



# ANNUAL ACTION PLAN

FY 2015-2016

**Lead Agency:**

City of South San Francisco  
Economic and Community  
Development Department

**Prepared by:**

Economic Development  
and Housing Division



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# Executive Summary

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

### Introduction

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

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

The City's Action Plan for fiscal year 2015-2016, in conjunction with its Five Year Consolidated Plan (2013-2018), furthers these goals by assessing the housing and community development needs and resources of the City and outlines a strategy on how it plans to address those needs. The City is also a participating jurisdiction in the San Mateo County HOME Consortium and therefore submits its federal application for funding as part of the HOME Consortium. See Attachment A for a summary of funds available and proposed activities.

### Summarize the objectives and outcomes identified in the Plan

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

- **Need:** Affordable Housing

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

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

- **Need:** Public Services

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

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

- **Need:** Economic Development

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

**Activities:** For FY 15-16, the City will use CDBG funding to continue to implement the City's Downtown Façade Improvement Program which provides grants to Downtown businesses to undertake façade improvements. Additionally, the City will use CDBG funding for public right of way (ROW) improvement projects in the Downtown. These ROW projects will include new banners, trash cans, and bike racks.

- **Need:** Homeless Services and Housing

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

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

## Evaluation of past performance

During the course of the City's prior Five Year Consolidated Plan (2008-2013), the City carried out a strategic plan which sought to increase and maintain the supply of affordable housing in the City and to improve the community. Over the five year period, the City used Redevelopment Agency (RDA) and CDBG funds to increase and maintain the City's affordable housing stock, including the construction of 109 affordable units along a transit corridor. RDA funds were also utilized to support family and individual homeless shelters and homeless services in the area. CDBG funds were used to support the City's Housing and Commercial Rehabilitation Programs. The City leveraged both CDBG and RDA funds to support minor home repair and accessibility modification programs, which has helped maintain existing affordable housing and improved living conditions for residents. The City also made efforts to improve the community by funding numerous non-profit organizations that provided a wide variety of public services which included: child care, senior services, battered spouse services, youth services, general social services, and disabled services.

Last year, FY 14-15, the City made great strides in addressing the needs of the community. For example, the City provided funding to Community Overcoming Relationship Abuse (CORA), Health Mobile, HIP Housing, John's Closet, Legal Aid Society, Parca, Rape Trauma Services Center, Samaritan House, and Star Vista. Additionally, CDBG funds were used for housing rehabilitation activities such as the Center for Independence of Individuals with Disabilities (CID) Housing Accessibility Modification Program and Rebuilding Together Peninsula's Safe at Home and National Rebuilding Day Programs. The City also provided assistance through its Housing Rehabilitation Program. The City also worked toward improving the downtown area by undertaking public right of way (ROW) improvements along Grand Avenue. These ROW improvements included new bike racks, banners, lighting, and trash receptacles that encourage recycling.

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

### **Summary of Citizen Participation Process and consultation process**

The citizen participation process for the FY 2015-16 Action Plan has been executed as follows: (See Section AP-12 Participation and Attachments B and C for additional information)

- **Public Hearings:** The City conducted a Community Development Needs Assessment Public Hearing before the City Council on March 11, 2015, asking the public to comment on the housing, community, and economic development needs of the City. Seven (7) public comments were received. Additionally, the City held a second public hearing on April 22, 2015 to make final funding allocations and to adopt this Action Plan. Seven (7) public comments were received.
- **A 30-day Public Review:** The Action Plan was made available for public review from March 21, 2015 through April 22, 2015.
- **Public Notices:** Public Notices for the two hearings were published in the *San Mateo County Times* on February 24, 2015, and March 21, 2015.
- **Online Outreach:** The City noticed all of the CDBG related public hearings through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs.
- **Public Meetings:** The City held public CDBG Subcommittee meetings on December 9, 2014, February 5, 2015, and March 12, 2015.

### **Summary of public comments**

The City received public comments from seven (7) different people representing seven (7) different non-profit organizations during the March 11, 2015 Needs Assessment Hearing and seven (7) people representing seven (7) different non-profit organizations during the April 22, 2015 Public Hearing. These comments are provided as Attachment C to the plan.

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

All public comments were accepted

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

### Agency/entity responsible for preparing/administering the Consolidated Plan

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

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

Table 1 – Responsible Agencies

### Narrative

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

### Consolidated Plan Public Contact Information

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Economic Development and Housing Division  
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South San Francisco, CA 94080  
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Fax: (650) 829-6623  
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Website: [www.ssf.net](http://www.ssf.net)

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

### Introduction

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

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

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

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

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

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

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

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

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

### System-Wide Objectives

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

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

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

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

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

### Project-Level Objectives

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

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

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

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

## Performance Standards

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

## Evaluation of Project Outcomes

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

## Homeless Management Information System (HMIS)

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

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

1	<b>Agency/Group/Organization</b>	<b>SAMARITAN HOUSE</b>
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Samaritan House provided input on homeless needs through its participation in the City's Homeless Outreach Team and during the April 22, 2015 public hearing.
2	<b>Agency/Group/Organization</b>	<b>InnVision Shelter Network</b>
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	InnVision Shelter Network provided input on homeless needs through its participation in the City's Homeless Outreach Team.
3	<b>Agency/Group/Organization</b>	<b>The Salvation Army - South San Francisco</b>
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Salvation Army provided input on homeless needs through its participation in the City's Homeless Outreach Team.

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

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The YMCA Community Resource Center (which is operated by the Youth Service Bureaus) provided input on homeless needs through its participation in the City's Homeless Outreach Team.
7	<b>Agency/Group/Organization</b>	<b>JOHN'S CLOSET</b>
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Other – Public Services
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	John's Closet provided input on public service needs during the March 11, 2015 CDBG needs assessment public hearing and the April 22, 2015 public hearing.
8	<b>Agency/Group/Organization</b>	<b>Rebuilding Together Peninsula</b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Rebuilding Together Peninsula provided input on housing needs during the March 11, 2015 CDBG needs assessment public hearing and the April 22, 2015 public hearing.
9	<b>Agency/Group/Organization</b>	<b>CORA - COMMUNITY OVERCOMING RELATIONSHIP ABUSE</b>
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CORA provided input on public service needs during the March 11, 2015 CDBG needs assessment public hearing and the April 22, 2015 public hearing.
10	<b>Agency/Group/Organization</b>	<b>HIP Housing</b>
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	HIP Housing provided input on housing and public service needs during the March 11, 2015 CDBG needs assessment public hearing and the April 22, 2015 public hearing.

11	<b>Agency/Group/Organization</b>	<b>Center for Independence of Individuals with Disabilities</b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CID provided input on housing needs during the March 11, 2015 CDBG Needs Assessment Public Hearing.
12	<b>Agency/Group/Organization</b>	<b>LEGAL AID SOCIETY OF SAN MATEO COUNTY</b>
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Legal Aid Society provided input on housing and public service needs during the March 11, 2015 CDBG Needs Assessment Public Hearing.
13	<b>Agency/Group/Organization</b>	<b>Project Sentinel</b>
	<b>Agency/Group/Organization Type</b>	Services - Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Project Sentinel provided input on housing and fair housing needs during the March 11, 2015 CDBG needs assessment public hearing and the April 22, 2015 public hearing.
14	<b>Agency/Group/Organization</b>	<b>El Concilio of San Mateo County</b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	El Concilio provided input on housing needs during the April 22, 2015 public hearing.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting  
N/A

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

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

**Table 3 - Other local / regional / federal planning efforts**

**Narrative**

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

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

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

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

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

- **December 9, 2014** - CDBG Subcommittee Meeting
- **December 16, 2014 to January 23, 2015** - CDBG/HOME Administrative Funds Renewal Application Available
- **January 23, 2015** - Renewal Application Deadline
- **February 5, 2015** - CDBG Subcommittee Meeting
- **February 24, 2015** - Public Notice of Community Needs Assessment Hearing was published in the *San Mateo County Times*
- **March 11, 2015** - Community Needs Assessment Hearing
- **March 12, 2015** - CDBG Subcommittee Meeting
- **March 21, 2015** - Public Notice of Availability of the City's FY 15-16 One Year Action Plan and Notice of Public Hearing published in the *San Mateo County Times*
- **March 21 to April 22, 2015** - 30 day public comment period on the City's FY 15-16 One Year Action Plan
- **April 22, 2015** - Final funding allocations and Public Hearing on the adoption of the City's FY 15-16 One Year Action Plan
- **May 15, 2015** - Submission of the City's FY 15-16 One Year Action Plan to HUD

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

- **Public Hearing on Community Needs:** On March 11, 2015, the City held a public hearing to receive comments on the City's housing and community development needs. A notice for the hearing was published in the *San Mateo County Times* on February 24, 2015. The City received seven (7) public comments.
- **Public Hearing on the Action Plan Adoption:** On April 22, 2015, the City held a public hearing to receive comments on and adopt the City's Action Plan. A notice for the hearing was published in the *San Mateo County Times* on March 21, 2015. The City received seven (7) public comments.
- **Online Outreach:** The City noticed all of the CDBG related public hearings through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs.
- **Public Meetings:** The City held public CDBG Subcommittee meetings on December 9, 2014, February 5, 2015, and March 12, 2015.

Annual Action Plan

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL
1	Public Hearing	Minorities  Non-English Speaking - Specify other language: Spanish  Non-targeted/ broad community	On March 11, 2015, the City held a public hearing with the Mayor and City Council to receive public comments on the City's housing and community development needs. A public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on February 24, 2015. The hearing was also noticed through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs. (See Attachments B & C)	The City received seven (7) public comments. All of the public comments received were in support of different non-profits seeking CDBG or HOME Administrative funding. The comments described the nonprofits' programs and their impact on the community while also thanking the City Council for their support. Further information regarding the comments is provided in Attachment C.	N/A	<a href="http://www.ssf.net/1937/CDBG-Notices">http://www.ssf.net/1937/CDBG-Notices</a>
2	Public Hearing	Minorities  Non-English Speaking - Specify other language: Spanish  Non-targeted/ broad community	On April 22, 2015, the City held a public hearing with the Mayor and City Council to make final funding allocations and to adopt this Action Plan. A public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on March 21, 2015. The hearing was also noticed through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs. (See Attachment B)	The City received seven (7) public comments. All of the public comments received were in support of different non-profits seeking CDBG or HOME Administrative funding. In general, the comments described the nonprofits' programs and their impact on the community while also thanking the City Council for their support. Further information regarding the comments is provided in Attachment C.	N/A	<a href="http://www.ssf.net/1937/CDBG-Notices">http://www.ssf.net/1937/CDBG-Notices</a>

**Table 4 – Citizen Participation Outreach**

# Expected Resources

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

### Introduction

Additional budget information is provided in Exhibit A.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation	Program Income	Prior Year Resources	Total		
CDBG	Public Federal	- Acquisition - Admin and Planning - Economic Development - Housing - Public Improvements - Public Services	415,864	35,000	226,000	676,864	0	The City of South San Francisco is an entitlement jurisdiction and therefore receives an annual CDBG grant allocation from HUD
HOME Admin Funds	Public Federal	- Fair Housing	8,762	0	0	8,762	0	The City of South San Francisco is part of the San Mateo County HOME Consortium. As a member of this consortium the City receives 1% of the County's annual HOME allocation for administrative purposes. The City uses these funds for fair housing activities.

Table 5 - Expected Resources – Priority Table

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

Leveraging CDBG funds continues to be a greater challenge with the dissolution of Redevelopment Agencies statewide. In the past, CDBG funds were able to leverage significant amounts of RDA funding for housing and commercial projects. Cuts to CDBG entitlement amounts over the last five years have also required the City to cut funding to nearly half of the public service organizations once provided yearly operating funds. Overall, CDBG funding is not sufficient to leverage significant funds and now can only be provided as a small match in attempt to secure what other non-federal funding might be available.

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

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

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

# Annual Goals and Objectives

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

### Goals Summary Information

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
<b>1</b>	Increase, Maintain, & Improve Affordable Housing	2013	2017	Affordable Housing	Citywide	Affordable Housing	CDBG: \$157,000	Homeowner Housing Rehabilitated: <b>40 Households</b>
<b>2</b>	Provide Public Services to Improve Quality of Life	2013	2017	Non-Housing Community Development	Citywide	Public Services	CDBG: \$50,500	Public Service Activities other than Low/ Moderate Income Housing Benefit: <b>585 Persons Assisted</b>
<b>3</b>	Sustain and/or Increase Economic Activity	2013	2017	Non-Housing Community Development Economic Development	SSF Downtown Tracts 6021 and 6022	Economic Development Services	CDBG: \$359,500	Façade Treatment/ Business Building Rehabilitation: <b>4 Businesses</b> Other: <b>3 Other</b>
<b>4</b>	Provide Service-Enriched Homeless Shelters	2013	2017	Homeless	Citywide	Homeless Services and Housing	CDBG: \$19,250	Homeless Person Overnight Shelter: <b>69 Persons Assisted</b>

Table 6 - Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	<b>Increase, Maintain, &amp; Improve Affordable Housing</b>
	<b>Goal Description</b>	For FY 15-16 the City will implement the following activities in order to meet this goal: housing rehabilitation, minor home repair, and accessibility modification programs. Additionally, the City will continue to administer its existing first time homebuyer loans and below market rate housing units.
2	<b>Goal Name</b>	<b>Provide Public Services to Improve Quality of Life</b>
	<b>Goal Description</b>	For FY 15-16, the City will allocate 15% of its annual entitlement and 15% of its prior year program income to non-profit organizations that provide public services. The City anticipates serving 585 low to moderate income residents in FY 15-16.
3	<b>Goal Name</b>	<b>Sustain and/or Increase Economic Activity</b>
	<b>Goal Description</b>	For FY 15-16, the City will use CDBG funding for public Right of Way (ROW) beautification projects in the Downtown Area which is a low income target area. The ROW Projects will include new trash cans, bike racks, and banners. This is a low cost way of making a visual difference in the look and feel of the City's Downtown. These efforts will help retain and attract new patrons of the Downtown.  Additionally, the City will use CDBG funds to support the Downtown Façade Improvement Program. This program provides grants for Downtown businesses undertaking façade improvements.
4	<b>Goal Name</b>	<b>Provide Service-Enriched Homeless Shelters</b>
	<b>Goal Description</b>	There is a significant need for service-enriched shelters and transitional housing for both homeless individuals and families as the City has experienced a significant increase in chronically homeless and transients, especially in the Downtown. The City will address this need by providing public service funds to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter located in South San Francisco, which provides 90 beds to homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse. The City will also continue to work with the Homeless Outreach Team (HOT) to move the most difficult, long term homeless/transient individuals out of the Downtown area by placing them in emergency shelters and connecting them with County medical and rehabilitation services. This includes the City's participation in the HOT's Case Manager Group and Oversight Committee.

**Table 7 – Goal Descriptions**

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

The City does not receive HOME funds directly from HUD

## AP- 35 Projects - 91.420, 91.220(d)

### Introduction

The City plans to implement the following projects:

#### Public Services (\$50,500)

- Health Mobile (\$9,250)  
Free onsite, comprehensive dental care for low-income children
- HIP Housing: Home Sharing Program (\$9,250)  
Facilitates rent or service exchange home sharing arrangements through interviewing and screening clients
- John's Closet (\$4,750)  
Provides new clothing for low income children
- Legal Aid Society (\$5,000)  
Legal assistance and advocacy for people losing their homes or living in substandard conditions
- Parca (\$6,500)  
One-on-one and family support to low-income families dealing with developmental disabilities
- Rape Trauma Services Center (\$9,250)  
Mental health services to address the multiple healing needs of child survivors of sexual trauma.
- Star Vista (\$6,500)  
Subsidized apartments and case management services for emancipated foster youth plus essential life skills training

#### Service-Enriched Homeless Shelters (\$19,250)\*

- Community Overcoming Relationship Abuse (CORA) (\$9,250)  
Emergency shelter for victims and survivors of domestic violence and their children
- Samaritan House (\$10,000)  
Operates the Safe Harbor Shelter, a 90 bed homeless shelter that provides emergency and transitional housing for homeless adults

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

### **Minor Home Repair Programs (\$57,000)**

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

### **City Sponsored Housing Rehabilitation Program (\$100,000)**

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

### **Downtown Façade Improvement Program (\$200,000)**

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

### **Public Right of Way (ROW) Improvement Projects (\$159,500)**

Provide public right of way improvement projects in the Downtown such as banners, trash receptacles, bike racks, etc. The Projects will be focused along Linden Avenue, the other main commercial corridor in the Downtown.

### **CDBG Administration (\$90,172)**

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

### **Fair Housing (\$8,762)\***

- Project Sentinel (\$8,762)\*  
Provides comprehensive fair housing services of complaint investigation, community outreach, and education

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

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

Table 8 – Project Information

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

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

## AP- 38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	<b>Public Services</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Provide Public Services to Improve Quality of Life
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$50,500
	<b>Description</b>	For FY 15-16, the City will allocate 15% of its annual entitlement and 15% of its prior year program income to non-profit organizations that provide public services.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	585 extremely low to low income individuals are estimated to benefit from the proposed activities.
	<b>Location Description</b>	<ul style="list-style-type: none"> <li>• <b>Health Mobile</b> 1659 Scott Blvd # 4 Santa Clara, CA 95050-4137</li> <li>• <b>HIP Housing</b> 364 South Railroad Avenue San Mateo, CA 94401-4024</li> <li>• <b>John's Closet</b> 444 E. Market St., Rm. 2 Daly City, CA 94014</li> <li>• <b>Legal Aid Society</b> 330 Twin Dolphin Drive, Suite 123 Redwood City, CA 94065-1455</li> <li>• <b>Parca</b> 800 Airport Bl., Suite 320 Burlingame, CA 94010-1919</li> <li>• <b>Rape Trauma Services Center</b> 1860 El Camino Real, Suite 406 Burlingame, CA 94010-3117</li> <li>• <b>Star Vista</b> 701 Grand Ave South San Francisco, CA 94080-2553</li> </ul>
	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• <b>Health Mobile (\$9,250)</b> Free onsite, comprehensive dental care for low-income children.</li> <li>• <b>HIP Housing: Home Sharing Program (\$9,250)</b> Facilitates rent or service exchange home sharing arrangements</li> </ul>

	<b>Planned Activities Continued</b>	<ul style="list-style-type: none"> <li>• <b>John’s Closet (\$4,750)</b> Provides new clothing for low income children.</li> <li>• <b>Legal Aid Society (\$5,000)</b> Legal assistance and advocacy for people losing their homes or living in substandard conditions.</li> <li>• <b>Parca (\$6,500)</b> One-on-one and family support to low-income families dealing with developmental disabilities.</li> <li>• <b>Rape Trauma Services Center (\$9,250)</b> Mental health services to address the multiple healing needs of child survivors of sexual trauma.</li> <li>• <b>Star Vista (\$6,500)</b> Subsidized apartments and case management services for emancipated foster youth plus essential life skills training.</li> </ul>
2	<b>Project Name</b>	<b>Service-Enriched Homeless Shelters</b>
<b>Target Area</b>	Citywide	
<b>Goals Supported</b>	Provide Service-Enriched Homeless Shelters	
<b>Needs Addressed</b>	Homeless Services and Housing	
<b>Funding</b>	CDBG: \$19,250	
<b>Description</b>	The City will address the need for service-enriched shelters and transitional housing by providing public service funds to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter located in South San Francisco, which provides 90 beds to homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse.	
<b>Target Date</b>	6/30/2016	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City anticipates providing 69 homeless persons overnight shelter	
<b>Location Description</b>	<ul style="list-style-type: none"> <li>• <b>Community Overcoming Relationship Abuse (CORA)</b> Address Suppressed</li> <li>• <b>Samaritan House: Safe Harbor Shelter</b> 295 North Access Road South San Francisco, CA 94080-690</li> </ul>	
<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• <b>Community Overcoming Relationship Abuse (CORA) (\$9,250)</b> Emergency shelter for victims and survivors of domestic violence and their children</li> <li>• <b>Samaritan House: Safe Harbor Shelter (\$10,000)</b> Operates the Safe Harbor Shelter, a 90 bed homeless shelter that provides emergency and transitional housing for homeless adults</li> </ul>	

<b>3</b>	<b>Project Name</b>	<b>Minor Home Repair/Modification Programs</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Increase, Maintain, & Improve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$57,000
	<b>Description</b>	For FY 15-16 the City will allocate funding to various non-profits that provide minor home repairs and accessibility modifications to low income homeowners.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City anticipates serving 37 low income households.
	<b>Location Description</b>	<ul style="list-style-type: none"> <li>• <b>Center for Independence of Individuals with Disabilities</b> 2001 Winward Way, Suite 103 San Mateo, CA 94404</li> <li>• <b>El Concilio of San Mateo County</b> 1419 Burlingame Avenue, Suite N Burlingame, CA 94010-4123</li> <li>• <b>Rebuilding Together Peninsula</b> 841 Kaynyne Street Redwood City, CA 94063-3000</li> </ul>
	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• <b>CID - Housing Accessibility Modification Program (\$10,000)</b> Installs ramps, grab bars, and other modifications to make a home accessible.</li> <li>• <b>El Concilio - Peninsula Minor Home Repair (\$10,000)</b> Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements.</li> <li>• <b>Rebuilding Together - National Rebuilding Day (\$12,000)</b> Program that utilizes volunteers to rehabilitate homes on National Rebuilding Day.</li> <li>• <b>Rebuilding Together - Safe at Home (\$25,000)</b> A year-round program that addresses minor repair needs.</li> </ul>

4	<b>Project Name</b>	<b>City-Sponsored Housing Rehabilitation Program</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Increase, Maintain, & Improve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	Provides low interest loans and grants to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This year the City has a reduced budget for this program and therefore anticipates only serving 3 households.
	<b>Location Description</b>	This program is available citywide.
	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• <b>Housing Rehabilitation Loans</b> Provides low interest loans to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home.</li> <li>• <b>Emergency Repair Vouchers</b> Provides low-income families grants of up to \$2,500 to make emergency safety and/or code violation repairs.</li> <li>• <b>Debris Box Vouchers</b> Provides low-income families with a debris box to clear code violations and clean up conditions that affect the health, safety or appearance of properties.</li> </ul>
5	<b>Project Name</b>	<b>Downtown Façade Improvement Program</b>
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Sustain and/or Increase Economic Activity
	<b>Needs Addressed</b>	Economic Development Services
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	The City will use CDBG funds to support the Downtown Façade Improvement Program. The program provides grants to Downtown businesses for façade upgrades such as new awnings, signage, exterior paint, etc.
	<b>Target Date</b>	6/30/2016
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City anticipates using CDBG funds to provide four (4) businesses with funds for façade improvements.	

	<b>Project Name</b>	<b>Downtown Façade Improvement Program Continued</b>
	<b>Location Description</b>	The Downtown Façade Improvement Program is available to businesses located within the downtown census tracts of 6021 and 6022. The City has identified these census tracts to be a local target area as more than 50% of residents in this area are considered low to moderate income (see Attachment D). This local target area also meets the CDBG Low to Moderate Area Benefit (LMA) requirements. Additionally, the Downtown is the historic area of the City and continues to be a main commercial hub. Therefore, improvements made to this area, create a citywide benefit.
	<b>Planned Activities</b>	The City will provide Downtown businesses with grants for façade improvements. This program strives to improve the look and feel of the Downtown.
<b>6</b>	<b>Project Name</b>	<b>Public Right of Way Improvement Projects</b>
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Sustain and/or Increase Economic Activity
	<b>Needs Addressed</b>	Economic Development Services Public Facilities Improvements
	<b>Funding</b>	CDBG: \$159,500
	<b>Description</b>	The City will use CDBG funds to provide public right of way improvement in the Downtown such as banners, trash receptacles, bike racks, etc.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City anticipates undertaking at least three (3) public right of way projects next year.
	<b>Location Description</b>	The public right of way projects will be implemented in the downtown census tracts of 6021 and 6022. The City has identified these census tracts to be a local target area as more than 50% of residents in this area are considered low to moderate income (see Attachment D). This local target area also meets the CDBG Low to Moderate Area Benefit (LMA) requirements. Additionally, the Downtown is the historic area of the City and continues to be a main commercial hub. Therefore, improvements made to this area, create a citywide benefit.
	<b>Planned Activities</b>	The City will implement public right of way projects such as banners, bike racks, and trash receptacles in the Downtown area. These projects will improve the look and feel of the Downtown.

<b>7</b>	<b>Project Name</b>	<b>CDBG Administration</b>
	<b>Target Area</b>	N/A
	<b>Goals Supported</b>	N/A
	<b>Needs Addressed</b>	N/A
	<b>Funding</b>	CDBG: \$90,172
	<b>Description</b>	The City will use 20% of its entitlement and 20% of the current year program income to administer the CDBG program.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	The City will use 20% of its entitlement and 20% of the current year program income to administer the CDBG program.

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

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

The City has identified the downtown census tracts of 6021 and 6022 to be a local target area as more than 50% of residents in this area are considered low to moderate income (see Attachment D). Additionally, this local target area meets the CDBG Low to Moderate Area Benefit (LMA) requirements. The City will direct assistance to this area through public right of way improvements and business rehabilitation projects in an effort to improve the look and feel of the Downtown. In addition, a number of public service organizations, are located in the downtown area such as Sitike Counseling Center, the Latino Commission, and St. Vincent de Paul. The City has also funded improvements to public facilities located in the local target area when budget allows. In recent years, the City funded improvement projects for downtown facilities such as Magnolia Senior Center and the City Hall Tot Lot. Although the City appropriates some funding to this area, the City also makes funds available to low income or special needs residents citywide. The City's Housing Rehabilitation Program, for example, is available to eligible households citywide.

#### Geographic Distribution

Target Area	Percentage of Funds
SSF Downtown Tracts 6021, 6022	53%

Table 9 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The City designates the Downtown as a target area for funding services because a majority of those who reside and/or receive services in this area are low income. Additionally, the Downtown is the historic area of the City and continues to be a main commercial hub. Therefore, improvements made to this area, through activities like public right of way beautification projects, create a citywide benefit.

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

### Introduction

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

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

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

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

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

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

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

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

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

### **Introduction**

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

### **Actions planned to address obstacles to meeting underserved needs**

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

### **Actions planned to foster and maintain affordable housing**

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

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

### **Actions planned to reduce lead-based paint hazards**

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

City webpage for lead-based paint information:

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

## **Actions planned to reduce the number of poverty-level families**

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

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

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

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

## **Actions planned to develop institutional structure**

City will make the following efforts to improve institutional structure:

- Continue to assist the homeless and those at risk of becoming homeless by supporting non-profits that offer solutions and services to the homeless and continue working the Homeless Outreach Team (HOT)
- Continue to work with the other local jurisdiction as part of the CDBG Work Group in order to increase collaboration and make administrative and monitoring processes more standardized, compliant, and efficient
- Continue to build and improve relationships with local service providers
- Continue to coordinate and participate in the Continuum of Care

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

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

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

# Program Specific Requirements

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

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

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

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

### Other CDBG Requirements

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

# Attachments

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Attachment A: 2015-2016 Budget

Attachment B: Notification Efforts

Attachment C: Public Comments

Attachment D: Local Target Area Map

# Attachment A: 2015-2016 Budget

## Community Development Block Grant Program FY 2015-2016

FUNDS AVAILABLE	
<b>CDBG</b>	<b>FY 15-16</b>
Entitlement Amount	415,864
Prior Years Uncommitted Funds	226,000
Program Income	35,000
<b>Total</b>	<b>676,864</b>
<b>HOME</b>	
HOME Administrative Funds	<b>8,762</b>
<b>TOTAL FUNDS (ALL SOURCES)</b>	<b>685,626</b>
SPENDING LIMITS FOR CDBG FUNDS	
<b>PUBLIC SERVICES</b>	
15 % of Current Year Entitlement	62,379
15% of Prior Year Program Income*	7,398
<b>Total Public Service Limit</b>	<b>69,777</b>
<b>CDBG ADMINISTRATION</b>	
20% of Current Year Entitlement	83,172
20% of Estimated Current Year Program Income	7,000
<b>Total Administration Limit</b>	<b>90,172</b>
BUDGET	
<b>PUBLIC SERVICES</b>	
CORA	9,250
Health Mobile	9,250
Hip Housing	9,250
John's Closet	4,750
Legal Aid Society	5,000
PARCA	6,500
Rape Trauma Services Center	9,250
Samaritan House	10,000
Star Vista	6,500
<b>Subtotal</b>	<b>69,750</b>
<b>MINOR HOME REPAIR PROGRAMS</b>	
CID - Housing Accessibility Modification (HAM) Prog	10,000
El Concilio - Peninsula Minor Home Repair	10,000
Rebuilding Together - National Rebuilding Day	12,000
Rebuilding Together - Safe at Home	25,000
<b>Subtotal</b>	<b>57,000</b>
<b>ADMINISTRATION</b>	
CDBG Administration	<b>90,172</b>
<b>CITY SPONSORED ACTIVITIES</b>	
City Sponsored Housing Rehabilitation Program	100,000
Downtown Façade & Tenant Improvement Program	200,000
Small Public Right of Way Projects (Linden)	159,500
<b>Subtotal</b>	<b>459,500</b>
<b>TOTAL CDBG BUDGET</b>	<b>676,422</b>
<b>HOME FUNDS/FAIR HOUSING</b>	
Project Sentinel	<b>8,762</b>
<b>TOTAL BUDGET</b>	<b>685,184</b>

\*Prior Year (FY 14-15) Program Income - 49,322

# San Mateo County Times

c/o Bay Area News Group  
1730 S. El Camino Real, Suite 450  
San Mateo, CA 94402  
Legal Advertising  
408-920-5332

CALIF. NEWSPAPER SVC.  
BILLING DEPT., PO BOX 60460  
LOS ANGELES CA 90060

## PROOF OF PUBLICATION

FILE NO. 2715340

In the matter of

### San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).

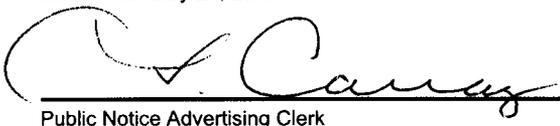
The PUBLIC NOTICE

was published in every issue of the SAN MATEO COUNTY TIMES on the following date(s):

2/24/2015

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated: February 24, 2015



Public Notice Advertising Clerk

Legal No.

0005406765

**NOTICE OF PUBLIC HEARING**  
City of South San Francisco  
Community Development Block Grant Program  
Wednesday, March 11, 2015  
City Council Chambers  
33 Arroyo Drive  
7:00 p.m.

The City of South San Francisco anticipates receiving approximately \$400,000 in Community Development Block Grant funds for the 2015-16 fiscal year from the U.S. Department of Housing and Urban Development. The purpose of the public hearing is to hear public testimony on the City's housing and community development needs for the City's One-Year Action Plan. For more information, contact the City's Economic & Community Development Department at (650) 829-6620. Translation services can be made available for non-English speakers and hearing impaired by contacting the number above by March 6, 2015.

**Aviso de Audiencia Pública**  
La ciudad de South San Francisco  
El Programa de Desarrollo y Asistencia Comunitario  
miércoles 11 de marzo, 2015  
a las 7:00 p.m.  
33 Arroyo Drive

Si necesita servicios de traducción en la audiencia pública, favor de llamar nuestra oficina entre 8 de la mañana y 5 de la tarde antes del 6 de marzo, 650-829-6620.

2/24/15  
CNS-2715346#  
SAN MATEO COUNTY TIMES  
SACT 5406765  
Feb. 24, 2015





## CDBG Notices

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**NOTICE OF PUBLIC HEARING**  
**Community Development Block Grant Program**  
**Wednesday, March 11, 2015**  
**City Council Chambers**  
**33 Arroyo Drive, South San Francisco**  
**7:00 p.m.**

The City of South San Francisco anticipates receiving approximately \$400,000 in Community Development Block Grant funds for the 2015-16 fiscal year from the U.S. Department of Housing and Urban Development. The purpose of the public hearing is to hear public testimony on the City's housing and community development needs for the City's One-Year Action Plan. For more information, contact the City's Economic & Community Development Department at (650) 829-6620. Translation services can be made available for non-English speakers and hearing impaired by contacting the number above by March 6, 2015.

[2015-2016 Allocation Timeline](#)

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## City Spotlight

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Library



Parks &  
Recreation



Police  
Department



Fire  
Department



Public Works



Downtown  
Station Area  
Plan

Email or Phone  Password   
 Keep me logged in   
[Forgot your password?](#)



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### South San Francisco Economic and Community Development Department

Government Organization



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**PEOPLE**

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**97** likes

**ABOUT**

Welcome to South San Francisco Economic Development Department's official Facebook page.

<http://www.ssf.net/index.aspx>

**PHOTOS**

New Design  

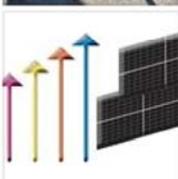

Bike Rack Locations  


Before  











**REVIEWS**

5.0 5.0 of 5 stars • 4 reviews



**Galvan Michael** — Excellent small town for potential family suburbiation nice outdoor workout



**South San Francisco Economic and Community Development Department**  
Yesterday at 10:15am ·

The City Council will be hearing comments on the CDBG one year action plan. Please visit our website for additional details.

**CDBG Notices | South San Francisco - Official Website**

NOTICE OF PUBLIC HEARING Community Development Block Grant Program  
Wednesday, March 11, 2015 City Council Chambers 33 Arroyo Drive, South San Francisco 7:00 p.m.

SSF.NET

Like · Comment · Share



**South San Francisco Economic and Community Development Department**  
March 4 at 1:14pm ·

Thank you, Johnson & Johnson, for opening this major new life sciences incubator in SSF! This is another thrilling addition to SSF's culture of innovation and entrepreneurship!



**Inside Johnson & Johnson's new South San Francisco life sciences incubator (Video)**

Johnson & Johnson unveiled its new South San Francisco incubator on Tuesday. Here's a behind-the-scenes video tour, plus a look at the initial incubator startups....

UPSTART.BIZJOURNALS.COM

Like · Comment · Share · 97 2

# Attachment B: Notification Efforts

## Lancaster, Alin

---

**From:** Community Development Block Grant Update List <listserv@civicplus.com>  
**Sent:** Thursday, February 12, 2015 5:36 PM  
**To:** Lancaster, Alin  
**Subject:** Notice of Public Hearing - CDBG Program

[View this in your browser](#)

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\* \* \* \* \*

**NOTICE OF PUBLIC HEARING**  
**City of South San Francisco**  
**Community Development Block Grant Program**  
**Wednesday, March 11, 2015**  
**City Council Chambers**  
**33 Arroyo Drive**  
**7:00 p.m.**

The City of South San Francisco will receive \$415,864 in Community Development Block Grant funds for the 2015-16 fiscal year from the U.S. Department of Housing and Urban Development. The purpose of the public hearing is to hear public testimony on the City's housing and community development needs for the City's One-Year Action Plan.

For more information, contact the City's Economic & Community Development Department at (650) 829-6620. Translation services can be made available for non-English speakers and hearing impaired by contacting the number above by March 6, 2015.

**Aviso de Audiencia Pública**  
**La ciudad de South San Francisco**  
**El Programa de Desarrollo y Asistencia Comunitario**  
**miércoles 11 de marzo, 2015 a las 7:00 p.m.**  
**33 Arroyo Drive**

Si necesita servicios de traducción en la audiencia pública, favor de llamar nuestra oficina entre 8 de la mañana y 5 de la tarde antes del 6 de marzo, 650-829-6620.

\* \* \* \* \*

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You are receiving this message because you are subscribed to Community Development Block Grant Update List on [www.ssf.net](http://www.ssf.net). To unsubscribe, click the following link:

<http://www.ssf.net/list.aspx?mode=del>

If clicking the link doesn't work, please copy and paste the link into your browser.

# Attachment B: Notification Efforts

## Lancaster, Alin

---

**From:** Economic/Community Development Listserv <listserv@civicplus.com>  
**Sent:** Thursday, February 12, 2015 5:38 PM  
**To:** Lancaster, Alin  
**Subject:** Notice of Public Hearing - CDBG Program

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**NOTICE OF PUBLIC HEARING**  
**City of South San Francisco**  
**Community Development Block Grant Program**  
**Wednesday, March 11, 2015**  
**City Council Chambers**  
**33 Arroyo Drive**  
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**Aviso de Audiencia Pública**  
**La ciudad de South San Francisco**  
**El Programa de Desarrollo y Asistencia Comunitario**  
**miércoles 11 de marzo, 2015 a las 7:00 p.m.**  
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You are receiving this message because you are subscribed to Economic/Community Development on [www.ssf.net](http://www.ssf.net). To unsubscribe, click the following link:

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## Lancaster, Alin

---

**From:** Lancaster, Alin  
**Sent:** Thursday, February 12, 2015 4:39 PM  
**To:** Abrams, Emily (esabrams@pacbell.net); Amy Hsieh (ahsieh@samaritanhouse.com); andreaE@healthtrust.org (andreaE@healthtrust.org); Ann Marquart; Beth Brown; Bou, Jolie (jbou@samaritanhouse.com); Brad Pence; Cari Pang Chen; Cheryle Matteo (cherylem@corasupport.org); CID Accounting; 'David DeNola'; Diane & Gina Papan (lpapan@jps.net); Diane Papan (dianepapan@gmail.com); Dianne Washer (dwasher@star-vista.org); Donna Reed; edwardt@cidsanmateo.org; Health Mobile - Mike Reza (mike@healthmobile.org); Jaqueline Ramirez (JRamirez@housing.org); Jill Kingery (jill.kingery@star-vista.org); Joaquin Narvaez - El Concilio (joaquin75@yahoo.com); Kate Comfort Harr; Laura Bent; Laura Fanucchi; Liezel Taube; Lynn Engel (lynn@corasupport.org); Lynn Schuette (LynnS@corasupport.org); Mamta Maheshwary; mcurrent@housing.org; Norma Quiroz; or10sia@aol.com; Reza, Mike (healthmobile@gmail.com); Roger Hoppes (roger@rebuildingtogetherpeninsula.org); Seana O'Shaughnessy; Sharon Navarro; Shirley Gibson (SGibson@legalaidsmc.org); Stacey Hawver; Sue Digre (sued@parca.org); Susan Soohoo (SusanS@healthtrust.org); Susan Stortini - Legal Aid (SStortini@legalaidsmc.org); Timothy Minahan; Tsegereda Andarge (tsegeredat@cidsanmateo.org)  
**Subject:** Notice of CDBG Public Hearing

**NOTICE OF PUBLIC HEARING**  
**City of South San Francisco**  
**Community Development Block Grant Program**  
**Wednesday, March 11, 2015**  
**City Council Chambers**  
**33 Arroyo Drive**  
**7:00 p.m.**

The City of South San Francisco will be receiving \$415,864 in Community Development Block Grant funds for the 2015-16 fiscal year from the U.S. Department of Housing and Urban Development. The purpose of the public hearing is to hear public testimony on the City's housing and community development needs for the City's One-Year Action Plan. For more information, contact the City's Economic & Community Development Department at (650) 829-6620. Translation services can be made available for non-English speakers and hearing impaired by contacting the number above by March 6, 2015.

### [Allocation Timeline](#)



Alin Lancaster | Community Development Coordinator  
City of South San Francisco | Economic & Community Development Department  
PO Box 711 | South San Francisco, CA 94083-0711  
☎ Main (650) 829-6620 | ☎ Direct (650) 829-6621 | 📠 (650) 829-6623 | ✉ [alin.lancaster@ssf.net](mailto:alin.lancaster@ssf.net)  
Website: [www.ssf.net](http://www.ssf.net) | [follow us on facebook](#)

# San Mateo County Times

c/o Bay Area News Group  
1730 S. El Camino Real, Suite 450  
San Mateo, CA 94402  
Legal Advertising  
408-920-5332

CALIF. NEWSPAPER SVC.  
BILLING DEPT., PO BOX 60460  
LOS ANGELES CA 90060

## PROOF OF PUBLICATION

FILE NO. 2729697

In the matter of

### San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).

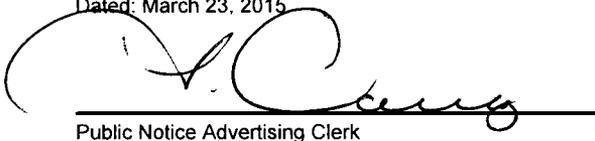
The PUBLIC NOTICE

was published in every issue of the SAN MATEO COUNTY TIMES on the following date(s):

3/21/2015

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated: March 23, 2015



Public Notice Advertising Clerk

Legal No.

0005435486

**NOTICE OF PUBLIC HEARING**  
City of South San Francisco  
Community Development Block Grant Program (CDBG)  
Wednesday, April 22, 2015 at 7:00 am  
City Council Chambers, 33 Arroyo Drive

The City of South San Francisco is holding a public hearing regarding the 2015-16 One-Year Action Plan ("Plan"). The Plan identifies Community Development Block Grant Program (CDBG) funding priorities and describes the activities the City will undertake to address the City's housing, community, and economic development needs. The Plan will be adopted by City Council on April 22, 2015 and will be submitted to the U.S. Department of Housing and Urban Development (HUD) by May 15, 2015.

The Plan is available for a 30 day public review period from March 22 to April 22, 2015. Copies of the Plan are available at [www.ssf.net](http://www.ssf.net), all City libraries, and the Department of Economic and Community Development. For additional copies, call 650-829-6620. The public can comment on the Plan at the April 22, 2015 City Council Public Hearing or submit written comments by April 22, 2015 to CDBG@ssf.net or to the address below.

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

Translation services can be provided to non-English speaking and hearing-impaired residents who wish to attend the hearing. To make arrangements, call 650-829-6620 by Friday, April 17, 2015.

**Summary of the Plan**  
The City's FY 15-16 budget is \$685,626 and consists of: \$415,864 - entitlement amount, \$25,000 - prior year uncommitted funds, \$35,000 - estimated program income, and \$9,762 - HOME administrative funds. The following is the preliminary CDBG Subcommittee funding recommendations for the CDBG and HOME administrative funds for 2015-16. Note these recommendations are subject to City Council action at the public hearing.

#### 2015-2016 CDBG FUNDING RECOMMENDATIONS

**Public Service Activities**  
CORA \$9,250  
Health Mobile \$9,250  
Hip Housing \$9,250  
John's Closet \$4,750  
Legal Aid Society \$5,000  
PARCA \$6,500  
Rape Trauma Services Center \$9,250



# Attachment B: Notification Efforts

2015 FISCAL YEAR FUND 07  
\$10,000  
Star Vista \$6,500  
Subtotal \$66,750

**Minor Home Repair Activities**  
CID - Housing Accessibility Modification Program \$10,000  
El Conclio - Peninsula Minor Home Repair \$10,000  
Rebuilding Together Peninsula - Nat'l Rebuilding Day \$12,000  
Rebuilding Together Peninsula - Sale at Home \$25,000  
Subtotal \$57,000

**Administration**  
CDBG Administration \$90,172

**City-Sponsored Activities**  
City-Sponsored Housing Rehabilitation \$100,000  
Downtown Facade & Tenant Improvement Program \$200,000  
Public Right of Way Improvement Projects \$159,500  
Subtotal \$459,500  
**TOTAL CDBG ALLOCATIONS \$676,422**

**HOME Administrative Funds**  
Project Sentinel \$8,762  
**TOTAL HOME ALLOCATION \$8,762**  
**TOTAL ALLOCATIONS \$685,184**

**Aviso de Audiencia Pública y disponibilidad del plan anual del programa de desarrollo y asistencia comunitario**  
Miércoles 22 de abril, 2015 a las 7:00 pm  
33 Arroyo Drive

Si necesita servicios de traducción en la audiencia pública, favor de llamar nuestra oficina entre 8 de la mañana y 5 de la tarde antes del 17 de abril, 650-829-6620.  
3/21/15  
CNS-2729897 #  
SAN MATEO COUNTY TIMES  
SMACT 5435-886  
Mar. 21, 2015

**CITY OF SOUTH SAN FRANCISCO**  
**INTER-OFFICE MEMORANDUM**

---

**DATE:** March 20, 2015  
**TO:** Orange Avenue Library Staff  
**FROM:** Alin Lancaster, Community Development Coordinator  
**SUBJECT:** CDBG FY 15-16 Action Plan

---

Please find attached the Community Development Block Grant (CDBG) FY 2015-2016 Draft Annual Action Plan. The Action Plan is available for public review and comment from March 21- April 22. Please place the Action Plan in a visible area, preferably where you keep public information/handouts, until April 22<sup>nd</sup>.

Note any public comments on the plan can made at the April 22, 2015 City Council meeting or be emailed to [CDBG@ssf.net](mailto:CDBG@ssf.net) or mailed to

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

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

Thanks,

Alin Lancaster  
(650) 829-6621  
[Alin.lancaster@ssf.net](mailto:Alin.lancaster@ssf.net)

**CITY OF SOUTH SAN FRANCISCO**  
**INTER-OFFICE MEMORANDUM**

---

**DATE:** March 20, 2015  
**TO:** Grand Avenue Library Staff  
**FROM:** Alin Lancaster, Community Development Coordinator  
**SUBJECT:** CDBG FY 15-16 Action Plan

---

Please find attached the Community Development Block Grant (CDBG) FY 2015-2016 Draft Annual Action Plan. The Action Plan is available for public review and comment from March 21- April 22. Please place the Action Plan in a visible area, preferably where you keep public information/handouts, until April 22<sup>nd</sup>.

Note any public comments on the plan can made at the April 22, 2015 City Council meeting or be emailed to [CDBG@ssf.net](mailto:CDBG@ssf.net) or mailed to

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

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

Thanks,

Alin Lancaster  
(650) 829-6621  
[Alin.lancaster@ssf.net](mailto:Alin.lancaster@ssf.net)

# Attachment B: Notification Efforts

Lancaster, Alin

**From:** Lancaster, Alin  
**Sent:** Friday, March 20, 2015 8:36 AM  
**To:** Abrams, Emily (esabrams@pacbell.net); Amy Hsieh (ahsieh@samaritanhouse.com); andreaE@healthtrust.org (andreaE@healthtrust.org); Ann Marquart; Beth Brown; Bou, Jolie (jbou@samaritanhouse.com); Brad Pence; Cari Pang Chen; Cheryle Matteo (chylem@corasupport.org); CID Accounting; 'David DeNola'; Diane & Gina Papan (lpapan@jps.net); Diane Papan (dianepapan@gmail.com); Dianette Washer (dwasher@starvista.org); Donna Reed; edwardt@cidsanmateo.org; Health Mobile - Mike Reza (mike@healthmobile.org); Jaqueline Ramirez (JRamirez@housing.org); Jill Kingery (jill.kingery@starvista.org); Joaquin Narvaez - El Concilio (joaquin75@yahoo.com); Kate Comfort Harr; Laura Bent; Laura Fanucchi; Liezel Taube; Lynn Engel (lynne@corasupport.org); Lynn Schuette (LynnS@corasupport.org); Mamta Maheshwary; mcurrent@housing.org; Norma Quiroz; or10sia@aol.com; Reza, Mike (healthmobile@gmail.com); Roger Hoppes (roger@rebuildingtogetherpeninsula.org); Seana O'Shaughnessy; Sharon Navarro; Shirley Gibson (SGibson@legalaidsmc.org); Stacey Hawver; Sue Digre (sued@parca.org); Susan Soohoo (SusanS@healthtrust.org); Susan Stortini - Legal Aid (SStortini@legalaidsmc.org); Timothy Minahan; Tsegereda Andarge (tsegeredat@cidsanmateo.org)  
**Subject:** Notice of Public Hearing - CDBG

**NOTICE OF PUBLIC HEARING**  
**City of South San Francisco**  
**Community Development Block Grant Program (CDBG)**  
**Wednesday, April 22, 2015 at 7:00 pm**  
**City Council Chambers, 33 Arroyo Drive**

The City of South San Francisco is holding a public hearing regarding the [2015-16 One-Year Action Plan](#) ("Plan"). [The Plan](#) identifies Community Development Block Grant Program (CDBG) funding priorities and describes the activities the City will undertake to address the City's housing, community, and economic development needs. [The Plan](#) will be adopted by City Council on April 22, 2015 and will be submitted to the U.S. Department of Housing and Urban Development (HUD) by May 15, 2015.

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

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[CDBG Subcommittee Recommendations 2015-2016](#)



Alin Lancaster | Community Development Coordinator  
City of South San Francisco | Economic & Community Development Department

# Attachment B: Notification Efforts



## CDBG Notices

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### Summary of the Plan

The City's FY 15-16 budget is \$685,626 and consists of: \$415,864 – entitlement amount, \$226,000 – prior year uncommitted funds, \$35,000 – estimated program income, and \$8,762 – HOME administrative funds. Below are the preliminary CDBG Subcommittee funding recommendations for the CDBG and HOME administrative funds for 2015-16. Note these recommendations are subject to City Council action at the public hearing.

2015-2016 One-Year Action Plan (Draft)  
CDBG Subcommittee Recommendations FY 2015-2016

**Aviso de Audiencia Pública y disponibilidad del plan anual del programa de desarrollo y asistencia comunitario**  
**Miércoles 22 de abril, 2015 a las 7:00 pm**  
**33 Arroyo Drive**

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## City Spotlight

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Library



Parks & Recreation



Police Department



Fire Department



Public Works



Downtown Station Area Plan

# Attachment B: Notification Efforts



City of  
South San Francisco  
California

## Community Development Block Grant (CDBG)

### CDBG Program

The U.S. Department of Housing and Urban Development (HUD) requires the City of South San Francisco to prepare a Five Year Consolidated Plan (Con Plan) and subsequent One-Year Action Plans (Action Plans) in order to receive federal Community Development Block Grant (CDBG) funds. The City's current Con Plan covers fiscal years 2013-2014 to 2017-2018 and the City's 2013-2014 Action Plan is incorporated into the Con Plan. HUD Programs have three basic goals to assist extremely low, very-low, and low income persons by:

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

The City's Con Plan furthers these goals by assessing the housing and community development needs and resources of the City and outlines a strategy on how it plans to address those needs.

### Draft 2015-2016 Action Plan Available

[2015-2016 Action Plan \(Draft\)](#)

[CDBG Subcommittee Funding Recommendations FY 15-16](#)

#### Notice of Public Hearing

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### Contact Info

(650) 829-6620  
[CDBG@ssf.net](mailto:CDBG@ssf.net)

### Income Limits

[2014 HUD Income Limits](#)

### Action Plan

[FY 15-16 Action Plan \(Draft\)](#)  
[FY 14-15](#)  
[Action Plan](#)

### CDBG Facts

[FY 13-14 CDBG Facts](#)

### CDBG Subcommittee

[Agenda 3/12/15](#)

### More Info

[Programs/Projects](#)  
[Plans/Reports](#)  
[CDBG Notices](#)

### Allocation Process

[2015-2016 Allocation](#)  
[Timeline](#)

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## City Spotlight

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Library



Parks & Recreation



Police Department



Fire Department



Public Works



Downtown Station  
Area Plan

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**South San Francisco Economic and Community Development Department is on Facebook.**

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**PEOPLE**

101 likes

**ABOUT**

Welcome to South San Francisco Economic Development Department's official Facebook page.

<http://www.ssf.net/index.aspx>

**PHOTOS**

**South San Francisco Economic and Community Development Department** added 2 new photos.  
16 hrs ·

The City of SSF welcomes Acme Bread Company - which is opening their major new industrial bakery, corporate offices, retail space, and warehouse at 352 E. Grand Ave.

Like · Comment · 14 1 2

**REVIEWS**

5.0 5.0 of 5 stars · 4 reviews

**Greg Costigan** — Good page to know what is going on in the community. Also this council seems to be might SSF in the right direction.

OMB Control No. 2506-0117 (exp. 07/31/2015)

**South San Francisco Economic and Community Development Department**  
19 hrs · Edited ·

The City's 2015-2016 Community Development Block Grant (CDBG) One Year Action Plan is available for public review until April 22, 2015. Comments can be emailed to CDBG@ssf.net. Click below for additional information and to review the plan and for additional information.

[Annual Action Plan 2015](#) 53

 **Galvan Michael** — Excellent small town for potential family suburbiation nice outdoor workout environment clean parks ,clean streets and people who mind their bussines. Keep it middle class  
 October 29, 2014 · 1 Review · 2

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**Community Development Block Grant (CDBG) | South San Francisco - Official Website**

CDBG Program The U.S. Department of Housing and Urban Development (HUD) requires the City of South San Francisco to prepare a Five Year Consolidated Plan (Con Plan) and subsequent One-Year Action Plans (Action Plans) in order to receive federal Community Development Block Grant (CDBG) funds. The Cit...  
 SSF.NET

Like · Comment · Share · 1

 **South San Francisco Economic and Community Development Department**  
 March 20 at 4:32pm ·

HEART is a public-private partnership that helps create affordable housing opportunities in San Mateo County. HEART will be offering First-Time Homebuyer Workshops in April/May:

Redwood City Downtown Library, Wed., April 15 - 6:00-7:00 pm  
 Skyline College, San Bruno, Mon., April 27 - 6:00-7:00 pm  
 San Mateo City Hall, Wed., May 20 - 6:00-7:00 pm... [See More](#)

 **Homebuyer Workshop Tues., April 27 at Skyline College**

First time homebuyers in San Mateo County can buy a home with 5% down and no PMI with HEART and Meriwest Mortgage. Find out how!

[EVENTS.R20.CONSTANTCONTACT.COM](http://EVENTS.R20.CONSTANTCONTACT.COM)

Like · Comment · Share · 3

 **South San Francisco Economic and Community Development Department**  
 March 18 at 5:50pm ·

Congratulations to Amoura Restaurant for this great review from Zagat!



**First Look: Amoura Opens This Week in South SF**

South San Francisco may not be (even close) to a Bay Area town you think of for dining — but this newcomer (opened March 9) is worth a trip. In fact, even during our recent rush hour visit, it was only a 15 minute drive from SoMa — and is a...  
[ZAGAT.COM](http://ZAGAT.COM)

Like · Comment · Share · 5 1 2

 **South San Francisco Economic and Community Development Department**  
 March 4 at 1:14pm ·

Thank you, Johnson & Johnson, for opening this major new life sciences incubator in SSF! This is another thrilling addition to SSF's culture of innovation and entrepreneurship!

Lancaster, Alin

**From:** Aguilar, Bertha  
**Sent:** Friday, March 27, 2015 11:29 AM  
**Subject:** Economic Development News

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Economic and Community Development  
Department



## City of South San Francisco

In this issue

[JLABS opens in SSF](#)

[Super Bowl 50](#)

[Community Development Block Grant](#)

[Local Business Spotlight](#)

[Plans Under Review](#)

[Housing Element Update](#)

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### CONTACT US

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

[Web-ecd@ssf.net](mailto:Web-ecd@ssf.net)

## NEWS UPDATE

### Johnson & Johnson Innovation | JLABS

The JLABS @SSF site has opened a new state of the art incubator in South San Francisco. JLABS @SSF is a 30,000 square foot facility located at 329 Oyster Point Blvd, 3rd floor in South San Francisco and will host up to 50 independent healthcare companies, as well as, members of the Johnson & Johnson Innovation team.



### Super Bowl 50

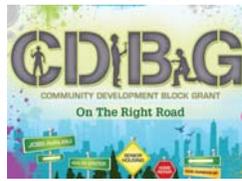
Next year, the San Francisco 49er's will host the Super Bowl 50 at Levi's Stadium in Santa Clara. However, while the football game will take place in Santa Clara, the events leading up to game day will occur throughout the Bay Area. The NFL anticipates that over one million visitors will stay in the Bay Area during the two weeks leading up to game day. The San Francisco Bay Super Bowl 50 Host Committee is the official liaison with the NFL to coordinate events for Super Bowl 50. They offer several programs that communities, local businesses, and non-profit organizations can use. [Please click here for additional details.](#)



### Community Development Block Grant

## Attachment B: Notification Efforts

650-829-6620  
[www.ssf.net](http://www.ssf.net)



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[the plan.](#)

### Local Business Spotlight

Amoura Restaurant  
713 Linden Avenue



Please join us in welcoming Amoura Restaurant, the newest restaurant in Downtown SSF. Amoura Restaurant is located at 713 Linden Avenue. The restaurant offers gourmet Mediterranean cuisine and sophisticated cocktails such as the hibiscus martini. Whether its for lunch or dinner, Amoura offers a wide variety of options that will make your taste buds go wild. (#amourasf). [Read their Zagat review here.](#)

Pho's Saigon  
Westborough Square  
2280 Westborough Boulevard

Pho's Saigon Vietnamese Noodle house has reopened earlier this month. Their Pho is always served hot. Their moderately priced options offer the perfect portion.

[Forward this email](#)



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Economic and Community Development Department | PO Box 711 | South San Francisco | CA | 94083-0711

# Attachment B: Notification Efforts

Lancaster, Alin

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**From:** Community Development Block Grant Update List <listserv@civicplus.com>  
**Sent:** Friday, March 20, 2015 8:56 AM  
**To:** Lancaster, Alin  
**Subject:** Notice of Public Hearing - CDBG Program

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**33 Arroyo Drive**

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**Sent:** Friday, March 20, 2015 8:55 AM  
**To:** Lancaster, Alin  
**Subject:** Notice of Public Hearing

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## Attachment C: Public Comments

### CDBG Needs Assessment Public Hearing March 11, 2015 Comments Received

#### 1. Diane Papan, John's Closet

Description of services:

- 27 years in operation
- Provides new clothes to school-aged children
- 100% volunteer-based, no operating costs such as rent or salaries

#### 2. Seana O'Shaughnessy, Rebuilding Together Peninsula

Description of services:

- Non-profit that serves free repair work for low income residents
- Serve a majority of seniors and allows people to stay in the community

Additional:

- Seana's last day as Executive Director is April 1<sup>st</sup>

#### 3. Melissa Lukin, Community Overcoming Relationship Abuse (CORA)

Description of services:

- 38 years in operation
- Only agency to provide direct services to domestic violence clients
- Provides shelter, hot line, emergency response, case management, counseling, transitional housing, etc.
- Received 126 calls from South San Francisco residents last year
- Received 500 calls from South San Francisco law enforcement last year
- Domestic violence is the most underreported crime

#### 4. Laura Fanucchi, HIP Housing

Needs:

- San Mateo County has a tough housing market
- Hip Housing has noted a 33% increase in calls from people seeking affordable housing

Description of services:

- Provides homeshare matching services and provides referrals/information
- 116 South San Francisco residents have been interviewed so far this year, 10 home matches have been made
- Currently has a 450 active home seekers
- Example of client: elderly couple who have been residents in South San Francisco for 15 years are in foreclosure and are using Hip Housing to find two housemates in order to make their mortgage payments

## Attachment C: Public Comments

### 5. David Carducci, Legal Aid Society

Needs:

- People are having to move out of the City, County, and even the Bay Area due to evictions

Description of services:

- Provide legal services related to housing (i.e. eviction, tenant/landlord, etc.)
- Served 1,200 people countywide last year
- Hosts a clinic in North County for all County residents every week

### 6. Mamta Maheshwary, Center for Independence of Individuals with Disabilities (CID)

Description of services:

- Provides ramps, grab bars, handrails for people with disabilities
- Helps clients become more independent

### 7. Ann Marquart, Project Sentinel

Description of services:

- Provides homeowner services such as first time homebuyer and foreclosure trainings
- Provides fair housing services – investigate housing discrimination
- Working on providing more outreach to landlords and property managers. Will be holding a training at the end of the month.
- Disability discrimination is the biggest complaint
- Received an additional grant from the federal government for outreach
- Working on translating materials into five Asian languages such as Cantonese, Mandarin, and Hmong.

## Attachment C: Public Comments

**CDBG Public Hearing  
April 22, 2015  
Comments Received**

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

Description of services:

- Told story of an SSF client with an abusive boyfriend who was referred by the police
- Client stayed in a CORA shelter for two months
- CORA helped client get a permanent restraining order and find permanent housing in South San Francisco

**2. Gina Papan, John's Closet**

Description of services:

- 100% volunteer-based, no operating costs such as rent or salaries

**3. Clarice Veloso, HIP Housing**

Needs:

- Average rent in San Mateo County for a one bedroom apartment is \$2,400. Minimum wage earners would have to work 200 hours/week in order to afford this.
- There's a need for affordable housing

Description of services:

- Provides homeshare matching services and provides referrals/information
- 15 SSF residents have been matched since July
- Serve approximately 1,400 people each year

**4. Ortensia Lopez, El Concilio**

Description of Services

- On track to meet the current year's goals
- Focus on providing customer savings, service, and comfort
- Provide approximately 200 people with energy saving upgrades/repairs

**5. Cari Pang Chen, Rebuilding Together Peninsula**

Description of services:

- Non-profit that provides free home repair work for low income residents and free repairs to community facilities
- National Rebuilding Day (NRD) is April 25, 2015 and will provide repairs to 41 homeowners and 15 community facilities in San Mateo and Northern Santa Clara Counties
- NRD Projects in SSF this year
  - Clara Avenue – Genetech volunteers
  - Duvall Avenue – Palo Alto-based church volunteers
  - Fairway Drive – City of South San Francisco Building Division volunteers

## Attachment C: Public Comments

Additional:

- Rebuilding Together Peninsula has a new Executive Director, David Cattivera, and a new Safe at Home Program Manager, Chris Wahl.

### 6. **Laura Bent, Samaritan House**

Description of services:

- Samaritan House is able to leverage CDBG funding to get other funding
- CDBG funds provide case management at Safe Harbor Shelter
- Shared a story of a client that moved to South San Francisco from Houston who ended up homeless
  - Client stayed at Safe Harbor for six months before finding housing. Unfortunately, the client had to move out of their housing a few months later and ended up back at Safe Harbor.
  - While at Safe Harbor, the client worked for a shipping company and was able to get a significant promotion
  - Client was accepted into the Housing Readiness Program, which provides a 3 year rental subsidy.
  - After searching for 6 months for affordable housing, the client was able to find housing in South San Francisco and is now taking classes at Skyline College.

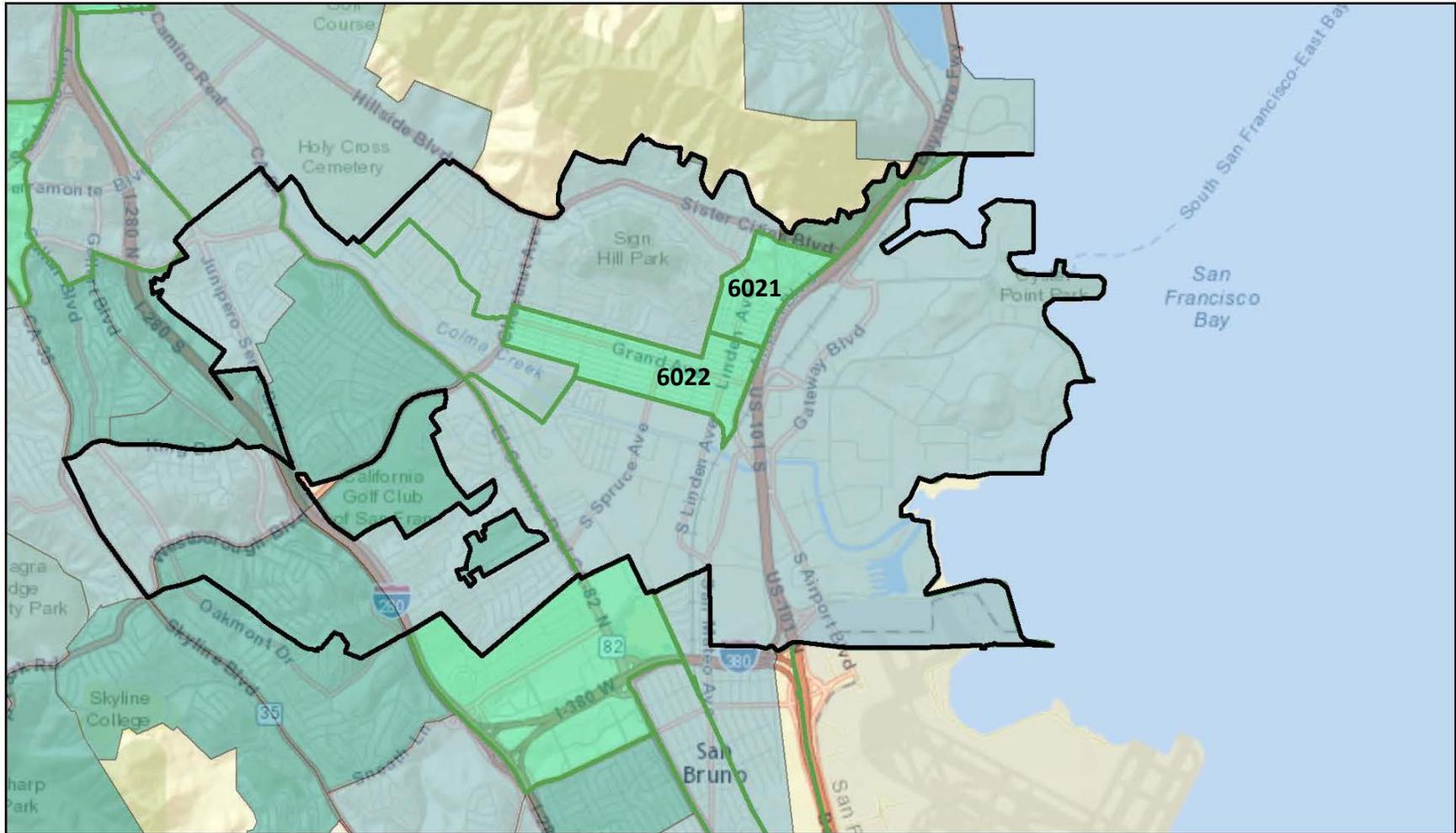
### 7. **Jennie Stephens-Romero, Project Sentinel**

Description of services:

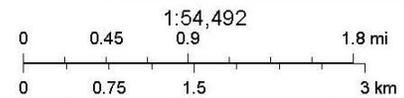
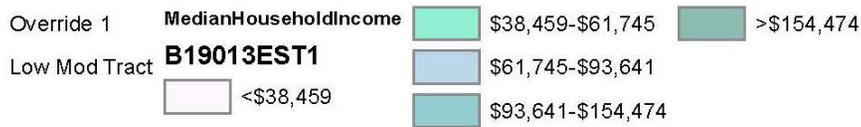
- Provides “Know Your Rights” outreach events for tenants
- Will be holding an outreach event at the Magnolia Senior Center this spring
- Provides fair housing services – investigate housing discrimination such as reasonable accommodation requests for disabled tenants

# Attachment D: Local Target Area Map

## Local Target Area - Downtown (Census Tracts 6021, 6022)



March 16, 2015



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community