



City of East Palo Alto

AGENDA

2ND UNIT IMPLEMENTATION / REDUCING DISPLACEMENT TASK FORCE

Tuesday, July 11, 2017

7:00 P.M. – 9:00 P.M.

YMCA Community Room
550 Bell Street
East Palo Alto, CA 94303

Notice of Availability of Public Records: All public records relating to an open session item which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the 2nd Unit Implementation / Reducing Displacement Task Force, will be available for public inspection at the City Hall, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the Task Force. Such documents may also be available on the East Palo Alto website, www.ci.east-palo-alto.ca.us, subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3100.



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1. **WELCOME & INTRODUCTIONS**
2. **COMMUNITY FORUM** (*For items not on the Agenda*)
3. **BEST PRACTICES FOR CODE ENFORCEMENT**
 - Presentation from Belen Seara (San Mateo County Health Dept.)
 - Presentation from Christopher Gale (EPA Chief Building Official)
 - Public Comments
 - Task Force Questions and Discussion
4. **DRAFT SCOPE OF WORK FOR DISPLACEMENT ASSISTANCE**
 - City Presentation of Highlights
 - Task Force Questions and Discussion
5. **SUMMARY OF 6/12 INFORMATIONAL MEETING AND PLANS FOR NEXT MEETING**
6. **DATE AND AGENDA ITEMS FOR NEXT MEETING**
7. **NEXT STEPS, EVALUATION**
8. **ADJOURNMENT**

NEXT COMMUNITY INFORMATION MEETING:

THURSDAY, JULY 20

6:30 - 8 PM, CITY COUNCIL CHAMBERS

NEXT TASK FORCE MEETING:

THURSDAY, AUGUST 3

7 - 9 PM, YMCA COMMUNITY ROOM



CITY OF EAST PALO ALTO

OFFICE OF THE CITY MANAGER

2415 UNIVERSITY AVENUE
EAST PALO ALTO, CA 94303

SECOND UNIT IMPLEMENTATION & REDUCING DISPLACEMENT TASK FORCE

Date: July 11, 2017
To: 2nd Unit Task Force Members
From: Sean Charpentier, Assistant City Manager
Subject: July 11, 2017 Meeting

Summary from June 1, 2017 Meeting

See Attachment 1 for a summary of the June 1, 2017 meeting.

Information Requests from June 1, 2017 Meeting

The Task Force requested information on the types of complaints that could result in a unit being red-tagged. See Attachment 2 for a breakdown of code enforcement complaints received from January 2016 through May 2017.

#4. DRAFT SCOPE OF WORK FOR DISPLACEMENT ASSISTANCE

Background

East Palo Alto does more than most cities to prevent displacement and to minimize its impacts. Most cities do not have rent stabilization or just cause eviction ordinances, which East Palo Alto adopted at its incorporation. Most cities do not provide additional protections such those contained in the Tenant Protections Ordinance adopted by the City Council in May of 2014, which provides for relocation benefits when a property owner is required to demolish rental units or to make repairs to bring rental units into compliance with housing, health, building, and safety laws.

Displacement is one of the most challenging and pressing issues in East Palo Alto today. Staff estimate that many households that are displaced for reasons that have nothing to do with code enforcement actions. Displacement occurs for a variety of issues, including unlawful detainer lawsuits known as eviction lawsuits (at-fault, no-fault, or owner move-ins) and code enforcement activities when there is an imminent hazard. However, it is difficult to separate the displacement associated with code enforcement activities from that

associated with other evictions, because both create a hardship for the household being displaced.

There are some differences between a code enforcement displacement and an eviction. Code enforcement displacement is usually due to an imminent hazard, and the structure must be vacated in a few days. Court eviction cases involving the regulated and nonregulated apartments often have longer timeframes, and the best outcome is trying to ensure that the tenant stays in the unit.

State law and the City’s Tenant Protection Ordinance (“TPO”) entitle a tenant to relocation benefits where the tenant is displaced by the landlord’s creation of unsafe and substandard residential structures. Under Section Health and Safety Code Section 17975 of the California state law, the landlord of an unsafe structure is wholly responsible for all financial costs associated with the relocation of a tenant from an unsafe structure. Under the City’s TPO, if a tenant is required to vacate a unit in order for a landlord to comply with state or local law, the landlord is required to provide temporary relocation benefits. The experience to date indicates that it has been difficult for the tenants displaced by code enforcement actions to receive relocation benefits from the property owner, possibly because of difficulty in finding legal representation and because some tenants simply move out.

There are several background events and trends related to the drafting of a scope of services for minimizing the impact of displacement.

First, in the October 18, 2016 staff report, Staff recommended releasing an RFP for services to minimize the impact of displacement related to having to vacate an unsafe structure.

Second, during the November 2016 General Election, the voters approved Measure O, the business license tax on residential rental units (5 units or more) of 1.5% of the gross receipts. The ballot language is below.

**MEASURE O
BUSINESS LICENSE TAX ORDINANCE**

Shall the business license tax a landlord with five or more residential rental units pay the City of East Palo Alto, which shall not be passed on to tenants, be set at 1.5% of gross receipts, until terminated by the voters or reduced by Council, and the approximately \$600,000 raised annually used as directed by the City Council for general fund purposes, such as funding programs to increase affordable housing, and protect local residents from displacement and homelessness?	YES
	NO

Third, the City Council prioritized anti-displacement (Housing Eviction Prevention) activities during its City Council strategic priorities on April 18, 2017. The relevant language from the staff report is below.

Housing Eviction Prevention

Staff proposed to the City Council to prepare a RFP for Legal Services to provide representation during eviction proceedings and RFP for Housing/Eviction Assistance. For eviction representation staff recommended limiting it to no fault evictions and evictions for non-payment for one time for each household. For housing/eviction assistance, staff recommended restricting it for one time only per household, and limiting first and last month rent assistance to only units within East Palo Alto. Staff also envisions that it would be made available to those who are displaced from illegal and hazardous second units. Community Legal Services, The Stanford Law Clinic and El Concilio are among the candidates that could provide these types of services.

- Estimated Cost: \$150,000 rental assistance funding consultant contract.
- Schedule: 6 to 9 months after hiring Housing Project Manager.

At the July 27 budget hearing Council allocated \$200,000 for Housing Assistance, \$150,000 for Housing Displacement and \$75,000 for Housing Outreach from Measure “O”.

Draft Scope of Work

The key question for the Task Force is: What should be included in a scope of services to prevent displacement and minimize the impact of displacement? The Task Force discussion will inform staff and provide ideas to craft an effective program that will be presented for Council consideration.

See Attachment 3 for the current draft of the displacement assistance RFP.

#5. SUMMARY OF 6/12 INFORMATION MEETING AND PLANS FOR NEXT MEETING

Part of the purpose for the Second Unit Implementation & Reducing Displacement Task Force, as stated in the May 4 staff report, is to hold periodic public meetings to inform residents on how to legally create second units and conversions.

The first of these meetings was held on June 1. The Chief Building Official and Planning Division Manager gave a presentation about the general building and permitting process for second units, then answered questions from residents.

The City plans to offer these information sessions monthly, from 6:30 - 8 pm on the third Thursday of the month, in the City Council Chambers. The next meeting is scheduled for July 20.

See Attachment 4 for copies of the fact sheet (in English and Spanish) that was distributed at the meeting. These fact sheets, as well as the meeting presentation, will be made available on the city’s website.

Residents' specific questions on the process were as follows:

Q: Would pillar foundations be acceptable?

A: Assuming "pillar" means prefabricated pier blocks, the answer is no. The building code requires a full perimeter foundation in our area.

Q: Can this information be put in public places like churches?

A: Yes. The fact sheet about building second units, in English and Spanish, is available at St. Francis of Assisi Church. The City is open to suggestions on where else to distribute this information.

Q: Regarding work that is exempt from permits, what if I want it inspected? Does it have a cost?

A: There is an inspection fee that needs to be paid as per the City's adopted fee schedule. The cost is \$132 per inspection.

Q: Can you clarify what needs inspection before, during, and at the end of the process?

A: Please see our website for details. The comments below are for standard construction and likely will change depending on the project:

- Foundation when it's ready to receive concrete
- Under-floor before the plywood is put down
- Rough frame, mechanical, electrical, plumbing, and shear
- Stucco lath and paper
- Stucco scratch coat
- Roof in progress
- Insulation
- Drywall
- Final inspection

Q: Can you give an example of an actual dollar amount for a garage conversion?

A: No, as it is different depending on the work being done or being required to be done.

Q: Can a nonprofit raise money to help the community and what is the process? Does it have to be from EPA or can it be from outside?

A: The process would depend on the specific nonprofit, but funds from nonprofits outside the city can be used for second units.

#6. DATE AND AGENDA ITEMS FOR NEXT MEETING

To avoid confusion, Staff suggests that the Task Force return to the 1st Thursday schedule for meetings. The next Task Force meeting is currently scheduled for 7 - 9 pm on Thursday, August 3, in the YMCA Community Room.

At the June 1 meeting, the Task Force proposed discussing the following item at the fourth (August) Task Force meeting:

Prevention of displacement (topic and discussion)

- What types of code violations do not require red-tagging, do not need to be fixed immediately, and allow tenants / property owners to work with the City and establish timeframes for repair
- Determine what is an imminent hazard
- Temporary housing materials
- Village housing presentation from City of San Jose (as part of possible temporary housing topic)

Attachments:

Attachment 1: Summary of June 1, 2017 meeting

Attachment 2: Breakdown of code enforcement complaints

Attachment 3: Draft RFP for displacement assistance services

Attachment 4: Fact sheets on accessory dwelling units



East Palo Alto 2nd Unit Implementation/Reducing Displacement Task Force
YMCA-City Room
550 Bell Street
East Palo Alto, CA 94303
June 1, 2017
7:00pm-9:00pm

Meeting Notes

Meeting Purpose: Task Force members provide input on needed anti-displacement services and approaches to encourage second units

Objectives:

- Task Force members recognize how their input from the first meeting has been incorporated into Task Force processes
- Task Force members learn about existing displacement services and provide input on priorities and additional services needed
- Task Force members provide ideas for programs and policies to encourage second units that should be investigated by the City's consultant
- Task Force members learn about the City's plans for a community meeting and provide input

Welcome & Introductions

Purpose: To set the stage.

Assistant City Manager Sean Charpentier introduced City staff:

- Liz Lucas, Management Analyst, will be transitioning into the lead for the Task Force for the City
- Chris Gale, Chief Building Official
- Guido Persicone, Planning and Housing Manager

Sean explained that agenda item #5, Discussion of Language for the Affordable Housing Request for Proposals, would not be covered tonight due to time constraints.

1. Agenda Review and Group Agreements:

Debbie Schechter(PCRC) checked in with the group about concerns that were expressed last time about the group agreement regarding not publicly criticizing other members of the task force. Task Force members were all fine with the group agreements.

Debbie explained that the pending items chart would be used in every meeting and that we would track which items had been discussed and which still require discussion.

Task Force members shared with their neighbor one thing they've been thinking about since the last meeting or one thing they're looking forward to discussing tonight.

2. Community Forum

Purpose: To provide information for the Task Force to consider as it works towards its objectives of facilitating 2nd units and reducing displacement. 2 minutes per speaker.

Stewart Hyland: Mentioned a 9/6/17 County Board of Supervisors Meeting regarding immigrants and that there is a related petition in English and Spanish.

3. Logistics: Binder, Staff Report, Notes from Previous Meeting, Process Items

Sean provided each Task Force member with a binder of relevant background information and explained its contents. He also summarized the staff report, noting that it includes responses to information requests and questions from the previous Task Force meeting, and background information on tonight's agenda items. The summary notes from the previous Task Force meeting are also included. Debbie reminded people that the role of the alternate is to step in if the main representative is not available and that the alternate should stay informed. If people have an alternate, they should give the contact information to Liz.

4. Discussion of Language for Anti-Displacement Services; Draft Request for Proposals Services

Purpose: Task Force members learn about existing displacement services and provide input on priorities and additional services needed.

Process: El Concilio gave an informal presentation on the services they provide to residents being displaced. Task Force members asked questions and provided input on additional services they would like to see.

El Concilio's presentation focused on the following points:

- Displacement services provided: El Concilio provides emergency services in EPA and Menlo Park including:
 - Homelessness
 - Food
 - Housing/rental assistance/referral
 - Shelter (Ex: LifeMoves/individual shelters)
 - Collaboration with other agencies
 - Referral to mental health services
 - Multilingual/multicultural staff-Spanish and Tongan
 - Legal representation—collaboration with CLSEPA
 - Motel vouchers

El Concilio is one of eight core service agencies in San Mateo County.

- Residents served who were displaced due to code enforcement activities: El Concilio received about 15 calls/requests as a result of redtagging.
 - In El Concilio's experience, few people find other housing quickly
 - El Concilio refers tenants to LifeMoves
- What works, and what doesn't:
 - What works:

- Being there for people and referring people to the services available
- Spending time with people, listening to them, connecting them with resources
- Having employees who are from EPA is important
- Providing all-around services to people in need (mental health, housing, mediation)
- People having trust in El Concilio staff
- What doesn't work: People have fear due to the new administration and may not be comfortable reaching out to service providers for assistance

Task Force members and members of the public had the following questions for El Concilio. Responses are also captured:

- **Q:** How much time does it take for people to get services/housing?
A: There is an application process an application process for LifeMoves, and the possibility of hotel/motel placement. It's a matter of days – El Concilio tries to get referrals ASAP
- **Q:** If a family comes in with a need you don't provide, do you work with other organizations/services?
A: Yes, depending on need and availability.
- **Q:** Is there an opportunity for other agencies to take the load off of El Concilio?
A: We only work with Menlo Park and EPA, but yes, we can ask.
- **Q:** Do the core agencies meet regularly?
A: Yes, every other month.
- **Q:** Who is being displaced from 2nd units?
A: All paying tenants.
- **Q:** How many of the 15 red tags were you able to assist with?
A: We can't track housing needs; it's not part of our performance measures.
- **Q:** How long do the motel vouchers last?
A: It depends, it can be short-term and once LifeMoves comes, they takes over.
- **Q:** Who does El Concilio receive funding from?
A: San Mateo County and other programs, including SF Chronicle's Season of Sharing funding.
- **Q:** What could be some new strategies?
A: We need more strategies and funds for services before the family gets red-tagged. El Concilio would like to be notified prior to a unit getting red-tagged.
- **Q:** What is the after hours number?
A: 211

- **Q:** What is the course of action when you see deplorable conditions?
A: We advise landlord/owner that it's not right and set expectations with the family.
- **Q:** What is the reason for the displacement: is it from red-tagging or is it a landlord decision?
A: Both; there are a variety of reasons for displacement.
- **Comment:** Struck by the fact that families who are displaced are in shock and there is not enough affordable housing. We really need to talk about preventing displacement and not just mitigating displacement. We need to think about a viable plan and resources for prevention.
- **Q:** Court order vs. code enforcement eviction – what type of service programs could be tailored to mitigate the displacement problem?
A: Collaborating with all agencies that can be helpful and/or knowing it's going to happen beforehand would be helpful.
- **Q:** Where did the displaced people that found a place go?
A: With family or another apartment they found after applying for services.
- **Q:** Would it be helpful to know demographics and one to two days in advance?
A: Yes, we can move faster, our priority is children, and we can look in various places.
- **Q:** Will the Task Force hear from Code Enforcement so people understand how they work?
A: Yes, at the next meeting. We'll cover best practices from the county. We will incorporate Code Enforcement issues with this topic.

Public Comments on Anti-Displacement Services:

- El Concilio is inundated by people coming in—the need for their services is too large
- We need more communication/outreach for people to learn and know about services
- There's no one doing outreach to people so they know about the services that are available
- Encouraging to embrace homeless people
- People are living in cars
- Services out there don't always work or aren't available to everyone
- We need someone to work with families and give them hope
- Engaging the faith community is a possible solution
- We need outreach and volunteers to talk with people (not just give them a list of resources)
- Look at the money issue—housing is very expensive
- Look at the data of people being displaced and what they have found more useful in terms of services → identify best way to help these people

- Rent is very expensive, people need a place to live

Task Force Discussion on Anti-Displacement Services: Task Force members identified the following additional anti-displacement services that they'd like to see:

- Work with those that are currently helping out to build on what's working
- Work with data to see what's missing – do a gap analysis on what needs are not being met
- Find more actual housing
 - Possibility of citizens providing temporary housing (short-term) for emergencies
- Work with faith communities – coordinate and organize for aid
 - Tap into existing resources and links and see what is needed, organized and quick action
- Look for other resources for temporary situations
 - What are the existing resources?
- Talk with city about the possibility of temporarily staying in available units (ex: Woodland Park) with the expectation of returning to their previous house
- There's a new ordinance from the County related to landlord responsibilities: the County pays tenant if the landlord doesn't. Then the County deals with how the landlord will repay
 - EPA has lien authority—maybe the City could do this too?
- How can we deal with poor landlords who can't pay to relocate tenants?
- Storage services – where does one put his or her property while displaced?

Priorities: Task Force members indicated that the priority should be to provide resources for large households.

6. Plans for June Community Meeting:

Sean explained that the Community Meeting planned for June 12, 2017 from 6-7pm would provide information on the planning and building requirements for constructing legal second units.

Task Force members had the following questions and comments, with City responses provided below:

- **Q:** Can the City have the media center record the meeting so people can see it over and over?
A: The City will look into it and if not for this one, they can plan to record the next meeting.
- **Q:** Can we use real model of house instead of general?
A: Will try to use prototype and talk about lot sizes and will reach out to people who have gone through the process.
- **Q:** Promotion?
A: Through emails and the council meeting.
- **Comment:** Include successes and how it works

7. Updated Workplan and Agenda Items for Next Meeting

Purpose: To get input from Task Force participants on agenda items for upcoming meetings

Process: Assistant City Manager Sean Charpentier presented a proposed item for the next meeting, Task Force members brainstormed additional ideas and then settled on agenda topics for Task Force meetings 3 and 4..

Brainstormed topics for next Task Force meeting:

- Presentation from County on best practices for code enforcement to minimize the impacts of displacement
- Include with this a presentation from Chris Gale, Chief Building Official
- Priority life and safety/imminent hazard issues for red-tagging (Chris Gale and Menlo Fire)
- Protocol for rapid response/community resources for displacement
- Temporary housing and social services
- Prevention of displacement:
 - Context of temporary housing
 - Existing services
 - Possibility of temporary relocation (person would move back)
 - Working with city for things that do not have to be fixed immediately and working with tenants
 - Determine what is an imminent hazard
 - Time frames

Items for Upcoming Task Force Meetings

Task Force Meeting 3:

- Presentation from County on best practices for code enforcement, including a section with Chris Gale, Chief Building Official
- Priority life and safety/imminent hazard issues for red-tagging (Chris Gale and Menlo Fire)
- Social service draft RFP and suggestions

Task Force Meeting 4:

- Prevention of displacement (topic and discussion)
 - What types of code violations do not require red-tagging, do not need to be fixed immediately, and allow tenants/property owners to work with the City and establish time frames for repair
 - Determine what is an imminent hazard
 - Temporary housing materials
 - Village housing presentation from City of San Jose (as part of possible temporary housing topic)

Sean identified the following possible meeting dates for Task Force meeting 3: July 6, July 11, July 20. The City will send out a Doodle poll to identify which date works best for task Force members.

Next Steps, Evaluation

Purpose: Identify next steps to ensure continuity and focus for the Task Force. Identify what about the meeting was effective and what could be improved for future meetings.

Next Steps:

- Task Force members who want to designate an alternate will send the alternate's name and contact information or any corrections that need to be made to the City asap.
- The City will send out a Doodle poll for the next meeting dates and Task Force members should respond with their availability
- Homework: Task Force members will review meeting notes on displacement services and identify priorities and other services. The City will issue an RFP in September

Pending Issues/Ideas: This is a running list of issues/ideas for the Task Force to consider in future meetings. Items shown with strikethrough have been addressed:

- One-stop shop: have a one-stop resource center for people interested in building and permitting 2nd units.
- Have relocation services come with code enforcement, when necessary.
- ~~Consider providing hotel vouchers; establish partnerships with hotels~~—this is provided by El Concilio and they discussed it as part of their presentation
- Look into the LADA cube—a pre-manufactured, sustainable building option
- Reduced permit fees for second unit: the Task Force requests information on whether this is possible
- Prevention of displacement—will be addressed during Meeting #4

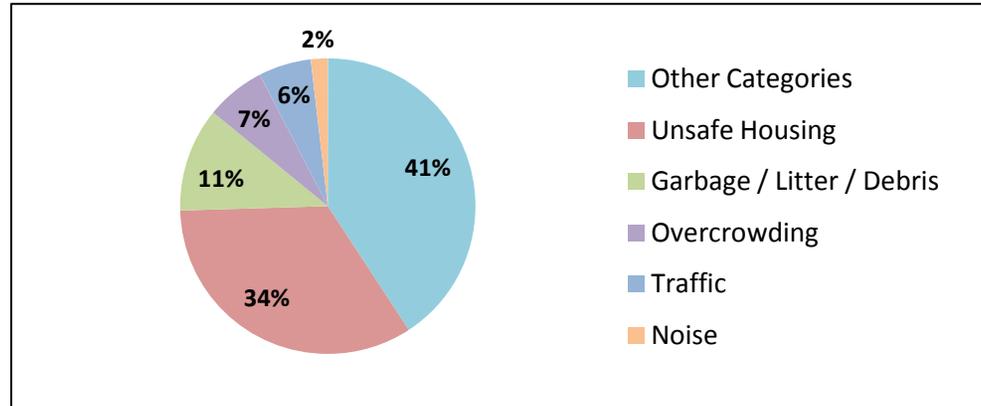
Meeting Evaluation: Task Force members shared their perspectives on what went well and what we should keep doing (indicated under "+") and what we should change for next time (indicated under "Δ"). (The notes for this section were misplaced, so this section was recreated from memory—please let the facilitators know if any info was left out.)

+	Δ
<ul style="list-style-type: none">• El Concilio presentation• Binder from the City• Having community forum earlier• Planning to discuss prevention of displacement at an upcoming meeting• The meeting space	<ul style="list-style-type: none">• End on time

**Complaints Leading to Red-Tagging of Units
January 2016 - May 2017**

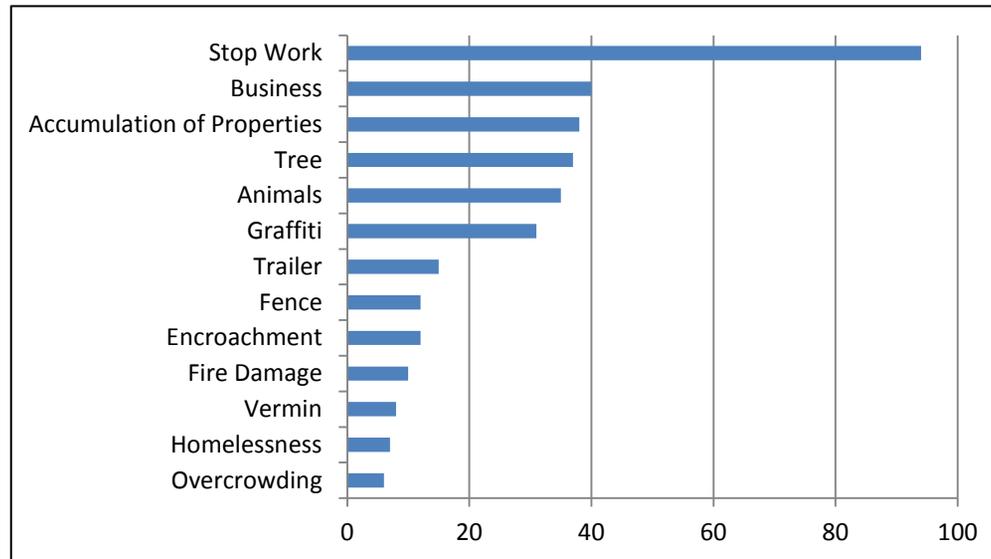
**Number of individual complaints: 636*
(approximately 37 per month)**

Other Categories	376
Unsafe Housing	311
Garbage / Litter / Debris	105
Overcrowding	60
Traffic	53
Noise	17



*Note: The number of individual complaints does not match the number of complaints by category, because some complaints mentioned more than one issue.

Other Code Cases	
Stop Work	94
Business	40
Accumulation of Properties	38
Tree	37
Animals	35
Graffiti	31
Trailer	15
Encroachment	12
Fence	12
Fire Damage	10
Vermin	8
Homelessness	7
Overcrowding	6





REQUEST FOR PROPOSALS

FOR

HOUSING DISPLACEMENT ASSISTANCE SERVICES

Proposal Submittal Deadline: Friday, **MONTH, DATE**, 2017 before 5 p.m.

To Project Manager:

Liz Lucas, Management Analyst
Community & Economic Development Department
City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303

I. PURPOSE OF REQUEST

The City of East Palo Alto (“City”) is seeking the services of an Agency or group of Agencies (“Agency”) to provide the following services for individuals and families who are displaced due to code enforcement or eviction. The Agency selected to provide these services is expected to play a major role in achieving the City’s goal of developing an effective program and process to assist people who are experiencing housing displacement, to protect their legal rights, and to secure safe and affordable temporary and permanent housing.

II. SCOPE OF SERVICES

1. Rapid Response: Provide rapid response and legal support to displaced tenants (“Client”). Please describe the process and response time to: a) respond, b) interview the Client, c) develop a case management record, and d) provide Housing Navigation, Legal Representation, and Emergency Housing Assistance, from the time you are notified of a displacement.
2. Housing Navigation and Legal Representation: Connect Client with available affordable housing or emergency or transitional housing, such as shelter beds. Connect Client with free or low-cost legal representation and/or mediation services. This service would ensure that Clients’ rights are protected during the eviction process, and that landlords meet their legal obligations during code enforcement displacements.
3. Emergency Housing Assistance: Provide the following types of emergency assistance:
 - a) Rent: Provide first and last month’s rent for a new rental unit, as well as ancillary costs such as security deposits, utility fees, or storage fees. In your proposal, provide an estimated range for these costs, based on the size and location of the unit. This service could be limited by specifying a maximum payable amount, or by only subsidizing rental units in certain locations or with a specific amount of rent.
 - b) Motel vouchers: Provide Client with vouchers for a weeklong motel stay, in the event that other emergency or transitional housing is not available. In your proposal, provide an estimated range for these costs.
 - c) Rental assistance to prevent displacement: Provide assistance with rent for currently housed Clients who are in danger of being evicted for reasons other than code enforcement. In your proposal, provide an estimated reasonable

assistance amount that a Client should receive. This service could be limited to one instance per Client and/or one month of rental assistance.

4. Available Funds: The contract amount will consist of **\$TBD**. Provide your proposed fee per occurrence related to Tasks 1 and 2 associated with households displaced by code enforcement activities. Other costs shall be reimbursed on a cost basis.

Services should be provided in a culturally competent manner, in keeping with the cultural and linguistic diversity in East Palo Alto, and should be designed to accommodate larger families wherever possible, as many households in the City are larger than average.

To facilitate these services, the City requests that the Agency take the following steps:

- Set up at least two meetings with local faith communities and other nonprofit organizations to ensure that all existing resources are being fully utilized; and
- Regularly attend the Second Unit Implementation & Reducing Displacement Task Force meetings and any other City meetings related to code enforcement and/or affordable housing.

III. ELIGIBILITY AND MINIMUM REQUIREMENTS

This is a competitive process open to nonprofit, faith-based, private, or public agencies that meet the following minimum qualifications:

- Experience with rapid response housing programs;
- Demonstrated fiscal, staffing, and administrative capacity to perform the proposed scope of services and the required program monitoring and fiscal reporting;
- Experience providing legal advice and support to tenants;
- Case management experience;
- Knowledge of local housing and legal resources and services; and
- Knowledge of federal, state, and local housing and tenant laws.

IV. REPORTING REQUIREMENTS

The Agency shall submit monthly reports. All costs shall be trackable by the property from which the Client was displaced.

The Agency shall inform the City monthly of all costs incurred and shall inform the City immediately at the point when reimbursements reach 75% of the total contract amount.

V. **SELECTION CRITERIA AND EVALUATION**

Proposals will be evaluated by City staff members with experience in housing and community development, based on the following criteria:

- Overall quality of proposal;
- Agency's capacity and ability to provide requested services;
- Agency's experience in providing similar services to other communities;
- References from Agency's previous clients; and
- Proposed fees per occurrence.

VI. **SUBMITTAL REQUIREMENTS**

Please submit five (5) copies of your proposal to the City by 5:00 PM Pacific Daylight Time, on Friday, DATE, 2017. Address your proposal to: Liz Lucas, Management Analyst, Community & Economic Development Department, 1960 Tate Street, East Palo Alto, CA 94303.

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall include the following items and shall be organized as follows:

1. Letter of Transmittal: Describe your interest in and commitment to providing housing displacement assistance services for the City. An officer of the firm who is authorized to contractually bind the firm and to negotiate a contract with the City shall sign the letter. Provide the name, title, and email address for this officer.
2. Table of Contents: Include an index to the major topics contained in the proposal and number all pages.
3. Qualifications: Include the name, position, summary of qualifications, resumes, related experience, and proposed responsibilities of all key personnel.

4. Staffing: Provide an estimate of the required personnel hours by task and job title for the tasks described in the scope of services. This information is not meant as a fee proposal, but only as an indication of the level of effort envisioned for the ongoing provision of these services.
5. Proposed Scope of Work: Discuss your understanding of the project and describe your approach, including the project development and schedule, quality assurance/quality control, management of overall costs, and other issues critical to this initiative. The proposed scope of work shall reflect your plans to meet the City's stated goals.
6. Proposed Cost: Provide a complete cost summary per occurrence, including the estimated number of staff hours, schedule of hourly rates for each classification, and total not-to-exceed cost, including a schedule of ancillary charges (e.g., direct/reimbursable expenses, travel, copies). The budget should be related to specific tasks.
7. Proposed Schedule: Provide a preliminary schedule for initiating services, with the understanding that a final schedule will be developed with the City. The City desires for these services to be available to Clients by **DATE**.

Please direct any inquiries about this proposal to Liz Lucas at elucas@cityofepa.org or (650) 853-3159.

VII. **REVIEW PROCESS AND CONTRACT AWARD TIMELINE**

All proposals will be reviewed by a committee of City staff members with experience in housing and community development, and numerically scored without regard to the proposed costs. The highest-scoring candidates will be invited to an in-person interview with the committee, and a final selection will be made based on proposal scoring, interview scoring, and proposed cost.

The City anticipates awarding this contract on the following timeline:

- **Month 1**: Receive and evaluate proposals; interview candidates; make a final selection.
- **Month 2**: Finalize the project schedule, budget, and contract with the selected Agency.
- **Month 3**: Present a resolution to the East Palo Alto City Council to approve selection of the Agency.



Accessory Dwelling Unit

1. What is an Accessory Dwelling Unit (ADU) (Section 6426)?

An ADU is a separate dwelling structure that is either attached (connected to) or detached (not connected to) the main house and has a full kitchen **and** full or partial bath.

2. Occupancy Restrictions (Section 6430)

- An ADU can be rented out separately from the main house.
- The owner must reside on-site, in one of the two units.
- The ADU may not be occupied by more than three people as permanent living quarters.

3. ADU Development Standards (Section 6429)

Lot Size Required	
Attached ADU	5,500 square feet
Detached ADU*	7,500 square feet

*Must meet setback standards for accessory structures

Second Unit Size	
Maximum Size for Standard Lots	700 square feet
Maximum Size for Larger Lots**	1,000 square feet

**Lots larger than 6,500 square feet may go beyond the maximum 700 square feet. Unit size may be increased by one (1) square foot for each ten (10) square feet of site area in excess of six thousand five hundred (6,500) square feet. Use the formula below to determine how large your unit can be.

Formula for Maximum Size of Second Units on Lots Larger than 6,500 Square Feet	
$Lot\ Size - 6,500 = X$	X = square feet above 6,500 square feet
$X \div 10 = Y$	Y = bonus square footage
$700 + Y =$ maximum size of second unit, up to 1,000 square feet	

- **Number of Units** – Only one ADU is allowed per lot.
- **Building Code** – The ADU shall comply with applicable building, health and fire codes.
- **Parking** – One uncovered off-street parking space shall be provided for the ADU in addition to the off-street parking spaces required for the main dwelling.
- **Sewer** – The ADU shall be served by sanitary sewer.
- **Utilities** – Separate water, electric, gas, and sewer are required for the ADU.
- **Access** – The ADU shall be served by the same driveway access to the street as the existing main dwelling.
- **Entrance** – If the ADU is attached to the main dwelling, both the ADU and the main dwelling unit must be served by a common entrance or a separate entrance to the second unit must be located on the side or at the rear of the main dwelling.
- **Open Space** – 750 square feet of usable open space must be provided in the rear yard.
- **Setbacks** – Standard development setbacks apply to attached ADUs, and detached ADUs must meet accessory structure setback requirements.
- **Elevation Certificate** – An elevation certificate (EC) is required to be submitted for a project that proposes new or substantially improved construction in the special flood hazard area (SFHA). The EC shall be submitted prior to Planning Division approval.



Ciudad de East Palo Alto

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Unidad de Vivienda Accesoría

1. ¿Qué es una Unidad de Vivienda Accesoría (UVA) (Sección 6426)?

Una UVA es una estructura de vivienda separada que está ya sea adjunta (conectada a) o separada (no conectada a) la casa principal y tiene una cocina completa y baño completo o parcial.

2. Restricciones de ocupación (Sección 6430)

- Una UVA se puede alquilar separada de la casa principal.
- El propietario debe residir en el sitio, en una de las dos unidades.
- La UVA no puede ser ocupada por más de tres personas como vivienda permanente.

3. Estándares de Desarrollo UVA (Sección 6429)

El tamaño del lote requerido	
UVA Adjunta	5,500 pies cuadrados
UVA Separada *	7,500 pies cuadrados

* Debe cumplir con los estándares de retroceso para las estructuras accesorias

Tamaño de la Segunda Unidad	
Tamaño máximo para lotes estándar	700 pies cuadrados
Tamaño máximo para lotes grandes **	1,000 pies cuadrados

** Las lotes de más de 6,500 pies cuadrados pueden ir más allá de los 700 pies cuadrados. El tamaño de la unidad puede ser incrementado en un (1) pie cuadrado por cada diez (10) pies cuadrados del área del sitio más de seis mil quinientos (6,500) pies cuadrados. Utilice la siguiente fórmula para determinar cuán grande puede ser su unidad.

Fórmula Para el Tamaño Máximo de Segundas Unidades en Lotes Mayores que 6,500 Pies Cuadrados	
$Tamaño\ del\ Lote - 6,500 = X$	X = Pies cuadrados sobre 6,500 pies cuadrados
$X \div 10 = Y$	Y = pies cuadrados extra
$700 + Y =$ Tamaño máximo de la segunda unidad, hasta 1.000 pies cuadrados	

- **Número de Unidades** – Sólo se permite una UVA por lote.
- **Código de Construcción** – La UVA deberá cumplir con los códigos aplicables de construcción, salud y prevención de incendios.
- **Estacionamiento** – Se proveerá un espacio de estacionamiento fuera de la calle descubierto para la UVA además de los espacios de estacionamiento fuera de la calle requeridos para la vivienda principal.
- **Alcantarilla** – La UVA estará conectada al sistema de alcantarillado sanitario.
- **Utilidades** – Se requieren agua, electricidad, gas y alcantarillado separada para la UVA.
- **Acceso** – La UVA será servida por el mismo acceso a la calle que la vivienda principal existente.
- **Entrada** – Si la UVA está adjunta a la vivienda principal, tanto la UVA como la unidad de vivienda principal deben ser atendidas por una entrada común o una entrada separada a la segunda unidad debe estar situada en el lado o en la parte trasera de la vivienda principal.
- **Espacio Abierto** – Se deben proporcionar 750 pies cuadrados de espacio abierto utilizable en el patio trasero.
- **Separaciones** – Las separaciones de desarrollo estándar se aplican a las UVA adjuntas, y las UVA separadas deben cumplir con los requisitos de separación de estructuras accesorias.
- **Certificado de Elevación** – Proyectos proponiendo construcción nueva o sustancialmente mejorada en el área especial de riesgo de inundación (SFHA) necesitan presentar un Certificado de Elevación (CE) para el proyecto propuesto. El CE se presentará antes de la aprobación de la División de Planificación.