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**HOUSING SUCCESSOR ANNUAL REPORT**  
**City of San Carlos**  
**Fiscal Year 2019-20**

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## INTRODUCTION

This Housing Successor Agency Annual Report (“Annual Report”) presents information on Fiscal Year (“FY”) 2019-20 expenditures and activities as required by Health and Safety Code (“HSC”) Section 34176.1(f), including but not limited to a housing successor’s compliance with certain expenditure activities over the year as well as a five-year planning period. This Annual Report is required of any housing successor to a former redevelopment agency.

## THE CITY AS HOUSING SUCCESSOR

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The City of San Carlos (“City”) is the Housing Successor Agency (“Housing Successor”) to the former San Carlos Redevelopment Agency (“Agency”). The Housing Successor is responsible for maintaining housing assets transferred from the former Agency. Its main goal is to provide affordable housing for City of San Carlos (“City”) residents.

The Annual Report is an addendum to the City’s Housing Element Annual Progress Report. Both are due to the California Department of Housing and Community Development (“HCD”) by April 1 annually, and must be accompanied by an independent financial audit. The City’s audited financial statements will be posted on the City website when available.

## SCOPE OF THIS HOUSING SUCCESSOR ANNUAL REPORT

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This Annual Report is limited to the Housing Authority’s activities as it relates to its role as a housing successor. This may include, but is not limited to, financial activities, property disposition, loan administration, monitoring of covenants, and affordable housing development. This Annual Report describes compliance with various annual, five-year, and ten-year housing expenditure and production requirements. FY 2019-20 is the first year of the current five-year compliance period for income proportionality, which begins July 1, 2019 and ends June 30, 2024.

## ASSETS TRANSFERRED TO HOUSING SUCCESSOR

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Upon the statewide dissolution of redevelopment in 2012, all rights, powers, committed assets, liabilities, duties, and obligations associated with the housing activities of the Agency were transferred to the Housing Successor. The Housing Successor prepared and submitted to the California Department of Finance (“DOF”) an inventory of housing assets to be transferred from the former Agency. The inventory was enumerated on a Housing Asset Transfer Form (“HAT”) which included:

1. Real Properties;
2. Personal Property;
3. Loans Receivables; and
4. Rents/Operations.

All items on the HAT were reviewed and approved by DOF on September 5, 2012. Once approved by DOF and as directed by law, the Housing Successor transferred these assets to the Low and Moderate Income Housing Asset Fund (“Housing Asset Fund”, Fund 31). The Housing Successor inherited four real properties and other assets from the former Agency; over time, these assets will be disposed or retired in accordance with state law and any applicable agreements.

A copy of the HAT is provided as Appendix 1.

## **BACKGROUND**

This Section summarizes the legal requirements for use of housing successor assets that are addressed in this Annual Report.

### **LEGAL REQUIREMENTS PERTAINING TO HOUSING SUCCESSORS**

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In general, housing successors must comply with three major requirements pursuant to HSC Section 34176.1:

1. Expenditures and housing production are subject to income and age targets.
2. Housing successors may not accumulate an “excess surplus,” or a high cash balance based on certain thresholds.
3. Properties must be developed with affordable housing or sold within five to ten years of the California Department of Finance approving the Housing Asset Transfer Form.

Appendix 2 provides a detailed summary of the reporting requirements that are addressed in this Annual Report.

## PERMITTED USES OF HOUSING ASSET FUNDS

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Pursuant to HSC Section 34176.1, Housing Asset Funds may be spent on:

- **Administrative costs** for operation of the housing successor agency. The law allows a housing successor to spend the greater of:
  - \$200,000 per year adjusted for inflation, or
  - 5% of the statutory value of real property owned by the housing successor and the value of loans and grants receivable from the HAT ("Portfolio"), whichever is greater.
- **Homeless prevention and rapid rehousing services** up to \$250,000 per year if the former Agency did not have any outstanding housing inclusionary or replacement housing production requirements. The Housing Successor qualifies because the former Agency had a surplus of affordable housing production units upon dissolution.
- **Affordable housing development** assisting households up to 80 percent of the Area Median Income ("AMI"), subject to specific income and age targets.

**Five-Year Income Proportionality:** Any Housing Asset Funds may be spent on development of affordable housing projects affordable to low, very low, and extremely low income households. "Development" is defined as "new construction, acquisition and rehabilitation, substantial rehabilitation as defined in HSC Section 33413, the acquisition of long-term affordability covenants on multifamily units as described in HSC Section 33413, or the preservation of an assisted housing development that is eligible for prepayment or termination or for which within the expiration of rental restrictions is scheduled to occur within five years."

Over each five-year compliance period, the current one beginning July 1, 2019, at least 30 percent of such development expenditures must assist extremely low income households (30% AMI), while no more than 20 percent may assist low income households (between 60-80% AMI). The balance of the funds may be used on very low income households (defined as households earning between 30% and 60% of AMI).

The first five-year compliance period was January 1, 2014 through June 30, 2019. The Housing Authority was compliant with Housing Asset Fund income proportionality expenditure

requirements during the first five-year compliance period. The current (second) five-year compliance period is July 1, 2019 to June 30, 2024.

Note that housing successors must report expenditures by category each year, but compliance with income proportionality limits is measured every five years. For example, a housing successor could spend all its funds in a single year on households earning between 60-80% AMI, as long as it was 20 percent or less of the total expenditures during the five-year compliance period.

Should a housing successor not spend at least 30% of its development expenditures for extremely low income households, or exceeds the amount spent on low income households, future expenditures are subject to greater restriction until these proportionality targets are met. Specifically, if a housing successor is unable to spend at least 30% of its development expenditures on extremely low units, it is required to increase this spending to 50% until compliant with the 30% threshold; a housing successor that spends more than 20% of its development expenditures on low income units cannot spend any further funds on low income developments until it is at or below the 20% threshold.

As such, tracking these expenditures and their progress over the corresponding five-year period is an important function of this Annual Report.

**Ten-Year Age Proportionality on Units Assisted:** If more than 50% of the total aggregate number of rental units produced by the City, Housing Successor, or former Agency during the past 10 years are restricted to seniors, the Housing Successor may not spend more Housing Asset Funds on senior rental housing.

It is important to stress that Housing Successor expenditure and production requirements are measured on different timeframes:

- **One-Year Limits:** Administrative Allowance and Homeless Prevention Allowance. Compliance evaluated annually and resets every year.
- **Five-Year Limit:** Expenditures by Income Level. Compliance evaluated over a fixed five-year period set by law, the current period being July 1, 2019 to June 30, 2024.

- **Ten-Year Limit:** Number of Senior Deed-Restricted Units Assisted. Compliance evaluated based on a rolling ten-year period that is different every year, the current period being FY 2010-11 to 2019-20.

Appendix 3 describes Housing Asset Fund expenditure requirements in more detail, including the types of costs eligible in each category.

### **LIMITS ON THE ACCUMULATION OF HOUSING FUNDS (EXCESS SURPLUS)**

State law limits how much cash a housing successor may retain and, if it fails to commit and spend these dollars in a reasonable timeframe, ultimately penalizes the housing successor by requiring unspent funds to be transferred to HCD for use on State housing programs.

HSC Section 34176.1(d) establishes a limit, known as an “excess surplus” on the amount of unencumbered Housing Asset Funds based on the greater of the following:

- \$1,000,000, or
- The total amount of deposits made into the Housing Asset Fund over the preceding four years.

Only amounts in excess of this threshold are considered an excess surplus. Once an excess surplus is determined, a housing successor must account for these funds separately and encumber said monies within three years. If after the third year the excess surplus has not been fully encumbered, the remaining balance of the excess surplus is to be transferred to HCD within 90 days. HCD is permitted to use these transferred excess surplus funds anywhere in the State under its Multifamily Housing Program or the Joe Serna, Jr. Farmworker Housing Grant Program.

The concept of excess surpluses carries over from the era prior to dissolution of Redevelopment Law, when redevelopment agencies often were receiving substantial amounts of deposits from the mandatory housing set-aside of 20% of tax increment revenues. Today, excess surpluses are generally less common because housing successors no longer receive deposits comparable to the pre-dissolution period.

As part of the Annual Report, a housing successor must disclose any excess surplus and describe the housing successor’s plan for eliminating this excess surplus.

## HOUSING ASSET FUND ACTIVITY

The Housing Successor entered FY 2019-20 with \$5.7M in Housing Asset Fund cash and expended \$4.1M with a majority of these funds going to construction of the affordable housing project at 817 Walnut.

The Housing Asset Fund tables in this Annual Report are based on unaudited numbers that were available at the time this report was prepared. Therefore, there may be variances between what is reported in this Annual Report and the Housing Successor's audited financials.

This Annual Report describes the Housing Successor related activity in the Housing Asset Fund.

### EXPENDITURES

The Housing Successor complied with all Housing Asset Fund spending restrictions in FY 2019-20, including five-year compliance period income targeting requirements as shown in Table 1 below.

**Table 1: Housing Asset Fund Expenditures**

**Fiscal Year 2019-20 Housing Asset Fund Expenditures**

**San Carlos Housing Successor**

Annual Expenditures	Admin/ Monitoring	Rapid Rehousing	Ext. Low Rental Units	Other Units	Ext. Low <30% AMI	Very Low 30-60% AMI	Low 60-80% AMI
Administration <sup>1</sup>	\$35,393	\$0	\$0	\$0	\$4,023,714	\$0	\$0
<b>Annual Total</b>	<b>\$35,393</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,023,714</b>	<b>\$0</b>	<b>\$0</b>

**Compliance Period Expenditures**

	Annual Limits <sup>2</sup>		Five-Year Period (2019-20 through 2024-25)				
Total Expenditures	\$35,393	\$0	\$0	\$0	\$4,023,714	\$0	\$0
SB 341 Limitation <sup>1</sup>	\$220,400	\$250,000	>30%	<70%	>30%	N/A	<20%
<b>Compliant (Yes/No)</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>N/A</b>	<b>Yes</b>

<sup>1</sup> The Admin/Monitoring and Rapid Rehousing amounts are annual Limits. Expenditures by income level are five-year limits

<sup>2</sup> The Successor has complied with the Annual Limits each year of the compliance period

Source: Low and Moderate Income Housing Fund Trial Balance Summary by Fund (6/30/20) and City Response to Data Request

- Administrative costs of \$35,393 did not exceed the \$220,400 maximum amount for FY 2019-20.
- No homeless prevention or rapid rehousing expenses were made in FY 2019-20.
- The Housing Successor spent \$4,023,714 toward the construction of 11 extremely low-income rental units at 817 Walnut in the first year of the second five-year compliance period of July 1, 2019 through June 30, 2024. The City has committed \$7.3 million total toward the project pursuant to a Disposition, Development and Loan Agreement ("DDLA") with Walnut Street LP. The majority



of the \$7.3 million will be paid from the Housing Asset Fund's available cash balance. Any remaining balance will be paid from City inclusionary housing in-lieu fees.

All development related expenditures in the first five-year compliance period were spent on the construction of extremely low income rental units. Therefore, the five-year compliance period income targets were met. The Housing Successor will ensure it continues to meet all expenditure requirements going forward in the next five-year compliance period of July 1, 2019 through June 30, 2024.

Failure to comply with the extremely low income requirement in any five-year compliance period will result in the Housing Successor having to ensure that 50 percent of remaining funds be spent on extremely low income rental units until in compliance. Exceeding the expenditure limit for low income households earning between 60-80% AMI in any five-year reporting period will result in the Housing Successor not being able to expend any funds on these income categories until in compliance.

### **SENIOR HOUSING LIMIT COMPLIANCE**

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The Housing Successor complies with a limit allowing no more than 50 percent of the total aggregate number of rental units produced within the preceding ten years to be restricted to seniors. The Housing Successor, City, and former Agency have only assisted one affordable housing project in the prior ten years, which is the 817 Walnut street project assisted in FY 2019-20. None of the 11 extremely low income units assisted by the Housing Successor at 817 Walnut are restricted to seniors.

### **DEPOSITS AND FUND BALANCE**

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The Housing Successor deposited \$1.3 million into the Housing Asset Fund during FY 2019-20. Revenues were from investment income, interest income, rents and miscellaneous sources as shown in Figure 2.

**Table 2: Housing Asset Fund Deposits, FY 2019-20**

<b>Balance Type</b>	<b>Amount</b>
Investment Income	\$ 51,400
Interest Income	\$ 23,008
Rents	\$ 44,761
Miscellaneous	\$ 79
Bond Proceeds	\$ 1,138,866
<b>Total</b>	<b>\$ 1,258,114</b>

*Source: City of San Carlos*

The Housing Asset Fund balance as of June 30, 2020 was \$4.5 million as summarized in Table 3. Of this amount, the cash balance was \$1,831,636.

**Table 3: Housing Asset Fund – Ending Balance as of June 30, 2020**

<b>Balance Type</b>	<b>Amount</b>
Cash	\$ 1,831,636
Notes Receivable	1,539,144
Accounts Receivable	665,405
Bond Proceeds	1,138,866
Accounts Payable	(1,394)
Land Held for Resale <sup>1</sup>	972,829
Deferred Revenue	(1,639,689)
Deposits due from Tenants	(1,529)
<b>Ending Balance</b>	<b>\$ 4,505,267</b>

<sup>1</sup>Excludes the value of 817 Walnut reported in Table 3 that is accounted for outside of Fund 31.

*Source: City of San Carlos, Fund 31 accounting records*

## **EXCESS SURPLUS**

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The Housing Asset Fund may not accumulate an “excess surplus”, or an unencumbered cash balance that exceeds the greater of either \$1 million or the sum of deposits in the prior four fiscal years. This requirement ensures that housing successors are actively spending available Housing Asset Funds on affordable housing.

As shown in Table 4, The Housing Successor does not have an excess surplus. The 817 Walnut DDLA has committed \$7.3 million in City funds toward assisting 11 extremely low income rental units. The City

will use the available Housing Asset Fund cash balance on 817 Walnut, leaving zero unencumbered Housing Asset Funds.

**Table 4: Excess Surplus Calculation**

<b>Fiscal Year</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total 4-Year Deposits</b>
Deposits	\$ 131,074	\$ 127,980	\$ 234,998	\$ 177,427	\$ 671,479
<b>Unencumbered Amount</b>					
FY 19-20 Beginning Cash Balance					\$ 5,730,058
Less: Encumbered Funds <sup>1</sup>					\$ 5,730,058
Unencumbered Amount					\$ -
<b>Step 1</b>					
\$1 Million, or					\$ 1,000,000
Last 4 Deposits (FY 2015-16 through FY 2018-19)					\$ 671,479
Result: Larger Number					\$ 1,000,000
<b>Step 2</b>					
Unencumbered Amount					\$ -
Less: Larger Number From Step 1					\$ (1,000,000)
<b>Excess Surplus (Unencumbered Amount less Larger Number From Step 1)</b>					<b>\$ -</b>

Source: City of San Carlos

<sup>1</sup> Encumbered pursuant to a Disposition, Development, and Loan Agreement approved by City Council in FY 2018-19. Of the total \$7.3 million committed, the majority will be paid from the available Housing Asset Fund balance at the time payments are due. The remaining balance will be paid from City inclusionary housing in-lieu fees.

The Housing Successor did not have an excess surplus at the end of FY 2019-20.

## **TRANSFERS TO OTHER HOUSING SUCCESSORS**

There were no transfers to another housing successor entity for a joint project pursuant to HSC Section 34176.1.

## **HOUSING SUCCESSOR PORTFOLIO**

The Housing Successor Portfolio includes four properties and three loans receivable transferred from the former Agency. The Portfolio had a value of \$3,220,466 as of FY 2019-20, as detailed in Table 5.

**Table 5: Portfolio Value of Real Properties and Loans Receivable**

<b>Asset</b>	<b>Amount</b>
<b>Real Properties</b>	
817 Walnut St	\$ 708,493
633 Elm Street Unit 305	354,999
633 Elm Street Unit 405	377,987
1001 Laurel Street #207	239,843
<i>Subtotal</i>	<i>\$ 1,681,322</i>
<b>Loans Receivable</b>	
Laureola Oaks	\$ 1,145,182
1244 Cherry St	100,000
717 Cedar	293,962
<i>Subtotal</i>	<i>\$ 1,539,144</i>
<b>Total Portfolio Value</b>	<b>\$ 3,220,466</b>

*Source: City of San Carlos, Fund 31 and Fund 90 accounting records*

The City, as housing successor, owns four properties that had a statutory value of \$1,681,322 as of June 30, 2020. Two of the properties, 817 Walnut Street and 633 Elm Street Unit 305, were transferred from the former Agency. The other two properties, 633 Elm Street Unit 405 and 1001 Laurel Street Unit 207, are Below Market Rate units purchased by the Housing Successor in FYs 2016-17 and 2017-18. The property purchases are not reported as expenditures in Figure 1 because the City owns the units, and the cash value was converted to real property value in the Housing Asset Fund. It is possible that the purchases will be converted to expenditures in the future if the Below Market Rate units are sold to low income buyers and affordability restrictions are recorded.

## **PROPERTY DISPOSITION STATUS**

HSC Section 34176(e) requires that all real properties acquired by the Agency prior to February 1, 2012 and transferred to the Housing Successor be developed for affordable housing purposes or disposed of within five years from the date DOF approved the HAT, or September 5, 2017. The City has met this requirement.

The Agency transferred four real properties to the City on the HAT:

- 817 Walnut Street: This multi-family apartment complex continues to be operated as affordable housing. The property was formally transferred to the City via a grant deed dated January 5, 2015. The City entered into a DDLA with Walnut Street L.P. to redevelop the site from a 6-unit to a 24-unit apartment complex, of which 11 units will be affordable to extremely low income households.
- 633 Elm Street, Unit 305: This condominium unit continues to be operated as affordable housing and is leased to a low income tenant.
- 657 Walnut Street: This 7-unit multi-family apartment complex was transferred from the Housing Successor to a developer in January 2017 for the Wheeler Plaza development project. The sales proceeds were deposited to the Housing Asset Fund.
- 1245-1265 San Carlos Avenue: This is a commercial property that was included on the HAT in error. It was subsequently included in the Successor Agency's Long Range Property Management Plan and sold pursuant to a compensation agreement approved by DOF and affected taxing entities.

## HOMEOWNERSHIP UNIT INVENTORY

Table 6 presents an inventory of homeownership units assisted by the Housing Successor that require restrictions, covenants, or an adopted program that protects Housing Asset Fund monies.

Table 6: Homeownership Unit Inventory

Address	# Units	Covenant Recorded	Covenant Expires
3327 Brittan #7	1	1/13/07	1/13/52
641 Cedar Street #101	1	8/5/06	8/5/51
641 Cedar Street #202	1	6/14/06	6/14/51
<b>Pacific Hacienda</b>			
633 Elm #106	1	3/20/02	
633 Elm #107	1	2/12/00	
633 Elm #206	1	???	
633 Elm #207	1	1/21/00	
633 Elm #215	1	4/27/00	
633 Elm #216	1	1/14/00	In perpetuity w/ Resale Purchase Option
633 Elm #305	1		
633 Elm #306	1	1/21/00	
633 Elm #307	1	4/2/05	
633 Elm #316	1	1/28/00	
633 Elm #405	1	12/21/02	
618 Walnut #303	1	11/18/04	
618 Walnut #305	1	8/17/01	
<b>1001 Laurel Street</b>			
#102	1	7/2/19	7/2/64
#105	1	11/15/18	11/15/63
#106	1	8/18/06	8/30/51
#107	1	9/21/06	9/29/51
#109	1	1/2/07	1/12/52
#203	1	6/20/06	6/29/51
#204	1	6/20/06	6/29/51
#205	1	6/20/06	6/29/51
#207	1	11/16/05	12/3/50
#209	1	8/2/06	8/22/51
#213	1	11/27/07	1/12/53
#218	1	11/27/07	12/12/52
#222	1	3/29/07	4/13/52
#225	1	1/8/08	1/22/53
#322	1	6/20/06	6/28/51
#325	1	6/20/06	6/29/51
<b>777 Walnut Street</b>			
#203	1	9/11/18	9/11/63
#304	1	8/10/18	8/10/63
#306	1	8/13/18	8/13/63

**Total Restricted Units** **35**

Source: City of San Carlos

## **APPENDIX 1 – HOUSING ASSET TRANSFER FORM**

The Housing Asset Transfer Form is attached as a separate document.

## APPENDIX 2 - HOUSING SUCCESSOR ANNUAL REPORT REQUIREMENTS

### *Health and Safety Code Section 34176.1(f)*

<b>Housing Asset Fund Revenues &amp; Expenditures</b>	<p>Total amount deposited in the Housing Asset Fund for the fiscal year.</p> <p>Amount of deposits funded by a Recognized Obligation Payment Schedule ("ROPS").</p> <p>Statement of balance at the close of the fiscal year.</p> <p>Description of Expenditures for the fiscal year, broken out as follows:</p> <ul style="list-style-type: none"> <li>• Homeless prevention and rapid rehousing</li> <li>• Administrative and monitoring</li> <li>• Housing development expenses by income level assisted</li> </ul> <p>Description of any transfers to another housing successor for a joint project.</p>
<b>Other Assets and Active Projects</b>	<p>Description of any project(s) funded through the ROPS.</p> <p>Update on property disposition efforts (note that housing successors may only hold property for up to five years, unless it is already developed with affordable housing).</p> <p>Other "portfolio" balances, including:</p> <ul style="list-style-type: none"> <li>• Statutory value of any real property either transferred from the former Agency or purchased by the Housing Asset Fund</li> <li>• Value of loans and grants receivable</li> </ul> <p>Inventory of homeownership units assisted by the former Agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former Agency's investment of monies from the Low and Moderate Income Housing Fund.</p>
<b>Obligations &amp; Proportionality</b>	<p>Description of any outstanding production obligations of the former Agency that were inherited by the Housing Authority.</p> <p>Compliance with proportionality requirements (income group targets), which must be upheld on a five-year cycle.</p> <p>Percentage of deed-restricted rental housing restricted to seniors and assisted by the former Agency, the Housing Authority, or the City within the past ten years compared to the total number of units assisted by any of those three agencies.</p> <p>Amount of any excess surplus, and, if any, the plan for eliminating it.</p>



## APPENDIX 3 – HOUSING ASSET FUND EXPENDITURE REQUIREMENTS

<b>Housing Asset Fund Expenditure Requirements</b> <i>Health and Safety Code Section 34176.1</i>		
Expense Category	Limits	Allowable Uses
<b>Administration and Compliance Monitoring</b>	<b>\$220,400 maximum</b> for FY 2019-20 (limit varies each year)	<p>Administrative activities such as:</p> <ul style="list-style-type: none"> <li>Professional services (consultant fees, auditor fees, etc.)</li> <li>Staff salaries, benefits, and overhead for time spent on Housing Successor administration</li> <li>Compliance monitoring to ensure compliance with affordable housing and loan agreements</li> <li>Property maintenance at Housing Successor-owned properties</li> </ul> <p>Capped at \$200,000 adjusted annually for inflation or 5% of the statutory value of real property owned by the housing successor and the value of loans and grants receivable from the HAT ("Portfolio"), whichever is greater.</p>
<b>Homeless Prevention and Rapid Rehousing Solutions</b>	<b>\$250,000 maximum</b> per fiscal year	<p>Services for individuals and families who are homeless or would be homeless but for this assistance, including:</p> <ul style="list-style-type: none"> <li>Contributions toward the construction of local or regional homeless shelters</li> <li>Housing relocation and stabilization services including housing search, mediation, or outreach to property owners</li> <li>Short-term or medium-term rental assistance</li> <li>Security or utility deposits</li> <li>Utility payments</li> <li>Moving cost assistance</li> <li>Credit repair</li> <li>Case management</li> <li>Other appropriate activities for homelessness prevention and rapid rehousing of persons who have become homeless.</li> </ul>
<b>Affordable Housing Development</b>	No spending limit, but must comply with income and age targets	<p>"Development" includes:</p> <ul style="list-style-type: none"> <li>New construction</li> <li>Acquisition and rehabilitation</li> <li>Substantial rehabilitation</li> <li>Acquisition of long-term affordability covenants on multifamily units</li> <li>Preservation of at-risk units whose affordable rent restrictions would otherwise expire over the next five years</li> </ul>

<b>Housing Asset Fund Expenditure Requirements</b> <i>Health and Safety Code Section 34176.1</i>		
Expense Category	Limits	Allowable Uses
	<b><i>Income Targets</i></b>	<p>Every five years (currently FYE 2020-2024), Housing Asset Funds must meet income targets:</p> <ul style="list-style-type: none"> <li>• At least 30% on extremely low income rental households (up to 30% AMI or “Area Median Income”)</li> <li>• No more than 20% on low income households (60-80% AMI)</li> </ul> <p>Moderate and above moderate income households may not be assisted (above 80% AMI).</p> <p>Failure to comply with the extremely low income requirement in any five-year compliance period will result in having to ensure that 50 percent of remaining funds be spent on extremely low income rental units until in compliance.</p> <p>Exceeding the expenditure limit for low households earning between 60-80% AMI in any five-year reporting period will result in not being able to expend any funds on these income categories until in compliance.</p>
	<b><i>Age Targets</i></b>	<p>For the prior ten years (resets every year), a maximum of 50% of deed-restricted rental housing units assisted by the Housing Successor or its host jurisdiction may be restricted to seniors.</p> <p>If a housing successor fails to comply, Housing Asset Funds may not be spent on deed-restricted rental housing restricted to seniors until in compliance.</p>

**DEPARTMENT OF FINANCE  
HOUSING ASSETS LIST  
ASSEMBLY BILL X1 26 AND ASSEMBLY BILL 1484  
(Health and Safety Code Section 34176)**

Former Redevelopment Agency: San Carlos Redevelopment Agency

Successor Agency to the Former  
Redevelopment Agency: City of San Carlos, Acting as Successor to the San Carlos Redevelopment Agency

Entity Assuming the Housing Functions  
of the former Redevelopment Agency: City of San Carlos

Entity Assuming the Housing Functions  
Contact Name: Mark Sawicki Title Economic Development &  
Housing Manager Phone 650-802-4220 E-Mail Address [msawicki@cityofsancarlos.org](mailto:msawicki@cityofsancarlos.org)

Entity Assuming the Housing Functions  
Contact Name: Rebecca Mendenhall Title Administrative Services Director Phone 650-402-4221 E-Mail Address [rmendenhall@cityofsancarlos.org](mailto:rmendenhall@cityofsancarlos.org)

All assets transferred to the entity assuming the housing functions between February 1, 2012 and the date the exhibits were created are included in this housing assets list.  
The following Exhibits noted with an X in the box are included as part of this inventory of housing assets:

Exhibit A - Real Property	<input checked="" type="checkbox"/>
Exhibit B- Personal Property	<input checked="" type="checkbox"/>
Exhibit C - Low-Mod Encumbrances	<input type="checkbox"/>
Exhibit D - Loans/Grants Receivables	<input checked="" type="checkbox"/>
Exhibit E - Rents/Operations	<input checked="" type="checkbox"/>
Exhibit F- Rents	<input type="checkbox"/>
Exhibit G - Deferrals	<input type="checkbox"/>

Prepared By: **Mark Sawicki**

Date Prepared: **7/31/2012**

## Exhibit A - Real Property

**City San Carlos**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of Asset a/	Legal Title and Description	Carrying Value of Asset	Total square footage	Square footage reserved for low-mod housing	Is the property encumbered by a low-mod housing covenant?	Source of low-mod housing covenant b/	Date of transfer to Housing Successor Agency	Construction or acquisition cost funded with Low-Mod Housing Fund monies	Construction or acquisition costs funded with other RDA funds	Construction or acquisition costs funded with non-RDA funds	Date of construction or acquisition by the former RDA	Interest in real property (option to purchase, easement, etc.)
1	1 Condominium unit	633 Elm St #305	\$354,696	approx. 700	approx. 700	Yes	local ordinance; CRL	2/1/2012	\$348,046	\$0	\$0	10/7/2009	fee title
2	apartment building with 7 units	657 Walnut	\$600,865	5,500	5,500	No	n/a	2/1/2012	\$720,156	\$0	\$0	1/9/2001	fee title
3	apartment building with 6 units	817 Walnut	\$1,163,127	6,500	6,500	No	n/a	2/1/2012	\$1,385,000	\$0	\$0	3/29/2002	fee title
4	commercial building with 5 tenants	1245-1265 San Carlos Ave	\$919,518	8,360	8,360	No	n/a	c/	\$1,070,815	\$0	\$0	3/1/2003	fee title
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34176(e)(1) Any real property, interest in, or restriction on the use of real property, whether improved or not, any any personal property provided in residences, including furniture and appliances, all housing-related files and loans and documents, office supplies, software licenses, and mapping programs, that were acquired for low- and moderate-income housing purposes, either by purchase or through a loan, in whole or in part, with any source of funds.

a/ Asset types may include low-mod housing, mixed-income housing, low-mod housing with commercial space, mixed-income housing with commercial space.

b/ May include California Redevelopment Law, tax credits, state bond indentures, and federal funds requirements.

c/ The property currently has an open case with the San Mateo County Environmental Health Department, requiring further testing and a plan for remediation (a dry cleaners is identified as a source of potential soil and water contamination). The City reserves its rights to retain this asset, but only after assurance that the site is clean or that the Successor Agency and/or tenant will be responsible for remediation costs.

Exhibit B - Personal Property

**City of San Carlos**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of Asset a/	Description	Carrying Value of Asset	Date of transfer to Housing Successor Agency	Acquisition cost funded with Low-Mod Housing Fund monies	Acquisition costs funded with other RDA funds	Acquisition costs funded with non-RDA funds	Date of acquisition by the former RDA
1	1 Refrigerator installed at original occupancy is part of sale of Condominium unit	633 Elm St #305	no separate value assigned	2/1/2012	\$0	\$0	\$0	10/7/2009
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34176(e)(1) Any real property, interest in, or restriction on the use of real property, whether improved or not, any any personal property provided in residences, including furniture and appliances, all housing-related files and loans and documents, office supplies, software licenses, and mapping programs, that were acquired for low- and moderate-income housing purposes, either by purchase or through a loan, in whole or in part, with any source of funds.

a/ Asset types any personal property provided in residences, including furniture and appliances, all housing-related files and loan documents, office supplies, software licenses, and mapping programs, that were acquired for low and moderate income housing purposes, either by purchase or through a loan, in whole or in part, with any source of funds.

**City of San Carlos**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of housing built or acquired with enforceably obligated funds a/	Date contract for Enforceable Obligation was executed	Contractual counterparty	Total amount currently owed for the Enforceable Obligation	Is the property encumbered by a low-mod housing covenant?	Source of low-mod housing covenant b/	Current owner of the property	Construction or acquisition cost funded with Low-Mod Housing Fund monies	Construction or acquisition costs funded with other RDA funds	Construction or acquisition costs funded with non-RDA funds	Date of construction or acquisition of the property
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34176(e)(2) Any funds that are encumbered by an enforceable obligation to build or acquire low- and moderate-income housing, as defined by the Community Redevelopment Law unless required in the bond covenants to be used for repayment purposes of the bond.

a/ May include low-mod housing, mixed-income housing, low-mod housing with commercial space, mixed-income housing with commercial space.

b/ May include California Redevelopment Law, tax credits, state bond indentures, and federal funds requirements.

## Exhibit D - Loans/Grants Receivables

**City of San Carlos**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Was the Low-Mod Housing Fund amount issued for a loan or a grant?	Amount of the loan or grant	Date the loan or grant was issued	Person or entity to whom the loan or grant was issued	Purpose for which the funds were loaned or granted	Are there contractual requirements specifying the purposes for which the funds may be used?	Repayment date, if the funds are for a loan	Interest rate of loan	Current outstanding loan balance
1	Yes	\$ 100,000	5/31/1995	Housing Association for the Needy and Dispossessed	Assist HAND with the acquisition of real property located at 1244 Cherry Street, San Carlos	yes	6/1/2025	No interest	\$ 100,000
2	Yes	\$ 300,000	6/28/1994	Human Investment Project Inc	For construction of the shared housing facility for low income families located at 717 Cedar Street San Carlos	yes	6/27/2024	no interest	293,962
3	Yes	\$ 175,000	12/9/1992	Laureola Oaks Associates	Sale of City's property to develop as affordable rental housing units located at 608 East San Carlos Ave San Carlos	yes	3/9/2049	7%	666,506
4	Yes	\$ 4,048,147	9/16/2002	San Carlos Development Corporation	Assist developer to finance the project, 20% of the completed units are held available to very low income tenants at affordable rents	yes	8/1/2037	9.75%	\$3,800,000 plus accrued interest of \$247,000
5	Yes	\$1,201,582 in aggregate outstanding	Various dates	22 individual first time home buyers	For first time home buyers who qualify as having low and moderate income, loans are used as a down payment on the purchase of a home in the City of San Carlos	yes	Various; each loan term is 15 years	3%	1,211,005
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34176( e)(3) Any loan or grant receivable, funded from the Low and Moderate Income Housing Fund, from homebuyers, homeowners, nonprofit or for-profit developers, and other parties that require occupancy by persons of low or moderate income as defined by the CRL.

Exhibit E - Rents/Operations

**City of San Carlos**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of payment a/	Type of property with which they payments are associated b/	Property owner	Entity that collects the payments	Entity to which the collected payments are ultimately remitted	Purpose for which the payments are used	Is the property encumbered by a low-mod housing covenant?	Source of low-mod housing covenant c/	Item # from Exhibit A the rent/operation is associated with (if applicable)
1	Net rental income after operating expenses	657 Walnut	City of San Carlos	HIP Housing	City of San Carlos	Deposited to LMIHF	No	n/a	2
2	Net rental income after operating expenses	817 Walnut	City of San Carlos	HIP Housing	City of San Carlos	Deposited to LMIHF	No	n/a	3
3	Net rental income after operating expenses	1245-1265 San Carlos Ave	City of San Carlos	Ed Chow & Associates	City of San Carlos	Deposited to LMIHF	No	n/a	4
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34176( e)(4) Any funds derived from rents or operations of properties acquired for low- and moderate-income housing purposes by other parties that were financed with any source of funds, including residual receipt payments from developers, conditional grant repayments, cost savings and proceeds from refinancing, and principal and interest payments from homebuyers subject to enforceable income limits.

a/ May include revenues from rents, operation of properties, residual receipt payments from developers, conditional grant repayments, costs savings and proceeds from refinancing, and principal and interest payments from homebuyers subject to enforceable income limits.

b/ May include low-mod housing, mixed-income housing, low-mod housing with commercial space, mixed-income housing with commercial space.

c/ May include California Redevelopment Law, tax credits, state bond indentures, and federal funds requirements.



Exhibit F - Rents

**City of San Carlos**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Type of payment a/	Type of property with which the payments are associated b/	Property owner	Entity that collects the payments	Entity to which the collected payments are ultimately remitted	Purpose for which the payments are used	Is the property encumbered by a low-mod housing covenant?	Source of low-mod housing covenant c/	Item # from Exhibit A the rent is associated with (if applicable)
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34176( e)(5) A stream of rents or other payments from housing tenants or operators of low- and moderate-income housing financed with any source of funds that are used to maintain, operate, and enforce the affordability of housing or for enforceable obligations associated with low- and moderate-income housing.

a/ May include rents or home loan payments.

b/ May include low-mod housing, mixed-income housing, low-mod housing with commercial space, mixed-income housing with commercial space.

c/ May include California Redevelopment Law, tax credits, state bond indentures, and federal funds requirements.

Exhibit G - Deferrals

**City of San Carlos**  
**Inventory of Assets Received Pursuant to Health and Safety Code section 34176 (a) (2)**

Item #	Purpose for which funds were deferred		Fiscal year in which funds were deferred		Amount deferred		Interest rate at which funds were to be repaid		Current amount owed		Date upon which funds were to be repaid
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34176( e)(6) Repayments of loans or deferrals to the LMIHF from the RDA