



**CONTRA COSTA COUNTY**

**AFFORDABLE HOUSING FINANCE COMMITTEE**

**BYLAWS**

**Approved March 2, 2021**

In compliance with a Board Order of the Contra Costa County Board of Supervisors, the Affordable Housing Finance Committee (AHFC) was established on June 19, 1995.

Contra Costa County  
Department of Conservation and Development  
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## 1 NAME

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The name of this committee is the Affordable Housing Finance Committee (AHFC). The AHFC is governed by the Ralph M. Brown Act and the Contra Costa County Better Government ordinance.

## 2 AUTHORITY

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The AHFC was established by the Contra Costa County Board of Supervisors (“Board”) on June 19, 1995.

## 3 PURPOSE

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The Affordable Housing Finance Committee (AHFC) advises the Board on the annual allocation of HOME Investment Partnership Act (HOME), Community Development Block Grant (CDBG), and Housing Opportunities for Persons with AIDS (HOPWA)<sup>1</sup> funds for affordable housing development and/or preservation in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. Potential state or local affordable housing development funds may be considered by the AHFC, as needed. It typically convenes once annually in the spring to review County staff’s recommendations for project funding of applications received through a public Request for Proposals process. Occasionally there is a second special meeting midway through the fiscal year to reallocate funds.

## 4 MEMBERSHIP

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### 4.1 MEMBERSHIP CATEGORIES

The AHFC is composed of seven (7) members. The AHFC members are in three (3) different categories, self-nominated as indicated below in Section VII. Filling Vacancies:

City Membership: Three (3) City members, one per each sub-region of the County, currently residing in an incorporated City within the County.

County Membership: Three (3) County members, one per sub-region of the County, currently residing in an unincorporated area of the County.

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<sup>1</sup> Pursuant to the National Affordable Housing Act, HOPWA funds are allocated on an annual basis to the City of Oakland for the Oakland Primary Metropolitan Statistical Area (PMSA), which includes Alameda and Contra Costa County. Contra Costa receives a formula share of HOPWA funds annually through the City of Oakland.

Community Membership: One (1) at large member, currently residing in the County, either incorporated or unincorporated.

## 4.2 SUBREGIONS OF THE COUNTY

The subregions of the County are defined as follows:

<u>West Cities</u> :	El Cerrito, Hercules, Pinole, Richmond, San Pablo
<u>Central Cities</u> :	Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pittsburg <sup>2</sup> , Pleasant Hill, San Ramon, Walnut Creek
<u>East Cities</u> :	Antioch, Brentwood, Oakley, Pittsburg
<u>West Unincorporated</u> :	Crockett, El Sobrante, East Richmond Heights, Kensington, Montalvin Manor, N. Richmond, Port Costa, Rodeo, Rollingwood, Tara Hills
<u>Central Unincorporated</u> :	Alamo, Bay Point, Blackhawk, Contra Costa Centre, Clyde, Diablo, unincorporated Martinez, Mountain View, Pacheco/Vine Hill, Saranap, Tassajara, unincorporated Walnut Creek
<u>East Unincorporated</u> :	Bay Point, Bethel Island, Byron, Discovery Bay, Knightsen

## 4.3 TERMS OF OFFICE

All AHFC members will be appointed to a three-year term and may be reappointed to serve one additional consecutive three-year term, beginning on July 1<sup>st</sup>, and ending on June 30<sup>th</sup>.

## 4.4 RESIDENCY, AGE, AND EXPERIENCE REQUIREMENT

All members shall reside in Contra Costa County. Change of residence to outside of Contra Costa County will automatically terminate membership on the AHFC. All members shall be at least the age of eighteen (18). All members shall have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

## 5 CONFLICT OF INTEREST

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Upon becoming an AHFC member, and annually thereafter, each AHFC member shall submit a Statement of Economic Interest (FPPC Form 700) with the Clerk of the Board annually in April.

The Board approved a “Conflict of Interest Code of the AHFC” on March 5, 1996.

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<sup>2</sup> Residents of Pittsburg and Bay Point are eligible for appointment as members from both Central and East County.

## 5.1 CONTENTS OF DISCLOSURE STATEMENTS

Disclosure statements shall be made on forms supplied by the Clerk of Contra Costa County, and shall contain the following information:

### (a) Contents of Investment and Real Property Reports:

When an investment, or an interest in real property is required to be reported, the statement shall contain:

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000), and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

### (b) Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

- (1) The name and address of each source of income aggregating two hundred and fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any of each source;
- (2) A statement whether the aggregate value of income from each source was greater than one thousand dollars (1,000), and whether it was greater than ten thousand dollars (\$10,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the amount and the date on which the gift was received.

### (c) Contents of Business Entity Income Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

- (1) The name, address, and a general description of the business activity of the business entity;
- (2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's prorata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
- (3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's prorata share of gross receipts

from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

(d) Contents of Managements Positions Reports:

When management positions are required to be reported, designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee, or in which they hold any position of management.

(e) Initial Statement:

The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

(f) Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 400 (f), if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

## 5.2 DISQUALIFICATION

AHFC members must disqualify themselves from making or participating in the making of any decisions in which they have a reportable financial interest, when it is reasonably foreseeable that such interest may be materially affected by the decision. No AHFC member shall be required to disqualify himself with respect to any matter which could not be legally acted upon or decided without his participation.

## 6 RESIGNATIONS

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A member may resign from the AHFC at any time by submitting written notice to County staff. The resignation will be effective upon receipt of the written request.

## 7 FILLING VACANCIES

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Vacancies will be filled as soon as practicable. Applications for all Membership Categories are solicited by the Department of Conservation and Development (DCD) and Clerk of the Board in accordance with law and Contra Costa County policies and procedures. Mid-year vacancy terms will commence the following July 1<sup>st</sup>. All representative appointments to the AHFC are screened by the Internal Operations Committee and then appointed by the Board.

## 8 MEETINGS

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### 8.1 SCHEDULED MEETINGS

The AHFC typically convenes once annually in the spring to consider applications for CDBG, HOME, and HOPWA funds. Additional meetings will be held later in the

year if applications are received during the year and there are available funds to reallocate/recommend to additional projects.

## 8.2 NOTIFICATIONS AND AGENDA

The agenda for regularly scheduled meetings will be delivered via email to the AHFC members in advance of the meetings. At a minimum, the agenda must contain the date, time, and location of the meeting and the items of business to be considered. The agenda will be posted 96 hours in advance of each meeting at the DCD office entrance and on the department website at <http://www.contracosta.ca.gov/AHFC>.

## 8.3 PUBLIC PARTICIPATION

All AHFC meetings are open to the public and are subject to the Ralph M. Brown Act (Title 5, Division 2, Part 1, Chapter 9, commencing with Section 5490). Members of the public may address the AHFC; however, each person is limited to three (3) minutes unless an extension is granted.

## 8.4 QUORUM

A quorum is a simple majority of the total statutory membership. A quorum of the AHFC must be present to approve any Action on the agenda. Any action of the AHFC must be adopted by the affirmative votes of at least a majority of the quorum present.

## 8.5 COMPENSATION

Members volunteer to serve on the AHFC. Members will not receive any compensation for their service.

# 9 AMENDMENT OF BYLAWS

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These bylaws may be amended when necessary based on recommendations by County staff and/or the AHFC and are subject to the approval of the Internal Operations Committee and then the Board for final approval.

# 10 ADOPTION AND CERTIFICATION

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The above bylaws were approved by the Board on March 2, 2021.