



ANNUAL ACTION PLAN

FY 2016-2017

Lead Agency:

City of South San Francisco
Economic and Community
Development Department

Prepared by

Economic Development
and Housing Division

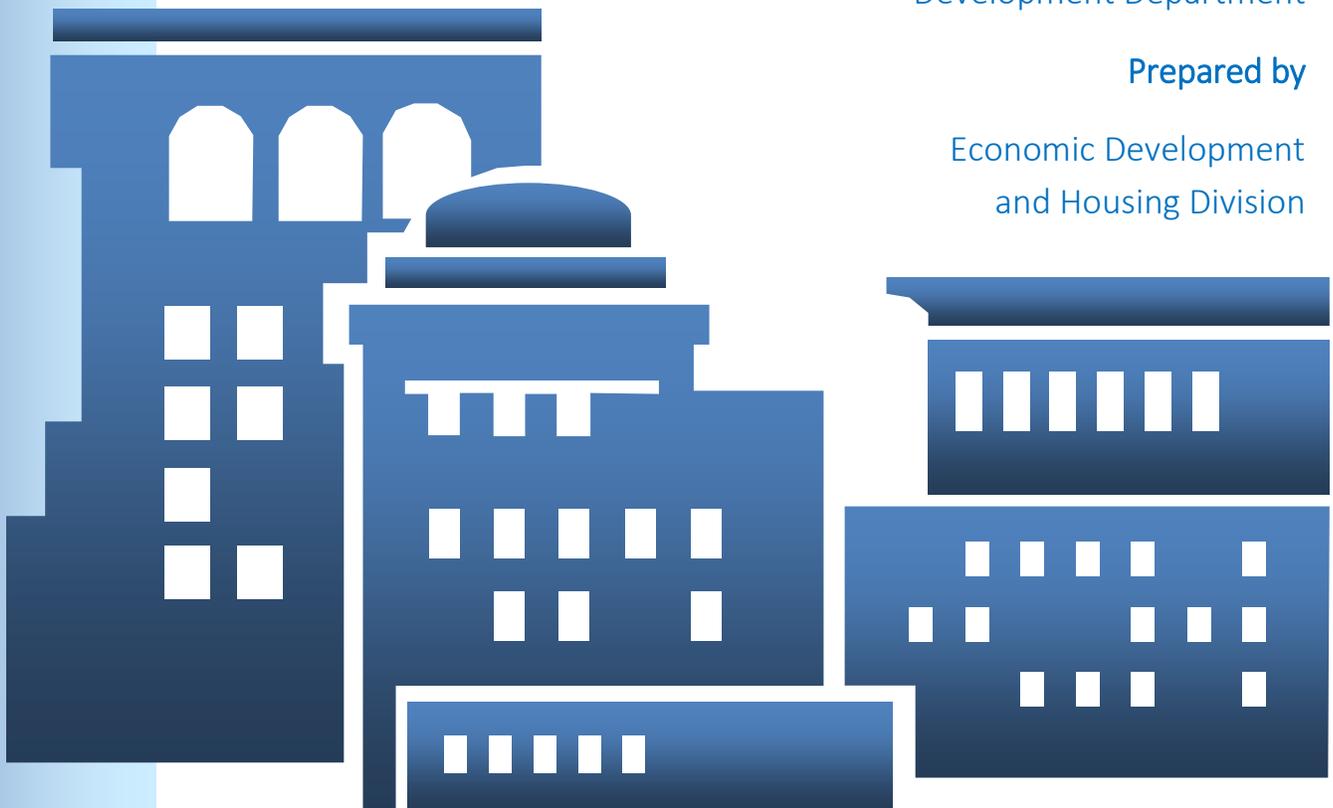


Table of Contents

| | |
|---|----|
| Executive Summary..... | 1 |
| AP- 05 Executive Summary – 24 CFR 91.200(c), 91.220(b) | 1 |
| PR- 05 Lead & Responsible Agencies - 91.200(b)..... | 5 |
| AP- 10 Consultation - 91.100, 91.200(b), 91.215(l)..... | 6 |
| AP- 12 Participation - 91.401, 91.105, 91.200(c) | 17 |
| Expected Resources | 20 |
| AP- 15 Expected Resources – 91.420(b), 91.220(c) (1, 2) | 20 |
| Annual Goals and Objectives | 22 |
| AP- 20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e) | 22 |
| AP- 35 Projects - 91.420, 91.220(d) | 25 |
| AP- 38 Project Summary | 27 |
| AP- 50 Geographic Distribution - 91.420, 91.220(f)..... | 34 |
| AP- 75 Action Plan Barriers to Affordable Housing - 91.420, 91.220(j) | 35 |
| AP- 85 Other Actions - 91.420, 91.220(k) | 37 |
| Program Specific Requirements..... | 40 |
| AP- 90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4) | 40 |
| Attachments..... | 41 |
| Attachment A: 2016-2017 Budget | 42 |
| Attachment B: Notification Efforts | 43 |
| Attachment C: Public Comments | 55 |
| Attachment D: Local Target Area Map..... | 65 |



Executive Summary

AP- 05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

Introduction

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

1. Providing decent and affordable housing;
2. Providing a suitable living environment; and
3. Expanding economic opportunities

The City's Action Plan for fiscal year 2016-2017, in conjunction with its Five Year Consolidated Plan (2013-2018), furthers these goals by assessing the housing and community development needs and resources of the City and outlines a strategy on how it plans to address those needs. The City is also a participating jurisdiction in the San Mateo County HOME Consortium and therefore submits its federal application for funding as part of the HOME Consortium. See Attachment A for a summary of funds available and proposed activities.

Summarize the objectives and outcomes identified in the Plan

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

- **Need:** Affordable Housing

Goal: Increase, maintain, and improve the supply of affordable housing for extremely low to low income individuals and families.

Activities: The City will use CDBG funds for housing rehabilitation and minor home repair/accessibility modification programs. Additionally, the City will continue to administer its existing first time homebuyer loan portfolio and below market rate housing units.

- **Need:** Public Services

Goal: Provide public services to improve the quality of life for low-income individuals and families, including those at risk of becoming homeless and special needs populations.

Activities: The City will allocate 15% of its current year entitlement grant and 15% of prior year program income to the following public services: Community Overcoming Relationship Abuse (CORA), Health Mobile, HIP Housing, John's Closet, Legal Aid Society, Ombudsman Services of San Mateo County Inc., Peninsula Association for Retarded Children and Adults (PARCA), Rape Trauma Services Center, Samaritan House, and StarVista.

- **Need:** Economic Development

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

Activities: For FY 16-17, the City will use CDBG funding to continue to implement the City's Downtown Façade Improvement Program which provides grants to Downtown businesses to undertake façade improvements.

- **Need:** Public Improvements

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

Activities: For FY 16-17, the City will use CDBG funding for public improvement projects, infrastructure, accessibility modifications, rehabilitate facilities with urgent needs, and other public improvements within the Service Areas.

- **Need:** Homeless Services and Housing

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

Activities: The City will provide CDBG funding under the public service category to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter, which is a 90-bed homeless shelter located in South San Francisco that provides both emergency and transitional housing for homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse. The City will also continue to work with the Homeless Outreach Team (HOT) to move the most difficult, long term homeless individuals out of the Downtown area by placing them in emergency shelters and connecting them with County medical and rehabilitation services. This includes the City's participation in the HOT's Case Manager Group and Oversight Committee.

Evaluation of past performance

During the course of the City's prior Five Year Consolidated Plan (2013-2018), the City implemented a strategic plan which sought to increase and maintain the supply of affordable housing in the City and to improve the community. Over the five year period, the City used

Redevelopment Agency (RDA) and CDBG funds to increase and maintain the City's affordable housing stock, including plans to construct additional affordable housing units within the Service Areas. RDA funds were also utilized to support family and individual homeless shelters and homeless services in the area. CDBG funds were used to support the City's Housing and Commercial Rehabilitation Programs. The City leveraged both CDBG and RDA funds to support minor home repair and accessibility modification programs, which has helped maintain existing affordable housing, improved living conditions for residents, and minimized displacement. The City also made efforts to improve the community by funding numerous non-profit organizations that provided a wide variety of public services which included: senior services, battered spouse services, youth services, general social services, and disabled services.

Last year, FY 15-16, the City made great strides in addressing the needs of the community. For example, the City provided funding to Community Overcoming Relationship Abuse (CORA), Health Mobile, Human Investment Project (HIP) Housing, John's Closet, Legal Aid Society, Peninsula Association for Retarded Children and Adults (PARCA), Rape Trauma Services Center, Samaritan House, and Star Vista. Additionally, CDBG funds were used for housing rehabilitation activities such as the Center for Independence of Individuals with Disabilities (CID) Housing Accessibility Modification Program, El Concilio's Peninsula Minor Home Repair Program, Rebuilding Together Peninsula's Safe at Home Program, and Rebuilding Together Peninsula's National Rebuilding Day Program. The City also provided assistance to low income households through its Housing Rehabilitation Loan Program. The City also worked toward improving the downtown area by undertaking public right of way (ROW) improvements along Linden Avenue. These ROW improvements included new bike racks, banners, lighting, and trash receptacles that encourage recycling.

While the City made strong efforts to increase and maintain the supply of affordable housing and to improve the community, it faced many challenges, especially with the dissolution of RDAs and declining CDBG funding. The City was forced to cut many programs that were traditionally funded by the City and will continue to face funding challenges during the implementation of the current Five Year Consolidated Plan and Action Plan.

Summary of Citizen Participation Process and consultation process

The citizen participation process for the FY 2016-17 Action Plan has been executed as follows: (See Section AP-12 Participation and Attachments B and C for additional information)

- **Public Hearings:** The City conducted a Community Development Needs Assessment Public Hearing before the City Council on March 09, 2016, asking the public to comment on the housing, community, and economic development needs of the City. Fifteen (15) public comments were received. Additionally, the City held a second public hearing on April 27, 2016 to make final funding allocations and to adopt this Action Plan. 6 public comments were received.

- **A 30-day Public Review:** The Action Plan was made available for public review from March 28, 2016 through April 27, 2016.
- **Public Notices:** Public Notices for the two hearings were published in the *San Mateo County Times* on February 08, 2016, and March 28, 2016.
- **Online Outreach:** The City noticed all of the CDBG related public hearings through the City's website, Twitter, and Facebook page. The City also sent individual email notifications to the CDBG FY16-17 applicants and the City's CDBG and Economic & Community Development listservs.
- **Public Meetings:** The City held public CDBG Subcommittee meetings on February 16, 2016, February 24, 2016, March 14, 2016, March 28, 2016, and April 25, 2016.

Summary of public comments

The City received public comments from fifteen (15) different people representing fifteen (15) different non-profit organizations during the March 09, 2016 Needs Assessment Hearing and 6 public comments during the April 27, 2016 Public Hearing. These comments are provided as Attachment C to the plan.

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

Fourteen of the fifteen public comments were accepted. One of the public comments was not accepted because it was from a public agency that did not apply for a CDBG Public Grant. However, this public agency's comments were heard, recorded, and were provided with other potential resources to explore for their specific program.

Summary

The City's Annual Action Plan for FY16-17 has been developed in accordance with HUD program's three basic goals, the objectives and outcomes of the City's Five Year Consolidated Plan (2013-2018), and through the Citizen Participation Process.

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

Agency/entity responsible for preparing/administering the Consolidated Plan

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

| Agency Role | Name | Department/Agency |
|--------------------|-----------------------------|---|
| Lead Agency | City of South San Francisco | Economic Development and Housing (EDH) Division |
| CDBG Administrator | City of South San Francisco | Economic Development and Housing (EDH) Division |
| HOME Administrator | County of San Mateo | Department of Housing |

Table 1 – Responsible Agencies

Narrative

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

Consolidated Plan Public Contact Information

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South San Francisco, CA 94080
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Fax: (650) 829-6623
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Website: www.ssf.net

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

Introduction

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

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

During this Action Plan period, the City will work on strengthening its relationships with organizations that serve the public, especially low-income residents. Specific efforts will include:

- Work with the County of San Mateo and other entitlement jurisdictions to coordinate and streamline CDBG processes
- Participate in the San Mateo County HOME Consortium and provide representation on the County's Housing and Community Development Committee
- Work closely with non-profit social service providers, the County, other entitlement jurisdictions, the School District, and other community providers to coordinate the delivery of services to residents
- Fund non-profit organizations serving low-income residents
- Work with non-profit organizations and private developers to build and/or maintain affordable housing
- Work with the Continuum of Care (CoC) to better coordinate homeless services
- Work with the Homeless Outreach Team to move the most difficult, long term homeless individuals out of the Downtown area by placing them in shelters and connecting them with County medical and rehabilitation services. This includes the City's participation on the HOT Case Manager Group and Oversight Committee
- Work with local businesses and the Chamber of Commerce on downtown beautification and other projects to improve the Downtown

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

The City has a seat on the Continuum of Care (CoC) Steering Committee and is involved in all CoC decision-making. The CoC Steering Committee is the organized group that guides the

implementation of San Mateo County's homeless services system. The CoC undertakes a wide range of efforts to meet the needs of homeless persons and those at risk of homelessness:

- *Chronically Homeless*
The CoC has created multi-disciplinary, bilingual, Homeless Outreach Teams (HOT) to conduct intensive outreach with the chronically homeless people throughout the County and to help them move into permanent housing. South San Francisco's HOT program was implemented in FY 13-14. City staff, police, and elected officials actively participate in the HOT program.
- *Families with Children*
The CoC has developed a rapid re-housing program which provides short-term rental assistance plus case management to homeless families. The San Mateo County Human Services Agency has also provided funding for a motel voucher program to assist families that are waiting to access shelter.
- *Veterans*
The CoC is working with the Veterans Task Force, convened in 2012 by the County Board of Supervisors, to improve county-wide efforts to outreach to homeless and at-risk veterans, to assess their service and housing needs, to and help them access needed resources, including Veterans Affairs Supportive Housing vouchers and veterans' benefits.
- *Youth*
CoC funds are provided to the County Mental Health Association to operate its Support and Advocacy for Youth in Transition Program, which provides case management and housing search/stabilization services to homeless youth. The San Mateo County Housing Authority also has Family Unification Program Vouchers for youth leaving the foster care system.

Additionally, the CoC has established specific objectives for reducing homelessness at both the system and project level.

System-Wide Objectives

The San Mateo County CoC 10 Year Plan (adopted in 2006) lays out the community's overall strategy for reducing and ending homelessness. The plan includes the following specific objectives:

- 7,900 individual and family households in San Mateo County who have been homeless or at severe risk of homelessness will secure and maintain safe, permanent, accessible, affordable, and where needed, supportive housing.

- 4,300 individual and family households will receive short-term assistance to secure or maintain housing.

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

- Reductions in total numbers of homeless people (including specific goals for reducing chronic, veterans, and family homelessness);
- Reductions in the number of new entries into homelessness;
- Reductions in the rate of returns to homelessness; and
- Reductions in the length of time people are homeless.

Project-Level Objectives

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

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

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

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

Performance Standards

In 2013, the CoC Steering Committee adopted Project Performance Standards and a Project Review and Ranking Process, for new and renewal projects seeking funding. See the System-Wide and Project-Level Objective sections above for more information.

Evaluation of Project Outcomes

- *System-Wide Performance Measurement*
On an annual basis, the CoC Lead Agency, the San Mateo County Center on Homelessness (COH) compiles a report on how well the community is meeting the objectives set forth in the HOPE Plan. This includes an analysis of housing development data to track the creation of new units of affordable housing and an analysis of HMIS and Core Service Agency data to track the numbers of households receiving assistance. Additionally, the CoC's System Design Subcommittee is developing a set of system-wide performance measures that align with HEARTH and Opening Doors. This work will include developing a recommended methodology for measuring average length of homelessness that includes the time prior to program intake. The CoC's System Design Subcommittee will be researching possible methodologies for a more complete tracking of returns to homelessness, including any further HUD guidance if available.
- *Project-Level Performance Measurement*
The COH regularly monitors all emergency shelter, transitional housing, outreach, supportive housing, rapid re-housing, and prevention programs which includes site visits, analysis of spending rates, and a review of occupancy data. The monitoring process also includes a review of whether projects are meeting the CoC's project performance standards. In addition, the Project Performance Subcommittee works with the COH to conduct an annual assessment of how well projects are performing, identifies those projects that are underachieving, and recommends whether projects should be offered technical assistance or should be candidates for re-allocation of their CoC funds. Also each project in the CoC receives an annual performance report detailing their results in meeting both HUD's and the CoC's established performance measures.

Homeless Management Information System (HMIS)

On July 1, 2014, the San Mateo County Human Services Agency, the designated HMIS Lead Agency, launched a new version of the HMIS. The new system incorporates the latest HUD published data standards and should improve the ease of data input and data quality. Additionally, as described in the CoC's Governance Charter, on an annual basis the CoC will review, revise, and approve (as applicable) the privacy, security, and data quality plans for the HMIS. The CoC will also ensure consistent participation of sub recipients in the HMIS, and ensure that the HMIS is administered in compliance with HMIS Data Standards.

Agencies, groups, organizations and others who participated in the process and consultations

| | | |
|---|--|--|
| 1 | Agency/Group/Organization | Samaritan House |
| | Agency/Group/Organization Type | Housing Services-homeless |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Samaritan House provided input on homeless needs through its participation in the City's Homeless Outreach Team and during the March 9, 2016 public hearing. |
| 2 | Agency/Group/Organization | InnVision Shelter Network |
| | Agency/Group/Organization Type | Housing Services-homeless |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | InnVision Shelter Network provided input on homeless needs through its participation in the City's Homeless Outreach Team. |
| 3 | Agency/Group/Organization | The Salvation Army - South San Francisco |
| | Agency/Group/Organization Type | Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Education |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy |

| | | |
|---|--|---|
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | The Salvation Army provided input on homeless needs through its participation in the City's Homeless Outreach Team. |
| 4 | Agency/Group/Organization | San Mateo County Health System |
| | Agency/Group/Organization Type | Services-Health Health Agency Other government - County Services - Mental Health |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | The San Mateo County Health System provided input on homeless needs through its participation in the City's Homeless Outreach Team. |
| 5 | Agency/Group/Organization | County of San Mateo Center on Homelessness |
| | Agency/Group/Organization Type | Housing Services-homeless Other government - County |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | The San Mateo County Center on Homelessness provided input on homeless needs through its participation in the City's Homeless Outreach Team. |
| 6 | Agency/Group/Organization | Youth Service Bureaus of the YMCA of San Francisco |
| | Agency/Group/Organization Type | Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education |

| | | |
|---|--|--|
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | The YMCA Community Resource Center (which is operated by the Youth Service Bureaus) provided input on homeless needs through its participation in the City's Homeless Outreach Team. |
| 7 | Agency/Group/Organization | Project 90 |
| | Agency/Group/Organization Type | Services – Substance Abuse & Recovery Services-Youth Services-Persons with Disabilities Services-homeless |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Project 90 provided input on homeless needs through its participation in the City's Homeless Outreach Team. |
| 8 | Agency/Group/Organization | John's Closet |
| | Agency/Group/Organization Type | Services-Children |
| | What section of the Plan was addressed by Consultation? | Other – Public Services |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | John's Closet provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing and the April 27, 2016 public hearing. |
| 9 | Agency/Group/Organization | Rebuilding Together Peninsula |
| | Agency/Group/Organization Type | Housing Services - Housing |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Rebuilding Together Peninsula provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing. |

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| 10 | Agency/Group/Organization | CORA - Community Overcoming Relationship Abuse |
| | Agency/Group/Organization Type | Services-Victims of Domestic Violence |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | CORA provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing and April 27, 2016 public hearing. |
| 11 | Agency/Group/Organization | HIP Housing |
| | Agency/Group/Organization Type | Services - Housing |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | HIP Housing provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing and the April 27, 2016 public hearing. |
| 12 | Agency/Group/Organization | Center for Independence of Individuals with Disabilities |
| | Agency/Group/Organization Type | Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | CID provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing. |
| | Agency/Group/Organization | Legal Aid Society of San Mateo County |
| 13 | Agency/Group/Organization Type | Services - Housing |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Legal Aid Society provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing and through a written letter on April 22, 2016. |
| | Agency/Group/Organization | Project Sentinel |
| 14 | Agency/Group/Organization Type | Services - Housing Service-Fair Housing |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment |

| | | |
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| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Project Sentinel provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing and the April 27, 2016 public hearing. |
| 15 | Agency/Group/Organization | El Concilio of San Mateo County |
| | Agency/Group/Organization Type | Housing Services - Housing |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | El Concilio provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing. |
| 16 | Agency/Group/Organization | Ombudsman Services of San Mateo County |
| | Agency/Group/Organization Type | Services-Elderly Persons Services-Persons with Disabilities |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Ombudsman Services of San Mateo County provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing and the April 27, 2016 public hearing. |
| 17 | Agency/Group/Organization | Biotech Partners |
| | Agency/Group/Organization Type | Services-Children Services- Education |
| | What section of the Plan was addressed by Consultation? | Other- Public Service |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Biotech Partners provided input on education and economic development needs during the March 09, 2016 CDBG Needs Assessment Public Hearing. |
| 18 | Agency/Group/Organization | StarVista |
| | Agency/Group/Organization Type | Services- Homeless |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | StarVista provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing. |

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| 19 | Agency/Group/Organization | Peninsula Association for Retarded Children and Adults (PARCA) |
| | Agency/Group/Organization Type | Services-Persons with Disabilities |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | PARCA provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing. |
| 20 | Agency/Group/Organization | Rape Trauma Services |
| | Agency/Group/Organization Type | Services- Abused Children |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Rape Trauma Services provided input on public service needs during the March 09, 2016 CDBG needs assessment public hearing and the April 27, 2016 public hearing. |

Table 2 – Agencies, groups, organizations who participated

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

N/A

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

| Name of Plan | Lead Organization | How do the goals of your Strategic Plan overlap with the goals of each plan? |
|--|--|--|
| Continuum of Care | San Mateo County Human Services Agency | The City has identified the need for homeless services and housing and has set a goal to provide service enriched shelter and transitional housing for homeless individuals. This goal overlaps with the goals of the CoC as the CoC seeks to prevent homelessness, promote self-sufficiency of those that are homeless, and provide diverse homeless services. |
| Housing Our People Effectively (HOPE) 10-year Plan | San Mateo County Human Services Agency | The City has identified the need for homeless services and housing and has set a goal to provide service enriched shelter and transitional housing for homeless individuals. This goal overlaps with the goals of the HOPE Plan. Some of the HOPE Plan's goals are to increase homeless housing opportunities and to prevent and end homelessness by delivering flexible services. |

Table 3 - Other local / regional / federal planning efforts

Narrative

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

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

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

Summary of citizen participation process/Efforts made to broaden citizen participation.

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

- **January 7, 2016 to January 22, 2016** – CDBG/HOME Administrative Funds Application Available
- **January 22, 2016** – Application Deadline
- **February 08, 2016** – Public Notice of Community Needs Assessment Hearing was published in the *San Mateo County Times*
- **February 08, 2016** – The City publicly noticed the Community Needs Assessment Hearing through the City's website, Twitter, and Facebook page. The City also sent individual email notifications to the CDBG FY16-17 applicants and the City's CDBG and Economic & Community Development listservs.
- **February 16, 2016** – CDBG Subcommittee Meeting
- **February 24, 2016** – CDBG Subcommittee Meeting
- **March 09, 2016** – Community Needs Assessment Hearing
- **March 14, 2016** – CDBG Subcommittee Meeting
- **March 28, 2014** – CDBG Subcommittee Meeting
- **March 28, 2016** – Public Notice of Availability of the City's FY 16-17 One Year Action Plan and Notice of Public Hearing published in the *San Mateo County Times*
- **March 28, 2016** – The City publicly noticed the Availability of the City's FY 16-17 One Year Action Plan and Notice of Public Hearing the City's website, Twitter, and Facebook page. The City also sent individual email notifications to the CDBG FY16-17 applicants and the City's CDBG and Economic & Community Development listservs.
- **March 28 to April 27, 2016** – 30 day public comment period on the City's FY 16-17 One Year Action Plan
- **April 25, 2016** – CDBG Subcommittee Meeting
- **April 27, 2016** – Final funding allocations and Public Hearing on the adoption of the City's FY 16-17 One Year Action Plan
- **May 13, 2016** – Submission of the City's FY 16-17 One Year Action Plan to HUD

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

- **Public Hearing on Community Needs:** On March 09, 2016, the City held a public hearing to receive comments on the City's housing and community development needs. A notice for the hearing was published in the *San Mateo County Times* on February 08, 2016. The City received fifteen (15) public comments.

Public Hearing on the Action Plan Adoption: On April 27, 2016, the City held a public hearing with intentions to adopt the City's Action Plan. Six comments were received and the Action Plan was adopted. A notice for the hearing was published in the *San Mateo County Times* on March 25, 2016.

- **Online Outreach:** The City noticed all of the CDBG related public hearings through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs.
- **Public Meetings:** The City held public CDBG Subcommittee meetings on February 16, 2016, February 24, 2016, March 14, 2016, March 28, 2016, and April 25, 2016.

Citizen Participation Outreach

| Sort Order | Mode of Outreach | Target of Outreach | Summary of response/ attendance | Summary of comments received | Summary of comments not accepted and reasons | URL |
|------------|------------------|---|--|---|--|--|
| 1 | Public Outreach | <p>Minorities</p> <p>Non-English Speakers- Specify other Language: Spanish</p> <p>Non-targeted/ broad community</p> | <p>On March 9, 2016, the City held a public hearing with the Mayor and City Council to receive public comments on the City's Housing and community development needs. A public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on February 8, 2016. The hearing was also noticed through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs (See Attachments B & C)</p> | <p>The City received fifteen (15) public comments. Fourteen (14) of the comments received were in support of different non-profits seeking CDBG or HOME Administrative funding. The comments described the nonprofits' programs and their impact on the community while also thanking the City Council for their support. Further information regarding the comments is provided in Attachment C.</p> | <p>Fourteen (14) of the fifteen (15) public comments were accepted. One of the public comments was not accepted because it was from a public agency that did not apply for a CDBG Public Grant. However, this public agency's comments were heard, recorded, and were provided with other potential resources to explore for their specific program.</p> | <p>http://www.ssf.net/1937/CDBG-Notices</p> |

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City's FY 16-17 entitlement amount is \$427,323. Additionally, the City is budgeting \$219,998 in prior years' uncommitted funds along with an estimated \$35,000 in program income to be received during FY 16-17. This gives the City a CDBG budget of \$682,321 for FY 16-17. In addition, the City's FY 16-17 HOME allocation is \$11,437 which provides the City with an overall budget of \$693,758. Additional budget information is provided in Exhibit A.

Anticipated Resources

| Program | Source of Funds | Uses of Funds | Expected Amount Available Year 1 | | | | Expected Amount Available Remainder of ConPlan | Narrative Description |
|------------------|-----------------|--|----------------------------------|----------------|----------------------|---------|--|---|
| | | | Annual Allocation | Program Income | Prior Year Resources | Total | | |
| CDBG | Public Federal | -Acquisition -Admin and Planning -Economic Development -Housing -Public Improvements -Public Services | 427,323 | 35,000 | 219,998 | 682,321 | 0 | The City of South San Francisco is an entitlement jurisdiction and therefore receives an annual CDBG grant allocation from HUD |
| Home Admin Funds | Public Federal | -Fair Housing | 11,437 | 0 | 0 | 11,437 | 0 | The City of South San Francisco is part of the San Mateo County HOME Consortium. As a member of this consortium, the City receives 1% of the County's annual HOME allocation for administrative purposes. |

Table 5 - Expected Resources – Priority Table

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

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

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

Over the years, the City's RDA acquired several residential and commercial properties; however with the dissolution of RDAs, the City is required to sell all its commercial properties and return all proceeds to the State. On the other hand, the City was able to retain its residential properties and continue to provide them as affordable units. These properties are rented to low income tenants at affordable rates. Additionally, a portion of the City's residential units are rented to the County of San Mateo's Emancipated Foster Youth Program. This provides affordable housing to the Emancipated Foster Youth Program participants.

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

Annual Goals and Objectives

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

Goals Summary Information

| | Goal Name | Start Year | End Year | Category | Geographic Area | Needs Addressed | Funding | Goal Outcome Indicator |
|----------|--|------------|----------|---|--|-------------------------------|-----------------|---|
| 1 | Increase, Maintain, & Improve Affordable Housing | 2013 | 2017 | Affordable Housing | Citywide | Affordable Housing | CDBG: \$207,000 | Homeowner Housing Rehabilitated: 40 Households |
| 2 | Provide Public Services to Improve Quality of Life | 2013 | 2017 | Non-Housing Community Development | Citywide | Public Services | CDBG: \$60,998 | Public Service Activities other than Low/Moderate Income Housing Benefit: 595 Persons Assisted |
| 3 | Sustain and/or Increase Economic Activity | 2013 | 2017 | Non-Housing Community Development Economic Development | SSF Downtown and Uptown Service Areas | Economic Development Services | CDBG: \$60,000 | Facade Treatment/ Business Building Rehabilitation: 1 Business |
| 4 | Provide Service-Enriched Homeless Shelters | 2013 | 2017 | Homeless | Citywide | Homeless Services and Housing | CDBG: \$22,000 | Homeless Person Overnight Shelter: 69 Persons Assisted |
| 5 | Preserve and Improve Public Facilities | 2013 | 2017 | Public Facility Improvements | Downtown & Uptown Service Areas and any public facilities citywide | Public Facility Improvements | CDBG: \$239,858 | Other: 2 public facilities |

Table 6 - Goals Summary

Goal Descriptions

| | | |
|---|-------------------------|---|
| 1 | Goal Name | Increase, Maintain, & Improve Affordable Housing |
| | Goal Description | For FY 16-17, the City will implement the following activities in order to meet this goal: housing rehabilitation, minor home repair, and accessibility modification programs. Additionally, the City will continue to administer its existing first time homebuyer loans and below market rate housing units. |
| 2 | Goal Name | Provide Public Services to Improve Quality of Life |
| | Goal Description | For FY 16-17, the City will allocate 15% of its annual entitlement and 15% of its prior year program income to non-profit organizations that provide public services. The City anticipates serving 666 low to moderate income residents in FY 16-17. |
| 3 | Goal Name | Sustain and/or Increase Economic Activity |
| | Goal Description | For FY 16-17, the City will use CDBG funding for the Downtown Façade Improvement Program. This program provides grants for Downtown businesses undertaking façade improvements and assists local business owners with improving the appearance of their store, as well as eliminating blight. |
| 4 | Goal Name | Provide Service-Enriched Homeless Shelters |
| | Goal Description | There is a significant need for service-enriched shelters and transitional housing for both homeless individuals and families as the City has experienced a significant increase in chronically homeless and transients, especially in the Downtown. The City will address this need by providing public service funds to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter located in South San Francisco, which provides 90 beds to homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse. The City will also continue to work with the Homeless Outreach Team (HOT) to move the most difficult, long term homeless/transient individuals out of the Downtown area by placing them in emergency shelters and connecting them with County medical and rehabilitation services. This includes the City's participation in the HOT's Case Manager Group and Oversight Committee. |

| | | |
|---|-------------------------|--|
| 5 | Goal Name | Preserve and Improve Public Facilities |
| | Goal Description | <p>The City of South San Francisco may use these funds towards support investments in predevelopment activities for infrastructure and public facilities. These predevelopment activities may be used to assemble sites for affordable housing or provide infrastructure that would benefit the community.</p> <p>For FY 16-17, the City issued a request for proposals for public facility improvement projects for facilities owned by non-profit organizations. The application was made from January 7 to January 22, 2016 however no applications were received. Although, no applications were received, the City will create an open-ended application for public facility improvement projects that will be available during FY 16-17. The City will review applications as they are submitted and allocate funds based on fund availability, need, and feasibility of the project. This will allow the City to undertake urgent need improvement projects or any unidentified accessibility project throughout the year. The City may also use CDBG program income, undesignated funds or funds from activities that have been cancelled, delayed or slow in drawing down funds to make accessibility (ADA) modifications and/or other improvements to City-owned public facilities. These efforts will ensure that any unexpected program income can be expended in a timely manner.</p> |

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

The City does not receive HOME funds directly from HUD.

AP- 35 Projects - 91.420, 91.220(d)

Introduction

The City plans to implement the following projects:

Public Services (\$82,998)

- Health Mobile (\$7,998)
Free onsite, comprehensive dental care for low-income children
- HIP Housing: Home Sharing Program (\$10,000)
Facilitates rent or service exchange home sharing arrangements through interviewing and screening clients
- John's Closet (\$5,000)
Provides new clothing for low income children
- Legal Aid Society (\$7,500)
Legal assistance and advocacy for people losing their homes or living in substandard conditions
- Parca (\$6,500)
One-on-one and family support to low-income families dealing with developmental disabilities
- Rape Trauma Services Center (\$10,000)
Mental health services to address the multiple healing needs of child survivors of sexual trauma
- Star Vista (\$6,500)
Subsidized apartments and case management services for emancipated foster youth plus essential life skills training
- Ombudsman Services of San Mateo County, Inc. (\$7,500)
Advocacy services to elderly and developmentally disabled individuals

Service-Enriched Homeless Shelters (\$22,000)*

- Community Overcoming Relationship Abuse (CORA) (\$10,000)
Emergency shelter for victims and survivors of domestic violence and their children
- Samaritan House (\$12,000)
Operates the Safe Harbor Shelter, a 90 bed homeless shelter that provides emergency and transitional housing for homeless adults

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

Minor Home Repair Programs (\$57,000)

- Center for Independence of Individuals with Disabilities (CID) - Housing Accessibility Modification Program (\$10,000)
Installs ramps, grab bars, and other modifications to make a home accessible
- El Concilio - Peninsula Minor Home Repair (\$10,000)
Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements that would otherwise not be completed and increase energy and water conservation
- Rebuilding Together Peninsula (RTP) - National Rebuilding Day (\$12,000)
Program that utilizes volunteers to rehabilitate homes on National Rebuilding Day
- Rebuilding Together Peninsula (RTP) - Safe at Home (\$25,000)
A year round program that addresses minor repair needs

City Sponsored Housing Rehabilitation Program (\$150,000)

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

Downtown Façade Improvement Program (\$60,000)

CDBG funds will be used to support the City's Downtown Façade Improvement Program (DFIP). The DFIP provides grants to Downtown businesses for façade upgrades.

Public Improvement Projects (\$239,858)

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

CDBG Administration (\$92,465)

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

Fair Housing (\$11,437)*

- Project Sentinel (\$11,437)*

Provides comprehensive fair housing services of complaint investigation, community outreach, and education

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

| # | Project Name |
|---|---|
| 1 | Public Services |
| 2 | Service-Enriched Homeless Shelter |
| 3 | Minor Home Repair/Modification Programs |
| 4 | City-Sponsored Housing Rehabilitation Program |
| 5 | Downtown Façade Improvement Program |
| 6 | Public Right of Way Improvement Projects |
| 7 | CDBG Administration |

Table 8 – Project Information

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

Given the limited funds available, the City prioritizes activities which provided maximum benefit to the community. The majority of the City's CDBG funds are allocated to supporting housing rehabilitation, public right of way improvements, and the rehabilitation of Downtown businesses because these types of activities are not restricted by spending limitations and are highly impactful. A major funding obstacle continues to be sufficiently supporting the wide variety of crucial public services needed in the City due to federal spending limits specific to public services. While the public service need far exceeds the funds available to provide those services, the City has selected those activities which would be most effective.

AP- 38 Project Summary

Project Summary Information

| | | |
|---|--|---|
| 1 | Project Name | Public Services |
| | Target Area | Citywide |
| | Goals Supported | Provide Public Services to Improve Quality of Life |
| | Needs Addressed | Public Services |
| | Funding | CDBG: \$60,998 |
| | Description | For FY 16-17, the City will allocate 15% of its annual entitlement and 15% of its prior year program income to non-profit organizations that provide public services. |
| | Target Date | 6/30/2017 |
| | Estimate the number and type of families that will benefit from the proposed activities | 595 extremely low to low income individuals are estimated to benefit from the proposed activities. |

| | |
|------------------------------------|--|
| <p>Location Description</p> | <ul style="list-style-type: none"> • Health Mobile 1659 Scott Blvd # 4 Santa Clara, CA 95050-4137 • HIP Housing 364 South Railroad Avenue San Mateo, CA 94401-4024 • John’s Closet 444 E. Market St., Rm. 2 Daly City, CA 94014 • Legal Aid Society 330 Twin Dolphin Drive, Suite 123 Redwood City, CA 94065-1455 • Ombudsman Services of San Mateo County, Inc. 711 Nevada St. Redwood City, CA 94061-1555 • PARCA 800 Airport Bl., Suite 320 Burlingame, CA 94010-1919 • Rape Trauma Services Center 1860 El Camino Real, Suite 406 Burlingame, CA 94010-3117 • StarVista 701 Grand Ave South San Francisco, CA 94080-2553 |
|------------------------------------|--|

| | | |
|---|--|---|
| | Planned Activities | <ul style="list-style-type: none"> • Health Mobile (\$7,998) Free onsite, comprehensive dental care for low-income children. • HIP Housing: Home Sharing Program (\$10,000) Facilitates rent or service exchange home sharing arrangements • John’s Closet (\$5,000) Provides new clothing for low income children. • Legal Aid Society (\$7,500) Legal assistance and advocacy for people losing their homes or living in substandard conditions. • Ombudsman Services of San Mateo County, Inc. (\$7,500) Advocacy services to elderly and developmentally disabled individuals • Parca (\$6,500) One-on-one and family support to low-income families dealing with developmental disabilities. • Rape Trauma Services Center (\$10,000) Mental health services to address the multiple healing needs of child survivors of sexual trauma. • StarVista (\$6,500) Subsidized apartments and case management services for emancipated foster youth plus essential life skills training. |
| 2 | Project Name | Service-Enriched Homeless Shelters |
| | Target Area | Citywide |
| | Goals Supported | Provide Service-Enriched Homeless Shelters |
| | Needs Addressed | Homeless Services and Housing |
| | Funding | CDBG: \$22,000 |
| | Description | The City will address the need for service-enriched shelters and transitional housing by providing public service funds to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter located in South San Francisco, which provides 90 beds to homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse. |
| | Target Date | 6/30/2017 |
| | Estimate the number and type of families that will benefit from the proposed activities | The City anticipates providing 69 homeless persons overnight shelter |
| | Location Description | <ul style="list-style-type: none"> • Community Overcoming Relationship Abuse (CORA) Address Suppressed • Samaritan House: Safe Harbor Shelter 295 North Access Road South San Francisco, CA 94080-690 |

| | | |
|----------|--|--|
| | Planned Activities | <ul style="list-style-type: none"> • Community Overcoming Relationship Abuse (CORA) (\$10,000) Emergency shelter for victims and survivors of domestic violence and their children • Samaritan House: Safe Harbor Shelter (\$12,000) Operates the Safe Harbor Shelter, a 90 bed homeless shelter that provides emergency and transitional housing for homeless adults |
| 3 | Project Name | Minor Home Repair/Modification Programs |
| | Target Area | Citywide |
| | Goals Supported | Increase, Maintain, & Improve Affordable Housing |
| | Needs Addressed | Affordable Housing |
| | Funding | CDBG: \$57,000 |
| | Description | For FY 16-17 the City will allocate funding to various non-profits that provide minor home repairs and accessibility modifications to low income homeowners. |
| | Target Date | 6/30/2017 |
| | Estimate the number and type of families that will benefit from the proposed activities | The City anticipates serving 57 low income households. |
| | Location Description | <ul style="list-style-type: none"> • Center for Independence of Individuals with Disabilities 2001 Winward Way, Suite 103 San Mateo, CA 94404 • El Concilio of San Mateo County 1419 Burlingame Avenue, Suite N Burlingame, CA 94010-4123 • Rebuilding Together Peninsula 841 Kaynyne Street Redwood City, CA 94063-3000 |
| | Planned Activities | <ul style="list-style-type: none"> • CID - Housing Accessibility Modification Program (\$10,000) Installs ramps, grab bars, and other modifications to make a home accessible. • El Concilio - Peninsula Minor Home Repair (\$10,000) Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements. • Rebuilding Together - National Rebuilding Day (\$12,000) Program that utilizes volunteers to rehabilitate homes on National Rebuilding Day. • Rebuilding Together - Safe at Home (\$25,000) A year-round program that addresses minor repair needs. |

| | | |
|---|--|--|
| 4 | Project Name | City-Sponsored Housing Rehabilitation Program |
| | Target Area | Citywide |
| | Goals Supported | Increase, Maintain, & Improve Affordable Housing |
| | Needs Addressed | Affordable Housing |
| | Funding | CDBG: \$150,000 |
| | Description | Provides low interest loans and grants to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home. |
| | Target Date | 6/30/2017 |
| | Estimate the number and type of families that will benefit from the proposed activities | This year the City anticipates serving four (4) households. |
| | Location Description | This program is available citywide for low/mod income households. |
| | Planned Activities | <ul style="list-style-type: none"> • Housing Rehabilitation Loans Provides low interest loans to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home. • Emergency Repair Vouchers Provides low-income families grants of up to \$2,500 to make emergency safety and/or code violation repairs. • Debris Box Vouchers Provides low-income families with a debris box to clear code violations and clean up conditions that affect the health, safety or appearance of properties. |

| | | |
|---------------------------|---|--|
| 5 | Project Name | Downtown Façade Improvement Program |
| | Target Area | SSF Downtown Tracts 6021, 6022 |
| | Goals Supported | Sustain and/or Increase Economic Activity |
| | Needs Addressed | Economic Development Services |
| | Funding | CDBG: \$60,000 |
| | Description | The City will use CDBG funds to support the Downtown Façade Improvement Program. The program provides grants to Downtown businesses for façade upgrades such as new awnings, signage, exterior paint, etc. |
| | Target Date | 6/30/2017 |
| | Estimate the number and type of families that will benefit from the proposed activities | The City anticipates using CDBG funds to provide one (1) business with funds for façade improvements. |
| | Location Description | The Downtown Façade Improvement Program is available to businesses located within the downtown census tracts of 6021 and 6022. The City has identified these census tracts to be a local target area as more than 50% of residents in this area are considered low to moderate income (see Attachment D). Additionally, the Downtown is the historic area of the City and continues to be a main commercial hub. Therefore, improvements made to this area, create a citywide benefit. |
| Planned Activities | The City will provide Downtown businesses with grants for façade improvements. This program strives to improve the look and feel of the Downtown. | |
| 6 | Project Name | Public Improvement Projects |
| | Target Area | Service Areas: Downtown, Uptown, Westborough, Camino/Sunshine & Orange/Lindenville |
| | Goals Supported | Sustain and/or Increase Economic Activity |
| | Needs Addressed | Economic Development Services Public Facilities Improvements |
| | Funding | CDBG: \$239,858 |
| | Description | The City will use CDBG funds to provide public right of way and facility improvements in the City, with the Uptown and Downtown areas as the priority areas. |
| | Target Date | 6/30/2017 |
| | Estimate the number and type of families that will benefit from the proposed activities | The City anticipates undertaking at least four (4) public facility improvements projects next year |

| | | |
|---|--|---|
| | Location Description | <p>The Public Improvement projects will be implemented in the Service Areas (See Attachment D: Service Area Map). The Census tracts comprising these service areas are 6017, 6019, 6020, 6021, 6022, 6023, 6024 & 6026.</p> <p>The City's priorities are to invest in the Downtown and Uptown areas, however it is sometimes difficult to identify and implement Right of Way Improvement Projects in these areas. Therefore, expanding the Services Areas to the greater LMA areas will allow the City to utilize its CDBG entitlement more effectively, whilst additionally benefitting a greater population.</p> <p>The City has identified these census tracts to be a local target area as more than 50% of residents in this area are considered low to moderate income (see Attachment D). This local target area also meets the CDBG Low to Moderate Area Benefit (LMA) requirements.</p> |
| | Planned Activities | <p>These funds may be used for Public Right of Way improvement expenditures in low/mod areas. This may include improved street lighting or street sewer laterals. The City may consider a sidewalk improvement program. Or the funds may support investments in predevelopment activities for affordable housing, infrastructure and public facilities.</p> |
| 7 | Project Name | CDBG Administration |
| | Target Area | N/A |
| | Goals Supported | N/A |
| | Needs Addressed | N/A |
| | Funding | CDBG: \$92,465 |
| | Description | <p>The City will use 20% of its entitlement and 20% of the current year program income to administer the CDBG program.</p> |
| | Target Date | 6/30/2017 |
| | Estimate the number and type of families that will benefit from the proposed activities | N/A |
| | Location Description | N/A |
| | Planned Activities | <p>The City will use 20% of its entitlement and 20% of the current year program income to administer the CDBG program.</p> |

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

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

The City has identified the census blocks with more than 50% of residents with low to moderate household incomes. Using HUDs CPD Maps website as a guide, as well as using HUDs GIS dataset, the City has created a CDBG Service Areas map for South San Francisco (see Attachment D). These Service Areas generally meet the CDBG Low to Moderate Area Benefit (LMA) requirements, however the area known as East 101, is predominantly industrial activities, and CDBG funding will not be spent in this region.

The below census blocks meet the meets the CDBG Low to Moderate Area Benefit (LMA) requirements:

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

The City will direct assistance to these areas through public improvement projects and the façade improvement program in the downtown. The City will also fund improvements to public facilities located within the City, especially for ADA improvements.

Geographic Distribution

| Target Areas | Percentage of Funds |
|---|---------------------|
| Downtown, Uptown, Orange/Lindenville, Camino/Sunshine & Westborough | 33% |

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

AP- 75 Action Plan Barriers to Affordable Housing - 91.420, 91.220(j)

Introduction

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

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

In addition to limited resources, the current market conditions have created an unsustainable housing cost environment due to inflated rents and expensive home/land prices. According to the 2013 American Community Survey 1-Year Estimates, 16% of renters in South San Francisco are paying between 35% and 49.9% of their income towards rent and 21% of all renters are paying more than 50% of their income towards rent. Additionally 30% of homeowners in South San Francisco are spending 35% or more of their household income on housing costs (2009-2013 American Community Survey 5-Year Estimates). This data signifies that approximately one third (1/3) of South San Francisco households are living in unaffordable housing which in turn is putting them at risk of becoming homeless.

While the City actively makes efforts to provide affordable housing to residents, the lack of resources and market conditions pose as formidable barriers. Therefore, the City is continually seeking new and innovative ideas to overcome these barriers.

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

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

- Implementing zoning to ensure there is an adequate supply of land to meet its Association of Bay Area Governments (ABAG) regional housing needs allocation.

- Continuing to implement the City's Inclusionary Housing Ordinance; this requires that a percentage of new "for sale" residential units are made available as Below Market Rate (BMR) units for low income residents. The City will also continue to support its existing BMR units.
- Investigating new sources of funding for the City's affordable housing programs and working with non-profit developers to promote the development of affordable housing for lower income households.
- Considering fee waivers or deferrals of planning, building, and impact fees for affordable housing developments.
- Removing government and public infrastructure constraints to affordable housing development through administrative support, inter-governmental cooperation, public-private partnerships, and permit streamlining.
- Continuing to cooperate with other governmental agencies and take an active interest in seeking solutions to area-wide housing problems.

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

Introduction

The following sections describe the actions and efforts the City will make to address things such as meeting underserved needs, affordable housing, and lead-based paint hazards. Many of these actions are based upon the importance of coordinating with other jurisdictions, local service providers, and the private sector. In a time with limited funding available, the City's focus will be on creativity and collaboration in order to meet more needs of the community.

Actions planned to address obstacles to meeting underserved needs

The main obstacle the City faces in meeting underserved needs is a lack of funding. With the loss of RDA funds and declining CDBG entitlements, the City has limited capabilities in meeting the needs of the community. Additionally, many local service providers are also experiencing declines in both private and public funding, which further hinder their capability to meet needs. The City plans to address this obstacle by continuing to look for new funding sources and find creative ways to leverage and utilize existing funding. Additionally, the City will encourage collaboration amongst itself, other jurisdictions, and non-profits.

Actions planned to foster and maintain affordable housing

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

- Promote the construction of lower cost units by providing incentives to developers and encouraging mixed-use projects, second units, density bonuses, loft-style units, and manufactured housing.
- Strive to preserve and maintain existing affordable housing by using state and federal funds to the fullest extent to rehabilitate existing housing units. Additionally, the City will continue to support affordable housing for groups with special needs, including seniors, the disabled, and the homeless.
- Continue to implement its Inclusionary Housing Ordinance that requires a percentage of new "for sale" residential units be made available as Below Market Rate (BMR) units for low income residents. The City will also continue to support its existing BMR units.

Actions planned to reduce lead-based paint hazards

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

City webpage for lead-based paint information:

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

Actions planned to reduce the number of poverty-level families

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

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

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

Through this multitude of efforts, in collaboration with non-profit agencies, the City is continually working to help reduce the number of families living in poverty. With that said, there are significant challenges to accomplishing this long-term goal. The biggest barrier to the provision of services to lower income families and those at risk of becoming homeless is the lack of adequate state, county, and federal funds for social service activities. For example, since CDBG funding for public services is limited to 15% of the City's entitlement amount, the City only has approximately \$69,000 available for public services. The City continues to strive for efforts that creatively and efficiently work with these constraints.

Actions planned to develop institutional structure

City will make the following efforts to improve institutional structure:

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

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

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

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

- Continue to collaborate with the County of San Mateo, private housing developers, lenders, and non-profit housing developers in order to create more affordable housing
- Continue to participate in the CDBG Work Group and to improve CDBG administrative processes for both sub-recipients and City staff
- Continue to fund non-profit agencies serving low-income residents
- Encourage collaboration and cooperation among local service providers
- Continue to participate in the CoC Steering Committee
- Continue to participate in the San Mateo County HOME Consortium and to serve on the San Mateo County's Housing & Community Development Committee (HCDC)
- Support workforce development partnerships that serve residents and employees in South San Francisco
- Continue working with regional economic development groups and promote economic development collaborations
- Work with businesses and the Chamber of Commerce on downtown beautification and other projects to improve the downtown
- Continue to work with the Homeless Outreach Team; this includes the City's participation on the HOT's Case Manager Group and Oversight Committee

Program Specific Requirements

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

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

Attachments

Attachment A: 2016-2017 Budget

Attachment B: Notification Efforts

Attachment C: Public Comments

Attachment D: Local Target Area Map

Attachment A: 2016-2017 Budget

| FUNDS AVAILABLE | | |
|-----------------|---|----------------|
| Line Item | COMMUNITY DEVELOPMENT BLOCK GRANT | FY 16-17 |
| 1 | Entitlement Amount | 427,323 |
| 2 | Prior Years Uncommitted Funds | 219,998 |
| 3 | Estimated Program Income | 35,000 |
| 4 | TOTAL CDBG FUNDS | 682,321 |
| HOME FUNDS | | |
| | | FY 16-17 |
| 5 | HOME Administrative Funds | 11,437 |
| 6 | FUNDS FROM ALL SOURCES | 693,758 |
| BUDGET | | |
| | | FY 16-17 |
| 7 | CDBG- PUBLIC SERVICES | |
| 8 | <i>Subtotal</i> | 82,998 |
| 9 | CDBG-MINOR HOME REPAIR PROGRAMS | |
| 10 | <i>Subtotal</i> | 57,000 |
| 11 | CDBG-CITY SPONSORED PROGRAMS | |
| 12 | Public Improvements | 239,858 |
| 13 | City Sponsored Housing Rehabilitation Program | 150,000 |
| 14 | Downtown Façade Improvement Program | 60,000 |
| 15 | <i>Subtotal</i> | 449,858 |
| 16 | CDBG-ADMINISTRATION | |
| 17 | <i>Subtotal</i> | 92,465 |
| 18 | TOTAL CDBG BUDGET | 682,321 |
| 19 | HOME FUNDS: FAIR HOUSING ACTIVITIES | |
| 20 | Project Sentinel | 11,437 |
| 21 | TOTAL HOME FUNDS BUDGET | 11,437 |
| 22 | TOTAL BUDGET | 693,758 |

Attachment B: Notification Efforts

Manzano, Weiser

From: Barnard, Julie
Sent: Thursday, January 7, 2016 12:11 PM
To: Barnard, Julie
Subject: City of South San Francisco - CDBG Notice of Funding Available

Public Notice
City of South San Francisco
Community Development Block Grant (CDBG) Program
Notice of Funding Available

The City of South San Francisco is pleased to announce the availability of Community Development Block Grant (CDBG) and HOME Administrative Funds for fiscal year 2016-2017 which begins on July 1, 2016. These funds are available to agencies providing assistance to low-to-moderate income South San Francisco residents. Eligible agencies are public agencies, certified 501(c)3 non-profit organizations, or organizations that will be fiscally sponsored by a certified 501(c)3 agency.

The Department of Housing and Urban Development has not confirmed the City's CDBG grant amount for 2016-2017 however the City anticipates approximately \$470,000 in CDBG funds may be available for public services, public facility renovations, and affordable housing opportunities for low and moderate income people. Note that only approximately \$70,000 of the available CDBG funds may be used for public service activities such as childcare, emergency food, counseling, and health programs. Additionally, the City anticipates that approximately \$9,000 in HOME Administrative funds will be available for fair housing activities.

The funding application is online at www.citydataservices.net. Enter **SMC2016** for both "user name" and "password". This will open up an online form for you to fill out and submit to request an account. Note that applications will only be accepted online; no hard copies accepted. **The application deadline is 5:00 p.m. on Friday, January 22, 2016.**

More information can also be found at the City website www.ssf.net. If you do not have access to internet, please call or write to Ines Mendez, Department of Economic and Community Development, 400 Grand Avenue, South San Francisco, CA 94080, (650) 829-6620.



Julie Barnard | Downtown Coordinator



City of South San Francisco | Economic & Community Development Department
PO Box 711 | South San Francisco, CA 94083-0711
☎ Main (650) 829-6620 ☎ Direct (650) 829-6629 | 📠 (650) 829-6623 | ✉ julie.barnard@ssf.net

Community Development Block Grant

is incorporated into the City Plan. HUD Programs have been given to assist extremely low, very low, and low income persons by:

1. Providing decent and affordable housing;
2. Providing a suitable living environment; and
3. Expanding economic opportunities.

The City Plan further defines these goals by assessing the housing and community development needs and resources of the City and outlines a strategy on how it plans to address these needs.

2015-2016 Action Plan

2015-2016 Action Plan

Public Notice
Community Development Block Grant (CDBG) Program - Notice of Funding Available

The City of South San Francisco is pleased to announce the availability of Community Development Block Grant (CDBG) and HOME Administrative Funds for fiscal year 2015-2016 which begins on July 1, 2015. These funds are available to agencies providing assistance to low-to-moderate income South San Francisco residents. Eligible agencies are public agencies, certified 501(c)(3) non-profit organizations, or organizations that will be directly sponsored by a certified 501(c)(3) agency.

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The funding application is online at www.cityofssanfrancisco.org. Enter **SMC2015** for both "user name" and "password". This will open up an online form for you to fill out and submit to request an account. Note that applications will only be accepted online, via fast online accepted. The application deadline is 5:00 pm, on Friday, January 23, 2015.

For more information please call or write to Iris Mendez, Department of Economic and Community Development, 401 Grand Avenue, South San Francisco, CA 94080, (650) 879-4622.

Action Plan
 FY 2015-16 Action Plan

CDBG Facts
 FY 14-15 CDBG Facts
 FY 13-14 CDBG Facts

More info
 Proposed Budget
 CDBG Notice

Allocations
 2015-2016 Allocation

City of South San Francisco

City of South San Francisco California

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CDBG Notices

Community Development Block Grant (CDBG) Program Notice of Funding Available

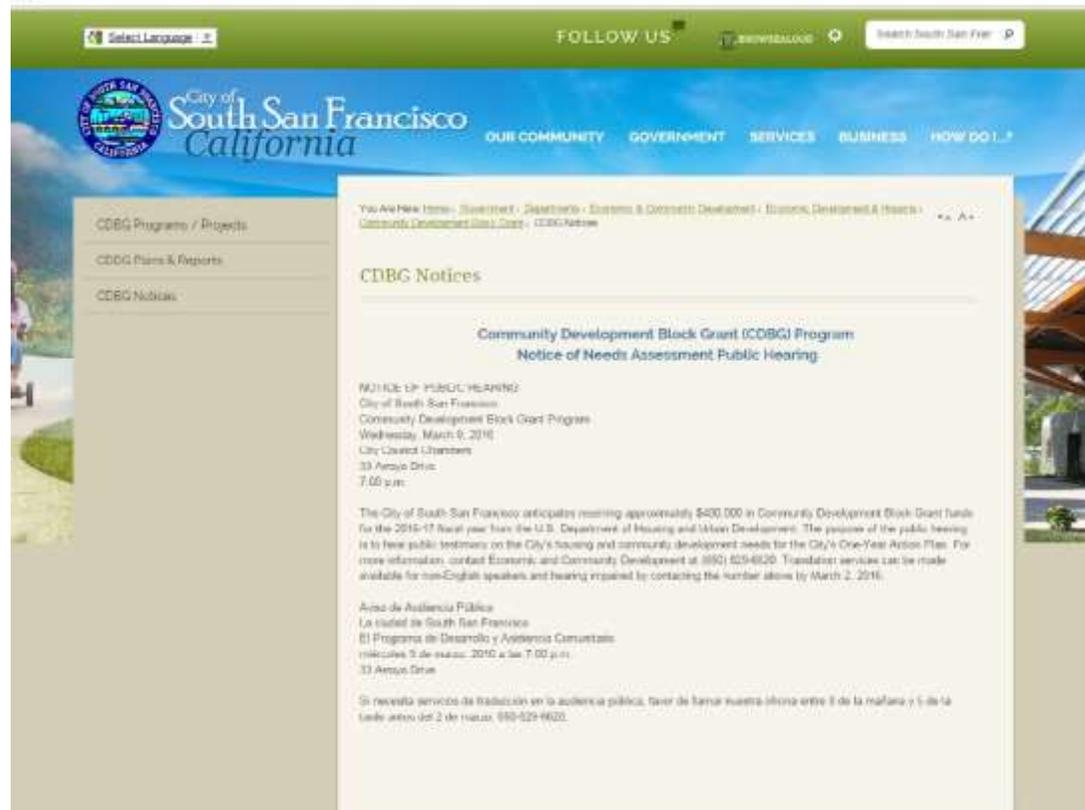
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For more please call or write to Iris Mendez, Department of Economic and Community Development, 401 Grand Avenue, South San Francisco, CA 94080, (650) 879-4622.

Please note the following meeting may be helpful for you to attend in order to familiarize yourselves with our application and system processes:
 Date: Monday, January 11, 2015 - 10:00am-11:30am
 Place: San Mateo Public Library, 22 W 3rd Street, San Mateo
 Meeting: NOAA Technical Fisheries Workshop CDBG and EDG Grant-Funded Community Development Activities







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| City | SOUTH SAN FRANCISCO | Fax | - |
| State - Zip | CA - 94080 | | |

Ad Placement Information: Section of Newspaper and Type of Notice

Legal GOVERNMENT - NOTICE OF HEARING

Order Information

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| Attention Name | Ines Mendez | Billing Reference No. | <input type="text" value=""/> |
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| 2838544 | SAN MATEO COUNTY TIMES, CA | 02/08/2016 | - | \$1.29 * 1 Cols * 81 Lines * 1 Inserts | \$104.49 | Sent |

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| 2838544 | SAN MATEO COUNTY TIMES | View Ad In PDF |

NOTICE OF PUBLIC HEARING
City of South San Francisco
Community Development Block Grant Program
Wednesday, March 9, 2016
City Council Chambers
33 Arroyo Drive
7:00 p.m.

The City of South San Francisco anticipates receiving approximately \$400,000 in Community Development Block Grant funds for the 2016-17 fiscal year from the U.S. Department of Housing and Urban Development. The purpose of the public hearing is to hear public testimony on the City's housing and community development needs for the City's One-Year Action Plan. For more information, contact Economic and Community Development at (650) 829-6620. Translation services can be made available for non-English speakers and hearing impaired by contacting the number above by March 2, 2016.

Aviso de Audiencia Pública
La ciudad de South San Francisco
El Programa de Desarrollo y Asistencia Comunitario
miércoles 9 de marzo, 2016 a las 7:00 p.m.
33 Arroyo Drive

Si necesita servicios de traducción en la audiencia pública, favor de llamar nuestra oficina entre 8 de la mañana y 5 de la tarde antes del 2 de marzo, 650-829-6620.

Desk : IIM -ECD

**NOTICE OF PUBLIC
HEARING**
City of South San
Francisco
Community Development
Block Grant Program
Wednesday, March 8,
2016
City Council Chambers
33 Arroyo Drive
7:00 p.m.

The City of South San Francisco anticipates receiving approximately \$400,000 in Community Development Block Grant funds for the 2016-17 fiscal year from the U.S. Department of Housing and Urban Development. The purpose of the public hearing is to hear public testimony on the City's housing and community development needs for the City's One-Year Action Plan. For more information, contact Economic and Community Development at (650) 828-6620. Translation services can be made available for non-English speakers and hearing impaired by contacting the number above by March 2, 2016.

**Aviso de Audiencia
Pública**
La ciudad de South San
Francisco
El Programa de
Desarrollo y Asistencia
Comunitario
miércoles 9 de marzo,
2016 a las 7:00 p.m.
33 Arroyo Drive

Si necesita servicios de
traducción en la audiencia
pública, favor de llamar
nuestro oficina entre 8 de la
mañana y 5 de la tarde
antes del 2 de marzo, 650-
628-6620.
20176
CNS-2838544#
SAN MATEO COUNTY
TIMES

NOTICE OF PUBLIC HEARING
City of South San Francisco
Community Development Block Grant Program (CDBG)
Wednesday, April 27, 2016 at 7:00 pm
City Council Chambers, 33 Arroyo Drive

The City of South San Francisco is holding a public hearing regarding the 2016-17 Annual Action Plan ("Plan"). The Plan identifies Community Development Block Grant Program (CDBG) funding priorities and describes the activities the City will undertake to address the City's housing, community, and economic development needs. The Plan will be adopted by City Council on April 27, 2016 and will be submitted to the U.S. Department of Housing and Urban Development (HUD) by May 16, 2016.

The Plan is available for a 30 day public review period from March 28 to April 27, 2016. Copies of the Plan are available at www.ssf.net, at the Main library, and the Department of Economic and Community Development. For additional copies, call 650-829-6620. The public can comment on the Plan at the April 27, 2016 City Council Public Hearing or submit written comments by April 27, 2016 to CDBG@ssf.net or to the address below

City of South San Francisco
Department of Economic and Community Development
400 Grand Avenue
South San Francisco, CA 94080

Translation services can be provided to non-English speaking and hearing-impaired residents who wish to attend the hearing. To make arrangements, call 650-829-6620 by Friday, April 22, 2016 at 4pm.

Summary of the Plan

The City's FY 16-17 budget is \$560,760 and consists of: \$427,323 – entitlement amount, \$87,000 – prior year uncommitted funds, \$35,000 – estimated program income, and \$11,437 – HOME administrative funds. The following is the preliminary CDBG Subcommittee funding recommendations for the CDBG and HOME administrative funds for 2016-17. Note these recommendations are subject to City Council action at the public hearing.

2016-2017 CDBG FUNDING RECOMMENDATIONS

Public Service Activities

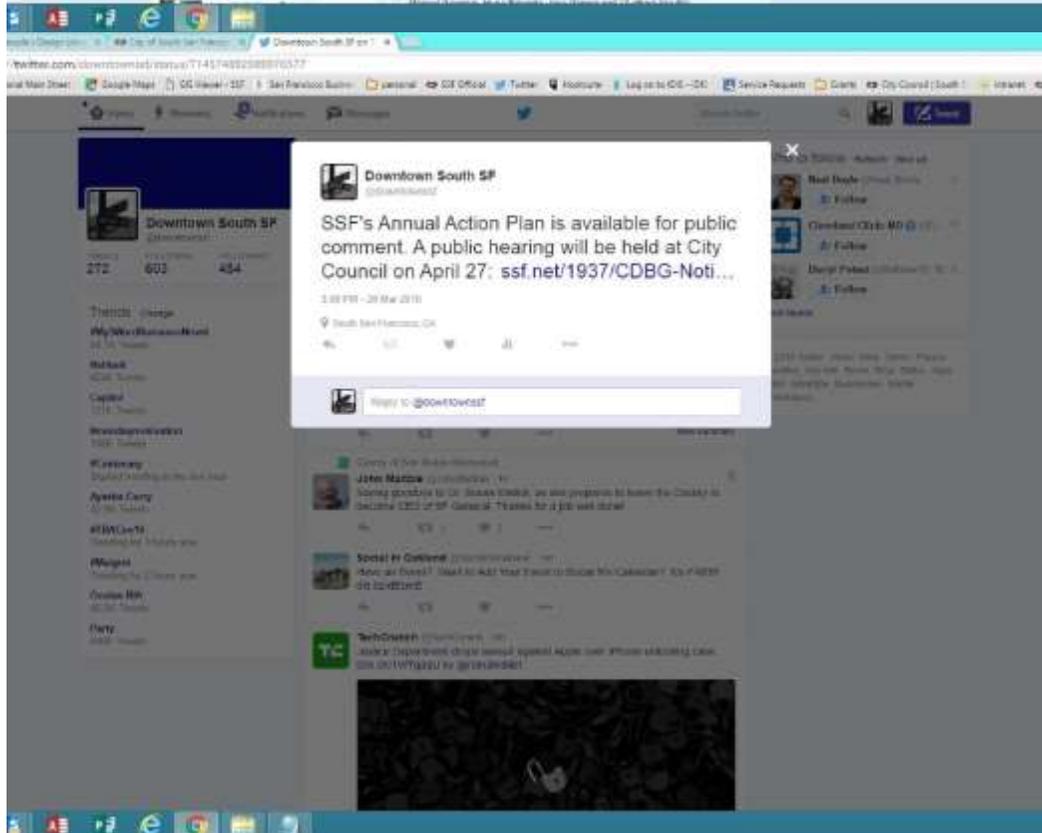
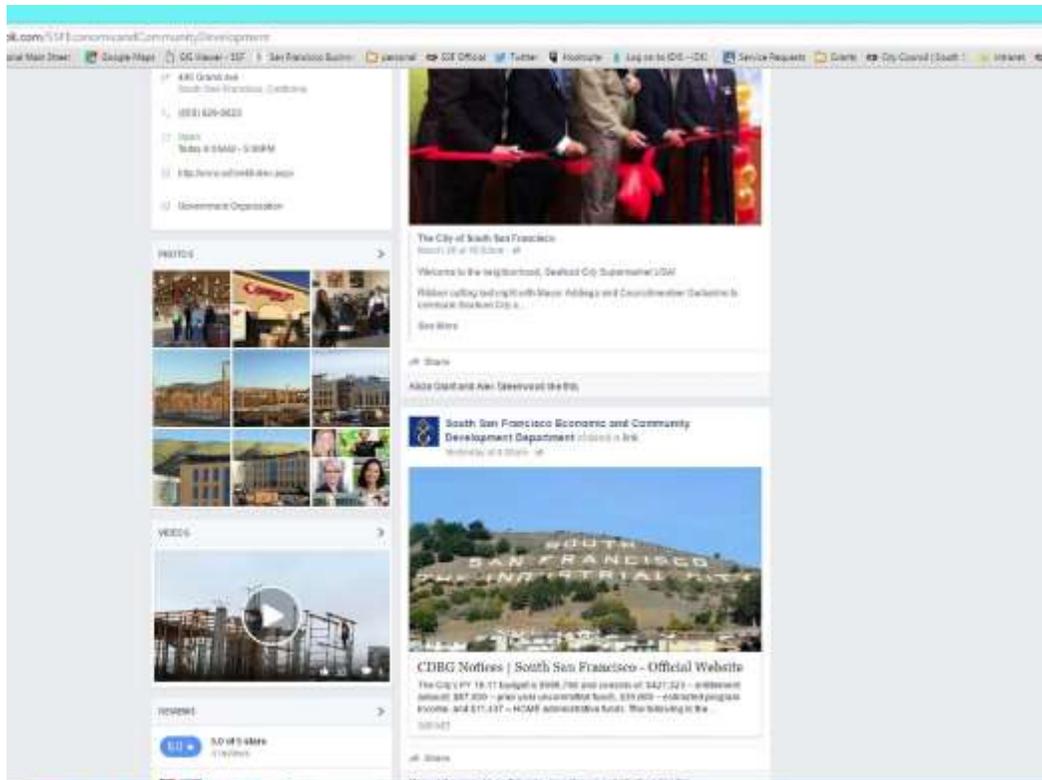
| | |
|-------------------|---------|
| CORA | \$9,000 |
| Health Mobile | \$7,629 |
| Hip Housing | \$9,000 |
| John's Closet | \$4,000 |
| Legal Aid Society | \$5,000 |
| PARCA | \$5,000 |

| | |
|--|------------------|
| Ombudsman Services of San Mateo County | \$5,000 |
| Rape Trauma Services Center | \$9,000 |
| Samaritan House | \$9,000 |
| Star Vista | \$5,000 |
| Subtotal | \$67,629 |
| Minor Home Repair Activities | |
| CID - Housing Accessibility Modification Program | \$10,000 |
| El Concilio – Peninsula Minor Home Repair | \$10,000 |
| Rebuilding Together Peninsula – Nat'l Rebuilding Day | \$12,000 |
| Rebuilding Together Peninsula - Safe at Home | \$25,000 |
| Subtotal | \$57,000 |
| Administration | |
| CDBG Administration | \$92,465 |
| City-Sponsored Activities | |
| City-Sponsored Housing Rehabilitation | \$150,000 |
| Downtown Façade & Tenant Improvement Program | \$60,000 |
| Public Right of Way Improvement Projects | \$122,229 |
| Subtotal | \$332,229 |
| TOTAL CDBG ALLOCATIONS | \$549,323 |
| HOME Administrative Funds | |
| Project Sentinel | \$11,437 |
| TOTAL HOME ALLOCATION | \$11,437 |
| TOTAL ALLOCATIONS | \$560,760 |

Aviso de Audiencia Pública y disponibilidad del plan anual del programa de desarrollo y asistencia comunitario

Miércoles 27 de abril, 2016 a las 7:00 pm
33 Arroyo Drive

Si necesita servicios de traducción en la audiencia pública, favor de llamar nuestra oficina entre 8 de la mañana y 4 de la tarde antes del 22 de abril, 650-829-6620.



City of South San Francisco - CDBG Notices

You have exited the session with your changes. Please save or cancel what you are doing. [Save](#) [Save as Copy](#) [Cancel](#) [Acknowledge](#)

CDBG Notices

Community Development Block Grant (CDBG) Program Notice of Annual Action Plan Public Hearing

NOTICE OF PUBLIC HEARING
 City of South San Francisco
 Community Development Block Grant Program (CDBG)
 Wednesday, April 27, 2016 at 7:00 pm
 City Council Chambers, 33 Arroyo Drive

The City of South San Francisco is holding a public hearing regarding the 2016-17 Annual Action Plan ("Plan"). The Plan identifies Community Development Block Grant Program (CDBG) funding priorities and describes the activities the City will undertake to address the City's housing, community, and economic development needs. The Plan will be adopted by City Council on April 27, 2016 and will be submitted to the U.S. Department of Housing and Urban Development (HUD) by May 16, 2016.

The Plan is available for a 30-day public review period from March 26 to April 27, 2016. Copies of the Plan ([available on 3/26/16](#)) at the Main Room, and the Department of Economic and Community Development. For additional copies, call 650-325-1050. The public can comment on the Plan at the April 27, 2016 City Council Public Hearing or submit written comments by April 27, 2016 to CDBG@cityofssf.com or to the address below.

City of South San Francisco
 Department of Economic and Community Development
 401 Grand Avenue
 South San Francisco, CA 94080

Translation services can be provided to non-English speaking and hearing-impaired residents who wish to attend the hearing. To make arrangements, call 650-625-6620 by Friday, April 22, 2016 at 4pm.

Atención de Audiencia Pública y disponibilidad del plan anual del programa de desarrollo y vivienda comunitario:
 Miércoles 27 de abril, 2016 a las 7:00 pm
 33 Arroyo Drive

Si necesita servicios de interpretación en la audiencia pública, favor de llamar nuestra oficina antes de la mañana y 6 de la tarde antes del 22 de abril. 650-625-6620

CITY OF SOUTH SAN FRANCISCO
INTER-OFFICE MEMORANDUM

DATE: March 28, 2016
TO: Orange Avenue Library Staff
FROM: Julie Barnard, Downtown Coordinator
SUBJECT: CDBG FY 16-17 Action Plan

Please find attached the Community Development Block Grant (CDBG) FY 2016-2017 Draft Annual Action Plan. The Action Plan is available for public review and comment from March 28- April 27. Please place the Action Plan in a visible area, preferably where you keep public information/handouts, until April 27th. You may dispose of the document after April 27th.

Note any public comments on the plan can made at the April 27, 2016 City Council meeting or be emailed to CDBG@ssf.net or mailed to

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

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

Thanks,

Julie Barnard
(650) 829-6629
julie.barnard@ssf.net

journal.com/dj/acc/customer/NewOrder/NewOrder_Order_Sent.chn?sid=01FD044C-C505-469C-8617-837377EEAEAD&17616715&title=New%20Order&orderid=2857001®companyid=1

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| Attention Name | Don Florides | Order Reference No. | |
| Ad Description | Public Hearing Annual Public Plan FY16-17 | Sub/Wrg/Est Date | |
| Special Instructions | | | |

Orders Created

| Order No. | Newspaper Name | Publishing Dates |
|-----------|----------------------------|------------------|
| 007800 | SAN MATEO COUNTY TIMES, CA | 01/20/2016 |

Ad

The Ad exists as an uploaded file.
Click [here](#) to view file.

Attachment C: Public Comments

CDBG Needs Assessment Public Hearing

March 09, 2016

Comments Received

1. PARCA, Sue Digre

Description of services:

- Advocacy, Training, and Housing Services for those with Disabilities
- No membership needed to access services
- PARCA helped start Brilliant Corners, implement efforts to help find housing for those with disabilities; Recently started with veterans support
- Training includes educating parents on insurance, behavioral topics, and having parent groups

2. StarVista, Tina La Perle

Description of services:

- Tina La Perle is the Program Manager of the THP+ (Transitional Housing Program +)
- THP+ provides housing and support services for 15-18 former foster youth who can stay up to the age of 24 years old.
 - For residents involved in an education program, they can get a one year extension and stay until the age of 25 years old.
- This program is located off the corner of Orange and Grand and they have 9 units of housing
- Support services include: life skill development, guidance on developing credit, budgeting, preparing for living in their own apt, how to be a good roommate/tenant, parenting skills for residents who are parents, increase residents' employment and educational opportunities (such as vocational training, GED, post-secondary, college, employment retention counseling, and preparing them for interview/job search)
- One-on one case management
- Another dedicated case manager to plan for their permanent housing
 - The residents save money towards moving to the permanent housing and there is a matching fund. StarVista also partners with different organizations to support with the move-out costs.
- Psycho-education group

3. John's Closet, Gina Papan

Description of services:

- 28 years in operation
- A volunteer-based program with no overhead cost and this means that every dollar goes towards purchasing new clothes for children in the community
- With new clothes, children will have more confidence which will impact their education participation.

4. HIP Housing, Laura Fanucchi

Description of services:

- With high rent increases, landlord selling their properties and moving out of the area, or landlords remodel and then raising the rents, there is a need for housing alternative.
 - At the office, hears stories about South San Francisco residents who work at local stores or with local entities who are looking for affordable housing
- Provides homeshare matching services and provides referrals/information
- Performed a lot of outreach; such as at the Senior Center and with the Firefighters
- Home sharing method is expanding to other parts of the Bay Area and is seen as a method to address the housing crisis.

5. Rape Trauma Services, Amanda Freeman

Description of services:

- Provide services to sexually abused children in South San Francisco
- Provides trauma healing which impacts quality of life
- Through the services of trauma healing, this organization is able to ensure that children continue to attend school and keep families in safe homes
- Noted that housing crisis has made child sexual abuse more prevalent related to housing (i.e. eviction, tenant/landlord, etc.)
- Advocates are also available 24 hours to help families in need

6. El Concilio, Ortensia Lopez

Description of services:

- El Concilio services help low-income homeowners with energy and water conservation savings
- Through this support, low-income homeowners more financial discretion towards covering their other essential expenses (such as medicine).
- 123 families served

7. Samaritan House, Laura Bent

Description of services:

- Provides a safe, warm shelter for 90-100 individuals who are 18 years or older
- Operates an emergency and transitional shelter
- Homeless individuals often have mental health needs, physical health needs, and/or substance abuse issues
- Clients do not have to be sober to enter the shelter but cannot be a danger to self or others
- Other services provided to clients include a nutritious meal, clothing, counseling, transportation voucher, referrals, case management, advocacy, and financial support (as applicable)
 - During their stay, clients are expected to be seeking employment during the day or going to their appointments
 - For clients in the Transitional program, clients also participate in a savings program and an employment plan

8. Community Overcoming Relationship Abuse (CORA), Cori Manthorne

Description of services:

- 1 in 4 women and 1 in 9 men experience abuse and with the high cost of living, victims often feel like their choice is between either abuse or homelessness. Victims feel like they lack options
- CORA provides them with the alternative of this confidential, life-saving program implemented with trauma-informed practices and empowerment
- Children in CORA also receive developmentally appropriate services
- Last year, 8 South San Francisco households were served by CORA

9. Center for Independence of Individuals with Disabilities (CID), Lisa Heath

Description of services:

- Helps clients with disabilities become more independent through in-home modifications
 - For instance, currently there have been the following modifications provided to clients: 7 grab bars, 4 handrails, 3 ramps, 1 handheld hot shower, and 1 toilet safety frame
- Services promote individuals' independence, allows for them to remain in their home, or for them to return home
- Other services include peer support, assistive technology, systems change advocacy, supportive services, community awareness, promoting individuals' community integration and participation, and providing housing information resources
 - 100 consumers per year in San Mateo County; 5 of these consumers are in South San Francisco

10. Legal Aid Society, David Carducci

Description of services:

- Provides legal services to prevent homelessness and illegal evictions
- Provides counseling to tenants on poor habitability conditions and guidance on how to ask landlords for repairs, approach code officers, etc.
 - Also there to protect them from retaliation for their requests
- South San Francisco has seen a doubling of no fault eviction in the past three years
- Tenants who receive a lawyer's help with eviction case has double the chance of remaining in home than a tenant with no lawyer help/legal assistance
- Eviction cases in San Mateo County: tenants with no legal assistance, only 18% chance of remaining in home; with limited legal assistance, 38% chance of remaining in home; full representation, 55% chance of remaining in home. With Legal Aid Society, the chances for a tenant to remain in the home increase to 67%
- Legal Aid Society's Housing Unit is comprised of three total staff: two attorneys and one coordinator
- Differences between their services and Project Sentinel, Project Sentinel focuses on Fair Housing enforcement, investigation, and discrimination

11. Project Sentinel, Frances Nguyen

Description of services:

- Focus on community outreach and educating the public on fair housing rights
- Conducted two presentations in South San Francisco and have two more scheduled; one of them will be in Spanish
- Able to help negotiate with landlord for landlord rights on behalf of residents situations
- Testing rental properties in South San Francisco and investigating to ensure fair housing policy

12. Ombudsman Services, Kirsten Irgens-Moller

Description of services:

- In South San Francisco, there are currently 75 long term care facilities, 41 residential care facilities for the elderly, 10 intermediate care facilities targeted towards medical needs, and 19 adult residential care facilities targeting individuals with developmental disabilities
- Advocate for these facilities' residents' well-being, safety, health, dignity, and individual preferences
- Challenge facilities to deliver highest quality of individualized care
- Monthly unannounced visits to build relationships with residents, caregivers, families; work with them to ensure needs and wishes are met
- Connect residents with resources and programming, mediate roommate problems, promote better family relationships
- Investigate abuse and neglect allegations in partnership with hospital, police, and residents' family members

- Ensure care plans are adequate

13. Rebuilding Together Peninsula, Cari Pang Chen

Description of services:

- 26 years of providing free repairs for low-income homeowners and facilities in San Mateo County
- Last year, they completed 14 projects through Safe at Home and three projects in South San Francisco through the National Rebuilding Day
- Leverage volunteers to do the repair work

14. SSF United Youth Soccer League, Patty Gomez and Lili Cyris

Description of services:

- A volunteer-run program
- Serve boys and girls from ages four to 18 years old
 - Recreation program is for children from ages four to 12 years old
 - Competitive program is for participants from ages 9 to 18 years old
- This program provides kids with a low-cost extracurricular that will prevent gang involvement and maintain school attendance.
- Able to give scholarships and fund equipment needs for some of participants to make it an affordable league
- Not a CDBG applicant

15. Lynda Gayden, Biotech Partners

Description of services:

- An Award-winning, career, technical, education program done in partnership with South San Francisco High School
- Maximizes academic learning and real work life experience for students of color, who are from low-income families, and who are female.
 - South San Francisco High School's demographics match the needs: 1/3 are English Language Learners, 40% are low-income, 94% are individuals of color, over 50% are Hispanics, and 1/3 qualify for free or reduced lunch
 - Need for STEM programming and college preparedness
- As a result of program success in the East Bay, was asked to expand the program and South San Francisco applied for the program
- Agency trains teachers with the curriculum, supports the teacher in-classroom, and provides a technical teacher assistant to help with labs and monitor students academically
- Students start this program at 11th grade and often their grades improve and in 12th grade, students receive more training and often further their education and have internship support
 - 25 young people at South San Francisco High School to gain an internship which creates diversity and economic prosperity

- South San Francisco was also chosen because of the prevalent biotech industry in this community
- High success rate, in the past, Biotech Partners has placed over 1500 youth; essentially this program is also workforce development

CDBG Public Hearing

April 27, 2016

Comments Received

1. Cori Manthorn, Community Overcoming Relationship Abuse (CORA)

Use of CDBG funds:

- South San Franciscan resident reached out to CORA because of domestic abuse
- Through CORA, the resident was able to seek counseling services and safety planning that eventually removed the resident from the relationship
- More support from CORA was needed when abuse continued. With support from CORA's legal department, CORA assisted in filing for a divorce.
- Currently, the resident, and her 2 children have a house in San Mateo County that they feel safe in

2. Diane Papan, John's Closet

General comment:

- Thankful for past and future support in boosting self-esteem through providing clothing through CDBG funds

3. Francis Ngyuen, Project Sentinel

Use of CDBG funds:

- Hosted an Affordable Fair Housing forum
- Opened a case for a disabled woman who is bipolar. Project Sentinel worked with her to write a support letter to landlord that would allow an emotional support animal to live on her housing site.
- Recently hired a landlord tenant counselor for San Mateo County
- Continue to develop housing equality in South San Francisco

4. Amanda Yvon LeBlanc Freeman, Rape Trauma Services

Use of CDBG funds:

- Assisted youth in South San Francisco community.
 - Worked with 34 El Camino High School students on capstone project.
 - a. Hosted event during the week of Valentine's Day to share healthy relationship practices
 - b. Hosted Central Park walk with over 100 attendees

5. Laura Fanucchi, HIP Housing

Use of CDBG funds:

- Placed a senior with a new teacher from Skyline College
- Placed a family with an Americorp volunteer
- Placed a couple in a crowded housing situation with a single parent homeowner who needed a housemate

6. Tippy Irwin, Ombudsman Services of San Mateo County Inc.

Use of CDBG funds:

- Supported a client in treatment for arterial defibrillation
- With a loss of memory and mistreatment of medication, the client was unable to complain about any issues
- After 9 months of moving into the Health San Mateo facility, the client was able to move out



April 22, 2016

Via email to CDBG@ssf.net

City Council of South San Francisco
c/o Ms. Yvonne Poon
Department of Economic and Community Development
400 Grand Avenue
South San Francisco, CA 94080

Re: 2016-17 Annual Action Plan and Community Development Block Grant

Dear Councilmembers:

Thank you for all your past support of the HomeSavers program with Legal Aid Society of San Mateo County. We are proud of the important work we have done on behalf of challenged low-income tenants in partnership with South San Francisco and with CDBG funding. I regret that our staff will be unable to attend the City Council meeting on Wednesday, April 27th to speak to you about the HomeSavers program in person. I hope that the following written commentary is helpful to you, and encourage you to contact me directly at sgibson@legalaidsmc.org if you have any questions.

With the support of CDBG funding since 2007, Legal Aid Society has developed and grown the HomeSavers program with a range of legal services aimed at keeping people in their homes. Eviction is a leading cause of poverty, not just a by-product of it. Families that have to cope with involuntary displacement suffer financial, social, educational and mental health set-backs for as much as three or more years after the eviction. They are more likely to be housed in substandard or overcrowded conditions for years to come.

The most cost-effective mechanism for keeping people in their homes where there is threat of eviction is legal assistance. National data shows that tenants who receive assistance from a lawyer in an eviction case have twice the likelihood of remaining in their current home than tenants who receive no legal assistance. Locally, sample data from San Mateo court files showed that in cases where tenants received limited legal services they stayed in their current home in 38% of the cases, and among cases where tenants had full legal representation they stayed in 55% of the cases, in contrast to tenants with no legal assistance who maintained their homes only 18% of the time. Quite simply, giving tenants access to lawyers helps prevent displacement.

Among Legal Aid's South San Francisco case files, we have seen evictions without cause (i.e., evictions in which no accusation of breach is made against the tenant) increase in frequency by 113% over the past three calendar years, and such "no fault" evictions are now more common in

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South San Francisco than non-payment of rent cases. The rise of no fault evictions means that increasingly tenants are asked to leave their homes due to an owner's business plan, sale of the property, or other factors that have nothing to do with the tenant's conduct. Legal Aid is committed to working with South San Francisco households at risk of abrupt displacement to help them navigate the legal process and negotiate with their landlords in order to maintain their housing for some additional period of time. We thank you for your support of this work and hope that you will continue to provide CDBG funding for HomeSavers.

Thank you for all your efforts to provide essential services to the residents of South San Francisco.

Sincerely,



Shirley E. Gibson
Directing Attorney

Page 2 of 2, April 22, 2016 letter to City Council of South San Francisco

Attachment D: Local Target Area Map

CDBG Service Areas in South San Francisco

