

South San Francisco  
CARES Act Amendment  
July 2025

May 2022 - The City is including additional minor corrections into IDIS in order to correctly track CDBG-CV Funds. This is a minor amendment as it is primarily a technical edit in the IDIS program. The City added a project CDBG-CV - Economic Development to help track the CDBG-CV funds per HUD guidelines. The substantial amendment to the 2019 Action Plan is required to allocate CDBG-CV funds of \$575,525. A description of the new activities being added to the fiscal year are as follows: As previously mentioned, the CDBG-CV funds must be used to prevent, prepare for, and respond to the COVID 19. The funds are restricted and subject to the CDBG regulations, with a few exceptions. The activities that would be funded through CDBG-CV3 funds include:-Bridging the digital divide (laptop and wireless service);-Public services for seniors;-Meeting new health needs (medical supplies); and City public improvement projects that respond to social distancing needs (public improvements).In response to the current coronavirus disease 2019 (COVID-19) pandemic, HUD has allowed for entitlement jurisdictions to use CDBG funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as COVID-19. The COVID 19 pandemic has adversely affected businesses and residents in the City of South San Francisco. As a response to the growing need for economic development assistance, the City of South San Francisco has developed a program to provide the funding to address the current crisis. As part of the Coronavirus Relief Bill (CARES Act), additional funding is also anticipated in the current fiscal year to aid those affected by COVID 19. The City has also identified CDBG funds that may be allocated to programs to assist with a COVID 19 response.

July 2025 – This amendment to the City of South San Francisco’s Action Plan is being submitted as a CARES Act Amendment. The amendment is intended to allocate CDBG-CV funds to support public facility improvements. The City proposes the amendment to rehabilitate an existing restroom structure located within Orange Memorial Park. The address for the project site is 1 West Orange Avenue. The existing stand-alone restroom building is approximately 1,469 square feet and includes a women’s restroom, a men’s restroom, and two storage rooms. The rehabilitation of the facility is to enhance accessibility and public usability of the existing restroom facilities within Orange Memorial Park.

The project includes the removal and replacement of interior fixtures such as panels, trims, and cabinets; removal and reuse of existing doors; and upgrades to the structure’s plumbing, electrical, and HVAC systems. Additionally, existing drinking fountains on the northwest elevation will be replaced and new gates will be installed at the restroom entrances. These activities are intended to bring the facility into compliance with the latest American Disability Act Accessibility Guidelines (ADAAG) and the Energy Efficiency Standards per Title 15 of the South San Francisco Municipal Code. All rehabilitation work will not require any developments outside of the existing restroom structure and will not involve ground disturbance or expansion. No new infrastructure will result from this project.

# Executive Summary

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

### 1. Introduction

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

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

The City's Action Plan for fiscal year 2019-2020, in conjunction with its Five-Year Consolidated Plan (2018-2023), furthers these goals by assessing the housing and community development needs and resources of the City and outlines a strategy on how it plans to address those needs. The City is also a participating jurisdiction in the San Mateo County HOME Consortium and therefore submits its federal application for funding as part of the HOME Consortium.

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

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Second Amendment: CDBG-CV funds shall be used to prevent, prepare for, and respond to the COVID 19 to improve quality of life for low-income individuals and families.

Need: Public Service

Goal: To prevent, prepare for, and respond to COVID 19

Activities: Providing meals for homebound seniors and technical assistance for small businesses through Peninsula Volunteers, Inc. and Renaissance Entrepreneurship Center.

Need: Public Facilities and Infrastructure Improvements

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

residents.

Activities: The City will use CDBG funds to expand WiFi access in low-moderate income areas

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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

**Need: Affordable Housing**

Goal: Increase, preserve, and improve the supply of affordable housing for extremely low- and moderate-income households.

Activities: The City will use CDBG funds for housing rehabilitation and minor home repair/accessibility modification programs. Additionally, the City will continue to administer its existing First Time Homebuyer Loan Portfolio and Below Market Rate housing units.

**Need: Public Services**

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

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

**Need: Public Facilities and Infrastructure Improvements**

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

Activities: The City will use CDBG funds, when feasible, to make accessibility modifications to public facilities and to rehabilitate facilities with urgent needs in CDBG service areas. The public improvement projects may include, but are not limited to, parks/playlot improvements, and projects related to the City's ADA Transition Plan.

**Need: Homeless Services and Housing**

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

Activities: There is a significant need for emergency and transitional housing as well as case management however, the City lacks funding for operating costs of emergency and transitional housing.

**Need: Economic Development**

Goal: To help mitigate the impact to small businesses from the COVID-19 pandemic and the shelter in place mandates by local, state, and federal governments, the City of South San Francisco has established the COVID-19 Economic Development Assistance Small Business Relief Program (COVID-19

Relief Program). Activities: The COVID-19 Relief Program will provide small business loans to small businesses impacted by COVID-19 with the goal of retaining, rehiring, or creating low-moderate- income jobs.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Second Amendment: The City identified meals for seniors and business assistance as community needs.

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

For FY 18-19, the City made efforts to improve the community by funding numerous non-profit organizations that provided a wide variety of public services which included senior services, youth services, homeless services, general social services, and disabled services. Additionally, CDBG funds were used to improve accessibility and/or rehabilitate various public facilities. For example, ADA modification projects include improving pedestrian and safety access at 40 public sidewalk ramps at major intersections.

Beyond funding programs, the City also made efforts to increase coordination with other agencies and jurisdictions and to streamline processes. These efforts include collaboration with other jurisdictions and

San Mateo County in the HOME Consortium, participating in a region Assessment of Fair Housing, improving coordination with the Continuum of Care, and developing a response team to address homelessness. While the City is committed to increasing and preserving affordable housing in the community, it faced many challenges especially with rising housing costs and declining CDBG funding of the past Con Plan period.

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

Summary from citizen participation section of plan.

Summary from citizen participation section of plan.

The citizen participation process for the **Second Amendment to the FY 2019-20 Action Plan Substantial Amendment** has been executed as follows: (See Section AP-12 Participation, Attachment on public notices and outreach.

Public Hearings: The City held a public hearing on the 2019 Annual Action Plan Amendment on January 27, 2021 to incorporate CDBG-CV3 funds into the Annual Action Plan.

No comments were made.

The citizen participation process for the FY 2019-20 Action Plan Substantial Amendment has been executed as follows: (See Section AP-12 Participation, Attachment B and C for additional information)

Public Hearings: The City held a public hearing on the 2019 Annual Action Plan Amendment on April 22, 2020 to reprogram funds to Economic Development.

No comments were made.

Seven-Day Public Review: The Action Plan was made available for public review from April 14 through April 22, 2020.

Public Notices: Public Notices for the hearing was published in the San Mateo County Times on April 14, 2020. See Public Notice Attachments.

The citizen participation process for the FY 2019-20 Action Plan has been executed as follows: (See Section AP-12 Participation, Attachment B and C for additional information)

Public Hearings: The City conducted a Community Development Needs Assessment Public Hearing before the City Council on March 13, 2019, asking the public to comment on the housing, community, and economic development needs of the City. Eleven public comments were received. Additionally, the City held a second public hearing on April 24, 2019 to make final funding allocations and to adopt this Action Plan. Three comments were received.

A 30-day Public Review: The Action Plan was made available for public review from March 25 through April 24, 2019.

Public Notices: Public Notices for the two hearings were published in the San Mateo County Times on February 26, 2019, and March 25, 2019. See Attachment B.

Online Outreach: The City noticed all the CDBG related public hearings through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs.

Pursuant to 24 CFR part 91.105, the City of South San Francisco is required to develop a Citizen Participation Plan (CPP). The purpose of the CPP is to encourage citizen participation, particularly residents of predominantly low- and moderate-income neighborhoods, in the development of the City's

Con Plan and Annual Action Plans, substantial amendments to these plans, and the Consolidated Annual Performance and Evaluation Report (CAPER). The City of South San Francisco revised its CPP in FY 2017/18 and formally adopted the revised plan on September 6, 2017 to update and include language regarding the Assessment of Fair Housing. This revised plan clearly incorporates all federal regulations, explicitly states its record keeping protocol, and encourages citizen participation. In accordance with its CPP, the City made the following efforts to promote participation; supported the County's needs assessment survey, held a joint community input meeting and two public hearings, and had appropriate public review/comment periods. For further information regarding the City's citizen participation and consultation process, please see the AP-10 Consultation and AP-12 Citizen Participation sections of this plan.

Public Meetings: The City held a public CDBG Subcommittee meeting on March 15, 2019.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

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The City did not receive any comments related to the Annual Action Plan Second Amendment.

The City did not receive any comments related to the Annual Action Plan Amendment.

The City received public comments at the Needs Assessment Hearing and Public Hearing on the draft Action Plan. Please see Attachment C.

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

All comments were accepted.

## **7. Summary**

***The City's Action Plan for fiscal year 2019-2020 furthers these goals by assessing the housing and community development needs and resources of the City and outlines a strategy on how it plans to address those needs. The City is also a participating jurisdiction in the San Mateo County HOME Consortium and therefore submits its federal application for funding as part of the HOME Consortium.***

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	SOUTH SAN FRANCISCO	
CDBG Administrator	SOUTH SAN FRANCISCO	Housing Division
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

### Narrative

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

### Consolidated Plan Public Contact Information

City of South San Francisco

Economic Development and Housing Division  
400 Grand Avenue



South San Francisco, CA 94080  
Tel: (650) 829-6620

Email: [CDBG@ssf.net](mailto:CDBG@ssf.net)  
Website: [www.ssf.net](http://www.ssf.net)

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

### **1. Introduction**

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

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

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

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

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

The City has a seat on the Continuum of Care (CoC) Steering Committee and is involved in all CoC decision-making. The CoC undertakes a wide range of efforts to meet the needs of homeless persons and those at risk of homelessness.

### **Chronically Homeless**

The CoC has created multi-disciplinary, bilingual, Homeless Outreach Teams (HOT) to conduct intensive outreach with the chronically homeless people throughout the County and to help them move into permanent housing. South San Francisco's HOT program was implemented in FY 13-14. City staff, police, elected officials, County staff, and local service providers actively participate and meet regularly to provide updates to program members.

### **Families with Children**

The CoC has developed a rapid re-housing program which provides short-term rental assistance plus case management to homeless families. The San Mateo County Human Services Agency has also provided funding for a motel voucher program to assist families that are waiting to access shelter.

### **Veterans**

The CoC is working with the Veterans Task Force, convened in 2012 by the County Board of Supervisors, to improve county-wide efforts to outreach to homeless and at-risk veterans, to assess their service and housing needs, to and help them access needed resources, including Veterans Affairs Supportive Housing vouchers and veterans' benefits. In 2017, the San Mateo County Veterans Fund was created to support the local veteran population.

### **Youth**

CoC funds are provided to the County Mental Health Association to operate its Support and Advocacy for Youth in Transition Program, which provides case management and housing search/stabilization services to homeless youth. The San Mateo County Housing Authority also offers Family Unification Program Vouchers for youth leaving the foster care system.

### **System-Wide Objectives**

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

The 10-year plan has been succeeded by the Ending Homelessness Plan (adopted in July 2016). The plan aims to end homelessness in San Mateo County by 2020 through a strategic and coordinated approach using data-driven solutions. Some of these solutions include: outreach, emergency shelters, transitional housing, rapid rehousing, permanent supportive housing and homelessness prevention programs.

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

- Reductions in total numbers of homeless people;
- Reductions in the number of new entries into homelessness;
- Reductions in the rate of returns to homelessness; and
- Reductions in the length of time people are homeless.
- Project-Level Objectives

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

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

**System-Wide Performance Measurement**

On an annual basis, the CoC Lead Agency, the San Mateo County Center on Homelessness (COH) compiles a report on how well the community is meeting the objectives set forth in the HOPE Plan. This includes an analysis of housing development data to track the creation of new units of affordable housing and an analysis of HMIS and Core Service Agency data to track the numbers of households receiving assistance. Additionally, the CoC's System Design Subcommittee is developing a set of system-wide performance measures that align with HEARTH and Opening Doors. This work includes developing a recommended methodology for measuring average length of homelessness that includes the time prior to program intake. The CoC's System Design Subcommittee will be researching possible methodologies for a more complete tracking of returns to homelessness, including any further HUD guidance if available.

**Project-Level Performance Measurement**

The COH regularly monitors all emergency shelter, transitional housing, outreach, supportive housing,

rapid re-housing, and prevention programs which includes site visits, analysis of spending rates, and a review of occupancy data. The monitoring process also includes a review of whether projects are meeting the CoC's project performance standards. In addition, the Project Performance Subcommittee works with the COH to conduct an annual assessment of how well projects are performing, identifies those projects that are underachieving, and recommends whether projects should be offered technical assistance or should be candidates for re-allocation of their CoC funds. Also, each project in the CoC receives an annual performance report detailing their results in meeting both HUD's and the CoC's established performance measures.

#### Homeless Management Information System (HMIS)

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

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

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Samaritan House
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Samaritan House provided input on homeless needs through its participation in the City's Homeless Outreach Team and during the March 13 and April 24 public hearings.
2	<b>Agency/Group/Organization</b>	LifeMoves
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Life Moves provided input on homeless needs through its participation in the City's Homeless Outreach Team.

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

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



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The YMCA Community Resource Center (which is operated by the Youth Service Bureaus) provided input on homeless needs through its participation in the City's Homeless Outreach Team.
7	<b>Agency/Group/Organization</b>	JOHN'S CLOSET
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	John's Closet provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.
8	<b>Agency/Group/Organization</b>	PROJECT 90
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Persons with Disabilities Services-homeless Substance Abuse and Recovery
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Project 90 provided input on homeless needs through its participation in the City's Homeless Outreach Team.

9	<b>Agency/Group/Organization</b>	Rebuilding Together Peninsula
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Rebuilding Together Peninsula provided input on housing needs during the March 13, 2019 CDBG needs assessment public hearing.
10	<b>Agency/Group/Organization</b>	Community Overcoming Relationship Abuse
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CORA provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.
11	<b>Agency/Group/Organization</b>	HIP Housing
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	HIP Housing provided input on housing and public service needs during the March 13 and April 24, 2019 public hearings.
12	<b>Agency/Group/Organization</b>	Center for Independence of Individuals with Disabilities
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Legal Aid Society provided input on housing and public service needs during the March 13, 2019 CDBG Needs Assessment Public Hearing.
13	<b>Agency/Group/Organization</b>	LEGAL AID SOCIETY OF SAN MATEO COUNTY
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Legal Aid Society provided input on housing and public service needs during the March 13, 2019 CDBG Needs Assessment Public Hearing.
14	<b>Agency/Group/Organization</b>	Project Sentinel
	<b>Agency/Group/Organization Type</b>	Services - Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Project Sentinel provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.
15	<b>Agency/Group/Organization</b>	Ombudsman Services of San Mateo County
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ombudsman provided input at the March 13 and April 24 public hearings.
16	<b>Agency/Group/Organization</b>	Rape Trauma Services
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Rape Trauma Services provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.
17	<b>Agency/Group/Organization</b>	Star Vista
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	StarVista provided input on public service needs during the March 13, 2019 CDBG needs assessment public hearing.

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

All agency types were consulted.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	San Mateo County Human Services Agency	The City has identified the need for homeless services and housing and has set a goal to provide service enriched shelter and transitional housing for homeless individuals. This goal overlaps with the goals of the CoC as the CoC seeks to prevent homelessness, promote self-sufficiency of those that are homeless, and provide diverse homeless services.
Housing Our People Effectively (HOPE) 10-year Plan	San Mateo County Human Services Agency	The City has identified the need for homeless services and housing and has set a goal to provide service enriched shelter and transitional housing for homeless individuals. This goal overlaps with the goals of the HOPE Plan. Some of the HOPE Plan's goals are to increase homeless housing opportunities and to prevent and end homelessness by delivering flexible services.
Housing Element	City of South San Francisco	Short and Long-term planning for housing needs at a range of prices and rents.
Plan Bay Area 2040 and the CASA Compact	The Association of Bay Area Governments/Metropolitan Transportation Committee	Plan Bay Area is a regional blueprint that promotes compact, mixed use neighborhoods near transit. The CASA Compact is a set of policy recommendations to increase housing production for the region.

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

### Narrative

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

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

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

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

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

#### **For the Third Action Plan Amendment – CARES Amendment**

- August 25 to September 25, 2025 - Public Notice for the 30-Day Comment period
- Comments will be included here as part of the final draft.
- September 24, 2025 - The City will host a Public Hearing regarding the Third Amendment to the 2019 Action Plan.

For the Annual Action Plan Second Amendment, the following process was implemented:

- January 27, 2021 – Amendment to the Annual Action Plan Public Hearing Held
- January 20, 2021 - Public Notice of Community Needs Assessment Hearing was published in the San Mateo County Times. The City publicly noticed the Public Hearing information on the City's website

Two comments were received.

For the Annual Action Plan Amendment, the following process was implemented:

- April 3, 2020 – City requests Mega-Waiver of the Consolidated Plan Requirements
- April 6, 2020 – City is approved for waiver
- April 13, 2020 - The City posted the Public Hearing on the City website and sent individual email notifications to the CDBG FY 19-20 applicants and the City's CDBG and Economic & Community Development listservs.
- April 14, 2020 - Public Notice of Community Needs Assessment Hearing was published in the San Mateo County Times. The City publicly noticed the Public Hearing information on Twitter, and Facebook page.

- April 22, 2020 – Amendment to the Annual Action Plan Public Hearing Held  
Public Participation Efforts related to the Substantial Amendment

- Public Hearing on the Action Plan Adoption: On April 22, 2020, the City held a public hearing to receive comments on and adopt the City's Action Plan Amendment. A notice for the hearing was published in the San Mateo County Times on April 14, 2020. The City did not receive any comments.

- Online Outreach: The City noticed all of the CDBG related public hearings through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic & Community Development listservs.

In accordance with its Citizen Participation Plan, the City of South San Francisco provided public notice in advance to its public hearing on April 22, 2020. On April 6, the City was granted a waiver by HUD to expedite the public comment period from 30 days to 5 days and allowing for virtual meetings due to COVID-19. The City published an ad in the San Mateo County Times on April 14, ~~2020, 2020~~, for a 7-day public comment

period. In addition, the City posted the public notice on its website, social media sites, and sent out electronic notification to stakeholders about the public hearing on April 13, 2020. In addition, the City provided phone and email information to solicit feedback on the Amendments.

The City received no comments related to the Amendments to the 2018-2022 Con Plan or 2019 Action Plan.

The City also revised the Citizen Participation Plan and posted the public notice on May 9, 2020 on the San Mateo County Times and to its website about the public hearing on May 15, 2020. In addition, the City provided phone and email information to solicit feedback on on the Amendment to the Citizen Participation Plan.

The City received no comments related to the amended Citizen Participation Plan.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Non-targeted/ broad community</p>	<p>On March 13, 2019, the City held a public hearing with the Mayor and City Council to receive public comments on the City's Housing and community development needs. A public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on February 26, 2019. The hearing was also noticed through the City's Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic &amp; Community Development listservs.</p>	<p>The City received eleven (11) public comments. All of the comments received were in support of different non-profits seeking CDBG or HOME Administrative funding. The comments described the nonprofits programs and their impact on the community while also thanking the City Council for their support. Further information regarding the comments is provided in Attachment C Public Comments.</p>	<p>All comments were accepted.</p>	<p><a href="http://www.ssf.net/1937/CDBG-Notices">http://www.ssf.net/1937/CDBG-Notices</a></p>



2	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	Published notices for public meetings/hearings were posted in the San Mateo County Times on Feb 26, 2019 and March 20, 2019. See Attachments B to view the legal ads.	No comments were received from the noticing. Comments were received at the noticed public meetings and hearings	No comments were provided	
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3	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Non-targeted /broad community</p>	<p>On April 24, 2019, the City held a public hearing with the Mayor and City Council to receive public comments on the City's Housing and community development needs. A public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on March 20, 2019. The hearing was also noticed through the City's website and Facebook page. The City also sent email notifications to the current CDBG subrecipients and the City's CDBG and Economic &amp; Community Development listservs. See Attachment B.</p>	All comments were accepted	<p>The City received three (3) public comments. All of the comments received were in support of different non-profits seeking CDBG or HOME Administrative funding. The comments described the nonprofits programs and their impact on the community while also thanking the City Council for</p>	
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					their support. Further information regarding the comments is provided in Attachment C.	
4	Internet Outreach	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	<p>On March 25, 2019, a post informing the general public about the meeting date, time, and place was posted on Facebook from the South San Francisco Economic and Community Development webpage (<a href="http://www.ssf.net/departments/economic-community-development/economic-development-resources/community-development-block-grant/cdbg-notices">www.http://www.ssf.net/departments/economic-community-development/economic-development-resources/community-development-block-grant/cdbg-notices</a>) and Facebook page (<a href="https://www.facebook.com/SSFEEconomicandCommunityDevelopment/posts/1219653754867246">https://www.facebook.com/SSFEEconomicandCommunityDevelopment/posts/1219653754867246</a>). Please see Attachment B.</p>	<p>The City's Facebook page received one comment. The comment asked for more information. The City responded by directing the individual to the City's website.</p>	<p>All comments were accepted.</p>	<p><a href="https://www.facebook.com/SSFEEconomicandCommunityDevelopment/posts/1219653754867246">https://www.facebook.com/SSFEEconomicandCommunityDevelopment/posts/1219653754867246</a></p>

6	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Non-targeted /broad community</p>	<p>On April 22, 2020, the City held a public hearing with the Mayor and City Council to receive public comments on the City's Housing and community development needs. A public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on April 14, 2020. The hearing was also noticed through the City's Facebook page. The City also sent email notifications to the current CGBG subrecipients and the City's CDBG and Economic &amp; Community Development listservs.</p>	<p>No comments were made.</p>	<p>No comments were made.</p>	
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7	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	Published notices for public meetings/hearings were posted in the San Mateo County Times on April 14, 2020. See Attachments to view the legal ads.	No comments were received from the noticing.	No comments were received from the noticing.	
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8	Internet Outreach	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	<p>On April 14, 2020, a post informing the general public about the meeting date, time, and place was posted on Facebook from the South San Francisco Economic and Community Development webpage (<a href="http://www.ssf.net/departments/economic-community-development/economic-development-resources/community-development-block-grant/cdbg-notices">www.http://www.ssf.net/departments/economic-community-development/economic-development-resources/community-development-block-grant/cdbg-notices</a>) and Facebook page (<a href="https://www.facebook.com/SSF EconomicandCommunityDevelopment/posts/1553369148162370">https://www.facebook.com/SSF EconomicandCommunityDevelopment/posts/1553369148162370</a>). Please see Attachments.</p>	<p>The City's Facebook page received one comment. The comment asked for more information. The City responded by directing the individual to the City's website.</p>	<p>No comments were made.</p>	<p><a href="https://www.facebook.com/SSF EconomicandCommunityDevelopment/posts/1553369148162370">https://www.facebook.com/SSF EconomicandCommunityDevelopment/posts/1553369148162370</a></p>
9	Email	Subrecipients	<p>CBDG subrecipients and the City of South San Francisco Economic and Community Development Department received an email on the details of the meeting on April 13, 2020. The email states to post in highly visible areas in order to get the word out that public comment was available for the CBDG from April 14 to April 22.</p>	<p>No comments were provided via email, but attendees provided comments at the public hearings</p>	<p>No comments were made</p>	<p>See public outreach attachment</p>

10	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Non-targeted /broad community</p>	<p>On May 15, 2020, the City held a public hearing with the Mayor and City Council to receive public comments on the City's amended Citizen Participation Plan public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on May 9, 2020.</p>	<p>No comments were made.</p>	<p>No comments were provided</p>	
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11	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	Published notices for public meetings/hearings were posted in the San Mateo County Times on May 9, 2020. See Attachments to view the legal ads.	No comments were received from the noticing. Comments were received at the noticed public meetings and hearings	No comments were made.	
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12	Website	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	<p>On May 9, 2020, a post informing the general public about the meeting date, time, and place was posted on the South San Francisco Economic and Community Development webpage (<a href="http://www.ssf.net/departments/economic-community-development/economic-dev-housing-resources/community-development-block-grant/cdbg-notices">www.http://www.ssf.net/departments/economic-community-development/economic-dev-housing-resources/community-development-block-grant/cdbg-notices</a>)</p>	<p>The City's Facebook page received one comment. The comment asked for more information. The City responded by directing the individual to the City's website.</p>	<p>No comments were made.</p>	<p><a href="http://www.ssf.net/departments/economic-community-development/economic-dev-housing-resources/community-development-block-grant/cdbg-notices">www.http://www.ssf.net/departments/economic-community-development/economic-dev-housing-resources/community-development-block-grant/cdbg-notices</a></p>
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13	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Non-targeted /broad community</p>	<p>On January 27, 2021, the City held a public hearing with the Mayor and City Council to receive public comments on the City's Second Amendment to the Annual Action Plan. A public notice for the hearing, written in English and Spanish, was published in the San Mateo County Times on January 20, 2021. The City also sent email notifications to the current CGBG subrecipients and potential recipients.</p>	<p>Two comments were made. Leah Taylor of the Housing Authority, advocated for WiFi at the Housing Authority and Becky Flanagan discussed the Meals on Wheels Program. Details of their comments are in the Attachment.</p>	<p>All comments were accepted.</p>	
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14	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	Published notices for public meetings/hearings were posted in the San Mateo County Times on January 20, 2021 and March 20, 2019. See the attachment to view the details.	No comments were received from the noticing.	All comments were accepted.	
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15	Internet Outreach	<p>Minorities</p> <p>Non-English Speaking</p> <p>- Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	<p>On January 20, 2021, a post informing the general public about the meeting date, time, and place was posted on Facebook from the South San Francisco Economic and Community Development webpage (<a href="http://www.ssf.net/departments/economic-community-development/economic-development-housing-resources/community-development-block-grant/cdbg-notices">www.http://www.ssf.net/departments/economic-community-development/economic-development-housing-resources/community-development-block-grant/cdbg-notices</a>)</p>	No comments were made from the webpage	All comments were accepted.	
16	Email	Subrecipients	<p>CBDG subrecipients and the City of South San Francisco Economic and Community Development Department received an email on the details of the meeting on January 27, 2021.</p>	No comments were made from the email	All comments were accepted.	

17	30-Day Public Comment Period	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	30-day public comment period will be from July 27, 2025-August 27, 2025, for the amendment to utilize the last of CDBG funding	Comments to be included in final draft	Comments to be included in final draft	
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18	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language : Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p>	The City will host a public hearing on August 27, 2025.	Comments to be included in final draft	Comments to be included in final draft	
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**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

The City's FY 19-20 entitlement amount is \$466,637. The City is also supporting several projects funded from 2018-2019 and prior year funds. The final costs for these projects and the amounts expected to be available at the end of the year have not been finalized. The City is budgeting for approximately \$220,000 in prior years' uncommitted and roll-over funds. This gives the City a CDBG budget of approximately \$686,637 for FY 19-20. In addition, the City's estimates a HOME allocation of \$12,000 which provides the City with an overall budget of approximately \$698,637.

Second Amendment: The City was awarded \$574,525 in CDBG-CV3 funds to support the City in pandemic response. The City will use this funding for Bridging the Digital Divide, public services, capital improvements, medical supplies, public facilities upgrades, and administration.

Amendment: The City is reallocating its available dollars to an economic development assistance program. As part of the Coronavirus Relief Bill (CARES Act), additional funding is also anticipated in the current fiscal year to aid those affected by COVID-19. Program income and funds from the CARES Act would be dedicated to public service programs impacted by COVID-19 and economic development assistance program to assist businesses. The City proposes to use funds from housing rehabilitation program and emergency home repair voucher activities in addition to program income funds. The City amended the program income section, increasing program income by \$80,462 and adding CDBG-CV of

\$290,353.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	466,637.00	140,462.00	160,000.00	767,099.00	0.00	The City of South San Francisco is an entitlement jurisdiction and therefore receives an annual CDBG grant allocation from HUD, the City also receives a variable amount of Program Income.
Other	public - federal	Economic Development Public Improvements Public Services Other	864,878.00	0.00	0.00	864,878.00	0.00	CDBG-CV funds to be used to prevent, prepare for and respond to the Coronavirus. CDBG-CV1 funds are for the amount \$290,353 and the second amendment is required to allocate CDBG-CV3 funds of \$574,525, for a total of \$864,878.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Public Services	12,000.00	0.00	0.00	12,000.00	0.00	The City of South San Francisco is part of the San Mateo County HOME Consortium. As a member of this consortium, the City receives 1% of the County's annual HOME allocation for administrative purposes.

**Table 5 - Expected Resources – Priority Table**

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

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

However, the City has been utilizing CDBG funding for smaller public right of way improvements that will ensure that the City is more competitive in future years for Cap and Trade funding. These improvements include upgrading intersections and making the downtown more pedestrian friendly.

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

## identified in the plan

Over the years, the City's RDA acquired several residential and commercial properties; however, with the dissolution of RDAs, the City is required to sell all its properties and return all proceeds to the State. Therefore, the City is in the process of selling these commercial properties. In the past few ~~years~~years, the City has been selling the smaller residential properties which have been occupied by low income households. The City's Housing Investment Plan has stipulated, however, that the proceeds received from the sale must be used to replace the unit somewhere else in the City. The City has not sold all of the residential ~~properties, and~~properties and still has 6 residential units that are being leased to low income households.

## Discussion

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

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase, Maintain, & Improve Affordable Housing	2018	2022	Affordable Housing	SSF Downtown Tracts 6021, 6022	Affordable Housing	CDBG: \$235,250.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 49 Households Assisted
2	Preserve and Improve Public Facilities	2018	2022	Non-Housing Community Development	SSF Downtown Tracts 6021, 6022	Public Facilities and Infrastructure Improvements	CDBG: \$279,182.00 <u>CDBG-CV: \$185,490.25</u>	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 9130 Persons Assisted Other: 1 Other
3	Provide Public Services to Improve Quality of Life	2018	2022	Non-Housing Community Development	SSF Downtown Tracts 6021, 6022	Public Services	CDBG: \$60,397.00 CDBG-CV: <u>\$290,008.67</u>	Public service activities other than Low/Moderate Income Housing Benefit: 587 Persons Assisted
4	Support Service-Enriched Homeless Shelters	2018	2022	Homeless	SSF Downtown Tracts 6021, 6022	Homeless Services and Housing	CDBG: \$24,308.00	Homeless Person Overnight Shelter: 67 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Economic Development	2019	2021	Non-Housing Community Development To prevent, prepare for and respond to the Coronavirus	Citywide	Economic Development Assistance	CDBG: \$109,647.00 CDBG-CV: \$280,000	Businesses assisted: 40 Businesses Assisted

Table 6 – Goals Summary

### Goal Descriptions

1	Goal Name	Increase, Maintain, & Improve Affordable Housing
	Goal Description	For FY 19-20, the City will implement the following activities in order to meet this goal: housing rehabilitation, minor home repair, emergency home repair grants, debris box vouchers, and accessibility modification programs.

<b>2</b>	<b>Goal Name</b>	Preserve and Improve Public Facilities
	<b>Goal Description</b>	<p>Second Amendment: The City of South San Francisco is using CDBG-CV3 funds to expand WiFi access to in City facilities in low-mod areas.</p> <p>The City of South San Francisco may use these funds to support investments in predevelopment activities for infrastructure and public facilities. These predevelopment activities may be used to assemble sites for affordable housing or provide infrastructure that would benefit the community.</p> <p>Additionally, it is likely that the City will use these funds to improve public facilities, such as improvements to Park facilities and funding ADA improvements, as identified in the City's ADA Transition Plan. In FY 18-19 the City spent \$206,000 improving the ADA ramps to public intersections in the CDBG Service Areas. In FY 19-20 the City anticipates contributing to funding the upgrades to Gardiner Park.</p>
<b>3</b>	<b>Goal Name</b>	Provide Public Services to Improve Quality of Life
	<b>Goal Description</b>	<p>Second Amendment: The laptop and hotspot project will benefit 270 households, while Renaissance Entrepreneurship Center will assist 20 businesses and Peninsula Volunteers will assist 10 seniors with meals. The City plans to also purchase testing and medical supplies to prepare, prevent, and respond to the pandemic. In addition to these changes, staff changed the goal indicator from Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit to Public service activities other than Low/Moderate Income Housing Benefit.</p> <p>For FY 19-20, the City will allocate 15% of its annual entitlement and 15% of its prior year program income to non-profit organizations that provide public services. The City anticipates serving 287 low to moderate income residents in FY 19-20.</p>

4	<b>Goal Name</b>	Support Service-Enriched Homeless Shelters
	<b>Goal Description</b>	There is a significant need for service-enriched shelters and transitional housing for both homeless individuals and families as the City has experienced a significant increase in chronically homeless and transients, especially in the Downtown. The City will address this need by providing public service funds to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter located in South San Francisco, which provides 90 beds to homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse. The City will also continue to work with the Homeless Outreach Team (HOT) to move the most difficult, long term homeless/transient individuals out of the Downtown area by placing them in emergency shelters and connecting them with County medical and rehabilitation services. This includes the City's participation in the HOT's Case Manager Group and Oversight Committee.
6	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	To help mitigate the impact to small businesses from the COVID-19 pandemic and the shelter in place mandates by local, state, and federal governments, the City of South San Francisco has established the COVID-19 Economic Development Assistance Small Business Relief Program (COVID-19 Relief Program). The COVID-19 Relief Program designates \$650,000 of the funding the City receives through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program and the federal Coronavirus Relief Bill (CARES Act) to assist local businesses for PY 2019 and PY 2020.

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

### Introduction

Amendment to add:

Renaissance Entrepreneurship: Provide technical assistance for small businesses

Peninsula Volunteers, Inc: Meal delivery for homebound seniors

Technology Assistance Program: Provide laptop and internet access to individuals and families who lack computers and internet

Medical and testing supplies to prepare, prevent, and respond to the pandemic.

The City plans to implement the following projects:

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

#	Project Name
1	Public Services
2	Service Enriched Homeless Shelters
3	Minor Home Repair
4	Housing Rehabilitation Program
5	Public Facility Improvement Projects
6	Planning and Administration
7	Economic Development
8	CDBG-CV Administration
9	CDBG CV Public Services
10	CDBG-CV Public Facilities Improvements
11	CDBG-CV Economic Development

**Table 7 – Project Information**

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

For the third amendment, the City is reallocating public facilities funding to support the Orange Memorial Park Restroom Rehabilitation Project. The improvements will bring the facility into compliance

with ADA Accessibility Guidelines and have no touch surfaces to reduce the spread of COVID-19.

#### Proposed Amendment to the 2019 – 2020 Action Plan

For the second amendment, the City is programming the funds toward Bridging the Digital Divide, infrastructure improvements that will expand WiFi for low-income communities, medical supplies, and assisting businesses with technical assistance and meals for homebound seniors.

The First Amendment reallocated some of its available dollars to respond to the Coronavirus pandemic, by reprogramming funds to an economic development assistance program, public services, and service enriched homeless shelters. Funds from the CARES Act would be dedicated to public service programs impacted by COVID-19 and economic development assistance program to assist businesses. The City proposes to use funds from housing rehabilitation program and emergency home repair voucher activities in addition to program income funds.

A description of the new activities being added to the fiscal year are as follows:

The Economic Development Assistance Program is designed to assist businesses through the provision of financial assistance. Financial assistance is in the form of a forgivable no interest loan that is predicated on the maintenance of jobs for moderate- and low-income persons. Maximum assistance under the program is \$35,000. One permanent full-time equivalent position for moderate- and low-income persons is required.



**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	Public Services
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Provide Public Services to Improve Quality of Life
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$66,200.00
	<b>Description</b>	For FY 19-20 the City will allocate entitlement and program income to non-profit organizations that provide public services.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Location will be focused in CDBG low-moderate areas.
2	<b>Planned Activities</b>	<p>HIP Housing: Home Sharing Program \$14,260 of available public services funding: Facilitates rent or service exchange home sharing arrangements</p> <ul style="list-style-type: none"> <li>• Ombudsman Services of San Mateo County, Inc. \$22,120 of available public services funding: Advocacy services to elderly and developmentally disabled individuals</li> <li>• Rape Trauma Services Center \$16,060 of available public services funding: Mental health services to address the multiple healing needs of child survivors of sexual trauma.</li> <li>• StarVista \$13,760 of available public services funding: Subsidized apartments and case management services for emancipated foster youth plus essential life skills training.</li> </ul>
	<b>Project Name</b>	Service Enriched Homeless Shelters
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Support Service-Enriched Homeless Shelters
	<b>Needs Addressed</b>	Homeless Services and Housing
	<b>Funding</b>	CDBG: \$34,820.00

	<b>Description</b>	The City will address the need for service-enriched shelters and transitional housing by providing public service funds to Samaritan House and CORA. Samaritan House operates the Safe Harbor Shelter located in South San Francisco, which provides 90 beds to homeless individuals. CORA provides emergency shelter for those seeking refuge from domestic violence or abuse.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	79 families will benefit
	<b>Location Description</b>	Location will be in Census Tracts 6021 and 6022.
	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• <b>Community Overcoming Relationship Abuse (CORA)</b>  <u>\$15,160 of available public services funding:</u>  Emergency shelter for victims and survivors of domestic violence and their children</li> <li>• <b>Samaritan House: Safe Harbor Shelter</b>  <u>\$19,660 of available public services funding:</u>  Operates the Safe Harbor Shelter, a 90-bed homeless shelter that provides emergency and transitional housing for homeless adults</li> </ul>
<b>3</b>	<b>Project Name</b>	Minor Home Repair
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Increase, Maintain, & Improve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$138,250.00
	<b>Description</b>	For FY 19-20 the City will allocate funding to various non-profits that provide minor home repairs and accessibility modifications to low income homeowners.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	35 families will benefit from the proposed activities.

	<b>Location Description</b>	Location will be in Census Tracts 6021 and 6022.
	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• <b>CID - Housing Accessibility Modification Program</b>  <u>\$30,000 of Minor Home Repair funding:</u>  Installs ramps, grab bars, and other modifications to make a home accessible.</li> <li>• <b>El Concilio - Peninsula Minor Home Repair</b>  <u>\$37,500 of Minor Home Repair funding:</u>  Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements  Minor home repairs for low-income households to make their home eligible for energy/weatherization improvements.</li> <li>• <b>Rebuilding Together - National Rebuilding Day</b>  <u>\$15,750 of Minor Home Repair funding:</u>  Program that utilizes volunteers to rehabilitate homes on National Rebuilding Day.</li> <li>• <b>Rebuilding Together - Safe at Home</b>  <u>\$55,000 of Minor Home Repair funding:</u>  A year-round program that addresses minor repair needs.</li> </ul>
4	<b>Project Name</b>	Housing Rehabilitation Program
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Increase, Maintain, & Improve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$37,000.00
	<b>Description</b>	Provides low interest loans and grants to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City will assist 14 families with this program
	<b>Location Description</b>	The location will be the downtown census tracts of 6021 and 6022.

	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• <b>Housing Rehabilitation Loans</b> Provides low interest loans to low-income families for housing alterations and repairs that correct code deficiencies and/or improve the health and safety of the home.</li> <li>• <b>Emergency Repair Vouchers</b> Provides low-income families grants of up to \$5,000 to make emergency safety and/or code violation repairs.</li> <li>• <b>Debris Box Vouchers</b> Provides low-income families with a debris box to clear code violations and clean up conditions that affect the health, safety or appearance of properties.</li> </ul>
5	<b>Project Name</b>	Public Facility Improvement Projects
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Preserve and Improve Public Facilities
	<b>Needs Addressed</b>	Public Facilities and Infrastructure Improvements
	<b>Funding</b>	CDBG: \$279,182.00
	<b>Description</b>	The City will use CDBG funds to help in the renovation costs of Gardiner Park. The Gardiner Park Renovation Project will completely remodel the existing park. This will include 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 is beyond its useful life and is in need of a makeover. CDBG funds can provide partial funding for accessibility and improvements to this project. Additional funding for this project will come from the city park fees, and State of California Department of Housing and Community Development.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will benefit 9130 families.
	<b>Location Description</b>	Gardiner Park is located in Census Tract 6021 off of Airport Boulevard.

	<b>Planned Activities</b>	These funds will be used for public facility and infrastructure improvements in low/mod areas, specifically for Gardiner Park.
<b>6</b>	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Increase, Maintain, & Improve Affordable Housing Preserve and Improve Public Facilities Provide Public Services to Improve Quality of Life Support Service-Enriched Homeless Shelters
	<b>Needs Addressed</b>	Public Services Affordable Housing Homeless Services and Housing Public Facilities and Infrastructure Improvements
	<b>Funding</b>	CDBG: \$102,000.00
	<b>Description</b>	The City will use 20% of its entitlement to administer the CDBG program.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Planning and administration supports CDBG implementation
	<b>Location Description</b>	Planning and administration supports CDBG implementation in low-moderate income areas.
	<b>Planned Activities</b>	The City will use 20% of its entitlement and current year program income to administer the CDBG program.  HOME funds will be used to support Fair Housing Services in the City.
<b>7</b>	<b>Project Name</b>	Economic Development
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development Assistance
	<b>Funding</b>	CDBG: \$109,647.00

	<b>Description</b>	The City will use Program Income and CARES Act Funding to provide business assistance to businesses who are impacted by COVID-19. The purpose is to avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low-and moderate-income persons.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Up to 20 businesses with low- to moderate-income employees will benefit from this activity.
	<b>Location Description</b>	The program is citywide for low/mod income businesses and employees.
	<b>Planned Activities</b>	To provide working capital to businesses impacted by COVID-19 in need of financial assistance. The City will issue business loans to businesses who employ a low-moderate income employee.
8	<b>Project Name</b>	CDBG-CV Administration
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022 CDBG Target Area CDBG Services Area Citywide
	<b>Goals Supported</b>	Increase, Maintain, & Improve Affordable Housing Preserve and Improve Public Facilities Provide Public Services to Improve Quality of Life
	<b>Needs Addressed</b>	Public Services Public Facilities and Infrastructure Improvements
	<b>Funding</b>	CDBG-CV: <b>\$109,379.08</b>
	<b>Description</b>	The City will use 20% of its CDBG-CV funds to administer Covid-19 response programs, which include the Digital Divide projects
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City will use 20% of its CDBG-CV funds to administer Covid-19 response programs, which include the Digital Divide projects

	<b>Location Description</b>	Administrative costs will cover the CDBG-CV3 programs in locations described in the projects
	<b>Planned Activities</b>	The City will use 20% of CDBG-CV funds to administer the CDBG program.
<b>9</b>	<b>Project Name</b>	CDBG-CV Public Services
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022 CDBG Target Area CDBG Services Area Citywide
	<b>Goals Supported</b>	Provide Public Services to Improve Quality of Life
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG-CV: <b>\$290,008.67</b>
	<b>Description</b>	The second amendment adds the laptop and internet program, medical and testing supplies, and nonprofits that serve seniors and businesses. Public services to prepare, prevent, and respond to COVID-19.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The laptop and hotspot project will benefit 300 households, while Renaissance Entrepreneurship Center will assist 20 businesses and Peninsula Volunteers will assist 10 seniors with meals as well as 20 individuals who will use the medical and testing supplies
	<b>Location Description</b>	The City will serve residents who are eligible for CDBG programs.
	<b>Planned Activities</b>	Third Amendment to add CDBG-CV projects: <ul style="list-style-type: none"> <li>Renaissance Entrepreneurship Center: Small business technical assistance for <b>\$45,881.51</b></li> <li>Peninsula Volunteers, Inc.: Meal delivery program for homebound seniors for \$79,480.48</li> <li>TAP Program: Laptop and internet access for \$152,883.64</li> <li>Clean Air at Home: Air Purifier Program: <b>\$11,763.04</b></li> </ul>
<b>10</b>	<b>Project Name</b>	CDBG-CV Public Facilities Improvements
	<b>Target Area</b>	SSF Downtown Tracts 6021, 6022
	<b>Goals Supported</b>	Preserve and Improve Public Facilities



	<b>Needs Addressed</b>	Public Facilities and Infrastructure Improvements
	<b>Funding</b>	CDBG-CV: <b>\$185,490.25</b>
	<b>Description</b>	The second amendment to the Annual Action Plan provides additional funding through CDBG-CV to fund WiFi public facility projects and public facility upgrades.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 9130 individuals will benefit from the proposed activities.
	<b>Location Description</b>	The location will take place in Census Tracts 6021 and 6022, low-moderate income areas.
	<b>Planned Activities</b>	To provide WiFi access to public facilities in low-moderate areas in South San Francisco: \$7,258.14  <b>The third amendment to the Annual Action Plan will use public facility funding to rehabilitate an existing restroom structure located within Orange Memorial Park with a funding amount of \$178,232.11.</b>
<b>11</b>	<b>Project Name</b>	CDBG-CV Economic Development
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development Assistance
	<b>Funding</b>	CDBG-CV: <b>\$280,000.00</b>
	<b>Description</b>	The City will use Program Income and CARES Act Funding to provide business assistance to businesses who are impacted by COVID-19. The purpose is to avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low-and moderate-income persons.
	<b>Target Date</b>	6/30/2023

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City will use Program Income and CARES Act Funding to provide business assistance to businesses who are impacted by COVID-19. The purpose is to avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low-and moderate-income persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The City will use Program Income and CARES Act Funding to provide business assistance to businesses who are impacted by COVID-19. The purpose is to avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low-and moderate-income persons.

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

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

The City has identified the census blocks with more than 51% of residents with low to moderate household incomes. Using HUDs CPD Maps website as a guide, as well as using HUDs GIS dataset, the City has created a CDBG Service Areas map for South San Francisco (see Attachment D). These Service Areas generally meet the CDBG Low to Moderate Area Benefit (LMA) requirements, however the area known as East 101, is predominantly industrial activities, and CDBG funding will not be spent in this region.

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

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

The City will direct assistance to these areas through public improvement projects

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
SSF Downtown Tracts 6021, 6022	40
CDBG Target Area	
CDBG Services Area	

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

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

### **Discussion**

Many of the City's service providers are located either outside of the CDBG Target area or are regional

providers with headquarters in other jurisdictions, but who specifically serve South San Francisco residents. The City works to find a balance between funding projects to assist residents in the low-income neighborhoods, with services that serve low-income residents city-wide.-

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

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

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

In addition to limited resources, the current market conditions have created an unsustainable housing cost environment due to inflated rents and expensive home/land prices. According to the 2016 American Community Survey 5-Year Estimates, 40% of renters in South San Francisco are paying more than 35% of their income towards rent and 24% of all renters are paying more than 50% of their income towards rent. Additionally, 34% of homeowners in South San Francisco with a mortgage are spending 35% or more of their household income on housing costs (2012-2016) American Community Survey 5-Year Estimates). This data signifies that approximately one third (1/3) of South San Francisco households are living in unaffordable housing which in turn is putting them at risk of becoming homeless.

While the City actively makes efforts to provide affordable housing to residents, the lack of resources and market conditions pose as formidable barriers. Therefore, the City is continually seeking new and innovative ideas to overcome these barriers. In 2018, the City made strides in addressing the housing shortage by adopting several affordable housing policies. This includes adopting an inclusionary housing policy and a commercial linkage fee. The inclusionary policy allows the City to increase its below market rate units by requiring any new rental and for-sale sale residential units consisting of five more units. In addition, the Commercial Linkage fee expands the City's affordable housing funds through office and commercial developer fees.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such**

**as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

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

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

**Discussion**

The City is continuously looking for opportunities to help address housing needs in the community, especially for lower-income residents. The City hopes to find additional opportunities for partnership in meeting housing needs.

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

### **Introduction**

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

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

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

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

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

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

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

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

homeowners and public facilities to abate lead-based paint hazards.

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

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

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

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

Through this multitude of efforts, in collaboration with non-profit agencies, the City is continually working to help reduce the number of families living in poverty. With that said, there are significant challenges to accomplishing this long-term goal. The biggest barrier to the provision of services to lower income families and those at risk of becoming homeless is the lack of adequate state, county, and federal funds for social service activities. For example, CDBG funding for public services is limited to 15% of the City's entitlement amount and 15% of prior year program income. Since the City does not know how much program income will be received in a given year, and since program income is often received after the Action Plan has been drafted and the budgets have been set, it can be difficult to fully incorporate program income into services funding. The City continues to strive for efforts that creatively and efficiently work with these constraints.

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

City will make the following efforts to improve institutional structure:

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

- Continue to work with the other local jurisdiction as part of the CDBG Work Group in order to increase collaboration and make administrative and monitoring processes more standardized,



compliant, and efficient

- Continue to build and improve relationships with local service providers
- Continue to coordinate and participate in the Continuum of Care

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

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

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

### **Discussion**

The City has prepared a workout plan to help address issues with timeliness. The plan is currently under review with HUD and will prioritize shovel-ready projects to help encourage timely expenditure of funds.

## Program Specific Requirements

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

#### Introduction

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

## Discussion

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