



DRAFT ANNUAL ACTION PLAN

FY 2019-2020

Lead Agency: City of South San Francisco

City of South San Francisco Economic and
Community Development Department

Prepared by: Economic Development and
Housing Division

Executive Summary

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

1. Introduction

The U.S. Department of Housing and Urban Development (HUD) requires the City of South San Francisco (City) to prepare an Annual Action Plan (Action Plan) in order to receive federal Community Development Block Grant (CDBG) funds. HUD Programs have three basic goals to assist extremely low, very-low, and low-income persons by:

- Providing decent and affordable housing;
- Providing a suitable living environment; and
- Expanding economic opportunities.

The City's Action Plan for fiscal year 2019-2020, in conjunction with its Five-Year Consolidated Plan (2018-2023), furthers these goals by assessing the housing and community development needs and resources of the City and outlines a strategy on how it plans to address those needs. The City is also a participating jurisdiction in the San Mateo County HOME Consortium and therefore submits its federal application for funding as part of the HOME Consortium.

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 City's Action Plan identifies the following needs and has developed goals and activities that address both the City's needs and further HUD's program goals:

Need: Affordable Housing

Goal: Increase, preserve, and improve the supply of affordable housing for extremely low- and moderate-income households.

Activities: The City will use CDBG funds for housing rehabilitation and minor home repair/accessibility modification programs. Additionally, the City will continue to administer its existing First Time Homebuyer Loan Portfolio and Below Market Rate housing units.

Need: Public Services

Goal: 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.

Activities: The City will allocate 15% of its annual entitlement grant and 15% of prior year program income to the following public services: Community Overcoming Relationship Abuse (CORA), HIP Housing, John's Closet, Legal Aid Society, Rape Trauma Services Center, Samaritan House, and Star Vista.

Need: Public Facilities and Infrastructure Improvements

Goal: Preserve and improve public facilities that serve a high percentage of low-income or special needs residents.

Activities: The City will use CDBG funds, when feasible, to make accessibility modifications to public facilities and to rehabilitate facilities with urgent needs in CDBG service areas. The public improvement projects may include, but are not limited to, parks/playlot improvements, and projects related to the City's ADA Transition Plan.

Need: Homeless Services and Housing

Goal: Provide service-enriched shelter and transitional housing for homeless families and individuals.

Activities: There is a significant need for emergency and transitional housing as well as case management however, the City lacks funding for operating costs of emergency and transitional housing. The City plans to offset the loss of operating funds by providing funds, when feasible, for rehabilitation and accessibility modifications to emergency and transitional housing. However, should additional funds become available the City will support operating costs. The City will provide CDBG funding under the public service category to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter, which is a 90-bed homeless shelter located in South San Francisco that provides both emergency and transitional housing for homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse. The City will also continue to 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 emergency shelters and connecting them with County medical and rehabilitation services. This includes the City's participation in the HOT's Case Manager Group and Oversight Committee.

3. Evaluation of past performance

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

For FY 18-19, the City made efforts to improve the community by funding numerous non-profit organizations that provided a wide variety of public services which included senior services, youth services, homeless services, general social services, and disabled services. Additionally, CDBG funds were used to improve accessibility and/or rehabilitate various public facilities. For example, ADA modification projects include improving pedestrian and safety access at 40 public sidewalk ramps at major intersections.

Beyond funding programs, the City also made efforts to increase coordination with other agencies and jurisdictions and to streamline processes. These efforts include collaboration with other jurisdictions and San Mateo County in the HOME Consortium, participating in a region Assessment of Fair Housing, improving coordination with the Continuum of Care, and developing a response team to address homelessness. While the City is committed to increasing and preserving affordable housing in the community, it faced many challenges especially with rising housing costs and declining CDBG funding of the past Con Plan period.

4. Summary of Citizen Participation Process and consultation process

The citizen participation process for the FY 2019-20 Action Plan has been executed as follows: (See Section AP-12 Participation and Attachment C for additional information)

- **Public Hearings:** The City conducted a Community Development Needs Assessment Public Hearing before the City Council on March 13, 2019, asking the public to comment on the housing, community, and economic development needs of the City. Eleven public comments were received. Additionally, the City held a second public hearing on April 24, 2019 to make final funding allocations and to adopt this Action Plan.
- **A 30-day Public Review:** The Action Plan was made available for public review from March 25 through April 24, 2019.
- **Public Notices:** Public Notices for the two hearings were published in the *San Mateo County Times* on February 26, 2019, and March 25, 2019.
- **Online Outreach:** The City noticed all the CDBG related public hearings through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs.
- **Public Meetings:** The City held a public CDBG Subcommittee meeting on March 15, 2019.

Pursuant to 24 CFR part 91.105, the City of South San Francisco is required to develop a Citizen Participation Plan (CPP). The purpose of the CPP is to encourage citizen participation, particularly residents of predominantly low- and moderate-income neighborhoods, in the development of the City's Con Plan and Annual Action Plans, substantial amendments to these plans, and the Consolidated Annual Performance and Evaluation Report (CAPER). The City of South San Francisco revised its CPP in FY 2017/18 and formally adopted the revised plan on September 6, 2017 to update and include language regarding the Assessment of Fair Housing. This revised plan clearly incorporates all federal regulations, explicitly states its record keeping protocol, and encourages citizen participation. In accordance with its CPP, the City made the following efforts to promote participation; supported the County's needs assessment survey, held a joint community input meeting and two public hearings, and had appropriate public review/comment periods. For further information regarding the City's citizen participation and consultation process, please see the AP-10 Consultation and AP-12 Citizen Participation sections of this plan.

5. Summary of public comments

The City received public comments at the Needs Assessment Hearing and Public Hearing on the draft Action Plan. Please see attached Public Comment documents.

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

This section will be completed at the close of the public comment period.

7. Summary

The City's Action Plan for fiscal year 2019-2020 furthers these goals by assessing the housing and community development needs and resources of the City and outlines a strategy on how it plans to address those needs. The City is also a participating jurisdiction in the San Mateo County HOME Consortium and therefore submits its federal application for funding as part of the HOME Consortium.

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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	Economic Development and Housing (EDH) Division

Table 1 – Responsible Agencies

Narrative

The City of South San Francisco's Economic Development and Housing Division (EDH) under the Department of Economic and Community Development (ECD) is the lead public agency responsible for developing and implementing the City's Consolidated Plan and Annual Action Plans. EDH administers the City's Community Development Block Grant and HOME administrative funds. EDH is responsible for many of the activities and programs identified in the Consolidated Plan and this Action Plan including the City's Housing Rehabilitation Program, program administration, and public improvement projects.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of South San Francisco consulted with a wide variety of local non-profit organizations, the Continuum of Care (CoC), the San Mateo County Housing Authority, the South San Francisco Housing Authority, the San Mateo County Department of Health, other City departments, the South San Francisco Downtown Task Force, and other community stakeholders in order to develop its current Five-Year Consolidated Plan. Further, many of the local non-profit organizations also produce reports concerning the needs of the demographic they serve; this information is also utilized in the plan development.

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(l)).

During this Action Plan period, the City will work on strengthening its relationships with organizations that serve the public, especially low-income residents. 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's 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/or maintain affordable housing
- 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. This includes the City's participation on the HOT Case Manager Group and Oversight Committee
- Continued efforts by the downtown bike patrol to connect the homeless to public services that are available to them.

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 Continuum of Care (CoC) Steering Committee and is involved in all CoC decision-making. The CoC undertakes a wide range of efforts to meet the needs of homeless persons and those at risk of homelessness.

Chronically Homeless

The CoC has created multi-disciplinary, bilingual, Homeless Outreach Teams (HOT) to conduct intensive outreach with the chronically homeless people throughout the County and to help them move into permanent housing. South San Francisco's HOT program was implemented in FY 13-14. City staff, police, elected officials, County staff, and local service providers actively participate and meet regularly in the HOT program.

Families with Children

The CoC has developed a rapid re-housing program which provides short-term rental assistance plus case management to homeless families. The San Mateo County Human Services Agency has also provided funding for a motel voucher program to assist families that are waiting to access shelter.

Veterans

The CoC is working with the Veterans Task Force, convened in 2012 by the County Board of Supervisors, to improve county-wide efforts to outreach to homeless and at-risk veterans, to assess their service and housing needs, to and help them access needed resources, including Veterans Affairs Supportive Housing vouchers and veterans' benefits. In 2017, the San Mateo County Veterans Fund was created to support the local veteran population.

Youth

CoC funds are provided to the County Mental Health Association to operate its Support and Advocacy for Youth in Transition Program, which provides case management and housing search/stabilization services to homeless youth. The San Mateo County Housing Authority also offers Family Unification Program Vouchers for youth leaving the foster care system.

System-Wide Objectives

The San Mateo County CoC 10-Year Housing Our People Effectively (HOPE) Plan (adopted in 2006) laid out the community's overall strategy for reducing and ending homelessness. Key accomplishments have included the creation and expansion of Homeless Outreach Teams (HOT), new funding sources for homelessness prevention, Homeless Connect events, and various other initiatives.

The 10-year plan has been succeeded by the Ending Homelessness Plan (adopted in July 2016). The plan aims to end homelessness in San Mateo County by 2020 through a strategic and coordinated approach using data-driven solutions. Some of these solutions include: outreach, emergency shelters, transitional housing, rapid rehousing, permanent supportive housing and homelessness prevention programs.

Although these objectives have proven to be an effective way to set goals and evaluate progress, they are not fully aligned with the objectives set forth in the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) and in the federal strategic plan, Opening Doors. The CoC has convened a System Design Subcommittee that is working on the development of system-wide quantitative objectives for the following HEARTH outcomes:

- Reductions in total numbers of homeless people;
- Reductions in the number of new entries into homelessness;
- Reductions in the rate of returns to homelessness; and
- Reductions in the length of time people are homeless.
- Project-Level Objectives

The CoC has the following objective performance standards that are used on an ongoing basis to evaluate the effectiveness of all projects within the homeless system:

- Percentage of exits to permanent housing;
- Housing retention rate;
- Participants obtaining employment income during program participation;
- Participants increasing total income during program participation;
- Program occupancy levels;
- CoC/ Emergency Solutions Grant (ESG) grant spending rates; and
- Homeless Management Information System (HMIS) data quality

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

As previously mentioned, the City has a seat on the CoC Steering Committee and meets on a quarterly basis to make decisions regarding the planning, funding, and operation of the CoC. Additionally, the City sits on the COC Funding/Project Review Subcommittee which reviews renewal and new projects seeking CoC funding. The City does not receive ESG funding as the County Department of Housing (DOH) is the only ESG recipient in the County. However, the City does have a designated seat on the DOH's Housing & Community Development Committee (HCDC) which advises the County Board of Supervisors on allocating County CDBG and HOME funding. Further the City participates in the CoC's development of performance and evaluation standards along with the management of the Homeless Management Information System (HMIS).

Performance Standards

Evaluation of Project Outcomes

System-Wide Performance Measurement

On an annual basis, the CoC Lead Agency, the San Mateo County Center on Homelessness (COH) compiles a report on how well the community is meeting 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 numbers of households receiving assistance. Additionally, the CoC's System Design Subcommittee is developing a set of system-wide performance measures that align with HEARTH and Opening Doors. This work includes developing a recommended methodology for measuring average length of homelessness that includes the time prior to program intake. The CoC's System Design Subcommittee will be researching possible methodologies for a more complete tracking of returns to homelessness, including any further HUD guidance if available.

Project-Level Performance Measurement

The COH regularly monitors all emergency shelter, transitional housing, outreach, supportive housing, rapid re-housing, and prevention programs which includes 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 CoC's project performance standards. In addition, the Project Performance Subcommittee works with the COH to conduct an annual assessment of how well projects are performing, identifies those projects that are underachieving, and recommends 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's and the CoC's established performance measures.

Homeless Management Information System (HMIS)

On July 1, 2014, the San Mateo County Human Services Agency, the designated HMIS Lead Agency, launched a new version of the HMIS. The new system incorporates the latest HUD published data standards and improves the ease of data input and data quality. Additionally, as described in the CoC's Governance Charter, on an annual basis the CoC will review, revise, and approve (as applicable) the privacy, security, and data quality plans for the HMIS. The CoC will also ensure consistent participation of sub recipients in the HMIS and ensure that the 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	Agency/Group/Organization	Samaritan House
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Samaritan House provided input on homeless needs through its participation in the City's Homeless Outreach Team and during the March 13, 2019 public hearing.
2	Agency/Group/Organization	LifeMoves
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Life Moves provided input on homeless needs through its participation in the City's Homeless Outreach Team.

3	Agency/Group/Organization	The Salvation Army - South San Francisco
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Salvation Army provided input on homeless needs through its participation in the City's Homeless Outreach Team.
4	Agency/Group/Organization	San Mateo County Health System
	Agency/Group/Organization Type	Services-Health Health Agency Other government - County
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The San Mateo County Health System provided input on homeless needs through its participation in the City's Homeless Outreach Team.

5	Agency/Group/Organization	County of San Mateo Center on Homelessness
	Agency/Group/Organization Type	Housing Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The San Mateo County Center on Homelessness provided input on homeless needs through its participation in the City's Homeless Outreach Team.
6	Agency/Group/Organization	Youth Service Bureaus of the YMCA of San Francisco
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The YMCA Community Resource Center (which is operated by the Youth Service Bureaus) provided input on homeless needs through its participation in the City's Homeless Outreach Team.
7	Agency/Group/Organization	JOHN'S CLOSET
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	John's Closet provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.
8	Agency/Group/Organization	PROJECT 90
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-homeless Substance Abuse and Recovery
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Project 90 provided input on homeless needs through its participation in the City's Homeless Outreach Team.

9	Agency/Group/Organization	Rebuilding Together Peninsula
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Rebuilding Together Peninsula provided input on housing needs during the March 13, 2019 CDBG needs assessment public hearing.
10	Agency/Group/Organization	Community Overcoming Relationship Abuse
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CORA provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.
11	Agency/Group/Organization	HIP Housing
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	HIP Housing provided input on housing and public service needs during the March 13, 2019 CDBG needs assessment public hearing.
12	Agency/Group/Organization	Center for Independence of Individuals with Disabilities
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CID provided input on housing needs during the March 13, 2019 CDBG Needs Assessment Public Hearing.
13	Agency/Group/Organization	Legal Aid Society of San Mateo County
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Legal Aid Society provided input on housing and public service needs during the March 13, 2019 CDBG Needs Assessment Public Hearing.
14	Agency/Group/Organization	PROJECT SENTINEL
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Project Sentinel provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.
15	Agency/Group/Organization	Ombudsman Services of San Mateo County
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ombudsman provided input at the March 13, 2019 public hearing.
16	Agency/Group/Organization	Rape Trauma Services
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Rape Trauma Services provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.
17	Agency/Group/Organization	Star Vista
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	StarVista provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.

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

All agency types were consulted.

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 County 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 the goals of the CoC as the CoC seeks to prevent homelessness, promote self-sufficiency of those that are homeless, and provide diverse homeless services.
Housing Our People Effectively (HOPE) 10-year Plan	San Mateo County 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 the goals of the HOPE Plan. Some of the HOPE Plan's goals are to increase homeless housing opportunities and to prevent and end homelessness by delivering flexible services.
Housing Element	City of South San Francisco	Short and Long-term planning for housing needs at a range of prices and rents.
Plan Bay Area 2040 and the CASA Compact	The Association of Bay Area Governments/Metropolitan Transportation Committee	Plan Bay Area is a regional blueprint that promotes compact, mixed use neighborhoods near transit. The CASA Compact is a set of policy recommendations to increase housing production for the region.

Table 3 - Other local / regional / federal planning efforts

Narrative

The City of South San Francisco, the County of San Mateo and the other entitlement jurisdictions (Daly City, San Mateo, and Redwood City) have developed a "CDBG Cohort" which meets regularly to enhance and streamline the CDBG process for both the jurisdictions and subrecipients. The Cohort collectively organizes community forums, requests for proposals, and joint monitoring of subrecipients.

Additionally, the Cohort has implemented the use of standardized applications, reporting, and reimbursement forms for subrecipients through a common online grant management system. The Cohort shares information regarding subrecipients and how to handle issues that may arise for the subrecipients such as reporting, invoicing, or actions needed to correct and track performance.

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

Pursuant to the City's Citizen Participation Plan, the following is a summary of the significant actions the City undertook in developing this Action Plan:

- **December 18, 2018 to January 28, 2019** – CDBG/HOME Administrative Funds Renewal Application Available
- **January 28, 2019** – Application Deadline
- **February 26, 2019** – Public Notice of Community Needs Assessment Hearing was published in the San Mateo County Times
- **February 26, 2019** – The City publicly noticed the Community Needs Assessment Hearing through the City's website, Twitter, and Facebook page. The City also sent individual email notifications to the CDBG FY 19-20 applicants and the City's CDBG and Economic & Community Development listservs.
- **March 13, 2019** – Community Needs Assessment Hearing
- **March 15, 2019** – CDBG Subcommittee Meeting
- **March 25, 2019** – Public Notice of Availability of the City's FY 19-20 Annual Action Plan and Notice of Public Hearing published in the San Mateo County Times
- **March 20, 2019** – The City publicly noticed the Availability of the City's FY 19-20 Annual Action Plan and Notice of Public Hearing the City's website, Twitter, and Facebook page. The City also sent individual email notifications to the CDBG FY 19-20 applicants and the City's CDBG and Economic & Community Development listservs.
- **March 25 to April 24, 2019** – 30-day public comment period on the City's FY 19-20 Annual Action Plan
- **April 24, 2019** – Final funding allocations and Public Hearing on the adoption of the City's FY 19-20 Annual Action Plan
- **May 15, 2019** – Submission of the City's FY 19- Annual Action Plan to HUD

The following are specific efforts made to broaden outreach and promote participation. These efforts to increase citizen participation helped establish and/or reconfirm the City's housing and community development needs and were used as a basis for setting priorities. See Attachments B and C for additional information.

- **Public Hearing on Community Needs:** On March 13, 2019, the City held a public hearing to receive comments on the City's housing and community development needs. A notice for the hearing was published in the San Mateo County Times on February 20, 2017. The City received eleven (11) public comments.
- **Public Hearing on the Action Plan Adoption:** On April 24, 2019, the City held a public hearing to receive comments on and adopt the City's Action Plan. A notice for the hearing was published in the San Mateo County Times on March 20, 2019.
- **Online Outreach:** The City noticed all of the CDBG related public hearings through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs.
- **Public Meetings:** The City held public CDBG Subcommittee meetings on March 15, 2019.

Citizen Participation Outreach

Table 4 – 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
1	Public Outreach	<p>People of color</p> <p>Non-English Speakers- Specify other Language: Spanish</p> <p>Non-targeted/ broad community</p>	On March 13, 2019, the City held a public hearing with the Mayor and City Council to receive public comments on the City's Housing and community development needs. A public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on February 26, 2019. The hearing was also noticed through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs (See Attachments C)	The City received eleven (11) public comments. All of the comments received were in support of different non-profits seeking CDBG or HOME Administrative funding. The comments described the nonprofits' programs and their impact on the community while also thanking the City Council for their support. Further information regarding the comments is provided in Attachment C.	All comments were accepted.	http://www.ssf.net/1937/CDBG-Notices
2	Public Noticing via Newspaper	<p>People of color</p> <p>Persons with Disabilities</p> <p>Non-targeted/ broad community</p>	Published notices for public meetings/hearings were posted in the San Mateo County Times on Feb 26, 2019 and March 20, 2019.	No comments were received from the noticing. Comments were received at the noticed public meetings and hearings	All comments were accepted	See Attachment

Expected Resources

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

Introduction

The City's FY 19-20 entitlement amount is \$450,000. The City is also supporting several projects funded from 2018-2019 and prior year funds. The final costs for these projects and the amounts expected to be available at the end of the year have not been finalized. The City is budgeting for approximately \$220,000 in prior years' uncommitted and roll-over funds. This gives the City a CDBG budget of approximately \$682,000 for FY 19-20. In addition, the City's the FY 18-19 HOME allocation is \$12,000 which provides the City with an overall budget of approximately \$1,041,000.

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	471,509	1,397	80,590	553,496	0	The City of South San Francisco is an entitlement jurisdiction and therefore receives an annual CDBG grant allocation from HUD, the City also receives a variable amount of Program Income. Additionally, accumulated funds from prior program years have resulted in significant prior year resources that the City is required to budget and spend down.

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: \$		
HOME Funds	public - federal		12,000	0	0	12,000	0	The City of South San Francisco is part of the San Mateo County HOME Consortium. As a member of this consortium, the City receives 1% of the County's annual HOME allocation for administrative purposes.

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

Leveraging CDBG funds continues to be a greater challenge with the dissolution of Redevelopment Agencies (RDA) statewide. In the past, CDBG funds were able to leverage significant amounts of RDA funding for housing and commercial projects. A reduction to CDBG entitlement amounts over the last few years have also required the City to cut funding to nearly half of the public service organizations. Overall, CDBG funding is insufficient to leverage significant funds and now can only be provided as a small match in attempt to secure what other non-federal funding might be available.

However, the City has been utilizing CDBG funding for smaller public right of way improvements that will ensure that the City is more competitive in future years for Cap and Trade funding. These improvements include upgrading intersections and making the downtown more pedestrian friendly.

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

Over the years, the City's RDA acquired several residential and commercial properties; however, with the dissolution of RDAs, the City is required to sell all its properties and return all proceeds to the State. Therefore, the City is in the process of selling these commercial properties. In the past few years the City has been selling the smaller residential properties which have been occupied by low income households. The City's Housing Investment Plan has stipulated, however, that the proceeds received from the sale

must be used to replace the unit somewhere else in the City. The City has not sold all of the residential properties, and still has 6 residential units that are being leased to low income households.

Discussion

CDBG funds have also helped improve city-owned properties that are used to provide services to low and moderate income or special needs residents such as parks, libraries, the boys and girls club, senior center and right of way improvements. CDBG funds do not subsidize, in any way, the operations of those city-owned facilities but have provided accessibility and non-routine maintenance improvements.

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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	2019	2020	Affordable Housing	SSF Downtown Tracts 6021, 6022	Affordable Housing	CDBG: \$235,250	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 48 Households Assisted
2	Provide Public Services to Improve Quality of Life	2019	2020	Non-Housing Community Development	SSF Downtown Tracts 6021, 6022	Public Services	CDBG: \$33,778	Public service activities other than Low/Moderate Income Housing Benefit: 264 Persons Assisted
3	Provide Service-Enriched Homeless Shelters	2019	2020	Homeless	SSF Downtown Tracts 6021, 6022	Homeless Services and Housing	CDBG: \$19,097	Homeless Person Overnight Shelter: 75 Persons Assisted
4	Preserve and Improve Public Facilities	2019	2020	Public Facility Improvements	SSF Downtown Tracts 6021, 6022	Public Facilities Improvements	CDBG: \$277,041	Gardiner Park Renovation

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Increase, Maintain, & Improve Affordable Housing
	Goal Description	For FY 19-20, the City will implement the following activities in order to meet this goal: housing rehabilitation, minor home repair, emergency home repair grants, debris box vouchers, and accessibility modification programs.
2	Goal Name	Provide Public Services to Improve Quality of Life
	Goal Description	For FY 19-20, the City will allocate 15% of its annual entitlement and 15% of its prior year program income to non-profit organizations that provide public services. The City anticipates serving 344 low to moderate income residents in FY 19-20.
3	Goal Name	Provide Service-Enriched Homeless Shelters
	Goal Description	There is a significant need for service-enriched shelters and transitional housing for both homeless individuals and families as the City has experienced a significant increase in chronically homeless and transients, especially in the Downtown. The City will address this need by providing public service funds to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter located in South San Francisco, which provides 90 beds to homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse. The City will also continue to work with the Homeless Outreach Team (HOT) to move the most difficult, long term homeless/transient individuals out of the Downtown area by placing them in emergency shelters and connecting them with County medical and rehabilitation services. This includes the City's participation in the HOT's Case Manager Group and Oversight Committee.
4	Goal Name	Preserve and Improve Public Facilities
	Goal Description	<p>The City of South San Francisco may use these funds to support investments in predevelopment activities for infrastructure and public facilities. These predevelopment activities may be used to assemble sites for affordable housing or provide infrastructure that would benefit the community.</p> <p>Additionally, it is likely that the City will use these funds to improve public facilities, such as improvements to Park facilities and funding ADA improvements, as identified in the City's ADA Transition Plan. In FY 18-19 the City spent \$206,000 improving the ADA ramps to public intersections in the CDBG Service Areas. In FY 19-20 the City anticipates funding the Gardiner Park renovation.</p>

AP-35 Projects - 91.420, 91.220(d)

Introduction

The City plans to implement the following projects:

Public Services	
HIP Housing: Home Sharing Program	Facilitates rent or service exchange home sharing arrangements through interviewing and screening clients
John's Closet	Provides new clothing for low-income children
Legal Aid Society	Legal assistance and advocacy for people losing their homes or living in substandard conditions
Rape Trauma Services Center	Mental health services to address the multiple healing needs of child survivors of sexual trauma
Star Vista	Subsidized apartments and case management services for emancipated foster youth plus essential life skills training
Ombudsman Services of San Mateo County, Inc.	Advocacy services to elderly and developmentally disabled individuals
Service-Enriched Homeless Shelters *	
Community Overcoming Relationship Abuse (CORA)	Emergency shelter for victims and survivors of domestic violence and their children
Samaritan House	Operates the Safe Harbor Shelter, a 90 bed homeless shelter that provides emergency and transitional housing for homeless adults
Minor Home Repair Programs	
Center for Independence of Individuals with Disabilities (CID) - Housing Accessibility Modification Program	Installs ramps, grab bars, and other modifications to make a home accessible to individuals with disabilities
El Concilio - Peninsula Minor Home Repair	Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements that would otherwise not be completed and increase energy and water conservation
Rebuilding Together Peninsula (RTP) - National Rebuilding Day	Program that utilizes volunteers to rehabilitate homes on National Rebuilding Day
Rebuilding Together Peninsula (RTP) - Safe at Home	A year round program that addresses minor repair needs

**Homeless shelters are a subcategory under the Public Services*

City Sponsored Housing Rehabilitation Program

Provides grants to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home.

Public Improvement Projects

These funds may be used towards Public Improvements to City Facilities as well as within the Public Right of Way in low/mod areas. The funds may support investments in predevelopment activities for infrastructure and public facilities. These predevelopment activities may be used to assemble sites for affordable housing or provide infrastructure that would benefit the community as a whole.

In addition, the City is exploring the idea of using the Section 108 Loan Program. The loan would provide a greater impact for capital improvement projects in low and moderate neighborhoods, especially since construction and acquisition costs have been increasingly cost-prohibitive.

CDBG Administration

The City will use 20% of its entitlement and current year program income to administer the CDBG program.

Fair Housing (\$12,000)*

Project Sentinel (\$12,000) provides comprehensive fair housing services of complaint investigation, community outreach, and education.

**HOME Administrative Funds are not reported in HUD's Integrated Disbursement & Information System (IDIS)*

#	Project Name
1	Public Services
2	Service Enriched Homeless Shelters
3	Minor Home Repair Program
4	Housing Rehabilitation Program
5	Public Facility Improvement Projects
6	Planning and Administration

Table 7 – Project Information

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

Given the limited funds available, the City prioritizes activities which provided maximum benefit to the community. The majority of the City's CDBG funds are allocated to supporting housing rehabilitation and

public improvements because these types of activities are not restricted by spending limitations and are highly impactful. Further, it is intended that CDBG money will be utilized for the 'last mile' of funding for projects that may not otherwise be completed. A major funding obstacle continues to be sufficiently supporting the wide variety of crucial public services needed in the City due to federal spending limits specific to public services. While the public service need far exceeds the funds available to provide those services, the City has selected those activities which would be most effective.

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AP-38 Project Summary
Project Summary Information

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1	Project Name	Public Services
	Target Area	SSF Downtown Tracts 6021, 6022
	Goals Supported	Provide Public Services to Improve Quality of Life
	Needs Addressed	Public Services
	Funding	CDBG: \$67,709
	Description	For FY 19-20 the City will allocate 15% of its annual entitlement to non-profit organizations that provide public services.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	344 extremely low to low income individuals are estimated to benefit from the proposed activities.
	Location Description	<p>City-Wide</p> <ul style="list-style-type: none"> HIP Housing 364 South Railroad Avenue San Mateo, CA 94401-4024 John's Closet 444 E. Market St., Rm. 2 Daly City, CA 94014 Legal Aid Society 330 Twin Dolphin Drive, Suite 123 Redwood City, CA 94065-1455 Ombudsman Services of San Mateo County, Inc. 711 Nevada St. Redwood City, CA 94061-1555 Rape Trauma Services Center 1860 El Camino Real, Suite 406 Burlingame, CA 94010-3117 StarVista 701 Grand Ave South San Francisco, CA 94080-2553

	Planned Activities	<ul style="list-style-type: none"> • HIP Housing: Home Sharing Program <u>\$8,941 of available public services funding:</u> Facilitates rent or service exchange home sharing arrangements • John's Closet <u>\$4,863 of available public services funding:</u> Provides new clothing for low income children. • Legal Aid Society <u>\$9,479 of available public services funding:</u> Legal assistance and advocacy for people losing their homes or living in substandard conditions. • Ombudsman Services of San Mateo County, Inc. <u>\$9,618 of available public services funding:</u> Advocacy services to elderly and developmentally disabled individuals • Rape Trauma Services Center <u>\$9,818 of available public services funding:</u> Mental health services to address the multiple healing needs of child survivors of sexual trauma. • StarVista <u>\$5,894 of available public services funding:</u> Subsidized apartments and case management services for emancipated foster youth plus essential life skills training.
2	Project Name	Service Enriched Homeless Shelters
	Target Area	SSF Downtown Tracts 6021, 6022
	Goals Supported	Provide Service-Enriched Homeless Shelters
	Needs Addressed	Homeless Services and Housing
	Funding	CDBG: \$19,097
	Description	The City will address the need for service-enriched shelters and transitional housing by providing public service funds to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter located in South San Francisco, which provides 90 beds to homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	79 Homeless persons provided overnight shelter.
	Location Description	<ul style="list-style-type: none"> • Community Overcoming Relationship Abuse (CORA) Address Suppressed • Samaritan House: Safe Harbor Shelter 295 North Access Road South San Francisco, CA 94080-690
	Planned Activities	<ul style="list-style-type: none"> • Community Overcoming Relationship Abuse (CORA) <u>\$9,479 of available public services funding:</u> Emergency shelter for victims and survivors of domestic violence and their children • Samaritan House: Safe Harbor Shelter <u>\$9,618 of available public services funding:</u> Operates the Safe Harbor Shelter, a 90-bed homeless shelter that provides emergency and transitional housing for homeless adults
3	Project Name	Minor Home Repair Program
	Target Area	SSF Downtown Tracts 6021, 6022
	Goals Supported	Increase, Maintain, & Improve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$138,250
	Description	For FY 19-20 the City will allocate funding to various non-profits that provide minor home repairs and accessibility modifications to low income homeowners.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The City anticipates serving 67 low income households.

	Location Description	<ul style="list-style-type: none"> • Center for Independence of Individuals with Disabilities 2001 Winward Way, Suite 103 San Mateo, CA 94404 • El Concilio of San Mateo County 1419 Burlingame Avenue, Suite N Burlingame, CA 94010-4123 • Rebuilding Together Peninsula 841 Kaynyne Street Redwood City, CA 94063-3000
	Planned Activities	<ul style="list-style-type: none"> • CID - Housing Accessibility Modification Program <u>\$30,000 of Minor Home Repair funding:</u> Installs ramps, grab bars, and other modifications to make a home accessible. • El Concilio - Peninsula Minor Home Repair <u>\$37,500 of Minor Home Repair funding:</u> Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements. • Rebuilding Together - National Rebuilding Day <u>\$15,750 of Minor Home Repair funding:</u> Program that utilizes volunteers to rehabilitate homes on National Rebuilding Day. • Rebuilding Together - Safe at Home <u>\$55,000 of Minor Home Repair funding:</u> A year-round program that addresses minor repair needs.
4	Project Name	Housing Rehabilitation Program
	Target Area	SSF Downtown Tracts 6021, 6022
	Goals Supported	Increase, Maintain, & Improve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$235,250
	Description	Provides low interest loans and grants to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home.

	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	2 Households will be provided loans, 10 households will receive emergency housing vouchers, 2 households will receive debris box vouchers.
	Location Description	This program is available citywide for low/mod income households.
	Planned Activities	<ul style="list-style-type: none"> • Housing Rehabilitation Loans Provides low interest loans to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home. • Emergency Repair Vouchers Provides low-income families grants of up to \$5,000 to make emergency safety and/or code violation repairs. • Debris Box Vouchers Provides low-income families with a debris box to clear code violations and clean up conditions that affect the health, safety or appearance of properties.
5	Project Name	Public Facility Improvement Projects
	Target Area	SSF Downtown Tracts 6021, 6022
	Goals Supported	Preserve and Improve Public Facilities
	Needs Addressed	Public Facilities Improvements
	Funding	CDBG: \$277,041
	Description	The City will use CDBG funds to help in the renovation costs of Gardiner Park. The Gardiner Park Renovation Project will completely remodel the existing park. This will include site grading, accessible pathway improvements, replacement of the existing play structure, installing a basketball court, benches and gathering areas, as well as new landscaping. The existing park infrastructure is beyond its useful life and is in need of a makeover. CDBG funds can provide partial funding for this project, while additional funding for this project will come from the city's park fees, and State of California Department of Housing and Community Development.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	The City anticipates undertaking one (1) public improvements projects next year
	Location Description	<p>The Public Improvement project will be implemented in the Service Areas (See Attachment D: Service Area Map). The Census tracts comprising these service areas are 6021.</p> <p>The City's priorities are to invest in the Downtown and Uptown areas, however it is sometimes difficult to identify and implement Right of Way Improvement Projects in these areas. Therefore, expanding the Services Areas to the greater LMA areas will allow the City to utilize its CDBG entitlement more effectively, whilst additionally benefitting a greater population.</p> <p>The City has identified these census tracts to be a local target area as more than 50% of residents in this area are considered low to moderate income (see Attachment D). This local target area also meets the CDBG Low to Moderate Area Benefit (LMA) requirements.</p>
	Planned Activities	These funds may be used for Public Right of Way improvement expenditures in low/mod areas. This may include improved street lighting or street sewer laterals. The City may consider a sidewalk improvement program. Or the funds may support investments in predevelopment activities for affordable housing, infrastructure and public facilities.
6	Project Name	Planning and Administration
	Target Area	SSF Downtown Tracts 6021
	Goals Supported	<p>Increase, Maintain, & Improve Affordable Housing</p> <p>Preserve and Improve Public Facilities</p> <p>Provide Public Services to Improve Quality of Life</p> <p>Provide Service-Enriched Homeless Shelters</p>
	Needs Addressed	<p>Public Services</p> <p>Affordable Housing</p> <p>Economic Development Services</p> <p>Homeless Services and Housing</p> <p>Public Facilities Improvements</p>
	Funding	<p>CDBG: \$102,000</p> <p>HOME Administrative Funds: \$12,000</p>
	Description	The City will use 20% of its entitlement to administer the CDBG program.

Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	NA
Location Description	NA
Planned Activities	<p>The City will use 20% of its entitlement and current year program income to administer the CDBG program.</p> <p>HOME funds will be used to support Fair Housing Services in the City.</p>

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 50% of residents with low to moderate household incomes. Using HUDs CPD Maps website as a guide, as well as using HUDs GIS dataset, the City has created a CDBG Service Areas map for South San Francisco (see Attachment 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 meets the CDBG Low to Moderate Area Benefit (LMA) requirements:

- 601700-1
- 601901-2, 601902-1, 601902-3
- 602000-5
- 602100-1, 602100-3
- 602200-1, 602200-2, 602200-3, 602200-4, 602200-5
- 602300-1
- 602400-1
- 602600-1, 602600-2, 602600-4.

The City will direct assistance to these areas through public improvement projects

Geographic Distribution

Target Area	Percentage of Funds
SSF Downtown Tracts 6021	40

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City designates these areas as target areas for funding services because a majority of those who reside and/or receive services in this area are low income. Therefore, improvements made to this area, through activities like public right of way beautification projects, create a citywide benefit.

Discussion

Many of the City's service providers are located either outside of the CDBG Target area or are regional providers with headquarters in other jurisdictions, but who specifically serve South San Francisco residents. The City works to find a balance between funding projects to assist residents in the low-

income neighborhoods, with services that serve low-income residents city-wide.

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

Introduction

A lack of resources and the current market conditions have presented barriers to affordable housing. Currently, there is a lack of sufficient federal, state, and county funds to create new affordable housing. Federal tax credits are very limited and extremely competitive. Furthermore, the County resources, which consist only of HOME funds, have been drastically reduced and remain extremely competitive.

Additionally, the dissolution of RDAs signifies a tremendous loss of resources available for affordable housing. In prior years, RDA funds were used to develop numerous affordable housing units while also bolstering the City's CDBG program. Due to the dissolution of the RDA, it is now necessary to piece together several years of funding allocations and grants, thus requiring at least 5 to 7 sources of funds to be able to construct new housing on the Peninsula. These sources have consequently reduced as well. As such, cities will not be able to meet their state mandated housing production requirements, especially for affordable housing units.

In addition to limited resources, the current market conditions have created an unsustainable housing cost environment due to inflated rents and expensive home/land prices. According to the 2016 American Community Survey 5-Year Estimates, 40% of renters in South San Francisco are paying more than 35% of their income towards rent and 24% of all renters are paying more than 50% of their income towards rent. Additionally, 34% of homeowners in South San Francisco with a mortgage are spending 35% or more of their household income on housing costs (2012-2016) American Community Survey 5-Year Estimates). This data signifies that approximately one third (1/3) 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 as formidable barriers. Therefore, the City is continually seeking new and innovative ideas to overcome these barriers. In 2018, the City made strides in addressing the housing shortage by adopting several affordable housing policies. to increase below market rate units and expand its affordable housing funds through office and commercial developer fees. affordable adopted inclusionary housing regulations for rental and for-sale residential units consisting of five more units. In addition, the

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 in order to foster and maintain the supply of affordable housing and to remove barriers to affordable housing development. The City will also continue to maintain and encourage affordable housing development by:

- Implementing zoning to ensure there is an adequate supply of land to meet its Association of Bay Area Governments (ABAG) regional housing needs allocation.
- Continuing to implement the City's Inclusionary Housing Ordinance; this requires that a percentage of new “for sale” residential units are 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 sources of funding for the City's affordable housing programs and working with non-profit developers to promote the development of affordable housing 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 take an active interest in seeking solutions to area-wide housing problems.

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 make to address things such as meeting underserved needs, affordable housing, and 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. In a time with limited funding available, the City's focus will be on creativity and collaboration in order to meet more needs of the community.

Actions planned to address obstacles to meeting underserved needs

The main obstacle the City faces in meeting underserved needs is a lack of funding. With the loss of RDA funds and declining CDBG entitlements, the City has limited capabilities in meeting the needs of the community. Additionally, many local service providers are also experiencing declines in both private and public funding, which further hinder their capability to meet needs. The City plans to address this obstacle by continuing to look for new funding sources and find 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

Listed below are actions the City plans to take to foster and maintain affordable housing:

- 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 to the fullest extent to rehabilitate existing housing units. Additionally, the City will continue to support affordable housing for groups with special needs, including seniors, the disabled, and the homeless.
- 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 who are introducing new BMR units to the market which provides guidance regarding resident selection, monitoring etc.

Actions planned to reduce lead-based paint hazards

The City will continue to incorporate lead testing and lead safe work practices into all rehabilitation projects it funds. Additionally, the City makes lead-based paint information available on its website, to all the local non-profit agencies, to homeowners and renters. The City also provides loans and grants to

homeowners and public facilities to abate lead-based paint hazards.

City webpage for lead-based paint information:

<http://www.ssf.net/1338/Homeowner-Information>

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:

First, the City has acquired housing units over the years and converted them into affordable rental units. The City manages the units and rents them at affordable rates to assist low income families whose incomes do not support market rate housing costs. These efforts help reduce the number of families living in poverty by providing them with affordable housing costs. Additionally, the City has provided some of these units to the County's Emancipated Foster Youth Program to provide affordable housing for youth who have transitioned out of the foster care system. Additionally, the City's housing rehabilitation program offers low- and moderate-income homeowners the opportunity to bring their homes to current building and safety standards by providing low interest loans and grants. This improves living conditions in a manner that doesn't create an economic burden on the family.

It is also important to note that non-profit organizations in South San Francisco play an important role in providing affordable housing, food, child care, 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 prior year program income. Since the City does not know how much program income will be received in a given year, and since program income is often received after the Action Plan has been drafted and the budgets have been set, it can be difficult to fully incorporate program income into services funding. The City continues to strive for efforts that creatively and efficiently work with these constraints.

Actions planned to develop institutional structure

City will make the following efforts to improve institutional structure:

Continue to assist the homeless and those at risk of becoming homeless by supporting non-profits that offer solutions and services to the homeless and continue working the with the Homeless Outreach

Team (HOT)

- Continue to work with the other local jurisdiction as part of the CDBG Work Group in order to increase collaboration and make administrative and monitoring processes more standardized, compliant, and efficient
- Continue to build and improve relationships with local service providers
- Continue to coordinate and participate in the Continuum of Care

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

The City plans to take the following actions to enhance coordination in the implementation of the City's Action Plan:

- Continue to collaborate with the County of San Mateo, private housing developers, lenders, and non-profit housing developers in order to create more affordable housing
- Continue to participate in the CDBG Work Group and to improve CDBG administrative processes for both subrecipients 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 to 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 collaborations
- Work with businesses and the Chamber of Commerce on downtown beautification and other projects to improve the downtown
- 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 has prepared a workout plan to help address issues with timeliness. The plan is currently under review with HUD and will prioritize shovel-ready projects to help encourage timely expenditure of funds.

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 |
| Total Program Income: | 0 |

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. | 90.00% |

Discussion

ATTACHMENTS

ATTACHMENT A

ATTACHMENT B – Public Notices

ATTACHMENT C – Citizen Participation Comments

ATTACHMENT D – Map of Areas of Low and Moderate Income

DRAFT

ATTACHMENT B

Notice to the Library of Annual Plan Availability

CITY OF SOUTH SAN FRANCISCO
INTER-OFFICE MEMORANDUM

DATE: March 25, 2019
TO: Orange Avenue Library Staff
FROM: Kris Romasanta, Community Development Coordinator
SUBJECT: CDBG FY 19-20 Action Plan

Please find attached the Community Development Block Grant (CDBG) FY 2019-2020 Draft Annual Action Plan. The Action Plan is available for public review and comment from March 25- April 24. Please place the Action Plan in a visible area, preferably where you keep public information/handouts, until April 25th. You may dispose of the document after April 25th.

Note any public comments on the plan can made at the April 24, 2019 City Council meeting or be emailed to CDBG@ssf.net or mailed to

Economic & Community Development Department
400 Grand Avenue
South San Francisco, CA 94080

If you have any questions, please feel free to email or call me.

Thanks,


Kris Romasanta
(650) 877-8526
Kris.romasanta@ssf.net

CITY OF SOUTH SAN FRANCISCO
INTER-OFFICE MEMORANDUM

DATE: March 25, 2019
TO: Grand Avenue Library Staff
FROM: Kris Romasanta, Community Development Coordinator
SUBJECT: CDBG FY 19-20 Action Plan

Please find attached the Community Development Block Grant (CDBG) FY 2019-2020 Draft Annual Action Plan. The Action Plan is available for public review and comment from March 25- April 24. Please place the Action Plan in a visible area, preferably where you keep public information/handouts until April 25th. You may dispose of the document after April 25th.

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400 Grand Avenue
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If you have any questions, please feel free to email or call me.

Thanks, 
Kris Romasanta
(650) 877-8526
Kris.romasanta@ssf.net

Citizen Participation Comments

ATTACHMENT C

1. **Name:** Anje Rodriguez

Organization: Associate Director of Safe Harbor Shelter, Samaritan House

Comments: Safe Harbor is a 90-bed facility that serves the most vulnerable, chronically homeless individuals with comprehensive case management. We serve a high percentage of dual diagnosis of substance abuse and mental health issues. With the help of our collaborators and non-profit partners we have been able to serve just about 400 individuals this past fiscal year. Over 50 of whom were former South San Francisco residents. Sal is an electrician and came to Safe Harbor after being released from the hospital. He's an alcoholic and with the help of a local treatment program he graduated from his program. He struggled with health issues, but with a safe place to stay at night he was able to help himself physically. Before he went to surgery, he became eligible for a housing voucher and after surgery, he returned to the shelter and was surrounded by people who care and support from case managers. He's been sober for over a year and is part of the South San Francisco community.

2. **Name:** Remberto Calero

Organization: StarVista

Comments: We appreciate past help and future consideration. Starvista is in the County triplex in South San Francisco on Orange and Grand Avenue. We serve transitional age youth 18-24 for up to 3 years rent-free as long as they're enrolled in school. All of the clients are in college or waiting to start a training program. One is enrolled for the MSW program at San Francisco State. Promote self-sufficiency that they can be financially stable.

One of our clients is a superstar. She was initially resistant to help from anyone. She didn't want to go to school or help from anyone. She has turned it around and she is a full-time student at Skyline and has found help with her depression. She's progressed tremendously and has improved on her life skills.

3. **Name:** Laura Fanucchi

Organization: HIP Housing

Comments: We represent three HIP Housing affordable housing programs in South San Francisco. We match people who are looking for a room for rent with people who have homes in the County; we offer a self-sufficiency program with families with children, and we own a 15-unit apartment building on Commercial Avenue for 35 residents.

Some of the challenges are displacement due to rent increases, landlords remodeling and hiking up the rent, and landlords needing rooms back for family members. Despite the challenges, we are able to provide housing to 100 residents here through our programs. CDBG goes directly to homesharing where we interview and screen 200 individuals who work in education, work for South San Francisco, healthcare and caregiving, and customer service. The average rent on Craigslist is \$1,138, HIP Housing

home providers matching program is \$817, which is significantly lower. This represents 29% of their monthly income. Please consider supporting us because one spare room can change two lives.

4. Name: Alexandra Manieri

Organization: CID

Comments: Our mission is to provide support services to promote full equal integration for people who have disabilities. Housing Accessibility modifications has helped many in South San Francisco live in our community – installation grab bars, railings, stair lifts, ramps and other modifications for low-income individuals with disabilities. It improves accessibility, safety, and assist individuals stay at home or return home from nursing facilities or assisted living with greater independence and peace of mind.

On a daily basis we receive numerous calls from low-income residents for increase safety and solutions to regain independence in their homes. Last year we worked with Lauren a 37-year old woman who has cerebral palsy. Lauren needed a stair lift so that her care providers could help her go up and down the stairs. She cannot go up the stairs herself and it was physically demanding for her guardians. With CID's assistance, Lauren was able to get the stair lift installed and she's now able to go up and down the stairs independently.

5. Name: Jennifer Rowell

Organization: CORA

Comments: CORA has been in the community for more than 40 years, providing safety, support and healing for abuse from individuals in intimate relationships. We also educate the community to break the cycle of intimate relationship abuse. Include safe houses, supportive housing, 24-hour hotline, a law enforcement referral line and mental health support, and education. As the only San Mateo County organization that does this work, we respond to 12,000 calls each year.

I'm here to advocate for the shelter program, the only domestic violence safe house in San Mateo County, a 3-floor apartment building with 22-beds. This provides survivors with up to an 8-week stay. The second shelter provides 6-beds with up to a six-month stay. Case workers help them for life after the shelter and a long-term plan.

In FY 2018 we provided emergency shelter to 193 individuals, 120 adults and 73 children, 4 of whom were South San Francisco residents. Sandra was threatened by a machete by her husband. She was put into a hotel and then went to the shelter. She was determined to leave her husband. With our legal team she received a restraining order and was able to receive mental health services to process the years of abuse. She was a nursing student and wasn't doing well because of the abuse. We put her in touch with services and her grades increased and now she's working as a caretaker.

6. Name: Kirsten Irgens-Moller

Organization: Ombudsman Services

Comments: We protect the rights and advocates for the wishes of residents of almost 500 long-term care facilities in San Mateo County, including small-bed facilities and large assisted nursing facilities. In South San Francisco, we have 64 facilities and 785 residents. With your support we made over 4900 visits last year with a staff of five and 40 volunteers. In the County, we opened and closed 1700 cases, and in South San Francisco we opened and resolved 120 cases, ranging in issues about food, night-time staffing to larger issues like financial abuse and neglect.

One woman whose husband had died was starting to have memory issues and turned over her financial affairs to her neighbor. Her neighbor convinced her to sell her home to a friend of theirs for far less than market value and were slowly emptying her account of cash, putting it in cardboard boxes in a safe in her garage. Ombudsman was able to get her a representative payee who could help her financial situation and signed her up for long-term support with an assisted living facility in South San Francisco.

7. **Name:** Jacky Ramirez
Organization: Project Sentinel

Comments: Last year we served 774 people in San Mateo County, and about 60 of those were residents or prospective residents of South San Francisco. Our mission is to fight discrimination and promote equal access to housing. We're the largest fair housing agency in the region with the most complaints to HUD Region IX.

With this support we're able to put on our biennial symposium. This is our tenth and will be held on April 4th. The theme is on-point—it's Discrimination and the Current Housing Crisis Beyond Affordability. It will include a panel that will discuss legislation that is coming from our local legislators and the leading academics on the CASA Compact.

8. **Name:** David Carducci
Organization: Legal Aid Society

Comments: Our mission is to prevent homelessness by keeping people in their affordable homes and help bring stability to tenants in this difficult housing market. We continue to host three legal clinics each week, including a clinic every Tuesday in Daly City to reach our residents in South San Francisco, Daly City, and other North County cities.

Jessica was renting a home from her landlord who did not allow animals on the property. Jessica suffers from anxiety and depression and her doctor recommended that she get a dog to relieve the symptoms of her illness. She got a dog and showed the doctor's recommendation to her landlord. The landlord didn't accept the letter and threatened to evict Jessica for having the dog in her home. Jessica came to Legal Aid for help and we educated the landlord about Jessica's right to have her companion dog.

9. **Name:** Amanda Freeman
Organization: Rape Trauma Services

Comments: Over the past year, Rape Trauma Services has seen a 35% increase in service requests from children and families in South San Francisco. This is due to a mix of things—media events around sexual assault, the #MeToo Movement, #TimesUp have contributed to it, but it's really about the housing crisis. Families are having to choose between supporting their children or being homeless when a sexual assault disclosure is made.

One of the biggest collaborations is with the South City Police Department. We're working with the detectives to train our school personnel in how to recognize sexual assault and how to recognize human trafficking and coordinate with first-responders and work with RTS and free school-based therapeutic services. RTS doesn't believe that more abuse is happening but because of the collaborations across the different disciplines, there's a safety seen and law enforcement follows a protocol that lessens traumatization to children and families.

10. Name: Diane Papan

Organization: John's Closet

Comments: This marks our 35th year of operation and it started as a labor of love and continues as a labor of love. We continue to operate with no overhead, no salaries, no rent, and every dollar we receive goes towards buying new clothes for school-aged children. We serve the ages 4-18, and provide a jacket, shoes, two pairs of pants, two shirts, two sets of underwear, a sweatshirt, and hygiene items. This relieves the financial burden of the families we serve and kids stand taller when they leave John's Closet.

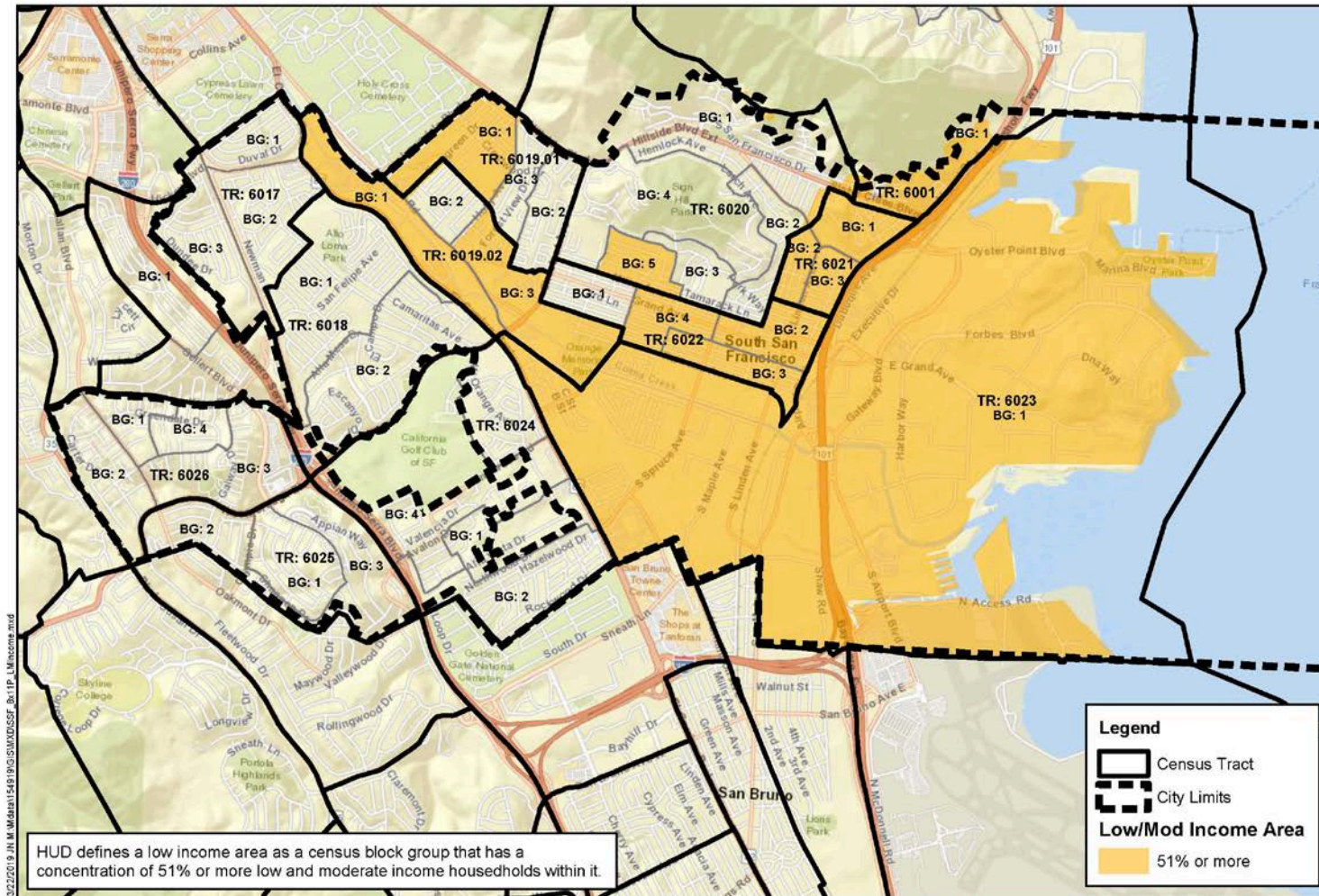
11. Name: Melissa Lukin

Organization: Rebuilding Together

Comments: We are entering our 30th year of providing home repair to low-income homeowners. We have two programs. One that we're known for is our one day in April. We galvanize over 1500 volunteers for home repair of upwards of 40 homes and approximately 10 facilities. In addition to that we have a year-round minor home repair program that provides services through our paid staff. This past contract year we have served 12 households, or 25 South San Francisco residents with the goal of serving 15 households by June. Of those served, we've had at least one senior in the home and two-thirds were headed by females. Seventy-five percent were either extremely-low or low-income with an average of \$35,000 a year.

With regards to Rebuilding Day, they are critical repairs and require a rebuild of a roof, which far exceeds our capacity of what we're able to do. Yet, it goes beyond the repairs and three-quarters of those we've helped says that it's helped them with financial stability and mental health.

ATTACHMENT D



Michael Baker
INTERNATIONAL

0 1,600 3,200
Feet

Source: HUD Exchange 2014, Esri Street Map, US Census, County of San Mateo

SOUTH SAN FRANCISCO Areas of Low and Moderate Income Concentration

Figure 1

Grantee SF-424's and Certification(s)

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