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San Diego Housing Commission (SDHC) Onboarding Manual for Members of the SDHC Board of Commissioners Housing Authority of the City of San Diego Agenda Item #1 December 13, 2022

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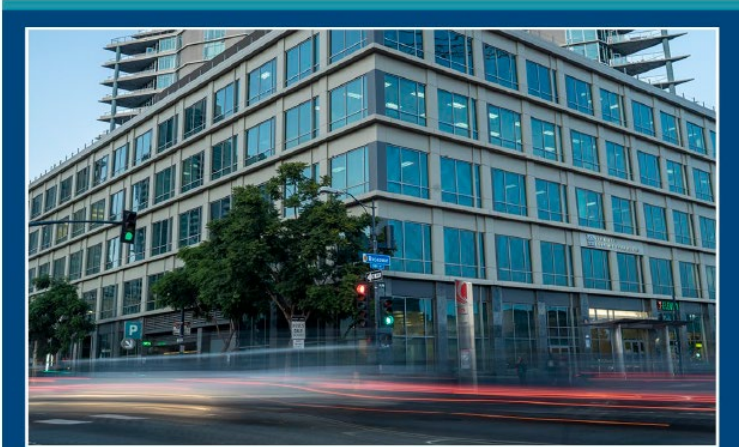
SDHC – Onboarding Manual Introduction

- March 17, 2022: Select Committee on San Diego Housing Commission Oversight and Reform (Committee) unanimously approved its 2022 Work Plan.
 - Included “Housing Commissioner Empowerment and Training”
 - “Exploring creation of an onboarding manual which outlines Housing Commissioners’ roles, and responsibilities, and other relevant information.”
- September 12, 2022: Committee unanimously approved a request to SDHC to:
 - Create an onboarding manual for Commissioners
 - Present the onboarding manual to the Committee and to the Housing Authority of the City of San Diego upon its completion.



SDHC – Onboarding Manual Proposed Manual

- Materials provided to new Commissioners in the past served as a starting point for the creation of the new onboarding manual.
- SDHC staff asked current Commissioners what they wish they had known or learned when they joined the SDHC Board and incorporated their input into the onboarding manual.



SDHC Board of Commissioners Onboarding Manual

San Diego Housing Commission
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www.sdhc.org

SDHC – Onboarding Manual

Contents

Onboarding Process

- Introductory Meeting with SDHC President & CEO and Executive Vice Presidents
- Training with SDHC President & CEO, SDHC General Counsel and City of San Diego Ethics Commission representative, if possible:
 - City Ethics Ordinance
 - SDHC Conflict of Interest Policies
 - Statements of Economic Interest (Form 700)
 - Brown Act
 - Roberts Rules of Order
 - SDHC Board Meeting decorum and process
 - Public Records Act
- SDHC Rental Assistance Division Overview with SDHC Executive Vice President of Rental Assistance and Workforce Development
- SDHC Homeless Housing Innovations Division Overview with SDHC Executive Vice President of Strategic Initiatives
- SDHC Real Estate Division Overview with SDHC Executive Vice President of Real Estate
- SDHC Policy and Land Use Overview with SDHC Senior Vice President of Policy and Land Use



SDHC – Onboarding Manual Contents (Continued)

SDHC Overview

- Equity and Inclusivity
- Annual Budget Process
- Moving to Work Designation
- Major Programs
 - Rental Assistance
 - Homelessness Solutions
 - Creating and Preserving Affordable Housing
 - Legislative Affairs
- Governance and Senior Leadership



SDHC – Onboarding Manual

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Frequently Used Terms and Acronyms

- Definitions compiled from multiple sources, such as:
 - U.S. Department of Housing and Urban Development
 - U.S. Department of Labor
 - California Business, Consumer Services and Housing Agency
 - California Department of Housing and Community Development
 - California State Treasurer’s Office
 - County of San Diego
 - San Diego Association of Governments (SANDAG)
 - San Diego Regional Task Force on Homelessness
 - San Diego Municipal Code
 - SDHC



FREQUENTLY USED TERMS AND ACRONYMS

Accessory Dwelling Unit (ADU)

An attached or detached residential dwelling unit that is 1,200 square feet in size or less, provides complete independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation, and is located on a lot with a proposed or existing single dwelling unit or multiple dwelling unit.

Source: San Diego Municipal Code 113.0103

<https://docs.sandiego.gov/municode/MuniCodeChapter11/Ch11Art03Division01.pdf>

Affordable Housing

Rental housing units on which restrictions are recorded on the property, requiring the rent for the unit to be affordable for a household with income up to a specified income level, such as 30 percent, 50 percent, 60 percent or 80 percent of San Diego’s Area Median Income (AMI). [See also: Housing Affordability, Naturally Occurring Affordable Housing, and Area Median Income.]

Americans with Disabilities Act (ADA)

Area Median Income (AMI)

AMI is the median income for each metropolitan area. The U.S. Department of Housing and Urban Development (HUD) establishes the AMI each year. The current AMI levels for the City of San Diego are updated on SDHC’s website at <https://www.sdhc.org/amiincomelimits/>

Bridge Shelter

The City’s Bridge Shelters offer a centralized location and safe place for men, women and children experiencing homelessness to receive temporary housing and appropriate services needed to expedite placement into permanent housing.

California Debt Limit Allocation Committee (CDLAC)

CDLAC is a state agency created to set and allocate California’s annual debt ceiling and administer the State’s tax-exempt bond program to allocate the debt authority. CDLAC’s programs are used to finance affordable housing developments for low-income Californians, build solid waste disposal and waste recycling facilities, and to finance industrial development projects.

Source: <https://www.treasurer.ca.gov/CDLAC/>

California Department of Housing and Community Development (HCD)

HCD is a state agency that administers funding programs to support the creation and preservation of affordable housing in the State of California.

Source: <https://www.hcd.ca.gov/>

California Environmental Quality Act (CEQA)

California Tax Credit Allocation Committee (CTCAC)

CTCAC administers the federal and state Low-Income Housing Tax Credit Programs. Both programs were created to promote private investment in affordable rental housing for low-income Californians.

Source: <https://www.treasurer.ca.gov/ctcac/>



Glossary of SDHC Programs

- Examples:
 - Affordable Housing/Permanent Supportive Housing Development
 - Community Action Plan on Homelessness
 - COVID-19 Housing Stability Assistance Program
 - Emergency Housing Vouchers
 - First-Time Homebuyer Programs
 - Homelessness Program for Engaged Educational Resources (PEER)
 - Homelessness Response Center
 - Housing Development Partners
 - HOUSING FIRST – SAN DIEGO
 - Moving to Work
 - Path to Success
 - Section 8 Housing Choice Vouchers
 - Veterans Affairs Supportive Housing Vouchers



GLOSSARY OF SDHC PROGRAMS

Accessory Dwelling Unit (ADU) Finance Program

The SDHC Accessory Dwelling Unit (ADU) Finance Program helps homeowners with low income in the City of San Diego build ADUs on their property. The program provides financial assistance in the form of construction loans (up to \$200,000) and technical assistance that helps homeowners understand and complete the process of building an ADU. Participating homeowners may generate wealth for themselves through the increase in their property's value and the rental income from their ADU. In addition, the program helps create affordable rental housing in the City of San Diego because the rents for the ADUs built with help from the program are required to remain affordable for seven years.

Affordable Housing/Permanent Supportive Housing Development

Through a competitive Notice of Funding Availability (NOFA) process, SDHC awards funds to support the development of affordable rental housing and/or permanent supportive housing. SDHC awards the funds as loans that are repaid over time, depending on the cash flow from the property's revenue. SDHC's loans fill the gap that remains after developers secure all other available funding sources. SDHC's approval of loan funds helps developers obtain financing from other funding sources, including local, state and federal agencies. The funds SDHC awards to developments consist of federal, state and local dollars SDHC administers for the City of San Diego, such as: federal HOME Investment Partnerships Program (HOME) funds that the U.S. Department of Housing and Urban Development (HUD) awards to the City of San Diego; federal Community Development Block Grant Affordable Housing Revolving Loan Funds that HUD awards to the City of San Diego; and the City of San Diego Affordable Housing Fund, which comprises revenue from Housing Impact Fees charged to commercial developments and Inclusionary Housing Fees charged to residential developments.

Bridge Shelters

The City of San Diego's Bridge Shelters offer a centralized location and safe place for men, women and children experiencing homelessness to receive temporary housing and appropriate services needed to expedite placement into permanent housing.

Choice Communities Initiative

This is an SDHC Moving to Work initiative that provides families that receive rental assistance with more flexibility to choose to live in neighborhoods that offer more opportunities for transportation, schools, and employment. To increase housing opportunities through this initiative and to assist as many low-income families as possible, SDHC updated the payment standards that are used to determine the amount of rental assistance each family receives. SDHC divided City of San Diego ZIP Codes into three groups, each with its own payment standards: Choice Communities, Enterprise Communities and Signature Communities.

City-County Reinvestment Task Force

The San Diego City-County Reinvestment Task Force (RTF) is a public-private body that was created by the City and the County of San Diego to evaluate local bank lending practices and develop strategies for reinvestment in low- and moderate-income communities. It is co-chaired by a member of the San Diego City Council (currently Council President Pro Tem Monica Montgomery Stepe) and the San Diego County Board of Supervisors (currently Supervisor Joel Anderson), who jointly appoint 13 members, representing local governments, banks, and community development nonprofits. The group monitors the percentage of deposits that major local banks reinvest into the community through small-business loans, affordable housing development, and mortgage loans to residents in low-income neighborhoods. The RTF is an



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Appendices

- San Diego Municipal Code 98.0301
- City of San Diego Ethics Commission Fact Sheet on Joining a Board or Commission
- SDHC Policy PO101.000 Conflict of Interest Code and Related Provisions
- SDHC Policy PO209.000 Mandatory Disclosure of Business Interests
- SDHC Policy PO205.000 Guidelines for Open Meetings and Access to Public Records
- Open & Public V: A Guide to the Ralph M. Brown Act (League of California Cities:
<https://www.calcities.org/resource/open-public-v-a-guide-to-the-ralph-m.-brownact>)
- The People’s Business: A Guide to the California Public Records Act (League of California Cities:
<https://www.calcities.org/resource/the-peoples-business-aguide-to-the-california-public-records-act>)
- SDHC At a Glance
- SDHC Reports
- SDHC Strategic Plan Fiscal Year (FY) 2022 – 2024
- SDHC Strategic Plan FY 2022 – 2024: First-Year Progress Report
- San Diego Municipal Code 98.0501-0518 Affordable Housing Fund
- San Diego Municipal Code 142.1301-1314 Inclusionary Regulations
- San Diego Municipal Code 143.0510-0590 SRO Regulations



SDHC – Onboarding Manual

Staff Recommendations

That the Housing Authority of the City of San Diego take the following actions:

- 1) Approve the proposed onboarding manual for members of the SDHC Board of Commissioners.
- 2) Authorize SDHC's President & CEO, or designee, to execute any and all documents that are necessary to implement these approvals in a form approved by SDHC's General Counsel and to take such actions as are necessary, convenient, and/or appropriate to implement these approvals upon advice of SDHC's General Counsel. SDHC staff will notify the Housing Authority and the City Attorney's Office about any subsequent amendments or modifications to the documents, and other required documents, including amendments to any documents.



Questions & Comments

