



CITY OF SAN MATEO

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Agenda Report

Agenda Number: {{item.number}}

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: Community Relations Commission

FROM: Zachary Dahl, Community Development Director

PREPARED BY: Community Development Department

MEETING DATE: November 20, 2024

SUBJECT:
Community Needs Workshop for the 2025-26 Community Development Block Grant Annual Action Plan

RECOMMENDATION:

Hold a workshop to determine community priorities in preparation of the 2025-26 Annual Action Plan for the Community Development Block Grant (CDBG) Program.

BACKGROUND:

Each year, the City of San Mateo receives funds from the United States Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program. The Program provides funding to support needed projects and services to San Mateo's most vulnerable community members. CDBG project and program areas include, but are not limited to: public service grants to nonprofit agencies, home repairs to low-income homeowners, microbusiness assistance, capital improvements to public facilities, and improvements to public infrastructure in CDBG target areas (See Attachment 1-CDBG Target Area Map).

Consolidated Plan and Annual Action Plan

Every five years, the City is required to adopt a Consolidated Plan, which outlines the City's long-term community needs and the goals that the CDBG funding is aimed to address. The current Consolidated Plan covers the years 2023-2027. Part of the annual process to obtain the CDBG funds is to provide HUD with an annual plan (Annual Action Plan) that prioritizes the types of programs and projects it will fund to address the needs identified in the Consolidated Plan.

The 2025-26 Annual Action Plan will include a summary of the City's programs and projects to address community development, housing and homelessness, public facilities, and public services for lower income households. The Community Relations Commission (CRC) is holding the Community Needs Workshop to gather input on these priority needs to develop the plan and budget for the 2025-26 Annual Action Plan.

Annual Action Plan Process

The Annual Action Plan process begins with the Community Needs Workshop and ends with the adoption of the final Annual Action Plan by the City Council in spring of each year. The selection of nonprofit organizations for public services funding runs on an annual cycle, starting with release of a Notice of Funding Availability (NOFA) in December and followed by CRC review of NOFA applications and funding recommendations at its February meeting.

To draft the 2024-25 Annual Action Plan, the CRC held a workshop in September 2023. At its February 2024 meeting, the CRC identified eight nonprofit agencies to receive public services funding to meet priority needs. In April 2024, the CRC reviewed the draft 2024-25 Annual Action Plan, and the City Council adopted the Annual Action Plan on May 6, 2024. The allocation of CDBG funds (based on the estimated entitlement amount) in the 2024-25 Annual Action Plan by funding area is shown below:

Table 1. CDBG Revenues and Expenditures (based on estimated entitlement amount) for 2024-25 Program Year

CDBG Revenues		CDBG Expenditures	
Entitlement	\$740,000 <i>(estimate)</i>	Administration	\$105,000
		Community Funding	\$111,000
Program Income	\$8,000	Economic Development	\$80,000
Prior Year Carryover	\$142,000	Minor Home Repair	\$127,000
		Street Improvement	\$467,000
TOTAL Revenues	~\$890,000	TOTAL Expenditures	\$890,000

This year's process will follow the same general schedule, with the goal of City Council adoption of the 2025-26 Annual Action Plan in spring 2024.

ENVIRONMENTAL DETERMINATION:

This community needs workshop is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED:

All meeting noticing requirements were met. The meeting was noticed in accordance with the City's current Community Participation Plan. This includes publication by email distribution to interested parties, inclusion in City email newsletter, and posting on the City website.

ATTACHMENTS

Att 1 - CDBG Target Area Map

STAFF CONTACT

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