of units
- ☐ Rehabilitation
- ☐ New construction
- ☐ Preservation
- ☐ Mixed-income
- ☐ Mixed-use
- ☐ Other (please specify):

Land area:	Number of residential buildings:									
Number of units:	Residential total floor area:									
Number of stories:	Number of elevators:									
Number of community rooms:	Community room(s) total floor area:									
Commercial/office uses (please specify):										
Commercial total floor area:					Office total floor area:					
Other uses (please specify):										
Total parking spaces:					Parking type(s):					
Residential parking spaces:					Residential parking ratio:					
Guest parking spaces:										
Commercial parking spaces:					Commercial parking ratio:					
Office parking spaces:					Office parking ratio:					
Income categories										
City BMR funds may only fund units serving extremely low, very low or low income households at or below 80% of the area median income (AMI). Provide the number of units by unit type and household income.										
Category	Number of units					Percentage of units				
	Studio	1 bd	2 bd	3 bd	4 bd	Studio	1 bd	2 bd	3 bd	4 bd
0 to 30% AMI – Extremely low										
31 to 50% AMI – Very low										
51 to 80% AMI – Low										
81 to 120% AMI – Moderate										
Unrestricted										
Total										
Inclusionary zoning requirement										
What is the project's inclusionary zoning requirement by unit type and income category?										
Category	Number of units					Percentage of units				
	Studio	1 bd	2 bd	3 bd	4 bd	Studio	1 bd	2 bd	3 bd	4 bd
Inclusionary unit obligation										
Unit amenities										
Provide a brief list of unit amenities (e.g., air conditioning, laundry in unit, balconies, etc.):										

Project narrative (please attach any additional sheets to respond to the questions)

1. Project description: Provide a brief narrative summary of the proposed project including location, project type (e.g., new versus rehab), target population and any unique project characteristics.
2. Project design: Provide a description of the project's architectural and site plan concepts and how these concepts address the opportunities and limitations of the site and location.
3. Green building features: Describe the green building features that will be incorporated into the project.
4. On-site amenities: Describe any on-site amenities including any project characteristics that address the special needs of the population you intend to serve.
5. Neighborhood off-site amenities: Describe the property location, neighborhood transportation options, and local services and amenities that are within 1/4 mile and 1/2 mile of the site.
6. Potential development obstacles: Are there any known issues or circumstances that may delay or create challenges for the project? If yes, list issues below including an outline of steps that will be taken and the time needed to resolve these issues.

7. Development schedule: Include a detailed project schedule identifying all major milestones. The schedule must include major milestones for the development approval process such as purchase of the property, community outreach process, financing, applications, approvals, closings, project construction and lease up. Projects with schedules projecting completion within three years will be given priority.

8. Community outreach plan: Include the plan for conducting community outreach to neighbors of the proposed development and interested community groups. The outreach plan should describe how the developer intends to build support for the project and address community concerns. The outreach plan should also discuss any anticipated community concerns and how they would be handled.

Site information (please attach any additional sheets to respond to the questions)

Site control may be required. Please include the site control document as well as documentation demonstrating that the entity that has site control is the same entity applying for funds.

What type of site control does the applicant currently hold?

Will site acquisition be a purchase or long-term lease?

What is the purchase price of the land? For proposed leaseholds, indicate the amount of the annual lease payment and the basis for determining that amount:

What is the current County-assessed value of the site?

Who is the current property owner and what is their address and contact information?

Total square footage of site:

Existing uses on the site and the approximate square footage of all structures:

Planned use of on-site existing structures:

- ☐ Demolish
- ☐ Rehabilitate
- ☐ Other (describe):

Provide the square footage, date built and number of stories for each on-site building to be retained as part of this project:

Provide a brief description of the condition of any buildings to be rehabilitated:
Please describe any unique site features (heritage trees, parcel shape, topography, etc.)
Please describe any potential site constraints (e.g. high noise levels, ingress/egress issues, etc).
Environmental review
Is the site in a floodplain? ☐ Yes ☐ No
List any maps referenced:
Please describe the site's environmental considerations (e.g. hazardous materials, sensitive habitat, historic resources, etc.):
Would the project be exempt under CEQA? If yes, please identify the exemption.
Describe adjoining land uses
West:
East:
North:
South:
Zoning
What is the current zoning of the project site?

Is the proposed project consistent with the existing zoning of the site? ☐ Yes ☐ No Explain:	
Indicate any discretionary review permits required for the project (e.g., use permit, design review, rezoning, subdivision, heritage tree removal, etc.)	
If rezoning is required identify the requested zoning district for the project:	
Community priorities (please attach any additional sheets to respond to the questions)	
Explain how this project meets the objectives of the project priorities identified in this NOFA and the specific goals and objectives of the City's Housing Element, General Plan, and/or other City Council policies/goals:	
Project funding (please attach any additional sheets to respond to the questions)	
City funds requested:	Funds per assisted unit:
Total project cost:	Cost per assisted unit:
How will the requested City funding be used?	
Describe the sources of funds for the proposed project. Assess the chances of the project securing required funding and steps that will be taken to make the project competitive. Please provide detailed financial information for the proposed project including permanent and construction fund sources, detailed permanent development budget, unit affordability mix/rent schedule, operating budget and 30-year cash flow. If the project will use tax credits, please provide the tax credit calculations.	
OPTIONAL: What is the self-scored 9% tax credit tiebreaker score for the project? (Please note that you may be required to provide this during the application review)	

Developer experience (please attach any additional sheets to respond to the questions)
Applicants may be nonprofit or for-profit affordable housing developers or owners who have affordable housing experience in the nine Bay Area counties. Applicants must demonstrate a successful track record of implementing a project similar to the one proposed and have at least two years of ownership of at least two affordable, deed-restricted housing projects within the nine-county Bay Area in which 100% of the units are targeted to those at or below 80% AMI. Joint venture partnerships are allowed assuming at least one member of the partnership meets the minimum experience requirement. Previous development/ownership experience must include projects that contain at least 10 units. Projects with market rate/mixed-income units that satisfy these requirements are allowed.
Years of experience:
Number of projects:
Number of projects in San Mateo County:
Average size of projects:
Number of units placed in service:
Please describe two projects completed in the last 10 years that are similar to the proposed project and provide photographs of each project:
Project 1 – Project name:
Location:
Number of units:
Type of development (senior, family, etc.):
Name of project manager:
Number of stories:
Unit types (studio, 1 bedroom, etc.):
Type of construction:
Project amenities:
Entitlement date:
Occupancy date:
Funding sources:
Project 2 – Project name:
Location:
Number of units:
Type of development (senior, family, etc.):
Name of project manager:
Number of stories:
Unit types (studio, 1 bedroom, etc.):
Type of construction:
Project amenities:
Entitlement date:
Occupancy date:
Funding sources:

Personnel				
List the names of key members of the applicant's development team, their titles, responsibilities and years of experience in affordable housing. Additionally, please include the following: • Attach resumes for the owner/developer and property manager. The resume should include a list of affordable housing projects owned/developed and managed. Include the following: name of project, address, number of units, target population, project PIS date and years under ownership/management. • Provide resumes and project experience for all key staff working on the project including but not limited to: principals, project manager, project staff and financial officer. Indicate the level of experience of the project manager with projects similar to the proposal. Provide at least three references from City or County staff involved with projects completed in the last six years.				
Project Staff	Name	Role in proposed project	Years of housing development experience	Years with this developer
Project manager				
Director of real estate development				
Executive director				
Chief financial officer				
Other				
Other				
Indicate which of the following development team members have been selected and identify them if different from applicant.				
Developer:		Architect(s):		
Engineer(s):		General contractor:		
Attorney(s) and/or tax professionals:				
Board of directors; city of residence:				
Property management agent:				
Financial and other consultant(s):				
Investor(s):				
List all other participants and affiliates (people, businesses and organizations) proposing to participate in the project.				
Name		Address		

Describe how the property will be managed including the number of staff, locations and management office hours.

If the project will be managed by an agency other than the project applicant describe the project applicant's role in the ongoing management of the project and resolution of management issues.

Applicant certification

I, as the applicant representing this organization, certify that the information submitted in this application and all supporting materials is true, accurate and complete to the best of my knowledge. I acknowledge that if facts and/or information herein are found to be misrepresented it shall constitute grounds for disqualification of my proposal. I further certify that the following statements are true except if I have indicated otherwise on this certification:

- ☐ The organization has not sold any of the projects listed on the 10 Year Projects list.
- ☐ No mortgage on a project listed by this organization has ever been in default.
- ☐ This organization has not experienced defaults or noncompliance under any contract or regulatory agreement nor issued IRS Form 8823 on any Low Income Housing Tax Credit (LIHTC) project on the 10 Year Projects list
- ☐ To the best of my knowledge there are no unresolved findings raised as a result of Agencies' audits, management reviews or other investigations concerning this organization nor its projects for the past 10 years
- ☐ This organization has not been suspended, been barred or otherwise restricted by any state agency from participating in the LIHTC program or other affordable housing programs
- ☐ This organization has not failed to use state funds or LIHTC allocated to me in any state

I have checked each checkbox above and have attached a true and accurate signed statement, if applicable; to explain the facts and circumstances that I think help to qualify me as a responsible principal for participation in this NOFA.

Signature

Date

Printed name

Title

This application and all supporting material are regarded as public records under the California Public Records Act.

Housing Commission work plan

Community Development Department
701 Laurel Street, Menlo Park CA 94025
City Council approval date: 9/15/2026



Work plan goals

1. **Housing Development:** Encourage development of affordable housing, aiming to exceed the targeted unit yield outlined in the 2023-2031 Housing Element. Support existing housing commitments. Review Below Market Rate (BMR) policy and make recommendations to support future housing stock.

Beneficial impacts: Improve and maintain housing stock. Ensure housing policies and programs are effective.

Timeline: Ongoing.

Measure of success: Issuance of recommendations for housing development throughout the city.

High priority:

- Support Housing on downtown parking lots.
- Review and make recommendations to the Planning Commission and/or City Council on BMR policy/agreements.

Low priority:

- Encourage developers to exceed the targeted unit yields as outlined in the Housing Element.

Related efforts:

- Housing Element Program H4.G.
- City Council priorities identified for fiscal year (FY) 2026-27 (housing and downtown vibrancy).
- Pursue affordable housing development on City-owned downtown parking lots.
- Finalize Notice of Funding Availability (NOFA) funding agreement for 123 Independence Dr. for BMR funds.
- Initiate second phase of BMR Guidelines update.
- Process Parkline master plan.

2. **Community Engagement:** Provide public resources and communication regarding tenant rights and protections and available legal resources. Increase quantity and diversity of community participation, including multi-lingual input.

Beneficial impacts: Increased participation to better inform housing policy and community attitudes about housing.

Timeline: Goal 2 to begin in the first quarter of FY 2026-27 and continue throughout the FY 2026-27.

Measure of success: Hold one (1) community event in the City and two (2) Housing Commission meetings at Belle Haven Community Campus (BHCC). City website with links to information resources.

High priority:

- Hold one (1) community event in the City
- Hold two (2) Housing Commission Meetings at BHCC

Low priority:

- Hold additional community meetings and events.
- Create community resources (See goal no. 3).

Related efforts:

- City Council priorities identified for FY 2026-27 (housing).

- Enhance information sharing about current development projects and regulations.
3. **Anti-Displacement:** Review and recommend anti-displacement policy and programs. Develop resources and information to support current residents. Aim to better monitor and quantify the causes and impacts of displacement.

Beneficial impacts: Reduced displacement, program and policy recommendations. Communicate the impacts of displacement.

Timeline: Work with staff to propose specific code language for City Council adoption by the end of FY 2026-27.

Measure of success: Issuance of recommendations on anti-displacement policy.

High priority:

- Review and support staff anti-displacement study.
- Review and recommend policies to quantify displacement.

Low priority:

- Create a collection of personal accounts to demonstrate the impacts of displacement.

Related efforts:

- Housing Element Program H2.E.
- City Council priorities identified for FY 2026-27 (housing).
- Develop and implement policies/programs identified in the City Council adopted Anti-displacement Plan.
- Implement homeownership preservation program with Habitat for Humanity.

Work plan history

Action	Date	Notes
Work plan recommended to HC	June 3, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	