

# City of South San Francisco Program Year 2024-2025 Action Plan



REVISED First Amendment  
November 1, 2024

All changes to the Original Action Plan are noted in red.

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## **Executive Summary**

### **AP-05 Executive Summary - 91.200(c), 91.220(b)**

#### **1. Introduction**

The City of South San Francisco is a participating jurisdiction, receiving an annual allocation of Community Development Block Grant funds, or CDBG. The City is required by the U.S. Department of Housing and Urban Development (HUD) to develop and prepare a Consolidated Plan once every five years and update that Consolidated Plan with an Annual Action Plan each year. Last year, the City developed its PY2023-27 Consolidated Plan using a variety of data sources and input received by residents and stakeholders through a robust community engagement process. The Action Plan lists the individual projects that will be funded to address the needs and goals of the Consolidated Plan. This is the PY2024 Action Plan, the second annual update to the PY2023-2027 Consolidated Plan. Projects funded under this Action Plan will begin on July 1, 2024, and end on June 30, 2025.

In alignment with HUD, the City utilizes its CDBG resources to provide decent and affordable housing, provide a suitable living environment, and expand economic opportunities for low- and moderate-income households. The 2023-27 Consolidated Plan articulates a more specific set of goals and priorities to address identified housing and community development needs and describes how the City's CDBG funds will be utilized to address those needs. The City is also a participating jurisdiction in the San Mateo County HOME Consortium and submits its federal application for HOME funding as part of the HOME Consortium.

The City of South San Francisco will receive an allocation of \$443,482, a slight reduction from the previous year when the City received \$457,048. The draft version of this plan was released for public comment using estimated allocations when the U.S. Congress passing a federal budget, delayed passing a budget until March 8, 2024. HUD had 60 days to provide each participating jurisdiction with the final allocation amounts, which came out on May 7, 2024. In order to keep the Action Plan process moving forward in a timely manner, HUD allowed the City to publish a draft with funding estimates and a contingency plan if the actual amounts differ from those estimates.

## 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The following section summarizes the needs, goals and activities outline in the PY2024 Action Plan.

***Affordable Housing.*** With one of the most expensive housing markets in the country, there continues to be a significant need for more affordable housing in South San Francisco, San Mateo County, and the Bay Area. As such, the City will continue its goal of increasing, maintaining, and improving the supply of affordable housing for extremely low- to moderate-income households in South San Francisco. The City will use its CDBG funding and other local funding sources for affordable housing acquisition, rehabilitation, minor home repair, and accessibility modification programs. The City will also continue to administer its First Time Homebuyer loans and Below Market Rate housing unit program and provide assistance through its multifamily rehabilitation program.

***Public Facility and Infrastructure Improvements.*** Residents and stakeholders articulated the continued need for investment in the City's public facilities and infrastructure, particularly in the city's lower-income areas. Specifically, South San Francisco residents wanted to see improvements made to community centers, recreation centers, parks, and street and sidewalk improvements. As such, the City will continue with its goal of preserving and improving public facilities in areas that serve high percentages of low-income residents and special needs populations, as well as facilities used by non-profit organizations that serve these populations. To address these articulated needs, the City will use its CDBG funding, when available and feasible, to preserve, improve, and rehabilitate publicly owned facilities and those utilized by non-profit organizations.

***Public Services.*** Throughout the community engagement process, residents and stakeholders identified a critical need for the continued provision of public services for South San Francisco residents. The COVID-19 pandemic only amplified these needs. To meet the increasing needs of these households and populations, the City will continue providing funding to nonprofit agencies and organizations that offer one or more of the following services:

- Safety net services;
- Behavioral health services;
- Life skills training and education services;

- Community improvement services; and
- Housing-related services.

**Homeless Services.** Rising housing costs and the cost of living in San Mateo County, as well as the lingering impacts from the COVID-19 pandemic, have disproportionately impacted populations experiencing homelessness. As such, the City will continue to work towards its goal of supporting service-enriched shelter and transitional housing for homeless families and individuals by providing funding, when feasible, to rehabilitate and implement accessibility modifications to emergency and transitional housing.

**Economic Development.** Public input during the Consolidated Plan included supporting economic development, job creation and training. In the current year, the City has identified possible partners for the provision of economic development activities and will address some of the need for higher-paying jobs and wages for South San Francisco residents.

### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

**Housing rehabilitation program and minor home repair.** The City continued its partnerships with the Center for Independence of Individuals with Disabilities and Rebuilding Together Peninsula to run the minor home repair programs, serving over 70 homeowners throughout the plan. El Concilio previously ran a minor home repair program focused on energy efficiency and sustainability. This program operated at low success rates, not just with the City but across jurisdictions in which El Concilio worked, and the organization chose to shut down its minor home repair program completely.

**Public improvements:** The City has funded public improvement projects that enhanced pedestrian safety and accessibility in the CBDG target areas, including the Breezeway project between 321 and 329 Grand Avenue, the Downtown Breezeway Improvement project at 356 Grand Avenue, and the Avalon Park Pathways Improvement project. Additionally, the City used its CBDG funding for accessibility and other improvements for the Gardiner Park renovation project. The City also used CBDG funding for the Linden Ave Corridor Wi-Fi project, which provided free public Wi-Fi along Linden Avenue between Railroad Avenue and Armour Boulevard.

**Public services.** South San Francisco has continued its effort to support communities by funding non-profit organizations and agencies that provide a range of public services, including senior services, youth services, homeless services, general social services, and services for persons with disabilities. Through its non-profit partners, the City allocated nearly \$240,000 and assisted over 1,100 individuals during the plan period.

**Economic development.** In response to the growing need for economic development assistance, the City of South San Francisco developed the Economic Development Small Business Loan program to fund small local businesses affected by mandatory shutdowns implemented statewide. Since the program was implemented, the City has assisted nearly 50 businesses between 2019-2021, retaining nearly 60 full-time jobs in South San Francisco.

In addition to funding programs, South San Francisco has worked towards increasing coordination among agencies and jurisdictions to streamline housing and service assistance processes. These efforts include collaboration with other jurisdictions and San Mateo County in the HOME Consortium, improving coordination with the Continuum of Care, and developing a homelessness response system and team. The San Francisco Bay region has recently benefited from the State of California's creation of the Bay Area Housing Finance Authority (BAHFA), which, when fully funded and operational, will provide regional coordination and funding for affordable housing. BAHFA has begun the rollout of Doorway, its region-wide affordable housing application portal, in late 2023. For over two years, City staff have joined coordination and planning meetings to provide input about Doorway's features and operations. The City also requires all new affordable housing developments to utilize Doorway to receive applications to streamline and make more accessible affordable housing in the City. The City remains committed to increasing and preserving housing and providing expanded social services. However, rising housing costs and limited funding have made these efforts more challenging.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

In compliance with 24 CFR part 91.105, the City of South San Francisco's Citizen Participation Plan (CPP) encourages participation in the development of its Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER), particularly from residents of predominantly low- and moderate-income households. Using the CPP as guidance, the City conducted the following actions to promote and encourage participation in the development of the PY2024 Action Plan:

- The size of South San Francisco is such that staff remain in contact with local stakeholders and community partners throughout the program year. Over the past year, changes in needs of the community have remained steady, and the City is utilizing the extensive input for the development of the Consolidated Plan to guide the development of the PY2024 Action Plan. In coordination with San Mateo County and other entitlement cities in the county, the City consulted with over 40 stakeholders to identify housing, community development, and economic development needs and which populations have the most significant needs. Table 2 of the AP-10 section provides a full list of organizations. Other consultations with these agencies are also noted in that table.
- In coordination with the other jurisdictions, the City hosted a virtual Technical Assistance Workshop on January 4, 2024. At this workshop staff described the eligible uses for the CDBG and City funds. City Data Services staff also joined this workshop to provide an overview of how to use the CDS platform. Applications were due by 5:00 pm on January 18, 2024.
- The City hosted an in-person meeting on February 21, 2024, to gather feedback on housing, community development, and economic development needs in the city from South San Francisco residents. Spanish interpretation was available at the meeting which was promoted through the City's email listservs, website, and social media channels.
- The City held a public hearing on March 27, 2024, as another opportunity for South San Francisco residents to provide feedback on housing and other needs in the city. A public hearing notice was posted on the City's website, an email was sent to agencies providing services to low-income residents and the City's interested stakeholder/organization listserv, and a notice was published in the Daily Journal – Examiner on March 15, 2024.
- The City published a draft of the PY2024 Action Plan for a 30-day comment period from April 5, 2024, to May 8, 2024, to provide South San Francisco residents the opportunity to review and comment on the City's PY2024 Action Plan. A public notice for the 30-day comment period and public hearing was posted on the City's website, an email was sent to agencies providing services to low-income residents and the City's interested stakeholder/organization listserv, and a notice was published in the San Mateo County Times on March 27, 2024.
- The City will host a second public hearing on May 8, 2024, at the City Council meeting for South San Francisco residents to provide comments on the PY2024 Action Plan.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A summary of public comments received by the City are included in Appendix B of this plan.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

A summary of public comments received by the City are included in Appendix B of this plan.

## **7. Summary**

As part of the PY2024 Action Plan, the City of South San Francisco will use its CDBG resources, in combination with other local, state, and federal funding, to increase, maintain, and improve the supply of affordable housing for extremely low- to moderate-income families, preserve and improve public facilities in areas that serve a high percentage of low-income residents, support the increasing demand for safety-net and public services, support shelters and housing programs that serve homeless and at-risk households, as well as begin economic development initiatives to increase wages for low- to moderate-income residents.



## PR-05 Lead & Responsible Agencies - 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	SOUTH SAN FRANCISCO	
CDBG Administrator	SOUTH SAN FRANCISCO	Housing Division
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

### Narrative

The City of South San Francisco manages the CDBG funds received from HUD through its Economic and Community Development Department's Housing Division. In PY2023, the Department divided into two division workforces: 1) Economic Development and 2) Housing. The Housing Division oversees the CDBG Grant.

The City partners with the San Mateo HOME Consortium to leverage resources, reduce administrative burdens for shared subrecipients, and improve the economies of scale when developing affordable housing under the HOME program. The San Mateo HOME Consortium includes San Mateo County, the City of San Mateo and all other communities that do not receive their own allocations of CDBG or HOME funding.

### Consolidated Plan Public Contact Information

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## **AP-10 Consultation - 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

As part of the Consolidated Plan process last year, the City partnered with San Mateo County to conduct its public input process. The effort was led by San Mateo County and included public input from multiple participating jurisdictions, including Daly City, Redwood City, San Mateo, and South San Francisco. Information and consultations conducted by the County have been included in this document. The City also worked with the local Continuum of Care (CoC), including the San Mateo County Human Services Agency, as the lead agency for the CoC, to coordinate priorities and goals for the homeless population with this Consolidated Plan.

The City of South San Francisco built on that vast outreach to stakeholders last year by continuing conversations with stakeholders to discuss the needs in the community, the continuing demand for affordable housing, or to request data and information resources demonstrating community need. Information and data resources include updates to strategies to address homelessness, public housing initiatives, and other affordable housing projects within the community pipeline.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The City of South San Francisco regularly partners with other participating jurisdictions. The cohort of entitlement jurisdictions located within San Mateo County meets monthly to coordinate efforts in the community. Many fund the same public and social service agencies that serve the entire area, and management and oversight efforts are combined to save valuable staff time across the jurisdictions.

Specific efforts will include:

- Work with the County of San Mateo and other entitlement jurisdictions to coordinate and streamline CDBG processes;
- Participate in the San Mateo County HOME Consortium and provide representation on the County Housing and Community Development Committee;
- Work closely with non-profit social service providers, the County, other entitlement jurisdictions, the School District, and other community providers to coordinate the delivery of services to residents;
- Fund non-profit organizations serving low-income residents;
- Work with non-profit organizations and private developers to build and maintain affordable housing;

- Continue engagement efforts with BAHFA to help build a more accessible one-stop-shop for affordable housing applications in SSF and across the region;
- Work with the Continuum of Care (CoC) to better coordinate homeless services;
- Work with the Homeless Outreach Team (HOT) to move the most difficult, long-term homeless individuals out of the Downtown area by placing them in shelters and connecting them with County medical and rehabilitation services;
- Continue efforts by the downtown bike patrol to connect people experiencing homelessness to public services that are available to them; and,
- Engage in local and state housing legislative updates.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City has a seat on the San Mateo County Continuum of Care (CoC) Steering Committee and is involved in decision-making. The CoC Steering Committee guides the implementation of San Mateo County's homeless services system and undertakes a wide range of efforts to meet the needs of homeless persons and those at risk of homelessness.

***Chronic homeless.*** The CoC has created a multi-disciplinary, bi-lingual, Homeless Outreach Team (HOT) to conduct intensive outreach and engagement with unsheltered and chronically homeless people located throughout the County, with specialized HOT teams in the cities of San Mateo, Redwood City, South San Francisco, Half Moon Bay, Pacifica, and East Palo Alto.

***Families with children:*** To reduce the number of unsheltered families, the CoC has developed a rapid re-housing program (providing short-term rental assistance plus case management to homeless families). The San Mateo County Human Services Agency has provided funding for a motel voucher program to assist families with children who are waiting to access shelter.

***Veterans:***

In November of 2014, the County of San Mateo held a daylong conference to conduct a needs assessment specifically for Veterans. Results demonstrated the need for housing and assistance for Veterans experiencing homelessness, employment, and education services, and improved and increased liaisons with the Veterans Benefits Administration. In 2022, the CoC hosted a focus group on the subpopulations of persons experiencing homelessness as part of the Strategic Planning process, including the needs of veterans. The City utilizes input from stakeholders serving local veterans

experiencing homelessness via its participation on CoC steering committees and listening sessions to set its 2023-2027 Consolidated Plan goals and prioritize funding under its CDBG program under the PY2024 Action Plan.

**Youth:** Currently, HUD CoC funds are provided to the San Mateo County Mental Health Association (MHA) to operate its Support and Advocacy for Young Adults in Transition (SAYAT) Program, which provides case management and housing search/stabilization services to homeless youth. The San Mateo County Housing Authority has a supply of 25 Family Unification Program (FUP) vouchers for youth leaving the foster care system to ensure they do not become homeless.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

South San Francisco does not receive Emergency Solutions Grant (ESG) funding, as the San Mateo County Department of Housing (DOH) is the only ESG recipient in the County. However, the City does participate in CoC Steering Committee meetings as part of its ongoing responsibility in receiving HUD funding. The County DOH coordinates closely with the CoC regarding the County's ESG, CoC, and CDBG funding and is represented on the CoC Steering Committee. The DOH has also delegated responsibility for management of all ESG funds, plus the portion of the County CDBG funds used for homeless activities, to the CoC Lead Agency, the San Mateo County Human Services Agency (HSA). Management responsibilities include issuing RFPs for ESG funding, awarding contracts, gathering community input, data analysis, and contract monitoring. The CoC Lead Agency is also the Homeless Management Information System (HMIS) Lead Agency and develops the policies and procedures for the operation and administration of HMIS for ESG-funded projects.

On an annual basis, the CoC Lead Agency, the San Mateo County Center on Homelessness (COH) compiles a report on how well the community meets the objectives set forth in the HOPE Plan. This includes an analysis of housing development data to track the creation of new units of affordable housing and an analysis of HMIS and Core Service Agency data to track the number of households receiving assistance. Additionally, the CoC's System Design Subcommittee is developing systemwide performance measures that align with HEARTH and Opening Doors. This work includes developing a recommended methodology for measuring the average length of homelessness that includes the time before program intake. The CoCs System Design Subcommittee will be researching possible methodologies for a more complete tracking of returns to homelessness, including any further HUD guidance if available.

The COH regularly monitors all emergency shelter, transitional housing, outreach, supportive housing, rapid re-housing, and prevention programs, which include site visits, analysis of spending rates, and a

review of occupancy data. The monitoring process also includes a review of whether projects are meeting the CoCs project performance standards. In addition, the Project Performance Subcommittee works with the COH to conduct an annual assessment of project performance, identify underachieving projects, and recommend whether projects should be offered technical assistance or should be candidates for re-allocation of their CoC funds. Also, each project in the CoC receives an annual performance report detailing their results in meeting both HUD and the CoC's established performance measures.

San Mateo County Human Services Agency, the designated HMIS Lead Agency, uses HMIS, which incorporates the latest HUD-published data standards and improves the ease of data input and data quality. Additionally, as described in the CoC Governance Charter, the CoC will annually review, revise, and approve (as applicable) the privacy, security, and data quality plans for HMIS. The CoC will also ensure consistent participation of subrecipients in the HMIS and ensure that HMIS is administered in compliance with HMIS Data Standards.

## **2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	RAPE TRAUMA SERVICES CENTER
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Rape Trauma Services provided comment during a public hearing on March 27, 2024.
2	<b>Agency/Group/Organization</b>	Friends of Youth
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from Friends for Youth provided comment during a public hearing on March 27, 2024.
3	<b>Agency/Group/Organization</b>	Community Overcoming Relationship Abuse
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from CORA provided comment during a public hearing on March 27, 2024.
4	<b>Agency/Group/Organization</b>	HIP HOUSING
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Several representatives from HIP Housing provided comment during a public hearing on March 27, 2024.
5	<b>Agency/Group/Organization</b>	REBUILDING TOGETHER PENINSULA
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from Rebuilding Together Peninsula provided comment during a public hearing on March 27, 2024.



6	<b>Agency/Group/Organization</b>	HOUSING AUTHORITY OF SAN MATEO COUNTY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Email staff from agency to assist the writing of needs of public housing residents.
7	<b>Agency/Group/Organization</b>	SAN MATEO COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Coordination
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Monthly Cohort meetings with peer community to discuss the needs of the community and coordinate efforts for the submission of the Action Plan.

8	<b>Agency/Group/Organization</b>	DALY CITY
	<b>Agency/Group/Organization Type</b>	Other government - Local Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Coordination
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Monthly Cohort meetings with peer community to discuss the needs of the community and coordinate efforts for the submission of the Action Plan.
9	<b>Agency/Group/Organization</b>	REDWOOD CITY
	<b>Agency/Group/Organization Type</b>	Other government - Local Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Coordination
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Monthly Cohort meetings with peer community to discuss the needs of the community and coordinate efforts for the submission of the Action Plan.
10	<b>Agency/Group/Organization</b>	City of San Mateo
	<b>Agency/Group/Organization Type</b>	Other government - Local Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Coordination
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Monthly Cohort meetings with peer community to discuss the needs of the community and coordinate efforts for the submission of the Action Plan.
11	<b>Agency/Group/Organization</b>	YMCA Community Resource Center
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Services-Education Services-Employment Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Outreach related to each public hearing for the plan. City staff met with YMCA leadership on March 12th to understand community needs. YMCA is the City's Core Service Agency and as such the main intake point to all social and housing services for City residents.
12	<b>Agency/Group/Organization</b>	OMBUDSMAN PROGRAM OF SAN MATEO COUNTY
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Outreach related to each public hearing for the plan as well as meetings to better understand the types of services Ombudsman Services provides and resources needed.
13	<b>Agency/Group/Organization</b>	City of South San Francisco IT Department
	<b>Agency/Group/Organization Type</b>	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City consulted with the SSF Information Technology Department regarding broadband services and narrowing the digital divide. The IT department has identified projects and services to narrow the digital divide and provide broadband services, citywide. The IT Department is currently working with the Public Works Department to move forward internet access projects to add connectivity to under-served neighborhoods in the City.

14	<b>Agency/Group/Organization</b>	SAN FRANCISCO FOUNDATION
	<b>Agency/Group/Organization Type</b>	Regional organization Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The SF Foundation is regularly in consultation with City staff as part of the 's ongoing engagement in the Foundation's Housing Policy Fellowship program, a part of the larger Partnership for the Bay s Future initiative.
15	<b>Agency/Group/Organization</b>	City of South San Francisco Public Works
	<b>Agency/Group/Organization Type</b>	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Publicly Funded Institution/System of Care
	<b>What section of the Plan was addressed by Consultation?</b>	Hazards Mitigation, resilience measures, flooding
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of South San Francisco Public Works department is consulted regularly for all resilience measure, resilience the management of flood prone areas, public land or water resources and emergency management.
16	<b>Agency/Group/Organization</b>	Association of Bay Area Governments
	<b>Agency/Group/Organization Type</b>	Publicly Funded Institution/System of Care Regional organization Civic Leaders Business and Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City engages with ABAG on a large range of topics throughout the year. This includes the City having a Council Member serving on the Executive Board of ABAG, providing leadership and guidance of regional priorities as well as representing the City's concerns more broadly. Additionally, the Bay Area Housing Finance Authority (BAHFA) is a new component entity of ABAG. The City has engaged regularly with ABAG to identify housing funding.

#### Identify any Agency Types not consulted and provide rationale for not consulting

Multiple efforts were made to contact all agencies/organizations required for consultation on the Consolidated Plan. However, despite multiple attempts, not all agencies contacted responded.

#### Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	San Mateo Human Services Agency	The City has identified the need for homeless services and housing and has set a goal to provide service enriched shelter and transitional housing for homeless individuals.
CoC Strategic Plan to End Homelessness	San Mateo Human Services Agency	The City has identified the need for homeless services and housing and has set a goal to provide service enriched shelter and transitional housing for homeless individuals. This goal overlaps with several goals in the County's updated plan to end homelessness.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
South San Francisco Housing Element	City of South San Francisco	California State Law requires all jurisdictions to prepare Housing Elements for their General Plans. The Housing Element is a document intended to help jurisdictions identify and plan for housing need, including affordable and special needs housing. The Housing Elements are required to obtain state approval and identify CDBG and other HUD funds as potential affordable housing resources, as well as referencing housing preservation programs funded through CDBG and HOME programs.

**Table 3 - Other local / regional / federal planning efforts**

## Narrative

As part of the San Mateo County HOME Consortium, the City has worked closely with the County of San Mateo and other HOME Consortium partners in developing its PY2024 Action Plan, as these jurisdictions are on the same grant cycle as the City. Redwood City and Daly City coordinate efforts to develop their PY2024 Action Plans via a joint application process in City Data Services (CDS). CDS allows funding applicants to complete a single application to multiple jurisdictions, making for a simpler process for the applicants and the various jurisdictions. The jurisdictions use the joint effort and monthly Cohort Meetings with these communities to coordinate their funding across the community. The effort enables South San Francisco to fill the needs of the community and the gaps in funding to help the regional community.



## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City of South San Francisco revised and formally adopted its updated Citizen Participation Plan (CCP) on January 27, 2021. The plan incorporates all federal regulations, explicitly states its record-keeping protocol, and encourages citizen participation through a variety of methods.

The following is a summary of the significant actions the City took to develop the PY2024 Action Plan in compliance with the CCP:

- January 4, 2024 — City hosted a Technical Assistance Workshop for applications to learn about City Data Services (CDS) and the application process. CDS staff were in attendance to help with technology issues.
- February 21, 2024 — Community meeting to gather housing and community development needs of South San Francisco residents. The CDBG Subcommittee hosted this meeting.
- March 27, 2024 — Community Needs Assessment hearing with the CDBG Subcommittee
- April 5 to May 8, 2024 — 30-day public comment period on the City's Con Plan and PY2024 One Year Action Plan
- May 8, 2024 — Final funding allocations and Public Hearing on the adoption of the City's PY2024 Action Plan

The Revised Amendment to the Program Year 2024 Action Plan was posted for public comment on November 1, 2024.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	The City hosted a Technical Assistance meeting for applicants on 01/04/24. 48 people attended this meeting, not including staff of the CDBG entitlement jurisdictions or our consultants. This meeting was virtual.	Questions and comments were based on the application itself and eligible activities for funding.	All comments were Accepted.	
2	Public Meeting	Non-targeted/broad community	The CDBG Subcommittee hosted a public meeting to get general feedback and input on the needs of the community on 02/21/24. 0 people attended this meeting. This meeting was in-person.	No persons attended the meeting. The meeting became a working session for the group members.	No comments were received from the public.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	The City Council hosted a public hearing to get general feedback and input on the needs of the community as well as review applications for funding on 03/27/24. 50 people attended this meeting. This meeting was viewable both in-person and virtually, though public comment was only possible in-person.	Five in-person comments were made during the public comment period for the public hearing. All comments were made by past public service grantees in support of the City Council approving continued program funding. Specific comments are listed in Appendix B.	N/A	
4	30-Day Comment Period	Non-targeted/broad community	The City posted its PY2024 Action Plan from April 5, 2024 until May 8, 2024.	The City did not receive any comments from the public during the 30-day comment period.	The City did not receive any comments.	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	30-Day Comment period	Non-targeted/broad community	The City posted the revised first amendment to the Action Plan on November 1, 2024 until November 30, 2024.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

At the time of the publication of this document for the 30 Day public comment period, the U.S. Department of Housing and Urban Development (HUD) had yet to announce the annual funding allocations. U.S. Congress passed a budget on March 8, 2024 and announced final allocations May 7, 2024. HUD allows City to publish draft documents utilizing estimates and a contingency plan for the 30 day comment period. The contingency plan is included in the discussion section below.

As part of the final document, the City knows it will receive \$443,482 of CDBG funding in PY2024. The City estimates it will collect and utilize \$7,000 of PY 2024 CDBG program income and \$100,000 of unspent CDBG funding from prior years. The City will use funding from the following prior year projects that did not move forward or utilize all their CDBG funding:

- El Concilio PY2022: \$16,773.26
- El Concilio PY2023: \$27,000
- Rebuilding Together NRD PY2022: \$1,708.66
- Rebuilding Together SAH PY2022: \$43,177.31

AMENDED: The City of South San Francisco, at the close of its PY2023, has determined a larger amount of funding available for prior year projects that had not been expended and not been included in the prior year resources. An additional \$566,695 of prior year funding will be

reallocated from:

- \$87,000 from the 2023 Minor Home Repair project
- \$77,000 from the 2023 City Sponsored Minor Home Rehabilitation Program, Debris Box, and Emergency Repair
- \$76,579 from other misc. projects that returned funding
- \$326,100 from misc. projects that did not utilize all of their funding

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	443,482	7,000	656,695	1,107,177	1,330,446	Funding will be used for the public services, infrastructure development, affordable housing projects for low to moderate income households, removal of unsafe structures, and administration/planning.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City's CDBG funding is not sufficient to leverage significant private, state, or local funds and can only be provided as a small match in attempts to secure what other non-federal funding might be available. Cuts to CDBG entitlement amounts over the years has resulted in the City

cutting funding to a significant amount of public service organizations that were once provided yearly operating funds. However, there are still limited housing and commercial rehabilitation funds available through the City's local programs, which do not require matches. The City plans on allocating \$100,000 from its local Housing Trust Fund to fill gaps for eligible programs and projects.

The City Council will occasionally require a small match of private funds for the loans/grants issued to Downtown businesses through the City's Commercial Rehabilitation Program.

The City does require match for the use of CDBG funds; however, projects with other funds are more likely to be funded.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

CDBG funds have continued to help improve city-owned properties that provide services to low and moderate-income or special-needs residents, such as parks, libraries, community facilities, and the City's senior center. CDBG funds are used solely for accessibility and non-routine maintenance improvements and occasionally provide minimal leverage to the majority of City funds needed to maintain the facilities. The City plans to allocate \$190,000 towards public facility improvements. Details on that project will be included in the project section of this PY2024 Action Plan.

**Discussion**

As noted above, the following is a consistency plan the City of South San Francisco will follow if the amount of CDBG funding allocated to the City is different than the estimated amounts above:

- The Administration Project will remain at 20% of the annual allocation, and it will increase or decrease to meet that threshold.
- If the award is less than the City's estimate, South San Francisco will decrease funding evenly for activities with 05 Matrix Codes to stay under the Public Services Cap and decrease Public Facility Improvement projects by 65%.
- If the award exceeds the City's estimate, 80% of the surplus will be added to Public Facility Improvement Projects.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase, Maintain, & Improve Affordable Housing	2023	2027	Affordable Housing	Citywide	Affordable Housing	CDBG: \$90,000	Homeowner Housing Rehabilitated: 13 Household Housing Unit
2	Preserve & Improve Public Facilities	2023	2027	Non-Housing Community Development	CDBG Services Area	Public Facilities and Infrastructure Improvements	CDBG: \$861,980.78	Other: 1 Other
3	Provide Public Services to Improve Quality of Life	2023	2027	Non-Housing Community Development	Citywide	Public Services	CDBG: \$66,500	Public service activities other than Low/Moderate Income Housing Benefit: 392 Persons Assisted
4	Planning and Administration	2023	2027	Non-Housing Community Development	Citywide	Public Services Affordable Housing Homeless Services and Housing Public Facilities and Infrastructure Improvements	CDBG: \$88,696	Other: 1 Other
5	Economic Development	2024	2027	Non-Housing Community Development	Citywide	Public Services	CDBG: \$0	

Table 6 – Goals Summary



## Goal Descriptions

1	<b>Goal Name</b>	Increase, Maintain, & Improve Affordable Housing
	<b>Goal Description</b>	Goal name: Increase, maintain, and improve the supply of affordable housing for extremely low- to moderate-income individuals/families.
2	<b>Goal Name</b>	Preserve & Improve Public Facilities
	<b>Goal Description</b>	Goal name: Preserve and improve public facilities that serve a higher percentage of low-income or special needs residents.
3	<b>Goal Name</b>	Provide Public Services to Improve Quality of Life
	<b>Goal Description</b>	Goal name: Provide public services to improve the quality of life for low-income individuals and families, including those at risk of becoming homeless and special needs populations.
4	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	Planning and administration funding to support CDBG subrecipients and respond to HUD requirements.
5	<del><b>Goal Name</b></del>	<del>Economic Development</del>
	<del><b>Goal Description</b></del>	<del>Support entrepreneurship programs and businesses, targeting businesses owned by minority populations as well as support low to moderate income households as they seek employment, by covering expenses such as childcare, after-school youth services, etc.</del>

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The City conducts a NOFA process for public service, fair housing, minor home repair, and microenterprise assistance projects on a two-year cycle, renewable as funding is available. The public service projects selected for this PY2024 Action Plan are in the first year of the two-year cycle of awards and continue to meet the goals of the 2023-2027 Consolidated Plan.

#	Project Name
1	Public Services
2	Minor Home Repair Program
3	Public Facility Improvement Projects
4	Economic Development Activities
5	Planning and Administration

**Table 7 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The housing, community development, and social service needs of underserved populations in South San Francisco far outweigh the amount of local, state, and federal resources, including CDBG, the City has to administer. The City's PY2024 CDBG funding allocations were based on the priorities heard through the community engagement process. The City works with other county jurisdictions and community partners to avoid duplication of services and leverage all available resources.

**AMENDED:** The City of South San Francisco is reallocating funding to public facility projects to address a backlog of unused funding.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Provide Public Services to Improve Quality of Life
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$66,500
	<b>Description</b>	The City partners with several organizations. During PY2024, the City will fund a variety of public service programs in the community. This includes homelessness services, legal services and public services benefiting low to moderate income households/clients. This project is eligible under 24 CFR 570.201 (e) the CDBG regulations and will be LMC National Objectives.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City anticipates helping 392 persons through the proposed activities.
	<b>Location Description</b>	<p>The City will assist persons and households throughout the City of South San Francisco through the grantees. Grantee administrative addresses are listed below except where noted are facility address within the City when not kept private to ensure safety of clients like in the case of domestic violence service providers. <b>AMEDNDED: The City has updated the various organizations to receive funding under the public service project.</b></p> <p><b>Friends for Youth</b> 3460 W Bayshore Rd, Suite 203, Palo Alto, CA 94303</p> <p><b>Magic Tooth Bus</b> 1 Avenue of the Palms Avenue, Suite 206, San Francisco, CA 94130</p> <p><b>Rape Trauma Services Center</b> 1860 El Camino Real, Suite 406, Burlingame, CA 94010</p> <p><b>Renaissance Entrepreneurship Center</b> 366 Grand Ave., South San Francisco, CA 94080 (office and service location) 1848 Bay Road, East Palo Alto, CA 94303 (office and service location)</p>

	<b>Planned Activities</b>	<p>AMEDED: The City partners with several organizations. The City will fund:</p> <ul style="list-style-type: none"> <li>• <b>Friends for Youth, \$12,500:</b> will provide quality mentoring relationships and support services to underserved youth as well as wraparound holistic services for youth and their families.</li> <li>• <b>Magic Tooth Bus, \$14,000:</b> will provide oral health outreach and dental screenings.</li> <li>• <b>Rape Trauma Services Center, \$15,000:</b> will provide mental health services to address the multiple healing needs of child survivors of sexual violence including crisis intervention, individual and group counseling, advocacy, medical/legal and forensic accompaniment, and information and referrals.</li> <li>• <b>Renaissance Entrepreneurship Center \$25,000:</b>, will provide customized English and Spanish language small business training classes and workshops, one-on-one consulting, legal and tax assistance, business incubation, and access to resources, markets and networks to assist small business owners in achieving economic mobility and building assets by starting and growing their own sustainable small businesses.</li> </ul>
2	<b>Project Name</b>	Minor Home Repair Program
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Increase, Maintain, & Improve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$90,000
	<b>Description</b>	The City will allocate funding to various non-profits that provide minor home repairs and accessibility modifications to low-income homeowners. This project is eligible under 24 CFR 570.202 (a) (1) the CDBG regulations and will meet a LMH National Objective.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City anticipates serving 13 low-income households.

	<b>Location Description</b>	The City will assist households throughout the City of South San Francisco through the grantees. Grantee administrative addresses are listed below  <b>Rebuilding Together Peninsula</b> <b>841 Kaynyne Street, Redwood City, CA 94063</b>
	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• <b>Rebuilding Together Peninsula, National Rebuilding Day, \$25,000.</b> This funding will be put towards the National Rebuilding Day program, which utilizes volunteers to rehabilitate homes on National Rebuilding Day.</li> <li>• <b>Rebuilding Together Peninsula, Safe at Home, \$65,000.</b> This funding goes towards RTP's Safe at Home year-round program which addresses minor repair needs.</li> </ul>
<b>3</b>	<b>Project Name</b>	Public Facility Improvement Projects
	<b>Target Area</b>	CDBG Services Area
	<b>Goals Supported</b>	Preserve & Improve Public Facilities
	<b>Needs Addressed</b>	Public Facilities and Infrastructure Improvements
	<b>Funding</b>	<b>CDBG: \$861,980.78</b>
	<b>Description</b>	These funds will be used for public facility and infrastructure improvements in low/mod areas. This project is eligible under 24 CFR 570.201 (c) the CDBG regulations and will meet a LMA National Objective.
	<b>Target Date</b>	6/30/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City anticipates funds will be used on improvements for one public facility.
	<b>Location Description</b>	These funds will be used for public facility and infrastructure improvements in low mod areas.
<b>4</b>	<b>Planned Activities</b>	These funds will be used for public facility and infrastructure improvements that have yet to be determined.
	<b>Project Name</b>	<b>Economic Development Activities</b>
	<b>Target Area</b>	<b>Citywide</b>
	<b>Goals Supported</b>	<b>Economic Development</b>

	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$0
	<b>Description</b>	<del>Economic Development programs will support small business training classes and workshops, business incubation, and access to resources, markets and networks to assist small business owners, growing their own sustainable small businesses. This project is eligible under 24 CFR 570.203 (b) the CDBG regulations and will meet a LMC National Objective.</del>
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<del>This project will serve 30 persons.</del>
	<b>Location Description</b>	<del>The City will assist households throughout the City of South San Francisco via two different locations. The Renaissance Entrepreneurship Center location for the services are below:  366 Grand Ave., South San Francisco, CA 94080 (office and service location)  1848 Bay Road, East Palo Alto, CA 94303 (office and service location)</del>
	<b>Planned Activities</b>	<del><b>Renaissance Entrepreneurship Center—Microenterprise Assistance:</b> will provide customized English and Spanish language small business training classes and workshops, one on one consulting, legal and tax assistance, business incubation, and access to resources, markets and networks to assist small business owners in achieving economic mobility and building assets by starting and growing their own sustainable small businesses.</del>
5	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Public Services Affordable Housing Homeless Services and Housing Public Facilities and Infrastructure Improvements
	<b>Funding</b>	CDBG: \$88,696

	<b>Description</b>	The City will use approximately 20 percent of its entitlement to administer the CDBG program. This project is eligible under 24 CFR 570.206 (c) the CDBG regulations and is not required to meet a National Objective.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	The program will be operated from the City offices located at 400 Grand Avenue, South San Francisco, CA 94080.
	<b>Planned Activities</b>	N/A



## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City has identified the census blocks with more than 51% of residents with low- to moderate-income households. Using the HUD CPD Maps website as a guide, as well as using the HUD GIS dataset, the City has created a CDBG Service Areas map for South San Francisco (see Appendix D). These Service Areas generally meet the CDBG Low to Moderate Area Benefit (LMA) requirements; however, the area known as East 101 is predominantly industrial activities, and CDBG funding will not be spent in this region. The below census blocks meet the CDBG Low to Moderate Area Benefit (LMA) requirements.

- 601901-2, 601902-3
- 602000-5
- 602100-1, 602100-3
- 602200-1, 602200-2, 602200-3, 602200-4
- 602300-1
- 602400-1

The city will directly assist these areas through public improvement projects.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
SSF Downtown Tracts 6021, 6022	0
CDBG Target Area	0
CDBG Services Area	33
Citywide	67

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City's primary strategy for the PY2024 Action is to reduce the housing cost burden and create suitable living environments. In making funding decisions, the City gives priority to activities that:

- Meet goals of the 2023-2027 Consolidated Plan
- Demonstrate the significance of need
- Serve eligible areas within South San Francisco, especially targeting areas with high

concentrations of racial and ethnic minorities or poverty

- Are eligible projects or programs under HUD rules
- Create visual impacts in the neighborhoods, particularly if an infrastructure project

## **Discussion**

The City utilizes its CDBG resources to assist as many eligible households and neighborhoods as possible. It will regularly check and monitor its designated low-income areas to ensure they remain eligible for CDBG-funded projects.

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

According to the 2018 American Community Survey 5-Year Estimates, 53% of South San Francisco renters pay more than 35% of their income towards rent. Additionally, 25% of homeowners in South San Francisco with a mortgage are spending 35% or more of their household income on housing costs (2014-2018) American Community Survey 5-Year Estimates). This data signifies that a large portion of South San Francisco households are living in unaffordable housing, which in turn is putting them at risk of becoming homeless.

While the City actively makes efforts to provide affordable housing to residents, the lack of resources and market conditions pose formidable barriers. The combination of limited resources and the current market conditions have created an unsustainable housing cost environment due to inflated rents and expensive home/land prices. Therefore, the City continually seeks new and innovative ideas to overcome these barriers.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City will continue to monitor and identify areas of improvement in its public policies to foster and maintain the supply of affordable housing and to remove barriers to affordable housing development by:

- Implementing zoning to ensure an adequate supply of land meets its Association of Bay Area Governments (ABAG) regional housing needs allocation.
- Continuing to implement the City's Inclusionary Housing Ordinance requires that a percentage of new "for sale" residential units be made available as Below Market Rate (BMR) units for low-income residents. The City will also continue to support its existing BMR units.
- Investigating new funding sources for the City's affordable housing programs and working with non-profit developers to promote affordable housing development for lower-income households.
- Considering fee waivers or deferrals of planning, building, and impact fees for affordable housing developments.
- Removing government and public infrastructure constraints to affordable housing development through administrative support, intergovernmental cooperation, public-private partnerships, and permit streamlining.
- Continuing to cooperate with other governmental agencies and actively seek solutions to area-wide housing problems.
- Encouraging the construction of Accessory Dwelling Units by expedited permitting and providing

## architecture

The City's 2022 Housing Element Plan ensures housing stability and eliminates community displacement through policies and actions such as:

- Increasing production of housing for extremely low and very low-income households;
- Elevating rental assistance to prevent evictions and enhance eligibility for affordable housing;
- Measuring benchmarks for involuntary displacement resulting from public and private investments and supporting investments that would offset displacement impacts; and,
- Expanding support for CBOs delivering tenant and eviction protection services, as well as financial education and outreach for accessing affordable rental and homeownership opportunities

The Housing Element directs the city to more strongly move towards equitable distribution of growth, focusing on small and mid-rise multi-family buildings, through:

- Supporting small and midrise buildings by increased development capacity (heights or density) within well-resourced neighborhoods along transit corridors or within low-density neighborhoods
- Streamlining approval of small and mid-rise buildings where community benefits are in place, such as serving middle-income households and community benefit uses on the ground floors.

Providing technical assistance and financing programs, especially for low-income homeowners, through new programs

## Discussion

The City is continuously looking for opportunities to help address housing needs in the community, especially for lower-income residents. The City hopes to find additional opportunities for partnership in meeting housing needs.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

The following sections describe the actions and efforts the City will undertake to meet underserved needs, support affordable housing development, and address lead-based paint hazards. Many of these actions are based upon the importance of coordinating with other jurisdictions, local service providers, and the private sector. With limited funding available, the City's focus will be strategic about leveraging its funds where it can and seeking collaboration among partners to better meet the needs of the community.

### **Actions planned to address obstacles to meeting underserved needs**

Underserved communities are populations of the community who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. This section of the narrative addresses the City's plan to address the needs of these communities and populations. The main obstacle the City faces in meeting underserved needs is limited resources for funding programs that benefit. In making funding decisions, the City gives priority to activities that:

- Meet a goal of the 2023-2027 Consolidated Plan;
- Demonstrate a significance of need; and,
- The project or program is eligible under HUD rules.

With the loss of California Redevelopment Agency (RDA) funds and declining CDBG entitlements, the City has limited capabilities in meeting all the diverse needs of the community. Additionally, many local service providers are experiencing declines in private and public funding as COVID-19 funding dries up, hindering their ability to meet needs. The City plans to address this obstacle by looking for new funding sources and finding creative ways to leverage and utilize existing funding. Additionally, the City will encourage collaboration amongst itself, other jurisdictions, and non-profits.

### **Actions planned to foster and maintain affordable housing**

The City will take the following actions to foster and maintain affordable housing throughout the community:

- Promote the construction of lower cost units by providing incentives to developers and encouraging mixed-use projects, second units, density bonuses, loft-style units, and manufactured housing.
- Strive to preserve and maintain existing affordable housing by using state and federal funds fully to rehabilitate existing housing units. Additionally, the City will continue to support affordable housing for groups with special needs, including seniors, people with disabilities, and people

experiencing homelessness.

- Continue to implement its Inclusionary Housing Ordinance that requires a percentage of new "for sale" residential units be made available as Below Market Rate (BMR) units for low-income residents. The City will also continue to support its existing BMR units.
- Provide a "how-to guide" for developers introducing new BMR units to the market, which guides resident selection, monitoring, etc.

### **Actions planned to reduce lead-based paint hazards**

The City will continue to undertake lead-based paint hazard mitigation, when applicable, by the CDBG housing rehabilitation regulations. This can include inspection for lead-based paint, risk assessment, abatement, clean up, disposal work, and clearance testing. This assistance will be in accordance with 24 CFR 35, et al. (9/15/99). A certified risk assessor will inspect all such housing.

### **Actions planned to reduce the number of poverty-level families**

The City of South San Francisco has a multi-faceted approach to reducing poverty in the community:

The City supports numerous efforts to construct and rehabilitate affordable housing. The City's Housing Rehabilitation Loan Program provides low-interest loans for housing rehabilitation to low-income homeowners to bring their housing up to code. The City's inclusionary housing ordinance aims to develop Below Market Rate (BMR) housing units affordable to low- and moderate-income households through the housing development process. The City will continue to seek out additional funding sources and partnerships to provide affordable housing throughout the community.

Additionally, the City's Affordable Housing Trust Fund (AHTF) is utilized to support the creation and preservation of affordable housing in South San Francisco for the benefit of low- and moderate-income households. The following projects and activities are eligible to be funded through the City's AHTF:

- Creation of new affordable units;
- Preservation of existing affordable housing;
- Assistance with multifamily rehabilitation programs;
- Conversion of market rate units to affordable housing;
- Construction of accessory dwelling units;
- Acquisition and rehabilitation of potential limited equity cooperatives;
- First time homebuyer loans; and
- Predevelopment loans/grants to assist nonprofit and for-profit developers with project feasibility studies, site acquisition and design studies for potential affordable housing

projects.

It is also important to note that non-profit organizations in South San Francisco play an important role in providing affordable housing, food, childcare, clothing, and other emergency services to low-income residents. The City partially funds and monitors these organizations through the CDBG Program.

Through this multitude of efforts, in collaboration with non-profit agencies, the City is continually working to help reduce the number of families living in poverty. With that said, there are significant challenges to accomplishing this long-term goal. The biggest barrier to the provision of services to lower income families and those at risk of becoming homeless is the lack of adequate state, county, and federal funds for social service activities. For example, CDBG funding for public services is limited to 15% of the City's entitlement amount and 15% of the prior year's program income. Since program income varies from year to year and is often received after the Action Plan has been drafted and the budgets have been set, it can be difficult to incorporate program income into services funding fully. The City strives for efforts that work creatively and efficiently within these constraints.

### **Actions planned to develop institutional structure**

The City will continue to make the following efforts to improve institutional structure:

- Assist populations experiencing homelessness and populations at risk of experiencing homelessness by supporting non-profits that provide services to these populations;
- Work with the Homeless Outreach Team (HOT);
- Work with other local jurisdictions as part of the CDBG Work Group to increase collaboration and make administrative and monitoring processes more standardized, compliant, and efficient;
- Build and improve relationships with local service providers; and
- Coordinate and participate in the Continuum of Care.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

- Continue to collaborate with the County of San Mateo, private housing developers, lenders, and non-profit housing developers to create more affordable housing;
- Continue to participate in the CDBG Work Group and to improve CDBG administrative processes for both sub-recipients and City staff;
- Continue to fund non-profit agencies serving low-income residents;
- Encourage collaboration and cooperation among local service providers;
- Continue to participate in the CoC Steering Committee;
- Continue to participate in the San Mateo County HOME Consortium and serve on the San Mateo

County's Housing & Community Development Committee (HCDC);

- Support workforce development partnerships that serve residents and employees in South San Francisco;
- Continue working with regional economic development groups and promote economic development collaboration;
- Work with businesses and the Chamber of Commerce on downtown beautification and other projects to improve Downtown; and
- Continue to work with the Homeless Outreach Team; this includes the City's participation on the HOT's Case Manager Group and Oversight Committee.

## Discussion

The City of South San Francisco has adopted the 2023-2031 Housing Element, including several goals and programs to further fair housing. Below are the actions the City will take to address fair housing during the PY2024 Action Plan.

Existing policies and programs that are in place include:

- Inclusionary Zoning requiring 15% affordable units in new residential developments
- Affordable housing impact/linkage fee on new development
- Streamlined processing of ADUs
- Provide funding and referrals to fair housing and legal services
- Locally funded homebuyer assistance programs
- Provide funding and referrals to home-sharing programs

New actions the City is undertaking in PY2024 include:

- The City is working with a real estate broker to identify vacant land or existing buildings within the City that would be a good candidate for affordable housing development.
- Develop an Anti-Displacement Roadmap. This 12-18 month process has kicked off in Spring 2024 and will do a deep dive into data and experiences of residents facing displacement pressures and develop policy recommendations for City Council consideration.



## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### Discussion

The 100 percent listed above in #2 Overall Benefit for CDBG is estimated over a three-year period, including program years 2022, 2023 and 2024.