



Third Program Year Action Plan

The CPMP Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 3 Action Plan Executive Summary:

The 2010-2011 One Year Action Plan describes how the City of South San Francisco will address the City's housing and non-housing community development needs during the 2010-2011 fiscal year. The Consolidated Plan identifies the community's needs in housing, neighborhood improvements, social services, and economic development. It also sets priorities for addressing those needs and describes how the City will use Community Development Block Grant (CDBG), HOME, and local redevelopment funds to address those needs. This document, the Third Year Action Plan, is consistent with the priorities established in the 2008-2012 Five Year Consolidated Plan.

Housing Activities

Affordable rental housing remains a key need in our community. Although there is affordable housing to be found, many of our most needy residents require assistance and support to help move into a unit. This assistance takes many forms including: vouchers for an apartment deposit, help using resources such as Craigslist, or calling a local SRO to see if there are available units. Many housing options are now posted solely online, ensuring that residents on the fringes of society have an increased difficulty in securing housing resources. One of our goals is to ensure that there is increased access to affordable housing information and we provide agencies with paper information to post.

Outcomes and Objectives

The City of South San Francisco's 2010-2011 action Plan outlines the City's strategies for achieving the goals outlined in the Five Year Consolidated Plan. Each activity highlighted in the Action Plan is consistent with the primary objectives of the

CDBG program. The following is a summary of how the City will achieve these objectives.

Decent Housing

Acquisition and Rehabilitation
Housing Rehabilitation
Rental Housing Habitability
Grants supporting homeless shelters

Suitable Living Environment

Public Service Grants to nonprofit service providers
ADA Modifications
Public Facility Renovations

Economic Opportunity

City-Sponsored Commercial Rehabilitation

The activities outlined above will increase the affordability, availability, accessibility and sustainability of each of the highlighted Objectives.

Evaluation of Past Performance

During the last year, staff continued its programs despite increased need and fewer resources. There were several key changes in the types of assistance that was sought from residents. For example, there was a distinct increase in individuals seeking assistance for home repairs. At the time of this writing, the HCD office is closing in on its third (3) home rehabilitation loan this year. The City of South San Francisco has improved its home loan program marketing, which may be the reason for this increase. There was also a marked uptick in the amount of loitering and homelessness in the downtown. In contrast, there have been an increased number of downtown loan requests and the HCD office plan to expend its entire loan and grant funds to assist four (4) downtown business owners.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 3 Action Plan General Question

Geographic Area

The key geographic area where resources will be distributed is the Old Town area of South San Francisco. This neighborhood is adjacent to the historic downtown and features many amenities such as proximity to the Linden Avenue Park on the 600 block and the Linden Green Space on the 900 block. There is a bus line that runs through this neighborhood, which can take residents to the South San Francisco BART station. This section of town is populated with residents who are primarily Hispanic and non-English speaking. The other area is the Willow Gardens neighborhood. This area is within walking distance of the BART station and has a bus stop within close proximity to the neighborhood. The entire city features tiny pockets of elderly homeowners who often request services such as food delivery or grab bars for their doors and/or shower.

Basis for Allocating Investments and Assigning Priorities

Many of our key non-profits, operate in low income census tract areas as a way to reach their clients and provide them with the services that they need to thrive and survive. We support several other programs that, while based in a low income area or in another City, provide services to residents all over the City of South San Francisco. Many key resources are located in Low Income areas including: North Peninsula Neighborhood Services Center, our key social services agency, is located at 600 Linden Avenue in the heart of old town; and the Adult Day Care Center, which is located in the downtown area near the Old Town neighborhood. A full list of the agencies and their addresses has been listed at the end of this narrative. Please note that although agencies may be located in another City, their services are offered to local residents and some of them offer office hours in the City or other close locations.

Actions to Address Obstacles and Meet Underserved Needs

During the 2010-2011 FY, staff will continue to work with non-profits to find ways to meet their needs and leverage support through partnerships and resources. When possible, we attend community events in an effort to learn more about activities that will serve our residents.

Available Resources to Meet Needs

Non-profit agencies participate in many of the activities described in the One Year Action plan. In many cases, their participation will leverage both federal and local public funds used to carry out these activities. Private leveraging is discussed further in this plan where applicable. The City of South San Francisco also uses generous amounts of Redevelopment Agency funds to support programs that assist our low-income residents and downtown business owners.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 3 Action Plan Managing the Process response:

Lead Agency

The City of South San Francisco's Housing and Community Development Division (HCD) is the lead public agency responsible for developing and implementing the City's Consolidated Plan. HCD administers the City's Community Development Block Grant (CDBG) and Redevelopment Agency's tax increment funds. HCD is responsible for many of the activities and programs identified in the Consolidated Plan including the City's housing and commercial rehabilitation programs, voucher program, First Time Home Buyer Program, new housing development programs, funding of nonprofit agencies, and for some improvements of the City's public facilities and infrastructure.

Organizations Consulted to Develop the Consolidated Plan

The organization's that attend the Public Needs Assessment hearing provide much of the agency input that is utilized in the development of the Annual Plan. Many of the agencies also produce reports and guides concerning the needs of the demographic that they serve. Staff is in constant contact with the non-profit agencies, our downtown merchants and other community groups to learn more about the support they need to succeed. This information is used to help inform the outlook of this plan.

Further detail on the City's process of developing the plan and for citizen participation can be found in the Citizen Participation Plan.

Organizations Consulted to Deliver Services

The City will work closely with non-profit social service providers, other cities, the School District, the County, and the Chamber of Commerce to coordinate the delivery of services to residents. The City will also assist neighborhood groups with space for events and materials to help them conduct community activities.

Citizen Participation

1. Provide a summary of the citizen participation process.

2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 3 Action Plan Citizen Participation response:

In accordance with the Citizen Participation Plan, the City held public hearings and allowed for public comment periods to help determine the community's needs and review the 2010-2011 One Year Action Plan.

A. Identifying Needs

Request for Proposals for CDBG Funding

A request for proposals (RFP) for CDBG funding was sent to all community agencies on the Housing and Community Development e-notify list via email on December 31, 2009. A public notice of the RFP availability was published in the San Mateo County Times on January 2, 2010. The RFP was also posted on the City's website prior to the email notification date.

Public Hearing on Community Needs

On February 24, 2010 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. Many community agencies that applied for CDBG funding came to the hearing and spoke on behalf of their proposals.

A public notice for the hearing was printed on February 8, 2010 as a notice in the San Mateo County Times. Notice of the hearing was e-mailed to all community agencies on the Housing and Community Development e-notify list.

Here are the comments taken from this hearing:

1. Seana O'Shaughnessy – Rebuilding Together Peninsula – Discussed the projects that they do each year and then invited the City Council to support the April 25th Rebuilding Together work day.
2. Laura Fanucci – HIP Housing – They are seeing a major need – 120 clients served this year so far. They are helping other agencies plan “mini-home sharing” programs. They are helping clients who speak Tagalog and Mandarin.
3. Brian – Shelter Network – There are over 150 families on the waiting list for housing. Working families are helped through our program and our money is matched with other resources to do more. They provide help for first and last months rent.

4. Joy Dickinson - CORA – She discussed the shelter support and thanked the council for the \$35,000 offered last year to complete ADA improvements.

5. Maryam Bhimji – Samaritan House – Discussed issues relating to the need for more shelter beds.

B. The "Proposed" Annual Action Plan

Availability of a Proposed Annual Action Plan

The proposed 2010-2011 One Year Action Plan was made available for public comment from March 15 to April 28, 2010. Copies were made available at the Economic and Community Development Office at City Hall. A notice of the Plan Availability was published in the San Mateo Times on March 15, 2010 and another notice was published on April 15, 2010 to explain the updated date for the hearing, which was originally scheduled for April 14.

No comments were rejected at any of the Public Hearings.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 3 Action Plan Institutional Structure response:

The following jurisdictions, organizations, and groups are part of the institutional structure through which the City of South San Francisco's Five Year Consolidated Plan objectives will be implemented:

Housing and Community Development Division, City of South San Francisco

As described earlier, the City of South San Francisco's Housing and Community Development Division is responsible for many of the activities and programs identified in the Annual Plan. The City will be actively involved conducting housing rehabilitation, making loans to first time homebuyers, developing new housing, funding nonprofit agencies, creating opportunities for commercial development, and improving the City's public facilities and infrastructure.

County of San Mateo

The County contributes to the social service needs of the City through programs such as its financing of nonprofit agencies. One very critical role the County plays in South San Francisco is providing services for homeless persons and persons with special needs.

San Mateo County Housing Authority

The San Mateo County Public Housing Authority is responsible for implementing the federally funded Section 8 Program throughout the County of San Mateo. A portion

of the Housing Authority's rent assistance vouchers and certificates are allocated to the City of South San Francisco Public Housing Authority.

South San Francisco Public Housing Authority

The South San Francisco Public Housing Authority (PHA) operates as a separate entity and submits a Consolidated Plan to HUD separately from the City of South San Francisco. The South San Francisco PHA manages 80 units of affordable public housing.

Nonprofit Organizations

Nonprofit organizations in South San Francisco play an important role providing affordable housing and services for South San Francisco residents. South San Francisco partially funds and monitors many of these agencies through its Community Development Block Grant program.

North Peninsula Neighborhood Services, Inc. (NPNSC) is the key agency for the City of South San Francisco. They help organize social services for residents and conduct a minor home repair program in South San Francisco. Shelter Network operates two key shelters providing emergency and transitional for South San Francisco residents. For years Human Investment Project (HIP) has operated a home sharing referral program, which matches persons looking for housing with persons who have extra living space. This agency also helps seniors obtain reverse mortgages and manages several shared housing units. HIP is also a Community Housing Development Organization (CHDO) and as such is eligible for receiving HOME funds designated for CHDO's. John's Closet, Samaritan House and many other nonprofit organizations also provide valuable services to residents in South San Francisco. A complete listing and description of service providers is included each year in the City's One-Year Action Plan.

Private Sector

Private sector involvement in providing services for residents typically comes from corporate foundations or corporate social responsibility offices. Corporations tend to focus their energy on short-term projects that can be done on an annual or one-time basis. For example, one local corporation does an annual event that provides their employees with free money to spend in local downtown shops. These sorts of activities are wonderful for the community and they provide a great service. However, the support provided by the private sector should not be construed to be a permanent solution for serving the community at-large.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 3 Action Plan Monitoring response:

The City has established procedures to ensure that City programs comply with federal program requirements and City policies. For agencies that receive CDBG, HOME and RDA funding, the City requires the agencies to provide quarterly reports

of accomplishments and financial records. All new grantees receive site visits from City staff. These monitoring activities keep the City informed about the progress agencies are making towards meeting their objectives. The City also conducts regular site visits and requires the agencies to submit an annual audit. With respect to applicable construction projects, the City asks developers to submit proof of compliance with Davis-Bacon wage requirements with each invoice they submit to the City and staff members conduct HUD-11 inspections.

The City Council also reviews annual reports to ensure that the City is applying its resources to meet community goals. These reports include the CAPER (Consolidated Annual Performance & Evaluation Report) for federal programs, the annual report for the Redevelopment Agency and the annual city audit.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 3 Action Plan Lead-based Paint response:

The City of South San Francisco has previously done a lot to help support efforts to reduce lead hazards, including rehabilitating homes and working with code enforcement to identify hazards. This year, the HCD office supported the rehabilitation of 3 units at 741-718 Linden Avenue. During the 2010-2011 fiscal year, the CDBG housing program aims to continue its efforts in this arena. Staff hopes to host at least one lead reduction seminar during the year in an effort to reach out to the community about this problem. The goal of this seminar would be two-fold. First, staff hopes to educate residents about this problem. Second, it is hoped that this session might generate additional interest in the home rehabilitation program as families seek resources to create a safer home environment.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 3 Action Plan Specific Objectives response:

Housing Objectives/Priorities and Use of Funds

The City of South San Francisco provides an array of housing options to meet the demographic needs of our community. Some of the key types of housing resources located in the City are: homeless shelters, affordable housing, senior housing, and a home repair program to ensure that residents have safe housing.

City-Sponsored Housing Rehabilitation Loan Program

\$304,146 CDBG

The Housing Rehabilitation Loan Program assists low and moderate-income homeowners with housing loans. The program is administered by the City's Housing and Community Development Division. It is available citywide. It is expected that 3-5 low and moderate-income households will be assisted with low-interest and/or deferred loans. The maximum loan amount is \$25,000. All projects under the home rehabilitation program have a predicted outcome of: Sustainability for the purpose of creating decent affordable housing.

Voucher Program – This is a component of the housing rehabilitation program that makes grants available to low-income homeowners citywide. It is not funded separately. There are two different types of vouchers available:

(1) Emergency Voucher

Emergency Code Violation Vouchers provide homeowners a grant of up to \$2,500 to clear up code violations in their homes. Potentially, the program will assist 1-5 extremely low to very low-income residents in 2010-2011 using approximately \$5,000.

(2) Debris Box Voucher

Debris Box Vouchers help low and moderate-income residents remove accumulated debris and yard waste from their properties to assist in resolving code violations. This program will assist 5-10 residents with a maximum of \$5,000 in 2010-2011.

North Peninsula Neighborhood Service Center - House Helpers

\$40,000 CDBG

The Minor Home Repair Program provides free home repairs for very-low and low income homeowners. Services include roof and gutter repairs, water heater replacement, and installation of security devices, smoke alarms and carbon monoxide detectors. The program is administered by North Peninsula Neighborhood Services Center whose staff speaks English, Spanish and Tagalog. The majority of households assisted are typically (1) large families with small children and (2) elderly female heads-of-household. NPNSC expects to assist 30-45 very-low income homeowners citywide depending on rehabilitation needs. Funds are further leveraged by NPNSC's low cost repair services. Depending on program demand and fund availability, up to \$20,000 in additional mid-year funds may be allocated to House Helpers.

Rebuilding Together Peninsula

\$8,500 CDBG

Rebuilding Together Peninsula plans to rehabilitate 3-5 homes for low-income South San Francisco homeowners. Rebuilding Together Peninsula will accomplish all of the rehabilitation work on one day in April and will use volunteer crews that include skilled labor. By utilizing volunteer labor, Rebuilding Together Peninsula greatly leverages the CDBG funds they receive. The City will allocate \$8,500 of CDBG funds

to the program in 2010-2011 to be used exclusively for building materials. Predicted outcome: Sustainability for the purpose of creating decent affordable housing.

Center for Independence of the Disabled

\$15,000 CDBG

The Center for Independence of the Disabled provides home repairs for the disabled. Many of the residents that they service are elderly and in need of resources such as shower handles, hand held showers, chairs lifts and railing. They hope to serve 30 low income individuals in the City of South San Francisco. Predicted outcome: Sustainability for the purpose of creating decent affordable housing.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 3 Action Plan Public Housing Strategy response:

The South San Francisco Public Housing Authority (PHA) is separate from the City of South San Francisco Department of Economic Development, Housing and Community Development Division.¹

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 3 Action Plan Barriers to Affordable Housing response:

In an effort to foster and maintain the supply of affordable housing and to remove barriers to affordable housing development, the City of South San Francisco will continue to monitor its public policies to identify areas where the City can make improvements. The City will continue to maintain and encourage affordable housing development by:

- Implementing adopted density bonus ordinance

¹ The Public Housing Authority does not have the power to issue certificates or Section 8 vouchers. Instead, the PHA focuses solely on maintaining the 80 units of housing currently under its jurisdiction. The City of South San Francisco HCD office maintains some homes for low income residents. Staff members work with a property management organization to help maintain the units and find replacement tenants if there is a vacancy.

- Expediting reviews of affordable housing projects and provide technical assistance to developers
- Continue to support the BMR program
- Support programs to assist those in situations where the tenant/owner is unable to pay for their own housing or is in a difficult foreclosure situation in conformance with all California State and federal laws.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 3 Action Plan HOME/ADDI response:

The City of South San Francisco did not receive any ADDI funds but does have access to HOME funds through the San Mateo County Consortium. Although we do not use these particular resources for our First Time Home Buyer Program or down payment assistance, our city does have a robust program to help those interested in purchasing a home. During the 2010-11 fiscal year, all of the resources for programs supporting home ownership will be taken from our Redevelopment Agency program.

Our HOME program supports fair housing programs. During the 2010-11 fiscal year, the City of South San Francisco will provide \$5,000 to Project Sentinel, an organization that offers fair housing assistance and tenant/landlord counseling. Another \$7,000 will be provided to the San Mateo County Legal Aid Society, which supplies resources and information relating to fair housing concerns. Currently, they are providing support around the issue of tenants caught in the midst of foreclosure situations.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds— Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness— In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness— The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention— The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 3 Action Plan Special Needs response:

Summary of Specific Homeless/Special Needs Objectives

The numeric goals contained in these priorities are based on the one year goals of each of the following programs. Because funding decisions are made annually as to which agencies will be funded for the following program year, it is possible that some of the numeric goals will shift over the five years if there are changes in which agencies are providing services.

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

1.0. Provide emergency and transitional shelter for families

It is the City's goal to provide funding to organizations that provide shelter, transitional housing, and services to homeless families.

1.1. Shelter Network – Crossroads (\$18,000 RDA)

Crossroads provides transitional housing and comprehensive support services to homeless families. On-site services include support groups, job development and other individualized services to help families' secure permanent housing. The shelter will serve up to 30 very low and low income individuals from South San Francisco over the next fiscal year. The program is available to individuals citywide. The City will fund this program with RDA funds that will be leveraged by the County of San Mateo, other cities on the Peninsula, private foundations, and private donors.

2.0. Provide emergency and transitional shelter for individuals

It is the City's goal to provide funding to organizations that provide shelter, transitional housing, and supportive services to homeless individuals.

2.1. Shelter Network – Maple Street (\$7,000 RDA)

Maple Street Shelter provides transitional housing and comprehensive support services to homeless individuals. On-site services include support groups, job development and other services to help individual's secure permanent housing. The shelter will serve 35 very low and low income individuals from South San Francisco over the five-year Consolidated Plan period. The City will fund this program with RDA funds that will be leveraged by the County of San Mateo, other cities on the Peninsula, private foundations, and private donors.

2.2. Safe Harbor – Samaritan House (\$7,500 RDA)

Safe Harbor is a homeless emergency shelter in South San Francisco operated by Samaritan House. Safe Harbor provides shelter and food for up to 90 individuals countywide each night. In addition, Samaritan provides several other services on site including drug education, counseling, employment, job development counseling, and health services. All of the individuals served at the shelter will be very low income. Safe Harbor will serve approximately 44 individuals from South San Francisco during the next fiscal year. The City will fund this program with RDA funds. City funding will be leveraged by the County of San Mateo, other cities on the Peninsula, private foundations, and private donors.

2.3. Service League – Hope House (\$5,000 CDBG)

Service League provides transitional shelter to the homeless, mainly those who are leaving the county prison in Redwood City. Our funds would be used to support a case manager for the program that would assist the residents in finding permanent

housing. This program would be a part of the continuum of care and a key part of our discharge planning. Service League plans to assist three (3) South San Francisco residents during the next fiscal year.

3.0. Provide shared Housing Opportunities

Shared housing has become a promising option for residents seeking ways to stay in their home in the face of foreclosure. Staff has promoted this option and regularly posts a HIP housing availability list on the City website each month.

3.1. Human Investment Project (HIP) (\$10,000 RDA)

HIP offers affordable housing services including a home equity conversion program for seniors, shared housing referrals, life skills workshops for single parents, an a homeless prevention program. HIP will provide referrals to as many as 59 households, primarily very low and low income households from South San Francisco over the next fiscal year. The City will fund this program with RDA funding. City funding will be leveraged by other Peninsula cities, private foundations, and private donors.

4.0. Provide emergency and transitional shelter for domestic violence survivors and their children

It is the City's goal to provide funding to organizations that provide shelter, transitional housing, and services to domestic violence survivors and their children.

4.1. Center Overcoming Relationship Abuse (\$7,819 CDBG)

CORA provides shelter for domestic violence survivors and their children as well as food, clothing, counseling and legal services. Services are provided in English, Spanish, and Tagalog. The Center will provide shelter for about 2 families (estimated 5 individuals) over the 2010-11 fiscal year. The City will fund this program with CDBG funds that will be leveraged by the County of San Mateo, other cities on the Peninsula, private foundations, and private donors.

Chronic Homelessness and Prevention

Chronic homelessness occurs when efforts to prevent homelessness continually fail. The City funds agencies that provide temporary housing resources for victims of domestic violence or those seeking transitional housing. Other agencies such as North Peninsula Neighborhood Services Center provide emergency hotel vouchers for residents in need of immediate shelter. The HCD office at City Hall provides informational packets for residents seeking housing options upon request. Each packet consists of the County list of affordable rental units as well as information concerning HIP Housing and North Peninsula Neighborhood Services Center. Referrals to service-enriched housing are also provided if needed.

Barriers to Homelessness Prevention

The main barrier to homeless prevention varies for each individual case. Recent influxes of Homeless Prevention and Rapid Re-Housing (HPRP) dollars to local organizations like Samaritan House and Shelter Network will help residents stay in their homes despite losses in income. Although resources have increased, there are still many barriers for low income residents. It is often difficult to find out information for programs without internet access, a working cell phone or a car to meet with a

case manager. Better dissemination of information and details about resources could prove to be quite helpful in the fight to prevent homelessness.

Discharge Policy

Agencies work with transitional housing programs and other agencies to help clients find resources upon leaving local hospitals and jails. Shelter Network provides shelters for those in need of emergency housing. During the 2010-2011 FY staff plans to fund The Service League of San Mateo, which provides temporary housing to those recently released from the County jail.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 3 Action Plan ESG response:

No Response Required

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 3 Action Plan Community Development response:

Non Housing Community Development Needs (2010-2011)

All of these programs are being funded for one fiscal year.

1. Childcare

a. City-Sponsored Childcare \$10,000 CDBG
Operates two preschools, four before- and after-school sites, a summer camp and a vacation program. Funds will be used to provide fee assistance to families who cannot afford to pay full fees. The program will serve approximately 25 very-low and

low-income children citywide. The City will allocate \$10,000 of CDBG funds to the program in 2010-2011. Predicted outcome: Affordability for the purpose of creating suitable living environments.

2. Senior Services

a. City-Sponsored Adult Day Care \$18,249 CDBG

Provides a structured, supervised setting in which frail or chronically impaired seniors can participate in social, educational and recreational activities as independently as possible. The program will serve 40 very-low and low-income seniors citywide. The City will allocate \$18,249 of CDBG funds to the program in 2010-2011. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

3. General Social Services

a. North Peninsula Neighborhood Services Center (NPNSC) \$24,000 CDBG

Provides social services for those in immediate need. Services include provision of food, clothing, shelter, transportation, assistance with rental security deposits, payment of PG&E bills to avoid service interruptions, and crisis intervention. NPNSC is one of the County's Core Public Service Agencies serving very-low income individuals and families at risk of homelessness. NPNSC will serve 4,950 very-low and low-income residents citywide. The City will allocate \$24,000 of CDBG funds to the program in 2010-2011. Predicted outcome: Accessibility for the purpose of creating suitable living environments and decent affordable housing.

b. Project READ \$6,000 CDBG

Offers free individualized tutoring and materials for adults and trains volunteer tutors to assist in improving literacy. Project READ will serve 113 very-low and low income people citywide at the West Orange Avenue Library. The City will allocate \$6,000 of CDBG funds to the program in 2010-2011. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

4. Battered Women's Services

a. Communities Overcoming Relationship Abuse (CORA) \$7,819 CDBG

CORA helps serve the community by providing shelter to women and children who have been the victims of abuse. In 2010-2011, CORA plans to serve 2 households and 5 individuals from South San Francisco. This year, the City will provide CORA with \$5,375 in CDBG money. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

b. Rape Trauma Services Center \$6,250 CDBG

This is the only agency within San Mateo County to provide information, resources, and support to sexual assault survivors and their loved ones. Rape Trauma Services (RTS) anticipates serving 375 low-income South San Francisco women and their families citywide. Because RTS has very sensitive data, it does not break down data concerning who has been assaulted and those seeking referrals or other support services. The City will allocate \$6,250 of CDBG funds to the program in 2010-2011. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

5. Disabled Services

a. PARCA – Peninsula Association for Retarded Children and Adults **\$5,000 CDBG**

PARCA provides support, information, referrals, outreach, advocacy, and recreation opportunities to approximately 28 low-income South San Francisco individuals with developmental disabilities and their families citywide. The City will allocate \$5,000 of CDBG funds to the program in 2010-2011. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

6. Youth Services

a. John’s Closet **\$5,000 CDBG**

Provides schoolchildren ages 3 – 17 with new clothing. Many parents of the children served are single mothers and this service helps to offset the cost of new clothing. The program will serve approximately 141 very low and low-income South San Francisco children citywide. The City will allocate \$5,000 of CDBG funds to the program in 2010-2011. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

b. Youth Services Bureau **\$6,200 CDBG**

Offers a group counseling program to improve parenting skills and increase school performance. Low income, monolingual Spanish-speaking families are the focus of this program. Youth Services Bureau will serve 60 very-low and low income households citywide. The City will allocate \$6,200 of CDBG funds to the program in 2010-2011. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

c. The Health Mobile **\$9,000 CDBG**

The Health Mobile provides on-site dental services for low-income children in South San Francisco. All of the beneficiaries are low or very-low income. The Health Mobile estimates it will serve approximately 140 households citywide with either dental screenings and cleanings or treatment with \$9,000 in CDBG funds during 2010-2011. Predicted outcome: Accessibility and affordability for the purpose of creating suitable living environments.

Priority: Sustain and increase the level of business and economic activity in areas that serve or have a high percentage of low-income residents.

The City's economic and community development strategy for Downtown centers on providing resources for façade improvements.

1. City-Sponsored Commercial Rehabilitation **\$175,000 CDBG**

The City-Sponsored Commercial Rehabilitation provides financial and technical assistance to property owners undertaking structural, façade and business sign improvements to their buildings. These improvements help owners increase the use of their commercial buildings, and improve the appearance of the downtown. The program is available in the Historic Downtown District. The program is funded through CDBG and is leveraged by owners' funds and RDA funds. During 2010-2011, the City plans to assist 3 to 5 businesses. The program will be funded with \$175,000 in CDBG and may leverage up to \$150,000 in RDA funding. Predicted outcome: Sustainability for the purpose of creating economic opportunity.

Long Term and Short Term Needs

The long terms needs in this community concern decent affordable housing. There have been clear efforts to increase the amount of affordable housing in the City of South San Francisco, however, many families are struggling to ensure that their income stays level so that they can manage to pay their bills. The clearest short term need is for job security and job training. Many of our low-income residents are not familiar with the resources available through the internet, which leaves them vulnerable. Housing resources and job opportunities are increasingly posted only on the internet on sites such as Craigslist, Monster and Yahoo. The divide between the internet “haves-and-have nots” is becoming a real problem. Our local library staff has been helpful in terms of supporting residents who need to set up an email account or find information. They recently applied for a grant to help provide internet literacy courses for low income residents.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 3 Action Plan Antipoverty Strategy response:

Reducing Poverty in Families

The City of South San Francisco has a multifaceted approach to reducing the number of families living in poverty. First, City participation in the acquisition, construction or rehabilitation of affordable housing is contingent upon restricting rents to affordable levels for low-income residents for an extended period of time (30 to 40 years). This helps reduce the number of families living in poverty by decreasing one of their largest expenses, rent, to a reasonable level. Additionally, the City’s housing rehabilitation loan programs offer low and moderate-income homeowners the opportunity to bring their homes up to current building standards by providing low-interest loans, which facilitate upgrades in a manner that does not burden the family budget.

Second, efforts to improve the Historic Downtown Business district provide property owners with an opportunity to undertake exterior business improvements, including signs, awnings and exterior painting. These rehabilitations help owners improve the appearance of the Historic Downtown district. In addition to providing assistance for improving commercial façades, the City works with the South San Francisco Chamber of Commerce to meet the needs of downtown businesses and to promote the area.

Third, the City funds several non-profit agencies whose services help low income residents. For example, by providing childcare subsidies, the City is able to help low-income adults work or study while their children are in a safe environment. Similarly, by providing funding to an adult literacy program, the City is able to help residents find employment they may not have been able to secure before knowing how to read.

Through these efforts, the City is continually working to help reduce the number of families living in poverty.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 3 Action Plan Specific Objectives response:

Non-homeless Priorities and Resources

Priority: Provide core public services activities to improve the quality of life for low income individuals and families, including those at risk of becoming homeless and special needs groups.

To help create a vibrant community, the City of South San Francisco uses the Community Development Block Grant (CDBG) program to fund a variety of non-housing community development activities. These include public services to low income residents and programs to improve commercial areas, public and community buildings, and low income neighborhood amenities such as parks and community centers.

Using CDBG, the City funds non-profit agencies that provide essential community services to low-income residents. Funded services include: childcare, senior services, general social services, battered women's services, disabled services, and youth services. These programs are listed in more detail in the Community Development section of this report.

The City continues to work to overcome housing discrimination by contracting with Project Sentinel and the Legal Aid Society to assist residents with housing discrimination complaints. These agencies provide counseling and advocacy in issues of fair housing and housing habitability.

To coordinate the delivery of services to residents, the City works closely with non-profit social service providers, other cities, the School District, the County, and the Chamber of Commerce. Efforts include housing rehabilitation and development, lead paint abatement, downtown beautification, code enforcement, and services for low income residents.

Finally, the City will continue to monitor its public policies to identify areas where it can make improvements. The City will continue to maintain and encourage affordable housing development by applying density bonuses, allowing owners to construct second units in permissible areas, expediting reviews of affordable housing projects and giving disabled residents greater flexibility making accessibility modifications to their homes.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 3 Action Plan HOPWA response:

The City of South San Francisco does not receive HOPWA funds. However, we can refer residents to the County of San Mateo, which provides support services for those with AIDS.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 3 Specific HOPWA Objectives response:

Not Applicable

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

Activity Category (Binder Tab in Parentheses)	Service Site
I - PUBLIC SERVICE ACTIVITIES:	
A. CHILD CARE	
1. City-Sponsored Child Care	781 Tennis Dr., SSF, 94080
B. SENIOR SERVICES	
2. City-Sponsored Adult Day Care	601 Grand Ave., SSF, 94080
C. GENERAL SOCIAL SERVICES	
Neighborhood Services Ctr. (NPNSC) Social Services	600 Linden Ave., SSF, 94080
Project READ - West Orange Library	840 W. Orange, SSF, 94080
D. BATTERED WOMEN'S SERVICES	
CORA (Ctr. for Domestic Violence Prevention) Shelter	PO Box 5090 San Mateo, 94402
Rape Trauma Services Center	1860 El Camino Real, Burlingame
E. DISABLED SERVICES	
PARCA	800 Airport Blvd., Burlingame
F. YOUTH SERVICES	
John's Closet	700 Stewart Ave., Daly City
Youth Service Bureau	501 Spruce Ave., SSF

The Health Mobile	1659 Scott Blvd., Santa Clara
G. SUBSTANCE ABUSE SERVICES	
Service League - Men's Shelter	727 Middlefield Rd. Redwood City, CA 94063
II- HOUSING, COMMERCIAL & PUBLIC FACILITIES:	
C. I.D. Housing Access	875 O'Neill Ave., Belmont
Rebuilding Together Peninsula	TBD 1/2009
City-Sponsored Housing Programs	400 Grand Ave., SSF
City-Sponsored Commercial	400 Grand Ave., SSF
Neighborhood Services Ctr. (NPNSC) House Helpers	600 Linden Ave., SSF
First Time Homebuyer Loans	400 Grand Ave., SSF
IV - HOME PROGRAM ACTIVITIES:	
Project Sentinel - Fair Housing Program	430 Sherman Ave., Palo Alto
Legal Aid Society - Homesavers Program	521 E. 5th Ave, San Mateo, CA 94402
V - REDEVELOPMENT PROGRAM ACTIVITIES	
HIP Housing - Home Sharing Program	33 Arroyo Dr., SSF
Shelter Network - Crossroads	50 Hillcrest Dr., Daly City
Shelter Network - Maple Street	1580A Maple St, Redwood City
Samaritan House - Safe Harbor	295 N. Access Rd., SSF
Sitike Counseling Center	306 Spruce Avenue., SSF