



## REGULAR MEETING MINUTES

**Date:** 5/4/2022  
**Time:** 6:30 p.m.  
**Location:** Zoom

### A. Call To Order

Vice Chair Bigelow called the meeting to order at 6:34 p.m.

### B. Roll Call

Present: Bigelow, Campos, Leitch, Merriman, Pimentel, Nguyen, Walker  
Absent: None  
Staff: Acting Housing Manager Mike Noce

### C. Public Comment

- Karen Grove welcomed new commissioners and spoke in favor of affordable housing development sites that increase housing opportunities for the lowest income levels.

### D. Regular Business

D1. Approve minutes for the Housing Commission regular meeting on March 2, 2022 (Attachment)

**ACTION:** Motion and second (Leitch/ Merriman), to approve minutes for the Housing Commission regular meeting on March 2, 2022, passed 5-0 (Bigelow and Campos abstaining).

D2. Presentation from the City's Below Market Rate (BMR) Housing Program administrator, HouseKeys

HouseKeys representatives, Julius Nyanda and Candice Testa, made the presentation (Attachment).

- Pam Jones spoke in favor of the HouseKeys platform and inquired about annual compliance of inclusionary units.
- Karen Grove spoke about income categories, maximum allowable rents and increasing the number of participants in the City's BMR program.

D3. Selection of the Chair and Vice Chair

Acting Housing Manager Mike Noce introduced the item.

**ACTION:** Motion and second (Merriman/ Nguyen), to approve the nomination of Commissioner Bigelow as the Housing Commission Chair, passed unanimously.

**ACTION:** Motion and second (Pimentel/ Leitch), to approve the nomination of Commissioner Nguyen as the Housing Commission Vice Chair, passed unanimously.

D4. Review and receive the 2022 advisory body handbook and 2020-21 Housing Commission work plan

Acting Housing Manager Mike Noce introduced the item.

- Karen Grove spoke about updates to the BMR guidelines and the identification of housing sites as part of the Housing Element Update

**ACTION:** By acclamation the Housing Commission selected Commissioners Bigelow, Leitch, and Nguyen to serve on a Housing Commission work plan ad hoc subcommittee, passed unanimously.

**E. Reports and Announcements**

E1. Ad hoc subcommittee reports (10 minutes)

None.

E2. Commissioner updates

- Commissioner Merriman thanked past Housing Commission Chair, Karen Grove, and welcomed new commissioners, Campos and Walker.
- Commissioner Merriman announced May is affordable housing month with many regional events coordinated through the Housing Leadership Council.
- Commissioner Bigelow thanked past Housing Commission Chair, Karen Grove, and welcomed new commissioners, Campos and Walker.

E3. Recommended future agenda items

None.

E4. Staff updates and announcements

Acting Housing Manager Mike Noce provided updates on:

- Staff will follow up on a potential joint Housing and Planning Commission special meeting in May.
- The start time of the June 1, 2022 Housing Commission meeting will be 7:15 p.m. due to a Reimagining Public Safety community meeting being held that evening at 6 p.m.

**F. Adjournment**

Chair Bigelow adjourned the meeting at 9:03 p.m.

Mike Noce, Acting Housing Manager, Community Development



HouseKeys Program Orientation Session – City of Menlo Park

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## HouseKeys Map of California



HouseKeys is in:

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of 12 Regions

- Bay Area
- Central Coast
- LA County

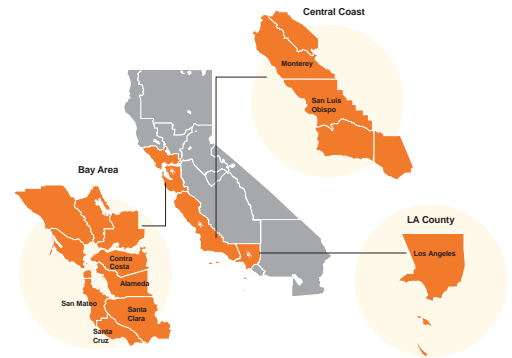
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of 58 Counties

- Alameda
- Contra Costa
- San Mateo
- Santa Clara
- Santa Cruz
- Monterey
- San Luis Obispo
- Los Angeles

16

of 482 Cities



## What do we do at HouseKeys? - Demand

1. Assist you to find and apply for affordable housing (for free)
  1. Program Applicant
2. Assist you to comply with affordable housing rules (Program Participant)
  1. Occupancy
  2. Income Requirements
  3. Resale
  4. Refinance
  5. Transfers

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## What do we do at HouseKeys? - Supply

1. Assist homebuilders to comply with affordable housing requirements
2. Assist Local Government Agencies (Cities and Counties) to turn their affordable housing policies into effective everyday programming

Inclusionary Housing (A Builder must INCLUDE in their project a percentage of units that must be SOLD to Income-Eligible Buyers)

Builder wants to build and sell 100 Units - \$1,350,000 Market Price  
10% of the Units – 10 Units must be sold to Income-Eligible Households at a "Affordable Price"

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## What do we do at HouseKeys? - Transaction

1. Own: Restriction Agreement, Note, Deed of Trust
2. Rent: Lease Addendum (Annual Compliance, Income Certifications)
3. Housing Professionals
  1. **Homeownership Transactions & Compliance**
    - Loan Officers
    - Real Estate Agents
    - Escrow Officers
    - Appraisers, Inspectors, Regulators
  2. **Rental Transactions & Compliance**
    - Property Managers (Rental Units)

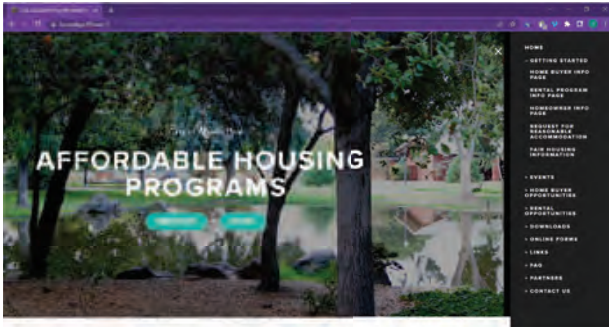
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## MyHouseKeys.com vs. Housekeys10.com

The Two Websites that you'll be using

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https://www.housekeys10.com/



## Terminology (Definitions) – Part 1

#	Term	Definition	Purpose
1	<b>"Affordable"</b>	No more than 1/3 <sup>rd</sup> of the <b>Household's Gross Monthly Income</b> is being spent on the housing payment	Sets a standard that drives all housing policy according to each <b>income limit</b> .
2	<b>Income</b>	Gross Earned Income (before taxes) and any amount included from Assets. Assets can be included up to 10% of all liquid amounts (Excluding certain retirement accounts) above \$5,000	All income is Projected for the <b>next 12 months</b> and is meant to determine whether your total household income below the <b>income limit</b> according to each category.
3	<b>Median Income</b>	The Middle Income within a stated area (e.g., County). <b>Area Median Income</b> . 50% of the Incomes above Median and 50% of all Incomes are below it.	Sets the Categories: Acutely Low Income (up to 15%), Extremely Low (up to 30%), Very Low (up to 50%), Low (up to 80%), Moderate (up to 120%)
4	<b>Eligible</b>	Household Size and Total Income are within the Income Categories	Ensures that the local zoning policies serve target households
5	<b>Qualified</b>	Applicant earns enough to successfully make the housing payment (criteria-specific)	Ensures buyers don't foreclose; and tenants don't default.

## Terminology (Definitions) – Part 2 (HouseKeys)

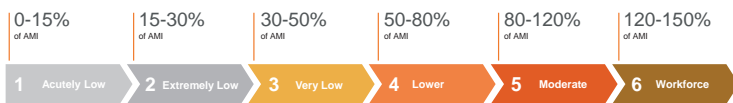
#	Term	Definition	Purpose
6	<b>Program For-Sale Rental (Application ID)</b>	A record that categorizes a local government agency's housing policies into Homeownership, Rental, or Finance policies and procedures (a <b>rule book</b> ). HouseKeys is a Program Administrator	It formalizes the local government's housing policy and makes it easier for the public to understand, and for staff to manage
7	<b>Opportunity (Notification)</b>	A listing of an available home for rent or an available home for purchase. This can also include an available down payment assistance resource. Typically, it is presented as a single unit of benefit.	Classify available homes or resources by Price, Income Category, and Requirements. It also allows HouseKeys to provide details to the public.
8	<b>Drawing (Enter)</b>	A grouping that contains 1 or more opportunities.	Connect applicants to specific opportunities. This is separate from the Applicant Pool.
9	<b>Selection Processes (Lottery, FCFS, Application ID)</b>	A process by which a random number is assigned to each applicant in the Drawing. If preferences apply, the list is reordered, and the random number is the "tie-breaker"	Transparent and fair selection process for applicants; as there will always be more applicants than available homes
10	<b>Preference</b>	A priority given to certain applicants that meet certain criteria goals for the program	Determine the Final Selection Order

## Terminology (Definitions) – Part 2

#	Term	Definition	Purpose
11	<b>File</b>	Verifiable evidence of an applicant's eligibility	Prove applicant eligibility

#	Preference Categorization 1	Tiers	Preference Categorization 2
1	Live and/or Work. The applicant household's primary residence is within incorporated Menlo Park, or a member of the applicant household currently works or volunteers within incorporated Menlo Park.	1	Person or household with accessibility need meeting an existing Menlo Park preference, such as live and/or work, unhouseed or displacement.
2	Unhouseed Preference	2	Person or household with an accessibility need NOT meeting an existing Menlo Park Preference
3	Displacement Preference	3	Person or household meeting an existing Menlo Park Preference such as live and/or work, unhouseed, or displacement
		None	A person or household not meeting and existing Menlo Park preference

## Income Limits (Local County or Area Median Income (AMI))

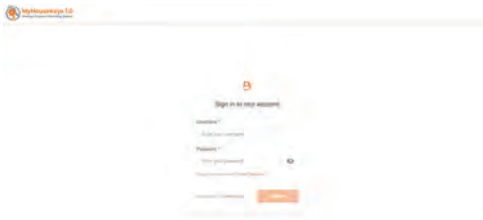


Each of the 3,006 counties in the U.S. has a different Area Median Income. That County Area Median Income (AMI) is used to drive the Income Category Limits above. Each Income Category Limit is used to calculate the rental rates and sales prices for "affordable" housing units.

## High Level Overview of the Process

	1	2	3	4	5
	Create a myhousekeys.com account. Get an Application ID and Enter a Drawing	Upload a File to the File Cabinet	File goes to Review by an Underwriter	Initial Review by the Underwriter	Final Review and Approval
There will be a Drawing Entry Deadline & a File Submission Deadline	Do you have enough of a file to review? Does it meet the minimum? 1. Application Forms 2. Proof of Income 3. Proof of Assets 4. Proof of Qualification 5. Proof of Preference	If you're file meets all the requirements identified in phase 2, your file will be sent to an Underwriter to be reviewed	What other paperwork do we need to document eligibility?  A needs list will be sent, and you'll be given a deadline to submit the file	If you're file is good to go, you'll be approved and sent forward for contract or lease signing.  If denied, you can appeal, but it won't hold up the other applicants	

<https://www.myhousekeys.com/>



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<https://www.myhousekeys.com/>



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