



Fifth Program Year Action Plan

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

Narrative Responses

GENERAL

Executive Summary

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

Program Year 5 Action Plan Executive Summary

The City of South San Francisco prepares a Five Year Consolidated Housing, Community and Economic Development Plan, and a One Year Action Plan, in order to receive funds through the Community Development Block Grant and HOME Investment partnership. The City of South San Francisco is a participating jurisdiction in the San Mateo County HOME Consortium however the City prepares its own Five Year Consolidated Plan and One Year Action Plans. The Consolidated Plan and Action Plans outline general funding guidelines based on current trends, conditions, and identified community needs determined by the City to be a priority.

The City is also required to identify specific goals, objectives, and all projects which are allocated CDBG, HOME and Redevelopment Agency funding for that fiscal year. This is the last year of the City's 2008-2012 Five Year Consolidated Plan

Federal Department of Housing and Community Development Programs have three basic goals:

1. To assist extremely low, very low and low income persons by providing decent and affordable housing.
2. To provide these persons with a suitable living environment; and
3. To expand their economic opportunities.

The adopted goals have proven to be sufficiently broad, over the years, as to provide room to accommodate any new activities the City has sponsored with CDBG and other funding sources. These previously established goals and priorities have remained in place for over twenty years. Further, these goals have been previously developed with the City Redevelopment Agency's Implementation Plan and the City's Housing Element in mind to ensure consistency between documents and City-sponsored housing and community development programs.

Background

The City has historically funded housing and non-housing programs to address the community needs and priorities established by the City, County of San Mateo and the other entitlement cities of the County HOME Consortium.

In the 1990's the City used CDBG funds exclusively, as the entitlement amount (in those years) was approximately \$600,000 to \$900,000 per fiscal year. Limited Redevelopment Agency funds were only allocated to major renovations and seismic retrofits. Starting in 2004, the City's CDBG entitlement amount began to drop significantly and now stands at its lowest level since 1989, at \$408,367. The cuts to the CDBG program required the City to begin allocating operating funds to many of the non-profit housing service agencies from the Redevelopment fund, as a way to keep the agencies from certain demise due to federal cuts. The non-profit housing agencies were not aware of the precarious situation they were placed in by federal budget cuts because Redevelopment funds replaced the loss of federal funding and allowed them to continue to operate and prosper until this year. Interestingly, as federal funds were diminishing, program income from the CDBG rehabilitation loan programs was increasing due to households being able to refinance their loans and pay off the CDBG housing and commercial loans made in prior years. Those loan repayments generated program income upwards of \$100,000 which have aided in offsetting the cuts in the CDBG program to social service activities, regulated by strict spending limits of only 15% of the City's entitlement amount.

The Redevelopment Agency at that time was also sponsoring the construction of new affordable senior and family housing in the City. When the City adopted an inclusionary ordinance, requiring 20% of all residential units built to be available and affordable to low and moderate income households, the City's affordable housing stock grew exponentially. The City's track record in the production of affordable units, as required by the Association of Bay Area Governments (ABAG) requirements, was recognized as one of the finest in the greater Metropolitan Bay Area. Leveraged with Redevelopment funds, the CDBG Five Year Consolidated Plan for 2008-2012 provided an impressive myriad of housing and non-housing programs to meet the needs of all economic sectors of the community.

Objectives and Outcomes

The City of South San Francisco's 2012-2013 Action Plan outlines the City's CDBG objectives of providing decent housing, suitable living environments and economic opportunities. In order to meet these objectives, the City has established key priorities that focus on increasing the affordability, availability/accessibility, and sustainability of the aforementioned CDBG objectives. These key priorities that the City has established were initially developed by the County of San Mateo HOME Consortium and have been the guiding principles of the City's Five Year Consolidated and One Year Action Plans over many years.

Objective: Decent Housing

The City has established the following three priorities in order to meet the Decent Housing Objective. These priorities are not listed in order of importance.

- 1. Increase, maintain and improve the supply of affordable housing for low and moderate income individuals and families.**

This priority has been successfully met for nearly 20 years with the City's new-construction of residential developments, housing acquisition and rehabilitation programs for low income homeowners/renters, and first time homebuyer

opportunities. These activities have been primarily funded by the Redevelopment Agency and to a far lesser degree with CDBG funds.

2. Provide service enriched shelter and transitional housing for homeless individuals and families.

This priority has been successfully met, exclusively, with financial support provided by the City's Redevelopment Agency to existing shelters and transitional housing programs. The shelter and transitional housing programs' operating costs were not funded with CDBG due to lack of sufficient federal funds for these programs as they are considered by HUD to be public services, which is a category restricted by federal spending limitations. Thus, most of the previously funded housing programs will be left without funds this year.

3. Provide service enriched housing opportunities for individuals and families with special needs including, but not limited to, seniors, those with physical and mental disabilities, victims of domestic violence, people with AIDS/HIV, and people under treatment for substance abuse.

This priority has been successfully met as the City has funded housing accessibility modifications and social service programs that provide special assistance to protected classes including victims of domestic violence, seniors, people with disabilities and people under substance abuse treatment. These activities are funded exclusively with CDBG public service funds.

In fiscal year 2009-10, the CDBG allocation for housing activities was \$420,000 and the Redevelopment portion for housing activities was \$6.0 million.

A perfect storm began to develop in 2010, as federal cuts hampered the City's ability to address all the priorities established in the Five Year Consolidated Plan. CDBG cuts began to impact public service activity funding. For several years, the Redevelopment Agency was significantly responsible for meeting the goals and objectives of the City's Five Year Consolidated Plan. Redevelopment funds increased markedly. For example, in fiscal year 2007-08, the total funds available, from all sources, was approximately \$950,000 however only \$50,000 was allocated from Redevelopment funds. Redevelopment funds only constituted 5% of the total funds available for that year's One Year Action Plan activities. By comparison, in 2011-12 the total funds available was approximately \$820,000, while the Redevelopment allocation for activities was approximately \$110,000, or 13% of all funds available for One Year Action Plan activities. This does not include the \$9.0 million provided directly toward the development of new housing construction from the Redevelopment Agency.

The recent dissolution of Redevelopment Agencies by the California Legislature on February 1, 2012, is the beginning of a new era of austerity, poverty, and increased homelessness. Redevelopment Agencies statewide had bolstered the federal CDBG program, leveraging nearly \$20 of Redevelopment funding to every \$1 of CDBG funding.

Objective: Suitable Living Environments

The City has established the following two priorities in order to meet the Suitable Living Environments Objective. These priorities are not listed in order of importance.

1. Provide core public service activities to improve quality of life for low

income individuals and families, including those at risk of becoming homeless and special needs groups.

This priority is met with the myriad social service programs funded on a yearly basis exclusively with CDBG program funds, including child care, counseling, senior, disabled, battered women, youth services and general social services. These social service programs have served the City and its residents well in prior years but cannot continue to be funded at the same level due to budget cuts. Public service activities will continue on a limited basis as funds have been cut from approximately \$100,000 in 2011-12 to \$77,898 in 2012-13.

2. Preserve and improve public facilities that serve a high percentage of low income residents.

This priority is met with the City's CDBG funding for improvements to public facilities and through its accessibility modifications program which improves access to City parks, and community facilities. This year the City will focus on improve accessibility of public spaces.

Objective: Economic Opportunities

The City has established the following priority in order to meet the Economic Opportunities Objective.

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

This priority is met with the City's historic downtown facade improvement program and the Redevelopment Agency's seismic retrofit program. CDBG funds small painting and awning grants; whereas, Redevelopment funded major renovations and retrofits, which will no longer be available.

Evaluation of Past Performance

The City of South San Francisco is committed to achieving the goals outlined in the Five Year Consolidated Plan and One Year Action Plans. During the last year, the City of South San Francisco leveraged CDBG funds with RDA funds to maximize impact, creating over 100 new affordable housing units and assisting the renovations of numerous homes and commercial business in the historic downtown area. The City funded a multitude of social service activities including child care, senior, general, battered women, disabled, and youth services. These social services helped provide decent housing, suitable living environments, and economic opportunities for low income residents.

General Questions

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

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

Program Year 5 Action Plan General Question response:

Geographic Area

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

Basis for Allocating Investments and Assigning Priorities

The City plans to target its resources to the Historic Downtown area and other low income neighborhoods. Further, the City uses CDBG funds to support local non-profits because many of the City's key non-profits operate in low income census tract areas as a way to reach their clients and easily provide them with needed services. Due to the limited resources and cuts to the City's CDBG entitlement funds, not all of the social service programs that are currently funded will be allocated funds for fiscal year 2012-13. This has led to City Council establishing criteria for funding in order to determine which social service programs best meet the community's needs. The funding criteria evaluate each program's geographic proximity, use of resources, organizational capacity, demonstrated effectiveness, and overall performance (See Attachment A).

A full list of the agencies and their addresses has been listed at the end of this narrative (See Attachment B). Please note that although agencies may be located in another City, their services are offered to local residents and some of them offer office hours in the City or at other close locations.

Actions to Address Obstacles and Meet Underserved Needs

There is no way the City will be able to maintain the level of activities and services the community has grown accustomed to without Redevelopment funding and with the current level of CDBG funding. City Council received \$257,471 in requests for FY 12-13 however there is only \$77,898 to allocate in the social service category compared to \$100,000 or more in prior years. City Council established a minimum grant of \$10,000 for fiscal year 2012-13 in order to maximize the impact of limited funds, and by funding the most critical needs of the community.

The Housing and Community Development Division (HCD) has several staff members fluent in Spanish who are available to help residents find information concerning available resources. For residents that speak languages other than English or Spanish, HCD has access to all of the City's staff that speak other languages. In addition, the HCD office prints and distributes materials in English and Spanish about programs. When possible, staff attends community events in an effort to learn more about activities that will serve South San Francisco residents.

Available Resources

Non-profit agencies participate in many of the activities described in the One Year Action plan. In many cases, their participation will leverage both federal and local funds to carry

out these activities. Private leveraging is discussed further in this plan where applicable. However, resources available are only a fraction of what is required to meet critical community needs. With cuts from the County, State and Federal levels along with the dissolution of Redevelopment funds, only a minimalist funding strategy will be possible in the next fiscal year and perhaps years to come unless CDBG funds can be increased.

The City has identified the following CDBG and HOME administrative funds expected to be made available to address the needs identified in this plan.

FY 12-13 CDBG SUMMARY OF FUNDS AVAILABLE		Amount
CDBG FUNDS		
Estimated CDBG Entitlement Amount (FY 12-13)	\$	408,367
Program Income (FY 11-12)	\$	110,959
Uncommitted Program Income (from previous years)	\$	333,061
Total CDBG (Entitlement + Program Income)	\$	852,387
HOME ADMINISTRATIVE FUNDS		
Total HOME	\$	9,370
TOTAL FUNDS - ALL SOURCES		\$ 861,757

SPENDING LIMITS FOR CDBG FUNDS		
Public Service Activities		
15% of FY 12-13 Entitlement	\$	61,255
15% of Prior Year Program Income (FY 11-12)	\$	16,643
Total Public Service	\$	77,898
CDBG Administration		
20% of FY 12-13 Entitlement	\$	81,673
Total Administration Limit	\$	81,673
Housing, Commercial and Public Facilities Activities		
Remaining Balance of FY 12-13 Entitlement	\$	265,439
Remaining Balance of Prior Year Program Income (FY 11-12)	\$	94,316
Uncommitted Program Income (from previous years)	\$	333,061
Total Housing, Commercial, and Public Facilities	\$	692,816
TOTAL CDBG	\$	852,387

FY 12-13 CDBG BUDGET	
CDBG FUNDS	
<i>Public Service Activities</i>	
Bay Area Legal Aid	\$ 10,000
Rape Trauma Services Center	\$ 10,000
NPNSC - Social Services	\$ 24,000
Sitike Counseling Center	\$ 8,898
Health Mobile	\$ 10,000
John Papan Memorial	\$ 5,000
Youth Service Bureau	\$ 10,000
Subtotal	\$ 77,898
<i>Administration</i>	
CDBG Administration	\$ 81,673
Subtotal	\$ 81,673
<i>Housing, Commercial & Public Facilities Activities</i>	
C. I.D. Housing Access	\$ 13,500
Habitat for Humanity	\$ 60,000
NPNSC - Home Revitalization Program	\$ 20,000
Rebuilding Together Peninsula - Nat'l Rebuilding Day	\$ 10,000
Rebuilding Together Peninsula - Safe at Home	\$ 20,000
City Sponsored Housing Rehabilitation Loan Program	\$ 300,000
City Sponsored Commercial Rehabilitation Loan Program	\$ 175,000
Block Grant for Public Facility Rehab & ADA Modifications	\$ 94,316
Subtotal	\$ 692,816
TOTAL CDBG	\$ 852,387
HOME ADMINISTRATIVE FUNDS	
Project Sentinel	\$ 9,370
TOTAL HOME	\$ 9,370
TOTAL BUDGET	\$ 861,757

Managing the Process

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

Program Year 5 Action Plan Managing the Process response:

Lead Agency

The City of South San Francisco's Housing and Community Development Division (HCD) is the lead public agency responsible for developing and implementing the City's Consolidated Plan. HCD administers the City's Community Development Block Grant (CDBG) Program. HCD is responsible for many of the activities and programs identified in the Five Year Consolidated Plan including the City's housing and commercial rehabilitation programs, housing voucher program, new housing development programs (this program will not be funded in 2012-13), funding of nonprofit agencies, improvements to some City public facilities and infrastructure, and First Time Homebuyer Loan Program. The First Time Homebuyer Loan Program will not be funded in 2012-13 due to the decline in the housing market and increased inability to secure loans however the City will fund Habitat for Humanity to carry out first time homebuyer activities. See the Housing section for more information.

Development of the One Year Action Plan

The following is a summary of the significant actions the City undertook in developing this plan:

- December 12, 2011 CDBG Applications Available
- December 14, 2011 CDBG Request for Proposals published in the San Mateo County Times
- January 10, 2012 Application Technical Workshop
- January 20, 2012 CDBG Application Deadline
- January 21 – February Staff Review Period of CDBG applications
24, 2012
- February 28, 2012 Notice of the Needs Assessment Public Hearing published in the San Mateo County Times
- March 10, 2012 Notice of Availability of the 2012-2013 Draft One Year Action Plan and Revised Citizen Participation Plan published in the San Mateo County Times
(Beginning of the 30 day public comment period)
- March 13, 2012 CDBG Subcommittee Meeting
- March 14, 2012 Needs Assessment Public Hearing
- March 21, 2012 CDBG Subcommittee Meeting – formulated preliminary funding recommendations
- March 30, 2012 Notice of Public Hearing on Draft One Year Action Plan, Revised Citizen Participation Plan and funding allocations published in the San Mateo County Times
- April 11, 2012 Notice of Public Hearing on Draft One Year Action Plan, Revised Citizen Participation Plan and funding allocations was republished in the San Mateo County Times due to the Public Hearing being rescheduled
- April 25, 2012 Public Hearing on Draft One Year Action Plan, Revised Citizen Participation Plan and final funding allocations. City Council adopted One Year Action Plan, Citizen Participation Plan and recommendations
(End of public comment period)
- May 15, 2012 Adopted One Year Action Plan and HUD 424 submitted to HUD

Organizations Consulted

The organizations that attend the Needs Assessment Public Hearing provide much of the input that is utilized in the development of the One Year Action Plan. Many of the local non-profit organizations also produce reports and guides concerning the needs of the demographic that they serve. Additionally, the City participates in the San Mateo County Needs Assessment forums held separately by the County. The information gathered from these forums is used to help inform the development of this plan. Staff is also in constant contact with local non-profit agencies, downtown merchants and other community groups to learn more about the support they need to succeed. Further detail on the City's process of developing the plan and for citizen participation can be found in the City's Citizen Participation Plan.

Citizen Participation

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

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool. Program Year 5 Action Plan Citizen Participation response:

The City adopted a revised Citizen Participation Plan with the 2012-2013 One Year Action Plan on April 25, 2012. This revised Citizen Participation Plan clearly incorporates all federal regulations, explicitly states its record keeping protocol and encourages citizen participation. In accordance with the new Citizen Participation Plan, the City made the following efforts to broaden outreach and promote participation.

Request for Proposals for CDBG Funding

This year the City implemented an online application for CDBG and HOME administrative funding. A request for proposals and instructions on how to access the application were made available on the City's website and invitations to submit applications were distributed to all community agencies on the Housing and Community Development e-notify list via email. Additionally, an invitation to submit proposals was published in the San Mateo Times on December 14, 2011, pursuant to federal legislation and the City's adopted Citizen Participation Plan. The City also held an application workshop in order to provide technical assistance to potential applicants.

Public Hearing on Community Needs

On March 14, 2012, 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 and Action Plan was published on February 28, 2012 in the San Mateo County Times. Notice of the hearing was e-mailed to all community agencies on the Housing and Community Development e-notify list.

Comments Received

The City received written comments from Bay Area Legal Aid, North Peninsula Neighborhood Services Center, John's Closet and HIP Housing. These letters commented on the services they provide to the community (See Attachment C).

Furthermore, during the Needs Assessment Public Hearing, two students from Alta Loma Middle School commented on the need for the Boys and Girls Club College Bound program. The two students said that since many children don't have family members who have attended college, children need help learning about and applying for college. Furthermore, representatives from 18 of the non-profits seeking CDBG or HOME administrative funds attended the public hearing to thank the City Council for their support and to provide commentary on the programs and services they offer. In addition, some of the representatives from the different non-profits provided information and comments on community needs that were not specific to the services their programs offers (See list below).

1. Samaritan House
2. Shelter Network
3. Sitike
4. Habitat for Humanity
5. Boys and Girls Club
6. Rape Trauma Services Center
7. Center for Independence of Individuals with Disabilities (CID)
8. Rebuilding Together Peninsula
9. Youth Service Bureau
10. Project Sentinel
11. Latino Commission
12. North Peninsula Neighborhood Services Center

13. HIP Housing

- This past year the telephone number 2-1-1 received approximately 2,000 affordable housing calls or 31% of total calls; this is more than any other type of inquiry. This is significant in demonstrating the need for affordable housing.

14. Star Vista

- Foster Youth are at a higher risk of incarceration or pregnancy at a younger age. Furthermore, they are less likely to attend college.

15. Legal Aid Society

- San Mateo County has approximately 2000 evictions annually and there has been no abatement of these numbers.*
- Rental vacancy rates in San Mateo County are 3% and rental prices have increased by 11%.*
- San Mateo County is experiencing an increased need for Single Room Occupancy Hotels due to this rental vacancy rate and increased rental prices.*
- Home displacement increases risk of homelessness.*

16. CORA (Community Overcoming Relationship Abuse)

- Domestic violence is a leading cause of homelessness.*
- Increase of male victims of domestic violence in San Mateo County. There needs to be a new approach to helping victims of domestic violence to include men.*

17. Service League of San Mateo County

- 18% of homeless people are on probation.*
- 8.5% of homeless people are on parole.*

18. Ombudsman

- *Misuse of psychotropic drugs is a problem.*
- *Burlingame long-term care facility recently closed and this has caused an influx of residents into South San Francisco care facilities.*

Availability of a Proposed One Year Action Plan

The proposed 2012-2013 One Year Action Plan was made available for public comment from March 10 to April 25, 2012. Copies were made available at the Economic and Community Development Office at City Hall and at all City libraries. A notice of availability was published in the San Mateo County Times on March 10, March 30, and April 11, 2012. A public hearing was held on April 25, 2012 to hear final comments and approve the One Year Action Plan. During this hearing, representatives or clients of the following agencies, Star Vista, PARCA, John's Closet, Legal Aid and HIP Housing expressed the importance of their programs and asked that they continue to receive funding. No written comments were received and no comments were rejected at this public hearing. Furthermore, due to the decline in available funds for public services, the City Council discussed funding a few additional agencies with General Funds however no formal actions were taken at this time.

Activities to Broaden Public Participation

The City published all notices in accordance with its Citizen Participation Plan. Furthermore, all public notices had the following information provided in Spanish in order to reach non-English speaking residents: notice title, public hearing date, time, location and notification of translation services. The City makes accommodations and provides translation services for all public hearings when requests are made. No accommodation or translation services were requested for any public hearings.

Institutional Structure

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

Program Year 5 Action Plan Institutional Structure response:

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

Housing and Community Development Division, City of South San Francisco

As described earlier, the City of South San Francisco's Housing and Community Development Division is responsible for many of the activities and programs identified in the One Year Action Plan. The City will be actively involved in conducting housing and commercial rehabilitation, funding nonprofit agencies, and improving the City's public facilities and infrastructure when funds are available.

County of San Mateo

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

San Mateo County Housing Authority

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

South San Francisco Public Housing Authority

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

Nonprofit Organizations

Nonprofit organizations in South San Francisco play an important role providing affordable housing and services for South San Francisco residents. South San Francisco partially funds and monitors many of these agencies through its Community Development Block Grant program. A complete listing and description of service providers is included each year in the City's One-Year Action Plan (See Attachment B).

Private Sector

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

Monitoring

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

Program Year 5 Action Plan Monitoring response:

The City has established procedures to ensure that City programs comply with federal program requirements and City policies. For agencies that receive CDBG and HOME administrative funds, the City requires the agencies to submit an annual audit as well as provide quarterly and annual reports of accomplishments. In FY 2011-12 staff developed a new invoicing system to track sub-grantee expenditures and ensure that costs are appropriately charged to the grant. The City is monitoring all grantees on a yearly basis either with desk audits or site visits, depending on the risk assessment done yearly. The monitoring visits consist of reviewing the agency's board of directors and staff, conflicts of interest policies, compliance with non-discrimination, adherence to CDBG national objectives, program performance, and maintenance of financial records. New agencies or those that experienced problems in prior years with reporting or drawdown of funds will be monitored on site. These monitoring activities keep the City informed about the progress agencies are making towards meeting their objectives.

With respect to applicable construction projects, the City asks developers to submit proof of compliance with Davis-Bacon wage requirements with each invoice they submit to the City and staff members conduct HUD-11 inspections.

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

Lead-based Paint

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

Program Year 5 Action Plan Lead-based Paint response:

The City of South San Francisco has been a leader in efforts to reduce lead hazards, including rehabilitating homes and working with code enforcement to identify hazards. During the 2012-2013 fiscal year, the CDBG housing program aims to continue its efforts in this arena. The City will continue to address lead paint hazards with all rehabilitation activities.

HOUSING

Specific Housing Objectives

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

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

Program Year 5 Action Plan Specific Objectives response:

Housing Objectives

The City's main housing objective is to provide decent housing. In order to meet this objective, the City has the following priority.

Priority: Increase, maintain and improve the supply of affordable housing for low and moderate income individuals and families.

The City of South San Francisco has an array of housing options to meet the needs of the community. Some of the key types of housing resources located in the City are: homeless shelters, transitional housing, affordable housing, senior housing, and home repair programs to ensure that residents have safe housing. More specifically, the City will fund its Housing Rehabilitation Loan Program. However, there has been a reduction in the number of people who are able to qualify for loans because more and more homeowners have no equity in their homes. The lack of equity makes it impossible to issue loans due to an inadequate loan to value ratio or income to debt ratio. While a limited number of direct loans to homeowners may be feasible, the City's new focus will be to collaborate with local non-profits that provide home rehabilitation services. This collaborative approach is more efficient as the City can provide benefits to a larger number of households with less cost per house since the non-profits are able to leverage resources not available to the City. This maximizes the benefit to South San Francisco residents. The City, in collaboration with these non-profits, will concentrate on green retrofit improvements such as attic insulations,

energy efficient windows, and water heater and furnace replacements. Finally, the City will fund Habitat for Humanity for the acquisition and rehabilitation of two homes in South San Francisco for low income homebuyers.

Listed below are the descriptions, objectives and projected funding of the programs the City will fund:

***City-Sponsored Housing Rehabilitation Loan Program
3 to 5 housing loans - \$300,000 CDBG***

The City's Housing Rehabilitation Loan Program provides low and moderate-income homeowners low-interest loans and grants. The program is administered by the City's Housing and Community Development Division and is available citywide. The program also covers the City's emergency code violation and debris box voucher programs. The City plans to make 3 to 5 loans to homeowners.

Predicted outcome: Sustainability for the purpose of creating decent housing.

Housing Voucher Program

This is a component of the housing rehabilitation program and provides emergency vouchers for major code enforcement problems and debris box vouchers to help low-income families remove accumulated debris and yard waste from their properties. The vouchers are administered on an as need basis and when funds are available.

***North Peninsula Neighborhood Service Center – Home Revitalization Program
15 households - \$20,000 CDBG***

The Home Revitalization Program provides free home repairs for very-low and low income homeowners. Services include roof and gutter repairs, water heater replacement, and installation of security devices, smoke alarms and carbon monoxide detectors. The program is administered by North Peninsula Neighborhood Services Center whose staff speaks English, Spanish and Tagalog. The majority of households assisted are typically large families with small children and elderly female heads-of-household. NPNSC expects to assist 15 low income homeowners citywide depending on rehabilitation needs.

Predicted outcome: Sustainability for the purpose of creating decent housing.

***Rebuilding Together Peninsula – National Rebuilding Day
3 households - \$10,000 CDBG***

Rebuilding Together Peninsula plans to rehabilitate 3 homes for low-income South San Francisco homeowners. Rebuilding Together Peninsula will accomplish all of the rehabilitation work on one day, National Rebuilding Day, in April and will use volunteer crews along with skilled labor. By utilizing volunteer labor, Rebuilding Together Peninsula greatly leverages the CDBG funds they receive.

Predicted outcome: Sustainability for the purpose of creating decent housing.

***Rebuilding Together Peninsula – Safe at Home
15 households - \$20,000 CDBG***

The Safe at Home Program provides free home repairs for very-low and low income homeowners. Services include minor roof repairs, window repairs, minor plumbing and electrical work, fence repairs, painting, and other minor home repairs. Rebuilding Together Peninsula expects to assist 15 very-low to low income homeowners citywide depending on rehabilitation needs. Funds are further leveraged by Rebuilding Together Peninsula's extensive volunteer network.

Predicted outcome: Sustainability for the purpose of creating decent housing.

Center for Independence of Individuals with Disabilities (CID)
20 households - \$13,500 CDBG

CID's Housing Accessibility Modification (HAM) program provides home repairs for the disabled. Many of the residents that they serve are elderly and in need of accessibility modifications such as shower handles, hand held showers, chairs lifts and railings. They hope to serve 20 low income households in South San Francisco.

Predicted outcome: Accessibility for the purpose of creating decent housing.

Habitat for Humanity
2 households - \$60,000 CDBG

Habitat for Humanity's Neighborhood Revitalization Program will use CDBG funds with other leveraged funds to acquire two vacant Real Estate Owned (REO) homes in South San Francisco. Habitat for Humanity will also refurbish the homes with volunteer labor and required sweat equity participation from the selected families. The homes will be updated with as many green building features as economically possible and will be sold to low and very low income families at no down payment and zero percent interest.

Predicted outcome: Affordability for the purpose of creating decent housing.

Needs of Public Housing

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

Program Year 5 Action Plan Public Housing Strategy response:

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

Barriers to Affordable Housing

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

Program Year 5 Action Plan Barriers to Affordable Housing response:

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

- Implementing adopted density bonus ordinance
- Expediting reviews of affordable housing projects and provide technical assistance to developers

¹ The Public Housing Authority does not have the power to issue certificates or Section 8 vouchers. Instead, the PHA focuses solely on maintaining the 80 units of housing currently under its jurisdiction. The City of South San Francisco HCD office also maintains and manages affordable housing units for low income residents.

- Support programs to assist those in situations where the tenant/owner is unable to pay for their own housing or is in a difficult foreclosure situation.

HOME/ American Dream Down payment Initiative (ADDI)

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

Program Year 5 Action Plan HOME/ADDI response:

The City of South San Francisco does not receive HOME funds directly. The City receives a small percentage of HOME administrative funds from the County of San Mateo. These limited funds are allocated by the City to support fair housing programs. During the 2012-2013 fiscal year, the City of South San Francisco will fund Project Sentinel with HOME administrative funds.

Project Sentinel

133 individuals - \$9,370 HOME Administrative

Project Sentinel will provide comprehensive fair housing services of complaint investigation, community outreach and education and plans to serve 133 South San Francisco residents.

Further, through the San Mateo County HOME Consortium, the cities of Daly City, Redwood City, San Mateo and South San Francisco are currently working with Western Economic Services to develop and produce an updated Analysis of Impediments to Fair Housing Choice. The City plans to utilize the information from this analysis to develop its Five Year Consolidated Plan for 2013-2018 and corresponding One Year Action Plans.

HOMELESS

Specific Homeless Prevention Elements

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

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

Program Year 5 Action Plan Special Needs response:

Summary of Homeless Prevention Objectives

The dissolution of the Redevelopment Agency has eliminated the funds the City typically used to fund homeless shelters, transitional housing, homesharing programs, etc. in order to meet the priorities listed below.

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

Priority: Provide service enriched housing opportunities for individuals and families with special needs including, but not limited to, seniors, those with physical and mental disabilities, victims of domestic violence, people with AIDS/HIV, and people under treatment for substance abuse.

Without Redevelopment funds, the City cannot fund any of the operating costs of transitional, shelter operators or service enriched housing programs. These activities fall under the public service category and there are insufficient funds to meet all the needs as there is a 15% federal spending limit in this category. This year approximately \$210,000 was requested in public service funds by 17 agencies; and \$171,000 was requested by 13 housing agencies funded by Redevelopment in prior years. Only \$77,898 in CDBG funds is available to meet the needs of these non-profit agencies.

Although the City cannot fund any of the operating costs of these housing agencies, the City will use available CDBG program income to establish a block grant for emergency and/or transitional housing programs to make accessibility (ADA) modifications and/or other improvements to their facilities. The intent of this grant is to help offset the loss of operating funds that these programs used to receive from the RDA as the City can still contribute to these organizations through facility improvement projects.

***Block Grant for Public Facility Rehabilitation and ADA Modification Program for Emergency and Transitional Housing Facilities
2 facilities - \$94,316 CDBG***

This block grant will be provided throughout the year for emergency and/or transitional housing organizations to complete accessibility and facility improvement projects. The City will undertake these projects on an as needed basis or when it identifies facilities with urgent needs. As such, these rehabilitation and accessibility projects have not been identified but will be undertaken as deemed appropriate and will be dependent on the availability of program funds. These projects can be handled administratively without public hearing or City Council Action to expedite expenditures of fund by sub-recipients. For further information see the Community Development Section.

Predicted outcome: Sustainability for the purpose of suitable living environments

Chronic Homelessness and Prevention

The City historically has funded agencies that provide temporary housing resources for victims of domestic violence or those seeking transitional housing. This year the City will continue to support emergency and transitional housing programs by providing a block grant for facility and accessibility improvements. Furthermore, the City funds agencies such as North Peninsula Neighborhood Services Center which provides emergency hotel vouchers for residents in need of immediate shelter or Sitike Counseling Center which provides drug abuse treatment and helps stabilize the lives of those at risk of becoming homeless.

Additional efforts to prevent homelessness include distributing affordable housing information to residents. The HCD office keeps all affordable housing related information up-to-date on the City's website as well as provides informational packets for residents seeking housing options upon request. Each packet consists of the County's list of affordable rental units as well as information concerning home sharing, tenant/landlord issues, etc. Referrals to service-enriched housing are also provided as needed.

Barriers to Homelessness Prevention

The main barrier to preventing homelessness is that there are insufficient affordable housing opportunities and federal, state and local funding cuts have helped exacerbate the problem. There have been significant successes in the creation of new housing to increase the amount of affordable housing by the City of South San Francisco during the last ten years. However, the loss of Redevelopment funds makes it impossible for the City to continue with the development or the acquisition and rehabilitation of new affordable units. Additionally, the housing agencies are losing funding from all four entitlement cities on the

Peninsula who collectively funded their shelter operations. Although it is currently unknown what the housing agency budget deficits the City anticipates that the loss of funding will negatively impact the community and those at risk of becoming homeless. Currently, the City is working with the agencies to assess whether they will be able to continue serving homeless individuals and families from the community or if they will be required to turn residents away due to lack of funding.

Other barriers include the difficulty for the homeless to find out information for programs without internet access, a working cell phone or a car to meet with a case manager. Better dissemination of information and details about resources could prove to be quite helpful in the fight to prevent homelessness.

Discharge Policy

Currently, many of the core agencies work with the homeless shelters and transitional housing programs to help clients find resources upon leaving local hospitals and jails. More specifically, the Service League of San Mateo County specializes in providing temporary housing to those recently released from the County jail. The City is unable to fund this agency due to the lack of Redevelopment funds and cuts to the CDBG public service funds.

Emergency Shelter Grants (ESG)

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

Program Year 5 Action Plan ESG response:

No Response Required

COMMUNITY DEVELOPMENT

Community Development

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

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

Program Year 5 Action Plan Community Development response:

Non-Housing Community Development Needs

The City has identified in its Five Year Consolidated Plan that the following types of services are important in addressing the community's needs: child care, senior, general, battered women, disabled and youth services. These services along with the rehabilitation of commercial and public facilities have been deemed a high priority.

Non-Housing Community Development Objectives

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

This year the City received over \$200,000 worth of requests for funding from local non-profits, however, due to the federal spending limitations on public services only one third of those requests will receive funding this year. The City Council utilized the aforementioned criteria (Attachment A) for funding in order to determine which social service programs would best meet the community's needs. The following services are being funded through a two year grant agreement, contingent upon the grantees' performance during the first year and CDBG funding availability for the second year.

1. Child Care Services

In previous years, CDBG funds were allocated to the City-Sponsored Child Care Program to be used as a direct subsidy for low income South San Francisco families to reduce their childcare fees. However, due to funding cuts and spending limitations, the City was unable to fund the Child Care Program with CDBG funds this year. In order to continue providing the child care subsidy for low income South San Francisco families, the CDBG Subcommittee recommended that the City use General Funds to continue providing the child care subsidy for low income South San Francisco families.

2. Senior Services

In previous years, CDBG funds were allocated to the City-Sponsored Adult Day Care Program along with other senior service agencies but due to funding cuts and spending limitations, the City was unable to fund any senior service programs with CDBG funds this year. However, it was recommended by the CDBG Subcommittee that the City use General Funds to make up the difference in the City-Sponsored Adult Day Care budget.

3. General Social Services

This year the City will only fund two general social service agencies (see below). In previous years CDBG funds were also allocated to Project Read, a City-sponsored adult literacy program, but due to funding cuts and spending limitations, the City was unable to fund Project Read with CDBG funds this year. However, it was recommended by the CDBG Subcommittee that the City use General Funds to make up the difference in Project Read's budget.

***North Peninsula Neighborhood Services Center (NPNSC) – Social Services
2676 individuals - \$24,000 CDBG***

NPNSC provides social services for those in immediate need. Services include provision of food, clothing, shelter, transportation, assistance with rental security deposits, payment of PG&E bills to avoid service interruptions, and crisis intervention. NPNSC is one of the County's Core Public Service Agencies serving very-low income individuals and families at risk of homelessness. NPNSC plans to serve 2676 very-low and low-income residents citywide.

Predicted outcome: Accessibility for the purpose of creating suitable living environments

Sitike Counseling Center

60 individuals - \$8,898 CDBG

Sitike Counseling Center will provide substance abuse treatment and mental and violence prevention services for approximately 60 low and very-low income individuals citywide. Helping clients overcome substance abuse helps them remain in their homes and avoid episodes of homelessness.

Predicted outcome: Sustainability for the purpose of creating suitable living environments.

4. Battered Women's Services

Bay Area Legal Aid

123 individuals - \$ 10,000 CDBG

This program provides civil legal services to domestic violence survivors and their families to help ensure their escape from violence and the prevention of future violence by establishing safety and stability. Bay Area Legal Aid plans to serve 123 South San Francisco residents.

Predicted outcome: Sustainability for the propose of creating suitable living environments.

Rape Trauma Services Center

130 individuals - \$ 10,000 CDBG

This is the only agency within San Mateo County to provide information, resources, and support to sexual assault survivors and their loved ones. Rape Trauma Services (RTS) anticipates serving 130 low-income South San Francisco women and their families citywide. Because RTS has very sensitive data, it does not break down data concerning who has been assaulted and those seeking referrals or other support services.

Predicted outcome: Sustainability for the purpose of creating suitable living environments.

5. Disabled Services

Due to funding cuts and spending limitations on public services, the City was unable to fund any disabled services programs. However, the City has allocated funds for accessibility modification projects for public facilities and emergency and transitional housing facilities.

6. Youth Services

John's Closet

204 individuals - \$5,000 CDBG

This program provides new clothing for very low and low income school aged children. John's Closet operates only with volunteers so that all funds are spent to provide clothing to children. Many parents of the children served are single mothers and this service helps to offset the cost of new clothing. The program will serve approximately 204 very low and low-income South San Francisco children citywide.

Predicted outcome: Affordability for the purpose of creating suitable living environments

Youth Services Bureau

50 individuals - \$10,000 CDBG

The Youth Services Bureau offers a critical parents group counseling program to improve parenting skills, family functioning and increase school performance. Low income, monolingual Spanish-speaking families are the focus of this program. Youth Services Bureau will serve 50 very-low and low income households citywide.

Predicted outcome: Sustainability for the purpose of creating suitable living environments.

The Health Mobile

140 individuals - \$10,000 CDBG

The Health Mobile provides free, on-site dental services for low-income children in South San Francisco. The services are offered through a self-contained, state-of-the-art, full service dental clinic in a refurbished motor home. The Health Mobile estimates it will serve approximately 140 children citywide with dental cleanings, preventative dental procedures and other treatments.

Predicted outcome: Affordability for the purpose of creating suitable living environments

Priority: Preserve and improve public facilities that serve a high percentage of low income residents.

Public Facility Rehabilitation and ADA Modifications

The City will use CDBG program income, undesignated funds or funds from activities that have been cancelled, delayed, or are slow in drawing funds to make accessibility (ADA) modifications and/or other improvements to public facilities. Examples of past projects include the rehabilitation of Safe Harbor Shelter, the Boys and Girls Club, and Orange Avenue Library. Over the years, the City has also undertaken modifications to make all City-owned facilities and public parks disabled accessible and the City will continue to do so as funds are available. The goal of the City is to complete as many accessibility modifications in the City's ADA Plan as possible with CDBG funds. The City will undertake these projects on an as needed basis or when it identifies facilities with urgent needs. As such, these rehabilitation and accessibility projects have not been identified but will be undertaken as deemed appropriate and will be dependent on the availability of program funds.

Predicted Outcome: Accessibility for the purpose of creating suitable living environments.

In addition, the City has established a block grant of \$94,316 from FY11-12 program income specifically for facility improvement and accessibility projects for emergency and transitional housing programs in order to offset the loss of Redevelopment funds.

***Block Grant for Public Facility Rehabilitation and ADA Modification Program for Emergency and Transitional Housing Facilities
2 facilities - \$94,316 CDBG***

This block grant will be provided throughout the year for emergency and/or transitional housing organizations to complete accessibility and facility improvement projects. These projects will be completed on an as needed basis. Currently no specific projects have been identified but will be undertaken as deemed appropriate. For further information see the Homeless Section.

Predicted outcome: Sustainability for the purpose of suitable living environments

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

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

***City-Sponsored Commercial Rehabilitation Loan Program
3 to 5 commercial loans - \$175,000 CDBG***

The City's Commercial Rehabilitation Loan Program provides financial and technical assistance to property owners undertaking structural, façade and business sign improvements to their buildings. These improvements help owners increase the use of their commercial buildings, and improve the appearance of the downtown. The program is available in the Historic Downtown District. The program is funded through CDBG and is leveraged by owners' funds. During 2012-2013, the City plans to assist 3 to 5 businesses.

Predicted outcome: Sustainability for the purpose of creating economic opportunity.

Antipoverty Strategy

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

Program Year 5 Action Plan Antipoverty Strategy response:

Reducing Poverty in Families

The City of South San Francisco had a multifaceted approach to reducing the number of families living in poverty. First, City participation in the acquisition, construction or rehabilitation of affordable housing is contingent upon restricting rents to affordable levels for low-income residents for an extended period of time (30 to 40 years). This helps reduce the number of families living in poverty by decreasing one of their largest expenses, rent, to a reasonable level. The likely hood of new housing development opportunities will be severely limited without Redevelopment. Additionally, the City's housing rehabilitation loan program which offered low and moderate-income homeowners the opportunity to bring their homes up to current building standards by providing low-interest loans, are no longer feasible to many households due to debt to income ratios being unacceptable. Hundreds of families are in foreclosure or have mortgages that exceed, by hundreds of thousands of dollars, the actual value of their homes. The City is unable to make rehabilitation loans under those circumstances. However, the City is making efforts to sustain and maintain its existing affordable housing stock by funding non profit agencies that provide free minor home repairs as well as Habitat for Humanity to acquire and rehabilitate two South San Francisco homes for low income homebuyers. See the Housing Section for more information.

Second, efforts to improve the Historic Downtown Business district provide property owners with an opportunity to undertake exterior business improvements, including signs, awnings and exterior painting. These rehabilitations help commercial property owners improve the appearance of the Historic Downtown district. In addition to providing assistance for improving commercial façades, the City works with the South San Francisco Chamber of Commerce to meet the needs of downtown businesses and to promote the area. These loans are also rarely requested and if desired, owners find it difficult to qualify due to poor loan to value ratios. Due to this, any unused commercial funds will be made available instead for disabled accessibility modifications to City facilities. For more information see the Community Development Section.

Third, the City funds several non-profit agencies whose services help low income residents. For example, the City funds North Peninsula Neighborhood Services Center which provides a wide variety of basic social services such as a food pantry, rental and utilities assistance, emergency hotel vouchers, referrals to homeless shelters and health and education services, etc. Through these efforts, the City is continually working to help reduce the number of families living in poverty. See the Community Development Section for more information on the non-profit agencies the City funds.

NON-HOMELESS SPECIAL NEEDS HOUSING

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

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

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

Program Year 5 Action Plan Specific Objectives response:

Non-homeless Special Needs Objectives

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

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

The City uses CDBG to fund non-profit agencies that provide essential community services to low-income residents. Funded services include: general social services, battered women's services, and youth services. These programs are listed in more detail in the Community Development section.

The City continues to work to overcome housing discrimination by contracting with Project Sentinel to assist residents with housing discrimination complaints. This agency provides counseling and advocacy in issues of fair housing and housing habitability (See the HOME Section).

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

In past years the City has provided up to \$130,000 in public service funding to a broad range of social service providers. The community was well served by the programs identified in this section. For fiscal year 2012-13, the amount available for public services will be approximately \$77,898, while the City received \$210,000 in request for funds from direct public service programs. It is unfortunate that the greatest need is the most restrictive federal funding category. One way to eliminate this impediment would be for HUD to raise the public service spending limit; however, that requires congressional action which is not likely to occur any time soon.

Housing Opportunities for People with AIDS

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

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing,

including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.

4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 5 Action Plan HOPWA response:

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

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

Program Year 5 Specific HOPWA Objectives response:

Not Applicable

Other Narrative

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

ATTACHMENT A - EVALUATION CRITERIA

Initial Criteria				
Meets CDBG National Objectives	Yes - Meets Objectives		No - Does Not Meet Objectives	
Evaluation Priorities	Good	Acceptable	Poor	Not Acceptable
Geographic Proximity	Program services and facility site are located in South San Francisco	Program services are offered in South San Francisco however facility site is outside of South San Francisco	Program services and facility site are located outside of South San Francisco	Program services and facility site are located outside of San Mateo County
Efficient Use of Resources	Leverages a wide variety resources and utilizes CDBG funds well	Leverages some resources and could improve use of CDBG funds	Doesn't leverage other resources and majority of budget is South San Francisco CDBG funds	Only uses South San Francisco CDBG Funds
Organizational Capacity	*Strong fiscal management *Provides meaningful and timely reporting and documentation *Highly qualified personnel	*Acceptable fiscal management *Timely reporting and documentation *Qualified Personnel	*Weak fiscal management *Needs to improve its reporting and documentation *Lacking qualified personnel	*Unacceptable fiscal management *Unacceptable reporting and documentation *Unqualified Personnel
Demonstrated Effectiveness	Exceeds proposed goals	Meets proposed goals	Falls short of proposed goals	Consistently falls short of proposed goals
Overall Performance	Good	Acceptable	Poor	Not Acceptable

ATTACHMENT B - LOCAL SERVICE PROVIDERS

The following list consists of service providers who were funded by CDBG in years past. Only some of these agencies will receive CDBG funds for fiscal year 2012-13.

Organization	Program	Service Site
CHILD CARE		
City-Sponsored Child Care	Child Care	Several Sites in South San Francisco
SENIOR SERVICES		
City-Sponsored Adult Day Care	Adult Day Care	601 Grand Ave, South San Francisco
Ombudsman	Ombudsman Services	711 Nevada St, Redwood City
GENERAL SOCIAL SERVICES		
West Orange Library	Project Read	840 W. Orange, South San Francisco
Latino Commission	Outpatient Treatment	301 Grand Ave #300, South San Francisco
North Peninsula Neighborhood Services Center (NPNSC)	Social Services	600 Linden Ave., South San Francisco
Service League of San Mateo County	Transitional Case Mang.	272 Middlefield, Redwood City
Sitike Counseling Center	Counseling	306 Spruce Avenue., SSF
BATTERED WOMEN SERVICES		
Bay Area Legal Aid	Domestic Violence Legal Safety Net Project	539 Middlefield Road Redwood City
CORA (Community Overcoming Relationship Abuse)	Emergency Shelter Program	(Confidential)
Rape Trauma Services Center	Sexual Assault Services	1860 El Camino Real, Burlingame
DISABLED SERVICES		
PARCA	Family Support Services	800 Airport Blvd., Burlingame
YOUTH SERVICES		
Boys and Girls Club	Teen Program	201 W. Orange Ave. South San Francisco
Health Mobile	Dental Care for Children	1659 Scott Blvd., Santa Clara
John Papan Memorial	John's Closet	700 Stewart Ave., Daly City
Star Vista (formerly YFES)	Transitional Housing	701 Grand Ave South San Francisco
Youth Service Bureau	Latino Parent Groups	501 Spruce Ave., South San Francisco
HOUSING ACTIVITIES		
Center for	Housing Accessibility Modification (HAM)	875 O'Neill Ave., Belmont
Habitat for Humanity	Neighborhood Revitalization Program	645 Harrison St San Francisco
HIP Housing	Home Sharing Program	33 Arroyo Dr., South San Francisco
North Peninsula Neighborhood Services Center (NPNSC)	Home Revitalization	600 Linden Ave., South San Francisco
Rebuilding Together Peninsula	Minor Home Repair	841 Kaynyne St. Redwood City
Samaritan House	Safe Harbor Shelter	295 N. Access Rd., South San Francisco
Shelter Network	Family Crossroads	50 Hillcrest Dr., Daly City
Shelter Network	Maple Street Shelter	1580A Maple St, Redwood City
FAIR HOUSING ACTIVITIES		
Legal Aid Society	Homesavers Program	521 E 5th Ave. San Mateo
Project Sentinel	Fair Housing	525 Middlefield Rd. #200 Redwood City

ATTACHMENT C – WRITTEN COMMENTS RECEIVED



BAY AREA LEGAL AID

WORKING TOGETHER FOR JUSTICE

VIA EMAIL

March 14, 2012

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

Dear Ms. Lancaster:

Bay Area Legal Aid (BayLegal) would like to thank South San Francisco (SSF) for providing vital funding for BayLegal's Safety Net Project which provides comprehensive legal services to victims of domestic violence. In the last year alone, with SSF support, BayLegal was able to provide assistance to 79 low-income domestic violence victims in SSF. BayLegal would like to also take this opportunity to inform the Council of the impact of domestic violence on law enforcement, homelessness, how access to legal services like the restraining order clinic saves community resources, and to provide quotes from clinic users.

Domestic Violence Takes A Toll On Law Enforcement Resources

Domestic violence is a significant public safety problem for law enforcement who play a pivotal, daily role in trying to manage it.¹ Police officers are often the first contact for violence-prone families, provide a "free" service, are visible authority figures, and are "likely to be the only public agency in a position to provide rapid assistance on a 24-hour basis."

Domestic violence calls are among the most dangerous calls that law enforcement officers respond to.² Such situations can be extremely volatile since the individuals involved are often emotionally charged, and weapons may be involved. In 2007, 32 percent of the 59,201 assaults on police officers occurred during domestic disturbance calls, according to the FBI.³ The next highest category, "attempting other arrests," resulted in only 15 percent of total assaults against officers. And these statistics say nothing of the vicarious trauma that may be inflicted on the responding officers.

In this light, it is easy to understand why DV has been and will remain a critical issue for American law enforcement. In fact, in June 2005, the Task Force on Local Criminal Justice Response to Domestic Violence issued a report to the Attorney General. This report

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San Mateo County Regional Office
539 Middlefield Road
Redwood City, CA 94063

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Fax: (650) 358-0751

www.baylegal.org

¹ Dean MacLeod, Community Education Specialist, National Law Enforcement Museum, available at: <http://www.nleomf.org/museum/experience/education--outreach/domestic-violence-part-i.html>

² Id. and Law Enforcement and Public Safety Channel, Online Knowledge Transfer, available at: http://www.leaps.tv/programdetail.php?program_code=200912101500

³ See MacLeod, supra.

recommended, as a minimum standard, counties provide free legal assistance for domestic violence restraining orders.

Domestic Violence Causes Homelessness

Among cities surveyed in 2005, 50% identified domestic violence as a primary cause of local homelessness.⁴ In the Violence Against Women Act (VAWA) Title VI entitled “Housing Opportunities and Safety for Battered Women and Children”, Public Law 109-162 Title VI., Congress made a number of specific findings about the intersection between housing and domestic violence. These findings include:

- 44% of homeless women identified the primary cause of their homelessness as domestic violence;
- 92% of homeless women have experienced severe physical or sexual abuse at some point in their lives;⁵

Access to Legal Services Reduces Domestic Violence And Saves Community Resources

One of the most effective ways of reducing domestic violence in a community is to increase the availability of legal services to victims. The availability of legal services in the victim’s county of residence has been shown to significantly reduce the likelihood that an individual woman is battered.⁶ Likewise, restraining orders have been shown to reduce the occurrence of domestic violence among the parties. In one study, six months after obtaining a protection order 65% of the victims surveyed reported no further problems.⁷ Going to court and asking for a restraining order is not an easy task. It is a lengthy legal process that victims are unlikely to successfully complete without access to some form of legal assistance.

Client Story

A story of one representative client is, I believe, the most demonstrative of the impact your funding is having on the community.

Last year, Sarah, a mother of 2 young boys, came to the domestic violence restraining order clinic for help. She was alone and scared. I helped her begin the complex legal process of starting a restraining order and divorce case. During the nearly 4 hour process it took to put together her restraining order application, I realized that her command of the English language was very poor, she was traumatized, had very low literacy, and had a low IQ. My assessment was that it would be difficult for her to successfully make it through the legal process on her own.

I scheduled her for an appointment with another attorney in our office for representation in her legal case. The abuser appeared at the restraining order hearing represented by counsel. Without an attorney representing her, it is very possible that the client could have been confused or convinced to drop the restraining order and turn the children over to the abuser.

⁴ National Coalition for the Homeless, Fact Sheet, WHO IS HOMELESS?, published July 2009, citing 2005 U.S. Conference of Mayor’s Study available at: <http://www.nationalhomeless.org/factsheets/who.html>

⁵ See Battered Women’s Legal Advocacy Project, Fact Sheet 2005 VAWA AMENDMENT ADDS NEW HOUSING RIGHTS FOR VICTIMS OF DOMESTIC VIOLENCE IN FEDERALLY ASSISTED HOUSING PROGRAM

⁶ Amy Farmer And Jill Tiefenthaler, EXPLAINING THE RECENT DECLINE IN DOMESTIC VIOLENCE, Contemporary Economic Policy, Volume 21 Issue 2, Pages 158 – 172 Published Online: 18 Jul 2008 available at: <http://www.nasams.org/DMS/Documents/1195248210.25/Explaining%20Decline%20in%20Domestic%20Violence.pdf> (Work completed while the authors were fellows at the Carnegie Mellon Census Research Data Center with funding from the National Consortium of Violence Research.)

⁷ CPOs: the Benefits and Limitations for Victims of Domestic Violence, National Center for State Courts Research Report, 1997 available at: <http://www.ncjrs.gov/pdffiles1/pr/172223.pdf>

BayLegal's attorney obtained a one-year restraining order, \$466 per month in child support, and a safe visitation schedule for the abuser.

Additionally, during the representation, the client was at risk of homelessness. Unaware of the domestic violence, the County's child welfare agency was poised to intervene and remove the children from the client and turn them over to the abuser. The client was simply unable to effectively explain the situation to the agency. Thankfully, our attorney was able to intervene and explain the situation on the client's behalf, point out the existence of a family court case and restraining order, and the history of abuse. As a result, the welfare agency did not remove the children and the family remained intact. Further, our attorney arranged for hotel vouchers to buy the client time to tap her personal network to secure permanent housing.

By representing this client, we were able to save police resources, child welfare resources, keep a family intact, and prevent further family violence. The positive ripple effect this will have on this family and society is incalculable.

Thank you for your time and attention.

Sincerely,



Tülin D. Açikalın
Managing Attorney



NORTH PENINSULA
NEIGHBORHOOD
SERVICES CENTER

600 Linden Ave.
South San Francisco, CA 94080
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March 20, 2012

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Councilmember Karyl Matsumoto
SSF CITY HALL
400 Grand Avenue
South San Francisco, CA 94080

Dear Councilmember Matsumoto:

On behalf of North Peninsula Neighborhood Services Center (NPNSC) Board of Trustees, staff and families in need we would like to extend our grateful thanks for your support. As you know, NPNSC is a Human Services Agency serving South San Francisco, San Bruno, and Brisbane providing Health Plan Enrollment; Health Education and Wellness; Food Program and Pantry; Shelter and Housing Counseling; Rental and Utility Assistance; Civic Engagement and Advocacy and Minor Home Repair.

In order to clarify a question asked at the March 14, 2012 - Needs Assessment Public Hearing at the City Council Meeting, regarding clients served that do not get captured in the data base and are reflected in the narrative, I have provided additional information below:

2,676 Clients - Social Services only captured in the CORE data base that include Shelter, Housing Assistance, Minor Home Repair, and Food Pantry services. This is the figure we based on the auto populated

In addition NPNSC serves:

1,200 Additional Children and Adults Holiday Food and Toy Program
541 Healthcare Eligibility Registrations for Children
525 Healthcare Eligibility Registrations for Adults
250 Tax Preparation
5,192 Total individuals agency serves based on 2010-11 data.

Thank you for all your support. We are so grateful.

Sincerely,

Audrey Magnusen
Executive Director

JOHN'S CLOSET

440 Green Hills Drive - Millbrae, CA 94030

650-871-7440

Johnscloset.org

March 20, 2012

Via email to Council@ssf.net & Frist Class Mail

City Council
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

Honorable Councilmembers:

We write to thank you for your past support of John's Closet and to ask that you please consider funding our worthwhile program for FY 2012-2013.

This year marks our 24th year of operation. 24 years with no overhead -- no salaries, no rent, no utilities. Every dollar we have received has gone toward buying NEW CLOTHES for kids.

With NEW CLOTHES, John's Closet promotes self-esteem, enhancing a child's academic experience. As our founder, Irene Papan used to say, "We can't teach a child to read in an hour, but we can make them feel better about themselves." The confidence we give kids allows for a positive outlook on learning.

If John's Closet is granted CDBG funds this year, we will put the money to work in the same *direct* way we always have – buying NEW CLOTHES for kids.

Thank you for your time and your consideration.

Very truly yours,

Diane Papan

Diane Papan
Co-Director

cc: Alin Lancaster
SSF Housing & Community Development
Via email to Alin.Lancaster@ssf.net



HIPhousing

March 21, 2012

Mayor Richard Garbarino
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

Dear Mayor Garbarino and Councilmembers,

Countywide, we are facing an unprecedented challenge to affordable housing. With the demise of Redevelopment Agencies, the threat of the Palmer Act and reduced Federal funding from HUD, the tools that cities can use to meet their "fair share" affordable housing mandates are disappearing. Yet, the mandate to provide it lives on.

HIP Housing is one of the largest providers of affordable housing in the County and one of the few that can still provide new affordable housing. Our Home Sharing program partners those that have space in their homes with those who need a place to live thus creating new affordable housing out of existing housing stock. At a time when there are few options, Home Sharing is a cost effective, immediate solution to creating new affordable housing.

With the encouragement of City staff, we submitted a funding application in the amount of \$10,000 through Redevelopment. Now with the demise of Redevelopment, we hope the Council will consider funding the Home Sharing program through CDBG. In the spirit of "Fair Share," we are asking each City to contribute at a minimum level of \$5,000 to help to keep new affordable housing opportunities, like home sharing, available. In doing so, each city county-wide, can illustrate their dedication to maintaining affordable housing options.

We are in this crisis together and it is together that we will see it through. We hope that as an important community partner, the City of South San Francisco will consider providing funding to the Home Sharing program through CDBG funding.

Sincere regards,

Kate Comfort Harr
Executive Director

Laura Fanucchi
Associate Director

cc: Alin Lancaster ✓
Human Investment Project
364 South Railroad Avenue
San Mateo, CA 94401

p 650 348-6660
f 650 348-0284
www.hiphousing.org

A Place to Call Home

- Home Sharing
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Fifth Program Year Action Plan

ADDENDUM

This addendum is to the City of South San Francisco's 2012-2013 Fifth Program Year Action Plan that was approved by the City Council on April 25, 2012 and submitted to HUD by May 15, 2012. The City of South San Francisco is providing this addendum to provide further clarification of its objectives and priorities for fiscal year 2012-2013.

In the aforementioned Action Plan, the City outlined its CDBG objectives of providing decent housing, suitable living environments and economic opportunities and in order to meet these objectives, the City established key priorities. Under the City's objective to provide decent housing, the City listed three priorities that were established in its Five Year Consolidated Plan:

1. Increase, maintain and improve the supply of affordable housing for low and moderate income individuals and families.
2. **Provide service enriched shelter and transitional housing for homeless individuals and families.**
3. Provide service enriched housing opportunities for individuals and families with special needs including, but not limited to, seniors, those with physical and mental disabilities, victims of domestic violence, people with AIDS/HIV, and people under treatment for substance abuse.

Priority number two, provide service enriched shelter and transitional housing for homeless individuals and families, has been met the first four years of the City's current Five Year Consolidated Plan. However, due to federal budget cuts, public service category spending limitations, and the dissolution of RDA funds the City cannot meet the stated goals of priority two.

For the first four years of the current Consolidated Plan and for the entirety of the previous Consolidated Plan, RDA funds were allocated by the City to homeless and transitional housing organizations to meet the goals of priority two. CDBG funds have not been sufficient to allocate grants to these agencies for over ten years. Now, in the final year of the current Consolidated Plan, due to the elimination of RDA funds and with additional federal budget cuts to the City's CDBG program, the City will not be able to continue providing operating funds to homeless and transitional service providers as it has for over ten years. The City has however established a facility rehabilitation fund with CDBG funds specifically for those homeless and transitional housing organizations. The City has allocated \$94,316 to provide a source of funds available year round for those agencies to make ADA modifications and facility improvements. The City will continue to provide facility rehabilitation funds to the homeless and transitional service providers as long as CDBG funds remain available. This is done to help offset the sudden loss of operating funds in FY 2012-13 to homeless and transitional service providers.