



# Fourth 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 4 Action Plan Executive Summary:

The 2011-2012 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 2011-2012 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 2011-2012 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

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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. Reduced funding for fiscal year 2011-12 will greatly reduce the number of home rehabilitation loans that may be offered by the City.

**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 4 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 surrounds the Historic Downtown District. This section of town is populated with residents who are primarily very low income, Hispanic and non-English speaking. This area has historically been the target area for CDBG programs and it houses several of the service programs available to the community. The two census tracts of the area contain the largest number of small children, low-income households and the oldest housing units in the City which are in need of improvements. Thus the neighborhood has been the focus of the City's housing rehabilitation efforts.

**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 2011-2012 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. The CDBG program funding has been reduced to a level that will limit the City's ability to address unmet needs in the community at large.

**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 4 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 4 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 2011-2012 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. A public notice of the RFP availability was published in the San Mateo County Times on December 18, 2010. The RFP was also posted on the City's website prior to the email notification date.

##### Public Hearing on Community Needs

On March 9, 2011 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 legal public notice for the hearing and Action Plan was published on February 4, 2011 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.

The general public in attendance did not make any comments about the general needs of the community. The community agencies seeking funds made comments regarding the increased need for public services and affordable housing in the community.

#### **B. The "Proposed" Annual Action Plan**

##### Availability of a Proposed Annual Action Plan

The proposed 2011-2012 One Year Action Plan was made available for public comment from March 11 to April 13, 2011. 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 February 4, 2011.

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 4 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.

### **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

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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 4 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 4 Action Plan Lead-based Paint response:

The City of South San Francisco has been a leader in 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 2011-2012 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 City will continue to address lead paint hazards with all rehabilitation activities.

## 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 4 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**

##### **\$276,602 CBDG**

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. With reduced CDBG funding, it is expected that fewer 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 will not be able to continue given the cuts in program funds for fiscal year 2011-12.

#### **North Peninsula Neighborhood Service Center - House Helpers**

##### **\$20,000 RDA**

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

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households assisted are typically (1) large families with small children and (2) elderly female heads-of-household. NPNSC expects to assist 15 very-low income homeowners citywide depending on rehabilitation needs. Loss of CDBG funds will reduce the number of households that can be assisted in fiscal year 2011-12. Redevelopment housing funds will be allocated to continue this activity without CDBG assistance. Funds are further leveraged by NPNSC's low cost repair services.

**Rebuilding Together Peninsula – National Rebuilding Day**

**\$8,000 RDA**

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. Due to cuts in the CDBG program, the City will allocate \$8,000 of Redevelopment funds in order to continue the program in 2011-2012 to be used exclusively for building materials. Predicted outcome: Sustainability for the purpose of creating decent affordable housing.

**Rebuilding Together Peninsula – Safe at Home**

**\$15,000 RDA**

The Safe at Home Program provides free home repairs for very-low and low income homeowners. Services include minor roof repairs, window repairs, minor plumbing and electrical work, fence repairs, painting, and various other minor home repairs. Rebuilding Together Peninsula expects to assist 11 to 15 very-low income homeowners citywide depending on rehabilitation needs. Funds are further leveraged by Rebuilding Together Peninsula's extensive volunteer network. The City's Redevelopment Agency will allocate \$15,000 of RDA funds to the program in 2011-2012. Predicted outcome: Sustainability for the purpose of creating decent affordable housing.

**Center for Independence of the Disabled**

**\$13,500 RDA**

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. Due to cuts in the CDBG program, this activity will be funded by Redevelopment Agency housing funds. Predicted outcome: Sustainability for the purpose of creating decent affordable housing.

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## **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 4 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.<sup>1</sup>

## **Barriers to Affordable Housing**

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

Program Year 4 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
- 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.

## **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:

<sup>1</sup> 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.

- 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 4 Action Plan HOME/ADDI response:

The City of South San Francisco does not receive HOME funds directly. The City receives a small percentage of HOME administrative funds from the County of San Mateo. These limited funds are allocated by the City to support fair housing programs. During the 2011-12 fiscal year, the City of South San Francisco will provide \$7,000 to San Mateo County Legal Aid Society, which supplies resources and information relating to fair housing concerns. Another \$5,000 will be provided to Bay Area Legal Aid who will provide legal counseling and representation to victims of domestic violence.

## 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 4 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.

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**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 (\$7,500 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 four (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. For fiscal year 2011-2012, no organization providing shelter or housing to victims of domestic violence applied for funding.

### **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 2011-2012 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 4 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 4 Action Plan Community Development response:

<p><b>Non Housing Community Development Needs (2011-2012)</b></p> <p>All of these programs are being funded for one fiscal year.</p> <p><b>1. Childcare</b></p> <p><b>a. <u>City-Sponsored Childcare</u> <span style="float: right;"><b>\$10,000 CDBG</b></span></b> 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 2011-2012. Predicted outcome: Affordability for the purpose of creating suitable living environments.</p> <p><b>2. Senior Services</b></p> <p><b>a. <u>City-Sponsored Adult Day Care</u> <span style="float: right;"><b>\$18,249 CDBG</b></span></b> 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 2011-2012. Predicted outcome: Accessibility for the purpose of creating suitable living environments.</p> <p><b>b. <u>Ombudsman Services of San Mateo County</u> <span style="float: right;"><b>\$5,000 CDBG</b></span></b> Monitors adult-care facilities and reports abuse and negligence, advocating for residents of 49 long-term care facilities in the City of South San Francisco. Will address the needs of 30 low-income seniors or disabled residents in long-term care facilities in South San Francisco. The City will allocate \$5,000 of CDBG funds to the program in 2011-2012. Predicted outcome: Accessibility for the purpose of creating suitable living environments.</p> <p><b>3. General Social Services</b></p> <p><b>a. <u>North Peninsula Neighborhood Services Center (NPNSC)</u> <span style="float: right;"><b>\$24,000 CDBG</b></span></b> Provides social services for those in immediate need. Services include provision of food, clothing, shelter, transportation, assistance with rental security deposits,</p>
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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 2011-2012. 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 2011-2012. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

**c. Sitike Counseling Center \$10,300 RDA**

Sitike Counseling Center will provide substance abuse treatment for approximately 50 low and very-low income individuals citywide. Helping clients overcome substance abuse helps them remain in their homes and avoid episodes of homelessness. The City will allocate \$10,300 of RDA funds to the program in 2011-2012. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

**4. Battered Women's Services**

**a. Communities Overcoming Relationship Abuse (CORA) \$5,000 HOME**

Bay Area Legal Aid will provide legal assistance, including referrals, options counseling, safety planning, legal advice and counsel, brief services, assistance with restraining orders and extended legal representation to low-income victims of domestic violence. The City will fund this program with HOME funds that will be leveraged by the County of San Mateo, other cities on the Peninsula, private foundations, and private donors. The City will provide Legal Aid with \$5,000 in HOME funds. 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 2011-2012. 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 2011-2012. Predicted outcome: Accessibility for the purpose of creating suitable living environments.

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## **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 2011-2012. 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 2011-2012. 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 2011-2012. 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 2011-2012, 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 4 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 4 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 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 4 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 4 Specific HOPWA Objectives response:

Not Applicable

## Other Narrative

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