



PY 2019 CDBG CONSOLIDATED
ANNUAL PERFORMANCE EVALUATION
REPORT (CAPER)

City of South San Francisco

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.

The City faced many challenges in program year 2019 compared to others because of the COVID 19 pandemic. With the direction and additional funding provided by the U.S. Department of Housing and Urban Development, the City addressed community needs and new measures to reduce the effects of COVID. There were a number of changes and protocols to existing and new programs that were implemented during this year to address the the current crisis. Year 2019 was impacted by COVID 19 and the City's progress against the goals in the PY 2019 Annual Action Plan.

As a response to the growing need for economic development assistance, the City of South San Francisco developed the Economic Development Small Business Loan program to provide funding to small businesses affected during mandatory shutdowns implemented statewide. As part of the CARES Act, additional funding in the 2019 program year was available to aid those affected by COVID 19. The City also identified CDBG entitlement funds that were allocated to programs to assist with a COVID 19 response.

Below is a brief overview of the programs and projects supported through the 2019 CDBG program. The programs were evaluated for both their performance during PY 2019 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 one debris box voucher and provided one rehabilitation loan during 2019. 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 Concillo to run the minor home repair programs.

Public Services

Public service providers include Community Overcoming Relationship Abuse CORA, HIP Housing, Ombudsman Services, Rape Trauma Services Center, Samaritan House, and Star Vista. These organizations provided services to 390 youth, seniors, persons with disabilities, and low-income

persons and families. The total amount spent by CDBG for these programs was approximately \$84,444.

Public Infrastructure Improvements

The City used CDBG funds to help in the renovation costs of Gardiner Park. The Gardiner Park Renovation Project completely remodeled the existing park. The project included site grading, accessible pathway improvements, replacement of the existing play structure, installing a basketball court, benches and gathering areas, as well as new landscaping. The existing park infrastructure was beyond its useful life and needed rehabilitation. CDBG funds provided partial funding for accessibility and improvements to this project. Additional funding for this project will come from the city's park fees, and State of California Department of Housing and Community Development.

Economic Development

To help mitigate the impact of COVID 19, the City of South San Francisco created a new Economic Development Small Business Relief Fund for local businesses. A number of businesses were required to shutdown to slow the effects of COVID 19. In program year 2019, 11 businesses were provided loans. This is an ongoing program that is anticipated to continue through program year 2020.

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 – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Economic Development	Non-Housing Community Development To prevent, prepare for and respond to the Coronavirus	CDBG: \$109647 / CDBG-CV: \$	Businesses assisted	Businesses Assisted	40	11	27.50%	40	11	27.50%
Increase, Maintain, & Improve Affordable Housing	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0					
Increase, Maintain, & Improve Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	125	61	48.80%	57	26	45.61%
Planning and Administration	Planning and Admin	CDBG: \$	Other	Other	1	1	100.00%			
Preserve and Improve Public Facilities	Non-Housing Community Development	CDBG: \$	Other	Other	6	2	33.33%	1	1	100.00%

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	3500	41205	1,177.29%	9705	9705	100.00%
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	3500	653	18.66%	172	149	86.63%
Support Service-Enriched Homeless Shelters	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	339	594	175.22%	104	232	223.08%
Support Service-Enriched Homeless Shelters	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				
Support Service-Enriched Homeless Shelters	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	250	212	84.80%			

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/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals are provided in Table 1. The COVID 19 pandemic hindered many of the organizations and City efforts to complete the goals established in the 2019 Annual Action Plan.

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	672
Black or African American	159
Asian	183
American Indian or American Native	28
Native Hawaiian or Other Pacific Islander	37
Total	1,079
Hispanic	75
Not Hispanic	16

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 other. The City has recorded a total of 1,278 people helped through public service programs. The above numbers do not include the public infrastructure and facilities programs, which are tabulated by census block group.

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	948,706	637,944
Other	public - federal	302,353	135,000

Table 3 - Resources Made Available

Narrative

Addressing Housing Needs

As part of the redevelopment agency dissolution, the City is required to sell Redevelopment Agency property. The City has used this as an opportunity to sell redevelopment property and City-owned property to build and preserve housing. Moreover, the following city-owned properties located in CDBG service areas are intended to accommodate the City's housing needs:

- 201 Baden: 82 Below Market Rate units
- 432 Baden: 36 residential rental units
- 201-219 Grand Avenue: Mixed-use project with 47 Below Market Rate units
- 418 Linden: 37 Below Market Rate residential units
- 1051 Mission Road: 800 residential units, 158 inclusionary housing units.

New Public Facilities

The City identified the need for a facility for homeless individuals to provide food, restroom/hygiene/shower facilities, referrals, and resources. The City does not currently have a facility to address these needs, but continues to work with the Homeless Outreach Team, the County's Coordinated Entry System partners and core agency to serve homeless families and individuals to ensure they get the services they need. County partners, City staff, and the South San Francisco Police Department are in constant communications around homeless families and individuals. With the uptick of families living in vehicles, the City is working with the County to address needed resources for individuals and families living in RVs and vehicles.

Existing Public Facilities

In the Con Plan, the City established a need for disabled access modifications to city-owned and non-profit owned facilities to enhance access for the disabled community. The City is proactive in addressing these accessibility issues at city-owned properties and has developed an ADA Transition Plan to help prioritize projects. This program year, Gardiner Park was updated to provide greater accessibility.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Services Area			
CDBG Target Area		42	
SSF Downtown Tracts 6021, 6022	40		

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 non profit 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	0	0
Total	0	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	57	23
Number of households supported through Acquisition of Existing Units	0	0
Total	57	23

Table 6 – Number of Households Supported

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

This year, the City served 23 households through the following housing rehabilitation programs/projects: Center for Independence of Individuals with Disabilities (CID) Housing Accessibility Modification (HAM) Program, El Concilio’s Peninsula Minor Home Repair Program, the City-Sponsored Housing Rehabilitation Program, and both the Rebuilding Together Peninsula’s (RTP) Safe at Home and National Rebuilding Day programs.

CID - HAM Program: CID was able to meet 47% of its goal and provided accessibility modifications to 7 low-income households.

El Concilio's Peninsula Minor Home Repair Program: Under Peninsula Minor Home Repair, El Concilio interviewed, enrolled and assessed three households in the City of South San Francisco. Because of COVID shelter in place restrictions, El Concilio was not able to meet their goals for the year.

City-Sponsored Housing Rehabilitation Program: The City issued one loan, and one Debris Box Vouchers, and Emergency Repair Vouchers. The City is revamping 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 12 clients just shy of the goal of 15. National Rebuilding Day is usually completed annually in April, but was delayed due to COVID regulations to December and assisted three homes in South San Francisco

Discuss how these outcomes will impact future annual action plans.

The COVID 19 pandemic greatly impacted the ability for organizations to meet goals set for program year 2019. In the past, the City has met with organizations who do not meet their goals and establish 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 worked with each service provider to determine a fair administrative and project delivery cost for implementing their respective overall program's scope of work.

All of the rehabilitation programs received slight increases in funding with expected increases in meeting goals for PY 2020, and the City will be monitoring closely to evaluate the impact that the increase funds have on performance

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	12	0
Low-income	8	0
Moderate-income	1	0
Total	21	0

Table 7 – Number of Households Served

Narrative Information

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 (31-50% of AMI), or moderate income (51-80% 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 HIP Housing offer housing and shelter services for residents who experience these needs. In an effort 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 units, 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, YMCA, the city’s core agency provides rental assistance for residents who need assistance for a deposit or to fill a gap in payment.

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) 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 that works, in collaboration with the City's police, to identify and serve the most difficult, long term homeless individuals by placing them in emergency shelters and connecting them with County medical and rehabilitation services. In 2019, the HOT Team found more individuals and families living in their cars and has been working with the County to evaluate how many people are living in their vehicles, and how the City could assist them with other basic needs.

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 County-wide.

Addressing the emergency shelter and transitional housing needs of homeless persons

Samaritan House – Safe Harbor

This year, the City has provided Samaritan House CDBG funding to operate the Safe Harbor Shelter. Safe Harbor provides emergency (less than 30 days) and transitional (30 days to six months) shelter, for single homeless adults over age 18 in South San Francisco.

Safe Harbor provided shelter to 189 South San Francisco residents exceeding their goal by 210%.

Samaritan House has provided emergency and transitional shelter for a total of 189 clients this past year. Safe Harbor Shelter is a 90 bed homeless shelter located in South San Francisco that provides both emergency and transitional housing for homeless women and men 18 years and older from San Mateo County. Safe Harbor is an integral component of the County's housing crisis resolution system, offering a wide range of supportive services to maximize each client's ability to enter permanent housing as quickly as possible. Residents participate in case management, which includes referrals to housing resources, mental health services, AOD programming, employment resources and more.

CORA

CORA assisted two South San Francisco clients in 2019. As a result of the COVID-19 pandemic, CORA was not able to fully complete operate at full capacity. CORA Crisis Intervention Department provides a 24-hour hotline, Emergency Response Program collaboration with law enforcement, and the two emergency shelters. CORA also combined its Mental Health program, Children's Program, and Supportive Housing Programs under the newly formed Family Support Services Department. The other departments (Legal, Community Education, Administration, and Development) remain unchanged.

In addition to the funding provided to these two non-profits, the City was able to make non-monetary efforts to address the emergency shelter and transitional housing needs of homeless persons by continuing to actively participate in the Continuum of Care (CoC) Steering Committee and Project Performance Subcommittee. This year, the CoC focused on creating ways to better evaluate and improve the effectiveness of the County's homeless programs to align with objectives set forth in the Homeless Emergency Assistance and Rapid Transition to Housing Action (HEARTH), and the federal strategic plan, Opening Doors. The CoC continue to work towards set standards. These are:

1. Percentage of exits to permanent housing;
2. Housing retention rate;
3. Participants obtaining employment income during program participation;
4. Participants increasing total income during program participation;
5. Program occupancy levels;
6. CoC/Emergency Solution Grant (ESG) spending rates; and
7. Homeless Management Information System (HMIS) data quality.

These performance measures will allow the CoC to identify areas of improvement and better address the needs of homeless persons.

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

Project Sentinel provides comprehensive fair housing services including complaint investigation, community outreach, and education to San Mateo County residents. Project Sentinel assisted a total of

20 South San Francisco residents this year through their various services (case investigations, consultations, and referrals).

HIP Housing's Home Sharing program interviews and screens clients for housing, provides housemate, alternative housing, and community resources to clients with the potential of matching persons in affordable home sharing arrangements. Nine persons were matched with households and provided housing during PY 2019.

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

As mentioned previously, the Homeless Outreach Team (HOT) has been very successful in placing HOT clients in housing and connecting them with needed services. Samaritan House provided services to 189 persons in need of transitional housing. StarVista works with emancipated foster youth to stabilize their housing situation and served 34 clients during PY 2019. The Life Moves (formerly InnVision Shelter Network), and family homeless shelter in Daly City, Family Crossroads, underwent major rehabilitation and seismic retrofitting in 2015, is now open and serving clients.

The City continues to work with 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

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 & Trade grant programs for monies to construct complete streets in support of pending affordable housing projects within the Downtown Station Area Specific Plan. To date, no grant monies have been awarded to the City. Additionally, a 100% affordable rental project for very-low income seniors has been issued construction permits in 2017 and was completed in early 2019. This project successfully received affordable housing financing with the City's support of the project application. Two other projects involving City funding (ROEM) have applied for grant monies to help fund their affordable projects and the City supported those applications.
- 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

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 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, child care, clothing, 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 helped 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;
1. 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
1. 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 start-up 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 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.

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 under-served 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 in order to create more affordable housing.
- Continued to participate in the CDBG "Work Group" and to improve CDBG administrative processes for both sub-recipients 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 & 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.
- In 2012, Project Sentinel was denied HUD funding due to lack of HUD funding, ineffective fair housing outreach, and inadequate documentation of fair housing activities. Since 2012, Project Sentinel has been able to identify and evaluate the causes of denial of HUD funding in 2012. Project Sentinel collaborates with the County and other entitlement jurisdictions to evaluate Project Sentinel's current fair housing outreach and education efforts. In addition, Project Sentinel has improved its documentation of activities such as testing and enforcement. For PY 2019, the City of South San Francisco received \$16,171 in HOME Administrative Funds, which it uses to fund Project Sentinel in their support of fair housing efforts.

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 Monitoring Plan specifies the criteria the City uses to determine potential areas and levels of risk, which include quarterly desk reviews, new subrecipients or organizational change, cumulative grant award amount, administrative history, program performance, and financial capacity. On a quarterly basis, the City conducts a limited review of all subrecipients, which includes reviewing quarterly performance reports and expense summaries that are submitted by the subrecipients. These quarterly performance reports update staff as to whether the non-profit is meeting its annual objectives and the status of the program.

Additionally, the City will conduct on-site monitoring reviews of those subrecipients the City determines to have potential risks and/or have not been monitored in recent years. The on-site monitoring consists of a programmatic and fiscal review of files, a tour of the program facilities as appropriate, an explanation of the services provided, discussions with program and administrative staff, and introduction to one or more actual beneficiaries, if possible. Also, the City can conduct in-depth reviews, if needed, which typically consist of a concentrated review of a known high-risk area or critical function.

During PY 2019, the City was able to review and monitor several shared services providers and verify that the projects were in compliance with applicable laws, regulations, and policies related to CDBG. The City and its cohort monitored Legal Aid Society of San Mateo County and John's Closet. Based on the monitoring visits, the City found that these subrecipients used self-certification by default. These organizations primarily serve low-income residents, however collecting income information has proven challenging and difficult due to the nature and operations of these programs. Since these programs could not collect proper income verification, the City decided to not fund these programs using CDBG funds. For the remaining agencies, the City monitored them remotely via desk review.

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.

A notice announcing the 15-day public comment period and a public hearing for the CAPER was made available for public review from November 24 through December 9, 2020 and another. 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 & 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 November 24, 2020. Additionally, an email notification was sent out to local non-profits and CDBG sub-recipients. Subsequently, a public hearing was held on December 9, 2020.

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.

The 2019 program year was amended in April of 2020 to address the City's objectives of providing Economic Development Assistance to businesses directly affected by the COVID-19 pandemic. A substantial amendment was changed to use CDBG-CV funding and entitlement money set aside for home rehabilitation loans towards the economic development program.

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.

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.

The 2019 program year was amended in April of 2020 to address the City's objectives of providing Economic Development Assistance to businesses directly affected by the COVID-19 pandemic. A substantial amendment was changed to use CDBG-CV funding and entitlement money set aside for home rehabilitation loans towards the economic development program.

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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.

CR-58 – Section 3

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

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
-------------------	------	------	-----	-------	-----

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
---	------	------	-----	-------	-----

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

Attachment

Accomplishment Details

Agency or Operator	Goal	Category	CDBG Funding	Expended	Indicator	Exp. Prog. Yr.	Actual Prog. Yr.	% Comp
City Staff	Efficient Administration and Oversight	Efficient Administration and Oversight	\$ 92,360	\$ 79,859	Annual Administration	NA	NA	NA
City Staff	Efficient Administration and Oversight	Efficient Administration and Oversight	\$ 72,360	\$ 64,896	Annual Administration	NA	NA	NA
City Staff	Efficient Administration and Oversight	Efficient Administration and Oversight	\$ 20,000	\$ 14,962	CDBG-CV	NA	NA	NA
Project Sentinel Fair Housing Services	Suitable living environment	Non-Homeless Special Needs	\$ 16,171.00	\$ 16,171	rental services other than	13	20	154%
TOTAL Multiple Providers	Housing opportunities	Affordable Housing	\$173,250	\$130,579	Homeowner Housing Rehabilitated	57	26	
CID	Housing opportunities	Affordable Housing	\$30,000	\$26,512	Homeowner Housing Rehabilitated	15	7	47%
El Concilio	Housing opportunities	Affordable Housing	\$37,500	\$30,341	Homeowner Housing Rehabilitated	10	3	30%
Rebuilding Together Rebuild Day	Housing opportunities	Affordable Housing	\$15,750	\$0	Homeowner Housing Rehabilitated	3	3	100%
Rebuilding Together Safe at Home	Housing opportunities	Affordable Housing	\$55,000	\$38,726	Homeowner Housing Rehabilitated	15	12	80%
City Sponsored Rehab Programs	Housing opportunities	Affordable Housing	\$35,000	\$35,000	Homeowner Housing Rehabilitated	14	1	7%

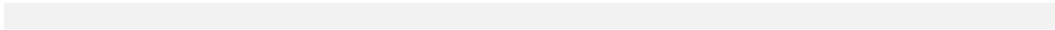
Attachment 1 - Accomplishments

1

TOTAL Multiple Providers	Suitable living environment	Non-Homeless Special Needs	\$48,447	\$37,548	Public Services other than Low/Mod	172	149	
Community Overcoming Relationship Abuse (CORA)	Suitable living environment	Non-Homeless Special Needs	\$15,160	\$4,261	Public Services other than Low/Mod	6	2	33%
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Samaritan House Safe Harbor	Housing opportunities	Homeless	\$19,660	\$19,660	Public Services for Low/Mod	90	189	210%
Star Vista Transitional Housing	Housing opportunities	Homeless	\$13,760	\$13,760	Public Services for Low/Mod	14	34	243%
City Staff, Contractors	Public Infrastructure	Non-Housing Community Development	\$300,000	\$300,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing	2	2	100%
Gardiner Park Improvement Project	Public Infrastructure	Non-Housing Community Development	\$300,000	\$300,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing	31500	31500	100%
City Staff, Contractors	Public Infrastructure	Non-Housing Community Development	\$400,000	\$135,000	Public Facility or Infrastructure			
Economic Development	Economic Development	Economic Development	\$400,000	\$135,000	Public Facility or Infrastructure	40	11	28%

Attachment 1 - Accomplishments

2



Attachment 1 - Accomplishments

3

Notices and Meetings

CALIFORNIA NEWSPAPER SERVICE BUREAU

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HEATHER RUIZ
CITY OF SOUTH SAN FRANCISCO/PLANNING
DIVISION
315 MAPLE AVENUE / PO BOX 711
SOUTH SAN FRANCISCO, CA 94083

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE
Ad Description: NOTICE OF AVAILABILITY OF 2019-2020

To the right is a copy of the notice you sent to us for publication in the SAN MATEO COUNTY TIMES. Please read this notice carefully and call us with any corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

11/24/2020

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

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CNS 3419014

NOTICE OF
AVAILABILITY OF 2019-
2020
CONSOLIDATED
ANNUAL PERFORMANCE
AND EVALUATION
REPORT
CITY OF SOUTH SAN
FRANCISCO
COMMUNITY
DEVELOPMENT BLOCK
GRANT PROGRAM

The CAPER is a year-and-programmatic and financial report summarizing all CD65 activities. A fifteen (15) day public comment period for the CAPER begins on November 24, 2020 and copies of the CAPER will be available at the Department of Economic and Community Development, all City libraries, and on the City's website www.ssf.net. Written comments regarding the City's CAPER can be mailed to the City of South San Francisco, Department of Economic and Community Development, PO Box 711, South San Francisco, CA 94083-0711 or emailed to CD65@ssf.net and must be received by Tuesday, December 8, 2020. Further information can be obtained by contacting (650) 829-6620.

AVISO DE
DISPONIBILIDAD DEL
AÑO 2019-20
DEL REPORTE
CONSOLIDADO DE LOS
RESULTADOS ANUALES
Y DEL INFORME DE
EVALUACIÓN DE LA
CIUDAD DE SOUTH SAN
FRANCISCO
PROGRAMA DE
SUBVENCIÓN DE
DESARROLLO
COMUNITARIO
Si necesita servicios de traducción, favor de llamar nuestra oficina (650-829-6620) entre 8 de la mañana y 5 de la tarde antes del 23 de octubre. 11/24/20
CNS-3419014#
SAN MATEO COUNTY
TIMES





CITY OF SOUTH SAN FRANCISCO
TRANSMITTAL
Economic & Community Development
Housing & Economic Development Department

400 Grand Avenue, P.O. Box 711
South San Francisco, CA 94083
PHONE 650-829-6620 FAX (650) 829-6623

TO: Grand Avenue Library

RE: FY19-20 CAPER

MATERIAL:

- Change Order Request
- Specifications
- Samples
- Bid Packet
- Authorization for Payment
- Request for Estimate
- Voucher
- Other

NOTES:

Hello,

Please place in reference/information area the attached FY 19-20 Consolidated Annual Performance and Evaluation Report (CAPER). This is available for public review until December 8, 2020 (you may remove after that date). If anyone has any comments they can submit them to me at 400 Grand Avenue, SSF or via email to cdbg@ssf.net.

Please let me know if you have any questions.

Thanks,

Heather Ruiz
Interim Community Development Coordinator
Ext. 6620

DATE: November 24, 2020

VIA:

- Mail
- Federal Express
- Overnight
- Fax
- Interoffice

TRANSMITTED:

- Attached
- Separate Cover

PURPOSE:

- For Review
- For Approval
- Take Action
- As Requested
- Information
- Documents
- For Signature
- _____
- Original will follow
- Original will not follow



CITY OF SOUTH SAN FRANCISCO
TRANSMITTAL
Economic & Community Development
Housing & Economic Development Department

400 Grand Avenue, P.O. Box 711
South San Francisco, CA 94083
650-829-6620 FAX (650) 829-6623

TO: Orange Library

RE: FY 19-20 CAPER

MATERIAL:

- Change Order Request
- Specifications
- Samples
- Bid Packet
- Authorization for Payment
- Request for Estimate
- Voucher
- Other

NOTES:

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- As Requested
- Information
- Documents
- For Signature
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- Original will follow
- Original will not follow



City of South San Francisco

P.O. Box 711 (City Hall,
400 Grand Avenue)
South San Francisco, CA

City Council

Resolution: RES 184-2020

File Number: 20-851

Enactment Number: RES 184-2020

RESOLUTION APPROVING THE PROGRAM YEAR
2019-20 CONSOLIDATED ANNUAL PERFORMANCE
AND EVALUATION REPORT FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT
AND AUTHORIZING ITS SUBMITTAL TO THE U.S.
DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT.

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires communities receiving Community Development Block Grant (“CDBG”) funds to submit a year-end Consolidated Annual Performance and Evaluation Report (“CAPER”); and

WHEREAS, as required by federal law, the CAPER has been available for public review in the Economic and Community Development Department office, the City’s public libraries, and on the City’s website since November 24, 2020; and

WHEREAS, a notice of public hearing was published in the San Mateo County Times on November 24, 2020; and

WHEREAS, in Program Year (“PY”) 2019-20 the City expended \$595,666 in CDBG funding, \$135,000 in CARES Act funding, and \$16,171 in HOME administrative funding received from the San Mateo County HOME Consortium to carry out a broad range of community development activities; and

WHEREAS, on December 9, 2020, the City held a duly noticed public hearing on the PY 2019-2020 CAPER for the CDBG Program; and

WHEREAS, the City Council wishes to approve the PY 2019-20 CAPER and authorize its submittal to HUD.

NOW THEREFORE IT BE RESOLVED that the City Council of the City of South San Francisco does hereby approve the PY 2019-20 CAPER.

BE IT FURTHER RESOLVED, the City Council hereby authorizes the City Manager to submit the PY 2019-20 CAPER to the U.S. Department of Housing and Urban Development, and to take any other actions as necessary to carry out the intent of this Resolution.

* * * * *

At a meeting of the City Council on 12/9/2020, a motion was made by Councilmember Nicolas, seconded by Councilmember Coleman, that this Resolution be approved. The motion passed.

Yes: 3 Mayor Addiego, Councilmember Nicolas, and Councilmember Coleman

Absent: 1 Vice Mayor Nagales

Attest by 
Rosa Govca Acosta, City Clerk

DRAFT City of South San Francisco 2019 Consolidated Annual Performance and Evaluation Report (CAPER)

Draft

December 2020

Prepared by City of South San Francisco

Housing and Community Development Department

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.

The City faced many challenges in program year 2019 compared to others because of the Coronavirus (COVID 19) pandemic. With the direction and additional funding provided by the U.S. Department of Housing and Urban Development (HUD), the City addressed community needs and new measures to reduce the effects of COVID. There were a number of changes and protocols to existing and new programs that were implemented during this year to address the the current crisis. Year 2019 was impacted by COVID 19 and the City's progress against the goals in the Program Year 2019 (PY 2019) Annual Action Plan.

As a response to the growing need for economic development assistance, the City of South San Francisco developed the Economic Development Small Business Loan program to provide funding to small businesses affected during mandatory shutdowns implemented statewide. As part of the Coronavirus Relief Bill (CARES Act), additional funding in the 2019 program year was available to aid those affected by COVID 19. The City also identified CDBG entitlement funds that were allocated to programs to assist with a COVID 19 response.

Below is a brief overview of the programs and projects supported through the 2019 CDBG program. The programs were evaluated for both their performance during PY 2019 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 one debris box voucher and provided one rehabilitation loan during 2019. The City is exploring more options for the housing rehabilitation loan program to partner with other jurisdictions and to help streamline this activity.

Minor Home Repair Programs

Center for Independence of Individuals with Disabilities (CID). The City used CDBG funds to support CID's Housing Accessibility Modification (HAM) Program which provided accessibility modifications to 7 households;

Rebuilding Together Peninsula (RTP). The City used CDBG funds to support two RTP programs Safe at Home which served 12 households in total and National Rebuilding Day. National Rebuilding Day, which typically occurs in April, was postponed to December in response to COVID 19 regulations and assisted 3 households;

El Concilio. The City used CDBG funds to support El Concilio's Peninsula Minor Home Repair Program with a total of 3 households.

Public Services

Public service providers include Community Overcoming Relationship Abuse (CORA), HIP Housing, Ombudsman Services, Rape Trauma Services Center, Samaritan House, and Star Vista. These organizations provided services to 381 youth, seniors, persons with disabilities, and low-income persons and families. The total amount dedicated by CDBG for these programs was \$85,228.

Public Infrastructure Improvements

The City used CDBG funds to help in the renovation costs of Gardiner Park. The Gardiner Park Renovation Project completely remodeled the existing park. The project included site grading, accessible pathway improvements, replacement of the existing play structure, installing a basketball court, benches and gathering areas, as well as new landscaping. The existing park infrastructure was beyond its useful life and needed rehabilitation. CDBG funds provided partial funding for accessibility and improvements to this project. Additional funding for this project will come from the city's park fees, and State of California Department of Housing and Community Development.

Economic Development

To help mitigate the impact of COVID 19, the City of South San Francisco created a new Economic Development Small Business Relief Fund for local businesses. A number of businesses were required to shutdown to slow the effects of COVID-19. In program year 2019, 11 businesses were provided loans. This is an ongoing program that is anticipated to continue through program year 2020.

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 are provided in Table 1. The COVID-19 pandemic hindered many of the organizations and City efforts to complete the goals established in the 2019 Annual Action Plan.

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

Project Activity	Agency or Operator	Goal	Category	CDBG Funding	Expended	Indicator	Exp. Prog. Yr.	Actual Prog. Yr.	% Comp
Planning and Admin.	City Staff	Efficient Administration and Oversight	Efficient Administration and Oversight	\$ 92,360	\$ 79,859	Annual Administration	NA	NA	NA
Planning and Admin.	City Staff	Efficient Administration and Oversight	Efficient Administration and Oversight	\$ 72,360	\$ 64,896	Annual Administration	NA	NA	NA
Planning and Admin.	City Staff	Efficient Administration and Oversight	Efficient Administration and Oversight	\$ 20,000	\$ 14,962	CDBG CV	NA	NA	NA
HOME Funds-Admin	Project Sentinel Fair Housing Services	Suitable living environment	Non-Homeless Special Needs	\$ 16,171.00	\$ 16,171	Public Services other than Low/Mod Housing Benefit	13	20	154%

Housing Rehab Programs	TOTAL Multiple Providers	Housing opportunities	Affordable Housing	\$173,250	\$130,579	Homeowner Housing Rehabilitated	57	26	
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CAPER

5

Public Services	TOTAL Multiple Providers	Suitable living environment	Non-Homeless Special Needs	\$48,447	\$37,548	Public Services other than Low/Mod Housing Benefit	172	149	
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CAPER

6

Public Services Homeless Support	TOTAL Multiple Providers	Housing opportunities	Homeless	\$47,680	\$47,680	Public Services for Low/Mod Housing Benefit	104	232	223%
	HIP Home Sharing Program	Housing opportunities	Homeless, Affordable Housing	\$14,260	\$14,260	Public Services other than Low/Mod Housing Benefit	8	9	113%
	Samaritan House Safe Harbor	Housing opportunities	Homeless	\$19,660	\$19,660	Public Services for Low/Mod Housing Benefit	90	189	210%
	Star Vista Transitional Housing	Housing opportunities	Homeless	\$13,760	\$13,760	Public Services for Low/Mod Housing Benefit	14	34	243%

CAPER

7

Public Facilities and Infrastruct.	City Staff, Contractors	Public Infrastructure	Non-Housing Community Development	\$300,000	\$300,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit			
	Gardiner Park Improvement Project	Public Infrastructure	Non-Housing Community Development	\$300,000	\$300,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	31500	31500	100%
Economic Development	City Staff, Contractors	Public Infrastructure	Non-Housing Community Development	\$400,000	\$135,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit			
	Economic Development	Economic Development	Economic Development	\$400,000	\$135,000	Public Facility or Infrastructure Activities for Low/Moderate Income	40	11	28%

CAPER

8

						Housing Benefit			
--	--	--	--	--	--	--------------------	--	--	--

Draft

CAPER

9

CAPER

44

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.

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 26 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 329 low-income individuals and families, including those at risk of being homeless and special needs populations.

Activities Implemented. The City supported public services providers to provide services for low- and moderate income persons, including youth, seniors, persons with a disability, and persons experiencing domestic violence (not including homeless services). As indicated in Attachment 1, the City assisted 281 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. Funding for homeless services and housing was implemented under the public service category to support services for 232 persons.

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 2019 the City completed one public improvements project, the Gardiner Park Renovation project, which improved accessibility and safety at an existing park service the CDBG target area.

Need: Infectious Disease and Disaster Response

Goal: Provide an immediate and streamline approach that is consistent with HUD guidance in providing necessary assistance to the City of South San Francisco businesses and resident.

Activities: The City will use CDBG funds, to provide loans to small businesses in South San Francisco under the CDBG Program and its regulations, including, but not limited to, that for every \$25,000 one full-time equivalent job must either be created or retained for a low- or moderate-income individual for one year. This program is intended to assist small businesses in South San Francisco affected during the social distancing requirements associated with coronavirus disease 2019 (COVID-19).

Draft

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	220
Black or African American	53
Asian	52
American Indian or American Native	10
Native Hawaiian or Other Pacific Islander	20
Asian and White	5
Black and White	4
Other	42
Total	407
Hispanic	102
Not Hispanic	305

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. There were a total of 407 people helped through public service programs. The above numbers do not include the public infrastructure and facilities programs, which are tabulated by census block group.

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	\$767,099	\$595,666
CDBG-CV	Public – federal	\$302,353	\$135,000

Table 3 - Resources Made Available

Narrative

Addressing Housing Needs

As part of the redevelopment agency dissolution, the City is required to sell Redevelopment Agency property. The City has used this as an opportunity to sell redevelopment property and City-owned property to build and preserve housing. Moreover, the following city-owned properties located in CDBG service areas are intended to accommodate the City's housing needs:

- 201 Baden: 82 Below Market Rate units
- 432 Baden: 36 residential rental units
- 201-219 Grand Avenue: Mixed-use project with 47 Below Market Rate units
- 418 Linden: 37 Below Market Rate residential units
- 1051 Mission Road: 800 residential units, 158 inclusionary housing units.

New Public Facilities

The City identified the need for a facility for homeless individuals to provide food, restroom/hygiene/shower facilities, referrals, and resources. The City does not currently have a facility to address these needs, but continues to work with the Homeless Outreach Team, the County's Coordinated Entry System partners and core agency to serve homeless families and individuals to ensure they get the services they need. County partners, City staff, and the South San Francisco Police Department are in constant communications around homeless families and individuals. With the uptick of families living in vehicles, the City is working with the County to address needed resources for individuals and families living in RVs and vehicles.

Existing Public Facilities

In the Con Plan, the City established a need for disabled access modifications to city-owned and non-profit owned facilities to enhance access for the disabled community. The City is proactive in addressing these accessibility issues at city-owned properties and has developed an ADA Transition Plan to help prioritize projects. This program year, Gardiner Park was updated to provide greater accessibility.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Services Area			
CDBG Target Area	40	42	Increased expenditures in the public infrastructure program increased the percentage of funding spent (\$300,000 for public improvements)
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 non-profit 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.

Draft

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	0	0
Total	0	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	57	26
Number of households supported through Acquisition of Existing Units	0	0
Total	57	26

Table 6 – Number of Households Supported

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

This year, the City served 26 households through the following housing rehabilitation programs/projects: Center for Independence of Individuals with Disabilities (CID) Housing Accessibility Modification (HAM) Program, El Concilio's Peninsula Minor Home Repair Program, the City-Sponsored Housing Rehabilitation Program, and both the Rebuilding Together Peninsula's (RTP) Safe at Home and National Rebuilding Day programs.

CID - HAM Program: CID was able to meet 47% of its goal and provided accessibility modifications to 7 low-income households.

El Concilio's Peninsula Minor Home Repair Program: Under Peninsula Minor Home Repair, El Concilio interviewed, enrolled and assessed three households in the City of South San Francisco. Because of COVID shelter in place restrictions, El Concilio was not able to meet their goals for the year.

City-Sponsored Housing Rehabilitation Program: The City issued one loan, and one Debris Box Vouchers, and Emergency Repair Vouchers. The City is revamping 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 12 clients just shy of the goal of 15. National Rebuilding Day is usually completed annually in April, but was delayed due to COVID regulations to December and assisted three homes in South San Francisco

Discuss how these outcomes will impact future annual action plans.

The COVID-19 pandemic greatly impacted the ability for organizations to meet goals set for program year 2019. In the past, the City has met with organizations who do not meet their goals and establish 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 worked with each service provider to determine a fair administrative and project delivery cost for implementing their respective overall program's scope of work.

All of the rehabilitation programs received slight increases in funding with expected increases in meeting goals for PY 2020, and the City will be monitoring closely to evaluate the impact that the increase funds have on performance

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	386	0
Low-income	16	0
Moderate-income	5	0
Total	407	0

Table 7 – Number of Households Served

Narrative Information

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 (31-50% of AMI), or moderate income (51-80% of AMI). None of the program participants were above moderate-income.

The City uses HOME funding through the San Mateo Consortium to fund Project Sentinel's Fair Housing efforts. Those clients are reported under the HOME column.

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 HIP Housing offer housing and shelter services for residents who experience these needs. In an effort 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 units, 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, YMCA, the city's core agency provides rental assistance for residents who need assistance for a deposit or to fill a gap in payment.

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) a multi-disciplinary, bilingual program that was created in South San Francisco four years ago, continued their work this year. The HOT Program has a full-time case manager that works, in collaboration with the City's police, to identify and serve the most difficult, long term homeless individuals by placing them in emergency shelters and connecting them with County medical and rehabilitation services. So far, the HOT Program has been very successful and has provided many HOT clients with needed medical care and identification cards, signed HOT clients up for assistance programs such as Supplement Security Income (SSI), and placed HOT clients into emergency shelter or other housing programs such as the Veterans Affairs (VA) Housing Vouchers.

Additionally, on a monthly basis 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 County-wide.

Addressing the emergency shelter and transitional housing needs of homeless persons

Samaritan House – Safe Harbor

This year, the City has provided Samaritan House CDBG funding to operate the Safe Harbor Shelter. Safe Harbor provides emergency (less than 30 days) and transitional (30 days to six months) shelter, for single homeless adults over age 18 in South San Francisco.

Safe Harbor provided shelter to 189 South San Francisco residents exceeding their goal by 210%.

Samaritan House has provided emergency and transitional shelter for a total of 189 clients this past year. Safe Harbor Shelter is a 90 bed homeless shelter located in South San Francisco that provides both emergency and transitional housing for homeless women and men 18 years and older from San Mateo County. Safe Harbor is an integral component of the County's housing crisis resolution system, offering a wide range of supportive services to maximize each client's ability to enter permanent housing as quickly as possible. Residents participate in case management, which includes referrals to housing resources, mental health services, AOD programming, employment resources and more.

CORA

CORA assisted two South San Francisco clients in 2019. As a result of the COVID-19 pandemic, CORA was not able to fully complete operate at full capacity. CORA Crisis Intervention Department provides a 24-hour hotline, Emergency Response Program collaboration with law enforcement, and the two emergency shelters. CORA also combined its Mental Health program, Children's Program, and Supportive Housing Programs under the newly formed Family Support Services Department. The other departments (Legal, Community Education, Administration, and Development) remain unchanged.

In addition to the funding provided to these two non-profits, the City was able to make non-monetary efforts to address the emergency shelter and transitional housing needs of homeless persons by continuing to actively participate in the Continuum of Care (CoC) Steering Committee and Project Performance Subcommittee. This year, the CoC focused on creating ways to better evaluate and improve the effectiveness of the County's homeless programs to align with objectives set forth in the Homeless Emergency Assistance and Rapid Transition to Housing Action (HEARTH), and the federal strategic plan, Opening Doors. The CoC continue to work towards set standards. These are:

1. Percentage of exits to permanent housing;
2. Housing retention rate;
3. Participants obtaining employment income during program participation;
4. Participants increasing total income during program participation;
5. Program occupancy levels;
6. CoC/Emergency Solution Grant (ESG) spending rates; and
7. Homeless Management Information System (HMIS) data quality.

These performance measures will allow the CoC to identify areas of improvement and better address the needs of homeless persons.

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

Project Sentinel provides comprehensive fair housing services including complaint investigation, community outreach, and education to San Mateo County residents. Project Sentinel assisted a total of 20 South San Francisco residents this year through their various services (case investigations, consultations, and referrals).

HIP Housing's Home Sharing program interviews and screens clients for housing, provides housemate, alternative housing, and community resources to clients with the potential of matching persons in

CAPER

20

OMB Control No: 2506-0117 (exp. 09/30/2021)

affordable home sharing arrangements. Nine persons were matched with households and provided housing during PY 2019.

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

As mentioned previously, the Homeless Outreach Team (HOT) has been very successful in placing HOT clients in housing and connecting them with needed services. Samaritan House provided services to 189 persons in need of transitional housing. StarVista works with emancipated foster youth to stabilize their housing situation and served 12 clients during PY 2019. The Life Moves (formerly InnVision Shelter Network), and family homeless shelter in Daly City, Family Crossroads, underwent major rehabilitation and seismic retrofitting in 2015, is now open and serving clients.

The City continues to work with 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

Draft

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 2018, these are some of the high level actions taken in the Housing Programs Progress Report:
- The Planning Commission and City Council voted to amend 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. Six Downtown properties were made available for housing through a RFQ process. The City applied for state Cap & Trade grant programs within the Downtown Station Area Specific Plan. State level legislation has increased the production of second units. The City continues to participate in the 21 Elements Consortium meetings. The City also collaborates with HEART (Housing Endowment and Regional Trust of) of San Mateo County as well as the Housing Leadership Council of San Mateo County.
- The City continued to support the rehabilitation of existing housing stock by using CDBG funding to support home repair programs, including El Concilio, the Center of Independence of Individuals with Disabilities' (CID) Housing Accessibility Modification Program, Rebuilding Together Peninsula, and the City-Sponsored Housing Rehabilitation Program.
- Continued to investigate new sources of funding for the City's affordable housing programs and working with non-profit developers to promote the development of housing affordable to lower income households. The Rotary Housing Development opened this year, providing 81 affordable senior housing units downtown. The City is working with a developer to develop 800 units of housing at the former PUC site.
- 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.

CAPER

23

OMB Control No: 2506-0117 (exp. 09/30/2021)

CAPER

58

- 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
- Also included in the Housing Element is the option to reduce minimum development standards for condominium construction from five to two units to encourage affordable housing production.

The City has made efforts in stabilizing existing tenants by adopting a Red Tag Ordinance and is exploring potential tenant protection policies.

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 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, child care, clothing, 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 helped 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;
1. 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
1. 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 start-up 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 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.

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 under-served programs, and reprogramming funds from programs that have met set goals and are no longer in high demand. The City met timeliness in PY 2018 and completed the HUD required workout plan. However, to improve overall project management, staff will continue to utilize a simplified workout plan to help meet HUD's timeliness requirement. The City will also continue to employ staff dedicated to the CDBG program to help continue improvement in program operations and project management. 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 in order to create more affordable housing.
- Continued to participate in the CDBG "Work Group" and to improve CDBG administrative processes for both sub-recipients 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 & 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.
- In 2012, Project Sentinel was denied HUD funding due to lack of HUD funding, ineffective fair housing outreach, and inadequate documentation of fair housing activities. Since 2012, Project Sentinel has been able to identify and evaluate the causes of denial of HUD funding in 2012. Project Sentinel collaborates with the County and other entitlement jurisdictions to evaluate Project Sentinel's current fair housing outreach and education efforts. In addition, Project Sentinel has improved its documentation of activities such as testing and enforcement. For PY 2019, the City of South San Francisco received \$16,171 in HOME Administrative Funds, which it uses to fund Project Sentinel in their support of fair housing efforts.

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 Monitoring Plan specifies the criteria the City uses to determine potential areas and levels of risk, which include quarterly desk reviews, new subrecipients or organizational change, cumulative grant award amount, administrative history, program performance, and financial capacity. On a quarterly basis, the City conducts a limited review of all subrecipients, which includes reviewing quarterly performance reports and expense summaries that are submitted by the subrecipients. These quarterly performance reports update staff as to whether the non-profit is meeting its annual objectives and the status of the program. Additionally, the City will conduct on-site monitoring reviews of those subrecipients the City determines to have potential risks and/or have not been monitored in recent years. The on-site monitoring consists of a programmatic and fiscal review of files, a tour of the program facilities as appropriate, an explanation of the services provided, discussions with program and administrative staff, and introduction to one or more actual beneficiaries, if possible. Also, the City can conduct in-depth reviews, if needed, which typically consist of a concentrated review of a known high-risk area or critical function.

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.

Public Notification Efforts

A notice announcing the 15-day public comment period and a public hearing for the CAPER was made available for public review from November 24 through December 9, 2020 and another. Public Notices for the hearing and availability of the CAPER were published in the San Mateo County Times on September 5 and October 7, 2019. 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 & 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 November 24, 2020. Additionally, an email notification was sent out to local non-profits and CDBG sub-recipients. Subsequently, a public hearing will be held on December 9, 2020.

Summary of Citizen Comments

No comments were received for the CAPER.

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.

The 2019 program year was amended in April of 2020 to address the City's objectives of providing Economic Development Assistance to businesses directly affected by the COVID-19 pandemic. A substantial amendment was changed to use CDBG-CV funding and entitlement money set aside for home rehabilitation loans towards the economic development program.

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.



CITY OF SOUTH SAN FRANCISCO
TRANSMITTAL
Economic & Community Development
Housing & Economic Development Department

400 Grand Avenue, P.O. Box 711
South San Francisco, CA 94083
PHONE 650-829-6620 FAX (650) 829-6623

TO: Grand Avenue Library

RE: FY19-20 CAPER

MATERIAL:

- Change Order Request
- Specifications
- Samples
- Bid Packet
- Authorization for Payment
- Request for Estimate
- Voucher
- Other

NOTES:

Hello,

Please place in reference/information area the attached FY 19-20 Consolidated Annual Performance and Evaluation Report (CAPER). This is available for public review until December 8, 2020 (you may remove after that date). If anyone has any comments they can submit them to me at 400 Grand Avenue, SSF or via email to edbg@ssf.net.

Please let me know if you have any questions.

Thanks,

Heather Ruiz
Interim Community Development Coordinator
Ext. 6620

DATE: November 24, 2020

VIA:

- Mail
- Federal Express
- Overnight
- Fax
- Interoffice

TRANSMITTED:

- Attached
- Separate Cover

PURPOSE:

- For Review
- For Approval
- Take Action
- As Requested
- Information
- Documents
- For Signature
-
- Original will follow
- Original will not follow



CITY OF SOUTH SAN FRANCISCO
TRANSMITTAL
Economic & Community Development
Housing & Economic Development Department

400 Grand Avenue, P.O. Box 711
South San Francisco, CA 94083
650-829-6620 FAX (650) 829-6623

TO: Orange Library

RE: FY 19-20 CAPER

MATERIAL:

- Change Order Request
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PR-26 CDBG-CV Summary

	Office of Community Planning and Development	DATE: 01-27-21
	U.S. Department of Housing and Urban Development	TIME: 19:04
	Integrated Disbursement and Information System	PAGE: 1
	PR26 - CDBG-CV Financial Summary Report	
	SOUTH SAN FRANCISCO , CA	

PART I: SUMMARY OF CDBG-CV RESOURCES

01 CDBG-CV GRANT	290,353.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL AVAILABLE (SUM, LINES 01-03)	290,353.00

PART II: SUMMARY OF CDBG-CV EXPENDITURES

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	0.00
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	14,962.46
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	14,962.46
09 UNEXPENDED BALANCE (LINE 04 - LINES)	275,390.54

PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	0.00
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	0.00
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	0.00
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	0.00%

PART IV: PUBLIC SERVICE (PS) CALCULATIONS

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
17 CDBG-CV GRANT	290,353.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	14,962.46
20 CDBG-CV GRANT	290,353.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	5.15%

FAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER

Report returned no data.

FAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER

Report returned no data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

Report returned no data.

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	voucher Number	Activity Name	IDIS Information & Objective	Drawn Amount
2019	9	550	8401271	Economic Development Administration	2	\$14,962.46
Total						\$14,962.46