

PY 2020 CDBG CONSOLIDATED
ANNUAL PERFORMANCE EVALUATION
REPORT (CAPER)

City of South San Francisco

MICROSOFT ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT | 400 Grand Ave. South San Francisco, CA

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Below is a brief overview of the programs and projects supported through the 2022 CDBG program. The programs were evaluated for both their performance during PY 2022 as well as progress against the five-year goals established in the Consolidated Plan. The complete table of service goals and outcomes is shown in Table 1.

City Sponsored Housing Rehabilitation Program

The City issued no debris box voucher, emergency voucher, or rehabilitation loans during 2022. The City is exploring more options for the housing rehabilitation loan program to partner with other jurisdictions and to help streamline this activity. The City continued its partnerships with CID, RTP and El Concilio to run the minor home repair programs. The total households that were assisted are 9 this program year through the rehabilitation program.

Public Facilities Improvements

The City funded ADA Ramps in the target areas. These projects were aimed to help pedestrian safety and accessibility for community members in the City's lower-income neighborhoods.

Public Services

Public service providers include Friends for Youth, Health Mobile, Ombudsman Services, Peninsula Family Services, and Rape Trauma Services Center. These organizations provided services to 334 youth, seniors, persons with disabilities, and low-income persons and families. The total amount spent by CDBG for these programs was approximately \$59,544 for the current program year.

Covid 19 Response

The City also continued with programs such as the Linden Ave Corridor Project Wi Fi Project, through CDBG funding as well as the Wi Fi

Expansion Project, Technology Access Program, Meals on Wheel Program, and Renaissance Entrepreneurship Program which were all funded through CARES ACT funding. These programs are ongoing and will continue and overlap into fiscal Year 2023.

This year, the City continued to support, with CDBG CV funds, the Meals on Wheels Program and Renaissance Entrepreneurship Program. In this reporting period, Meals on Wheels provided nutritious home delivered meals to qualified homebound older adults and to adults less than 60 years old with disabilities. Renaissance Entrepreneurship supported low-income English and Spanish speaking residents with customized English and Spanish language small business training classes and workshops.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Program Year	Actual – Program Year	Percent Complete
Economic Development	Non-Housing Community Development To prevent, prepare for and respond to the Coronavirus	CDBG-CV: \$	Jobs created/retained	Jobs	NA	NA	100%

Economic Development	Non-Housing Community Development To prevent, prepare for and respond to the Coronavirus	CDBG-CV: \$	Businesses assisted	Businesses Assisted	NA	NA	100%
Increase, Maintain, & Improve Affordable Housing	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	NA	NA	100%
Increase, Maintain, & Improve Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	43	5	12%
Planning and Administration	Planning and Admin	CDBG: \$	Other	Other	NA	NA	NA
Preserve and Improve Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	9130	9130	100%
Preserve and Improve Public Facilities	Non-Housing Community Development	CDBG: \$	Other	Other	1	3	300%

Provide Public Services to Improve Quality of Life	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	NA	NA	NA
Provide Public Services to Improve Quality of Life	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1081	334	31%
Support Service-Enriched Homeless Shelters	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	NA	NA	NA
Support Service-Enriched Homeless Shelters	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	NA	NA	NA
Support Service-Enriched Homeless Shelters	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	NA	NA	NA
Support Service-Enriched Homeless Shelters	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	92	175	190.22%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Categories, priority levels, funding sources and amounts, outcomes or objectives, goal outcome indicators, units of measure, targets, actual outcomes or outputs, and percentage completed for each of the grantees program year goals are provided in Table 1. The COVID 19 pandemic has hindered and continues to affect many of the organizations and City efforts to complete the goals established in the 2022 Annual Action Plan. A number of organizations face several staffing challenges as well as issues associated with the rise in the overall cost of living in the bay area.

Need. Affordable Housing.

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

Activities Implemented. The City supported the rehabilitation and repair of 9 homes occupied by low- and moderate-income households and helped preserve the available supply of housing.

Need. Public Service.

Goal. Provide public services to improve the quality of life for 334 low-income individuals and special needs populations.

Activities Implemented. The City supported public services providers to provide services for low- and moderate-income persons, including youth, seniors, and persons with a disability. As indicated in Table 2, the City assisted 334 persons were assisted through the public services funded by CDBG.

Need. Homeless services and housing.

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

Activities Implemented. Although the City no longer uses CDBG funding to address this need, the City provides funding from other sources to Samaritan House, and Starvista to address homeless and housing priorities.

Need. Public Improvements.

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

Activities Implemented. During PY 2022 the City completed the ADA Curb Replacement project, which improved ADA accessibility in CDBG target area locations.

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CR-10 - Racial and Ethnic Composition of Families Assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	227
Black or African American	14
Asian	58
American Indian or American Native	3
Native Hawaiian or Other Pacific Islander	6
Total	308
Hispanic	126
Not Hispanic	182

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Table 2 above shows the race and ethnic distribution of services across households and persons. The above table does not include mixed race or those who categorize themselves as others. The total number of individuals assisted this program year is 343 and 296 assisted through COVID-19 programs.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,324,906	202,550

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Services Area	40	100	
CDBG Target Area			
Citywide			Citywide
SSF Downtown Tracts 6021, 6022			

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City designates these areas as target areas for funding services because a majority of those who reside and/or receive services in this area are low and moderate income. Therefore, improvements made to this area, through activities like public right of way accessibility improvements and public facility improvements that provide additional access to residents and neighborhoods are supported through the CDBG program.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The nonprofit organizations that received CDBG funding leveraged their CDBG grants with their own funding from foundations, state and county grants, private donors, corporations, in kind donors, and/or fees for service. The City also leveraged CDBG funds with local funds in the public infrastructure projects.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	4	0
Total	4	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	33	5
Number of households supported through Acquisition of Existing Units	0	0
Total	33	5

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City has several programs to meet the affordable housing goals. Organizations include El Concilio's Peninsula Minor Home Repair Program, CID HAM Program, the City Sponsored Housing Rehabilitation Program, and both the Rebuilding Together Peninsula's (RTP) Safe at Home and National Rebuilding Day programs. All of these programs have seen challenges getting re-started following the impacts of the COVID-19 pandemic. Since the onset of the pandemic construction costs for materials and labor have increased substantially severely impacting the ability of these programs to provide critical home repairs

at reasonable cost. Additionally, the nationwide employment challenges coming out of the pandemic have not spared City's nonprofit partners. In recent years these organizations have experienced high turnover and vacancy rates, especially common nationally among nonprofit organizations that tend to pay less than private or public entities.

CID HAM Program: The CID organization faced many challenges this year. There were a number of staff changes, and they were unable to meet their goals for the year.

El Concilio's Peninsula Minor Home Repair Program: Under Peninsula Minor Home Repair, El Concilio interviewed, enrolled and assessed 3 households in the City of South San Francisco. El Concilio was not able to meet their goals for the year and only served 3 households.

City Sponsored Housing Rehabilitation Program: The City did not issue any Debris Box Vouchers and no Emergency Repair Vouchers. The City is in conversation with CDBG cohorts that are our neighboring cities and other subrecipients to potentially revamp the housing rehabilitation program to improve resident participation, including adding marketing and revising program guidelines. The City is also looking at ways to partner with other agencies, both in the City and in neighboring jurisdictions to find more effective ways to operate ongoing rehabilitation programs. Future partnering efforts include working with Code Enforcement and neighborhood associations to improve participation in the Debris Box Voucher and Emergency Repair Voucher programs and working with other members of the Consortium to see if it is possible to develop a regional home repair loan program.

RTP Safe at Home Program: RTP served 5 clients this year. RTP provided critical health and safety related home repair needs for low-income homeowners, including home safety modifications.

RTP National Rebuilding Day: RTP provided major critical repairs to low-income homeowners to address repair issues plaguing their health and safety. Unfortunately, there were no clients within the City of South San Francisco that were assisted this year.

Discuss how these outcomes will impact future annual action plans.

Each of the programs is evaluated yearly during the annual action plan process. The City has meets with organizations who do not meet their goals and establishes ways to improve operations or establish realistic goals in the future. With recommendations from HUD, in order to help service providers increase the number of households that they are able to serve, the City works with each service provider to determine a fair administrative and project delivery cost for implementing their respective overall program's scope of work. The City will continue to monitor the organizations throughout the year.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	3	0
Low-income	2	0
Moderate-income	0	0
Total	5	0

Table 7 – Number of Households Served

Narrative Information

The table above shows that in the program year 2022 3 households were classified as extremely low income and 2 were low income. 100% of households served met the CDBG income requirements of either being extremely low income (30% or less of Area Median Income [AMI]), low income (50% of AMI), or moderate income (80% of AMI). None of the program participants were above moderate income.

Along with the construction and preservation of housing on city owned property and Successor Agency property, the City’s housing policies, which include inclusionary housing and an affordable housing trust fund for housing related activities, demonstrate the City’s commitment to addressing the City’s housing needs.

Worst case housing needs, or individuals and families who are rent burdened, live in substandard housing, or have been involuntarily displaced are the most vulnerable residents in South San Francisco. Public Service subrecipients Samaritan House, StarVista, and CORA offer housing and shelter services for residents who experience these needs. To address substandard living conditions and ensure that residents can afford their next dwelling unit in the same city, the City most recently adopted a Red Tag Ordinance to address unsafe living conditions. If a tenant must vacate a unit due to substandard conditions, the landlord is required to pay the tenant three times Fair Market Value Rent plus relocation costs or provide the tenant with a comparable dwelling unit. In addition, the City funds an emergency rental assistance program. This program is administered by the YMCA, the city’s core agency, and provides rental assistance for residents who need to have past due rent, utility bills, or need assistance with a security deposit.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Homeless Outreach Team (HOT) is a multi-disciplinary, bilingual program that consists of shelter service providers, South San Francisco Police Department, City staff, and elected officials. The HOT Program has a full-time case manager on staff with the City's Police Department who works to identify and serve the most challenging long-term homeless individuals. That case manager assists police in responding to calls that may be better served by a social service or mental health professional than a traditional police officer. The response by this trained professional helps to engage homeless individuals and connect them with services and housing options.

Every quarter, the HOT Program holds a Case Managers Meeting that brings together homeless providers, other social service providers, County staff, City staff, City Police and the HOT case manager to discuss current issues with HOT clients and to identify potential solutions. Additionally, there is a HOT Steering Committee comprised of elected officials, program managers, and City staff who work to make larger program wide and policy level changes to improve the homeless outreach, services and prevention efforts in South San Francisco and Countywide.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of South San Francisco provides emergency shelter and transitional housing services through agencies such as Samaritan House – Safe Harbor and CORA. In the past, these organizations were funded through CDBG, but are currently being funded through other City programs.

The San Mateo County CoC 10 Year Housing Our People Effectively (HOPE) Plan (adopted in 2006) laid out the community's overall strategy for reducing and ending homelessness. Key accomplishments have included the creation and expansion of Homeless Outreach Teams (HOT), new funding sources for homelessness prevention, Homeless Connect events, and various other initiatives.

In 2016, HSA published *Ending Homelessness in San Mateo County*, a five-year strategic plan for the County's response to homelessness. That Plan set a goal of reaching a functional zero level of homelessness by 2020 through a systems improvement effort aligned to national best practices and embedded in the local community context of San Mateo County. The sunset date for that Plan fell in the early part of the COVID-19 pandemic, and so the Plan was extended through June 2022.

The County of San Mateo CoC is currently preparing the Strategic Plan to build upon and update the 2016 Plan to set forth a vision and roadmap for the community's response to homelessness over the

next three years. It is aligned with the Working Together to End Homelessness (WTEH) initiative being led by the County Executive's Office that is bringing together City representatives, service provider agencies, partner agencies, business representatives, community members, and other partners to craft a high-level framework for ending homelessness as a community.

The City's HOT team with the County completed a one-day homeless count report in February 2022, and reported that a total of 42 unhoused individuals reside in South San Francisco. The City provides this information to the County as part of the collaboration efforts. The City uses this information to inform and direct policies and programs in collaboration with the CoC to address regional housing needs.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City works with StarVista, an organization who works with emancipated foster youth to stabilize their housing. During the program year the City gained a seat on the County's CoC Steering Committee to further have a say in the priorities of the CoC. The City continues to work with the CoC to address homeless needs in the community.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City continues to operate its HOT Program and participate in the CoC to address homeless needs in the community.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The South San Francisco Public Housing Authority (SSFPHA) operates as a separate entity and submits its own action plans and performance reports to HUD separately from the City of South San Francisco. The SSFPHA manages 80 units of affordable public housing. Information about the needs and strategy of the SSFPHA can be found in the SSFPHA's AAP.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable

Actions taken to provide assistance to troubled PHAs

Not applicable

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CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City took the following actions to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing:

- The City's municipal code provides SSFMC section 20.390 provides incentives to developers for the production of housing that is affordable to lower and moderate-income residents.
- Continued 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.
- The City's General Plan, and specifically the Housing Element, includes policies that support the development of affordable housing. Two years ago, the 2015-2023 Housing Element was adopted by State Housing and Community Development. In 2019 as reported in the City's Housing Element Annual Progress Report, the City continues to make strides in affordable housing policy, demonstrated by the following actions:
- The City's Inclusionary Housing Regulations to require a 15% contribution to affordable housing for residential rental projects, reduce the requirement from 20% to 15% for residential for sale projects, and adopted an inclusionary for commercial, office and hotel development. The City has applied each year for state funding through the Cap-and-Trade grant programs for monies to construct complete streets in support of pending affordable housing projects within the Downtown Station Area Specific Plan.
- The City has successfully secured Permanent Local Housing Allocation (PLHA) and Local Housing Trust Fund (LHTF) funding through the State. PLHA would fund affordable housing activities such as rental assistance and affordable housing preservation. LHTF will fund the project at 201 Baden (Eden Housing) to develop 67 affordable housing units.
- The Grand and Linden Family Apartments (ROEM) was awarded grant funding to support 47 affordable housing units. Construction for this project is underway. The City awarded the PUC Site Project (Bridge Housing), funds to support 158 affordable housing units on the site. Construction started on the project at 432 Baden (FTF Housing) which secured funding from the City as well as Measure K financing through the San Mateo County Department of Affordable Housing thus supporting 36 units of affordable housing. The City continues to support the rehabilitation of existing housing stock by using CDBG funding to support home repair programs.
- Continued to consider a process to allow fee waivers or deferrals of planning, building, and impact fees for affordable housing developments.
- Reduced government and public infrastructure constraints to affordable housing development through administrative support, inter-governmental cooperation, public private partnerships,

and permit streamlining.

- Implementing zoning to ensure there is an adequate supply of land to meet its Association of Bay Area Governments (ABAG) regional housing needs allocation by adopting the Downtown Station Area Specific Plan which includes community benefits.
- The City included in the Housing Element to consider a reduction in the minimum lot size for downtown development properties to encourage affordable, small housing development and as an added response to the COVID pandemic and rising costs in the Bay Area, the City has implemented a rental Assistance Program through the YMCA.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Given the limited funds available, the City prioritized activities which provide maximum benefits to the community. Many local service providers are also experiencing declines in both private and public funding, which further hinder their capability to meet needs. The City addressed this obstacle by continuing to look for new funding sources and find creative ways to leverage and utilize existing funding. Additionally, the City encouraged collaboration amongst itself, other jurisdictions, and non-profits. The majority of the City's CDBG funds were allocated to supporting housing rehabilitation and public right of way improvement projects because they are not restricted by spending limitations and are highly impactful. A major funding obstacle continued 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 this need far exceeded the funds available to provide those services, this year, the City selected those activities which would be most effective.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

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

In addition, the City is working with San Mateo County to provide funding to low-income families who qualify for lead abatement funds through a Lead Abatement Settlement.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Housing

Safe and affordable housing is an essential component in the efforts to reduce poverty. With the loss of Redevelopment Agency (RDA) funding, the City was unable to contribute as significantly to the development of new affordable housing. However, the City did make efforts to maintain the existing supply of affordable housing by funding multiple home rehabilitation activities (See Section CR 20 Affordable Housing). The City also continued to operate its 16 affordable housing units and

oversee the Below Market Rate (BMR) Program. In addition, City staff fielded numerous phone calls and in person inquiries regarding information on affordable housing. These resource packets, along with the City's website, are updated on a regular basis with affordable housing information.

Public Services

As mentioned, the City supports a variety of non-profit organizations that provide housing assistance, food, childcare, health services, legal services, and other emergency services to low-income residents. The City also promotes communication and collaboration among the nonprofits to avoid duplication of efforts and to be able to provide more comprehensive/"wrap around" services for low-income residents. Additionally, the City has in-house programs that also help residents improve their economic opportunities. For example, the City's Community Learning Center offered classes in English, computers, native language literacy, job training, and citizenship along with providing activities for children.

Economic Development

The City also takes on various economic development efforts to attract and retain businesses and jobs in South San Francisco. The City continues to operate the Business Cooperation Program (BCP) which seeks to lower the cost of doing business in the City. This program consists of three elements:

1. Contacting the major businesses and developers to assess how the City's economic development efforts can be altered to meet their needs, and let them know the City is supportive of their business efforts;
2. Providing information on the City's commercial (Property Assessed Clean Energy) PACE program to assist in financing improvements that will save energy for the businesses and achieve the City's Climate Action Goals, and providing information on other business support programs such as Employment Training Panel (ETP) assistance, and the Governor's Office of Business and Economic Development (Go Biz) financial programs; and
3. Ask for participation in the City's proposed Sales and Use Tax Program that will retain these taxes locally instead of them being allocated to the County sales Tax pool.

The City has also partnered with several regional agencies and organizations that focus on job growth. For example, City staff works closely with Skyline College's Science, Technology, Engineering, and Mathematics (STEM) program that assists high school students, the Bay Area Entrepreneur Center (BAEC), a business incubator/accelerator and resource center for startup companies, and early-stage companies, Joint Venture Silicon Valley, and ChinaSF.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City made the following efforts to improve and/or develop institutional structure:

- Continued to work with the other local jurisdiction as part of the CDBG "Work Group" to

increase collaboration and make administrative and monitoring processes standardized and electronic/automated. For example, the CDBG Work Group moved the environmental review and project approval process for minor home repair programs into an online format.

- Continued to serve on the Continuum of Care (CoC) Steering Committee, as a voting member, 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.
- Continued to build and improve relationships with local service providers.
- With the assistance of HUD through the monitoring process, the City has updated the policies and procedure manual to help provide internal guidelines for all City Staff and departments working with CDBG programs.

The City has had challenges with meeting timeliness in spending in the past, resulting from unpredictable program income receipts and changes in program and project subscription. The City is actively reviewing and improving underserved programs, and reprogramming funds from programs that have met set goals and are no longer in high demand. The ongoing pandemic has also resulted in delays with timeliness but is working with HUD to help manage and address meeting the criteria and goals of the program.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City took following actions to enhance coordination between public and private housing and social service agencies:

- Continued to collaborate with the County of San Mateo, private housing developers, lenders, and non-profit housing developers to create more affordable housing.
- Continued to participate in the CDBG "Work Group" and to improve CDBG administrative processes for both subrecipients and City staff.
- Continued to fund non-profit agencies serving low-income residents.
- Encouraged collaboration and cooperation among local service providers.
- Continued to participate in the CoC Steering Committee.
- Continued to work with HOT which brings together the HOT case manager, City police and staff, homeless providers, and other social service providers.
- Continued to participate in the San Mateo County HOME Consortium and to serve on the San Mateo County's Housing and Community Development Committee (HCDC)
- Continued to build and improve relationships with local service providers.
- Continued working with regional economic development groups and promote economic development collaborations.
- Continued to work with businesses and the Chamber of Commerce on downtown beautification

and other projects to improve the downtown.

- Continued to finance and support the City sponsored housing rehab program.
- Worked with El Concilio, RTP and CID to coordinate housing repair and rehabilitation needs throughout the community.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

During PY 2016, the City participated in a regional Assessment of Fair Housing. The Assessment of Fair Housing provides new goals and metrics by which the City will work to address fair housing issues in the community. The assessment was completed in PY 2017 and approved by HUD. The City used the assessment as a tool in preparing the new 2018-2023 Consolidated Plan that will guide implementation in the CDBG program for the next five years. In addition, the City has been collaborating with MTC to find the right tools for cities to analyze fair housing impediments.

Other actions currently under way include:

- The City continued to support testing and enforcement activities, efforts to educate landlords and property management companies about fair housing law, and efforts to educate housing consumers in fair housing rights.
- The City continued to support investigations into actual cases, and efforts to educate housing providers about requirements for reasonable accommodation or modification.
- The City continued to support efforts by outside groups to educate buyers through credit counseling and home purchase training.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City uses the Consolidated Subrecipient Monitoring Plan (Monitoring Plan) that was developed by the entitlement jurisdictions in San Mateo County to review performance over a period of time and to evaluate compliance of non-profit subrecipients funded with CDBG funding. The City has undergone several staff changes in the past year, including a high level of vacancy on the Housing Division team which manages the CDBG program. This has resulted in a decrease in monitoring efforts during the 2022 year. As the entitlement jurisdictions across San Mateo County will all begin a new 5-year Consolidated Plan in 2023, the jurisdictions have all signed an updated Joint Monitoring MOU. Moving forward, the new staff which have been hired to manage the City's CDBG program will join those jurisdictions to resume monitoring for subrecipients in the current program year.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports. (PENDING)

A notice announcing the 15-day public comment period and a public hearing for the CAPER was made available for public review from September 13 through September 27, 2023. All notices informed citizens about the purpose of the CAPER and invited them to review the document and to either submit comments or provide them at the public hearing. All notices included the phone number and address of the Economic and Community Development (ECD) office in order to address any community inquiries. This notification was written in English and Spanish in an effort to reach the City's Spanish language community. Draft copies of this report were made available at all public libraries, at the City's ECD office, and on the City's main website on September 13, 2023. Additionally, an email notification was sent out to local non-profits and CDBG subrecipients. Subsequently, a public hearing was held on September 27, 2023.

No comments were received for the CAPER during the comment period.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Each year, the City conducts a needs assessment and reviews the prior year performance of each CDBG activity before it allocates funding. This is to ensure that CDBG funding is being used to meet the City's objectives for the year, and to make sure the CDBG program is aligned with the applicable Consolidated Plan.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

DRAFT

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

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Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

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CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding childcare.					
Assisted residents to apply for or attend community college or a four-year educational institution.					
Assisted residents to apply for or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

This section is not applicable as the City has not funded any programs that were over the \$200,000 threshold requiring Section 3 compliance.

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