

CITY OF SAN MATEO



2019-2020 ANNUAL PLAN



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Executive Summary

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

1. Introduction

The Annual Action Plan (Annual Plan) is required of the City of San Mateo by the U.S. Department of Housing and Urban Development (HUD) in order for the City to receive federal Community Development Block Grant (CDBG) funds. The City's Annual Plan for fiscal year 2019-20 is the second year of the multi-year 2018-22 Consolidated Plan. The Annual Plan outlines needs and develops strategies to address priority needs of low- and moderate-income populations in San Mateo.

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.

The City's Consolidated Plan identifies the following needs and has developed goals and activities that further HUD's program goals.

Need: Affordable Housing

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

Activities: The City will use CDBG and local funds for development of housing, acquisition and/or rehabilitation of housing, minor home repairs, weatherization, and accessibility modifications. Additionally, the City will continue to administer its existing below-market rate housing rental and ownership units.

Need: Public Facilities Improvements

Goal: Preserve and improve public facilities that serve a high percentage of low- and moderate-income families as well as those with special needs.

Activities: The City will use CDBG funds, when feasible, to make accessibility modification to public facilities and to provide funds for rehabilitation of facilities with urgent needs.

Need: Public Services

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

Activities: The City will allocated the 15% of its entitlement and 15% of the previous year's program income, as allowed by CDBG regulation, for the Community Funding Program. These funds will be granted to non-profit agencies for provision of public services.

Need: Community Development

Goal: Infrastructure improvements in the CDBG Priority Neighborhood.

Activities: The City will use CDBG funds for capital projects such as replacement of failed streets and sidewalks, accessible curb ramps, traffic calming, etc. The Department of Public Works will manage projects.

Need: Affirmatively Further Fair Housing

Goal: Address fair housing issues and contributing factors as determined by the Assessment of Fair Housing, which was approved by HUD in January 2018.

Activities: The City will allocate funds from administration for provision of fair housing services to be granted to a non-profit partner. The City will also work towards the goals from the Assessment of Fair Housing and recommendations made by the Housing Task Force in 2016.

3. Evaluation of past performance

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

The City recognizes the ongoing needs of the San Mateo community and continues to fund core service needs. All of the Community Funding programs have met or exceeded their goals for service, showing an ongoing need for the services they are providing the community. The cost of housing continues to be extremely high in San Mateo and as a result many of the activities focus on services related to housing.

The City's Minor Home Repair programs have been slower to meet their goals, but all three organizations and City staff agree that there is a great need for their services. During the past year, City staff met with agency staff to discuss challenges in providing these services. As a result of those meetings, the City right-sized grant amounts to accurately reflect average project costs and realistic project goals. The City will again update goals and grant amounts for the 2019-20 Program Year, and re-evaluate grantees at the end of the year. This will be the end of a two-year funding cycle for the program. One of the sub-grantees has been monitored and is working on a corrective action plan to help achieve goals for the year.

For the 2019-20 fiscal year the City will allocate an additional \$400,000 for the Street and Sidewalk Reconstruction project. The project was in the initial planning phase during 2018-19 and will utilize combined funding of \$825,000 to complete pedestrian safety improvements and street reconstruction in the CDBG priority neighborhood.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

A Community Needs Assessment meeting was held in November 2018 by the Community Resources Commission (CRC), followed by another CRC meeting in April 2019 to review the draft plan. Outreach included notices to both social service providers and residents who live in the CDBG target areas, flyers at City facilities, and published notices in local newspaper and City website.

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.

Please see attached document summarizing comment from the Community Needs Assessment held in November 2018.

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

There weren't any community comments or views that were not considered for this year.

7. Summary

The City's 2019-20 Annual Plan has been developed based on the City's four service priority needs as well as the goals set forth in the 2018-22 Consolidated Plan.

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
CDBG Administrator	SAN MATEO	Community Development Department
HOME Administrator	SAN MATEO	Community Development Department

Table 1 – Responsible Agencies

Narrative

The City of San Mateo's Neighborhood Improvement and Housing Division (NIH) within the Community Development Department oversees the development and implementation of the City's Annual Plan. NIH administers the City's CDBG funds and coordinates with the County of San Mateo Office of Housing, which is the lead agency for the San Mateo County HOME Consortium.

Consolidated Plan Public Contact Information

City of San Mateo
Neighborhood Improvement and Housing Division
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San Mateo, CA 94403
Phone: (650) 522-7223
Email: housing@cityofsanmateo.org

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

1. Introduction

The City consulted with many different stakeholders in developing this Annual Action Plan. Meetings were held internally with the Department of Public Works regarding prioritizing street reconstruction and pedestrian safety projects. Non-profit partners from the area were invited to Community Needs Assessment workshops and Community Relations Commission meetings.

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)).

Throughout the Annual Action Plan period, the City will maintain its relationships with organizations that serve the public, especially low- and moderate-income residents. Efforts will include:

- Working with other entitlement jurisdictions in San Mateo County to coordinate and streamline the CDBG process
- Working with non-profit social service providers, the County of San Mateo, other entitlement jurisdictions, and other stakeholders to coordinate the provision of needed services in the community
- Providing funds through the community funding program to non-profit service providers
- Working with non-profit organizations, private developers, and the County of San Mateo to build and maintain affordable housing
- Working with the Continuum of Care, Homeless Outreach Team, and non-profit service providers to coordinate homeless services

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 Continuum of Care (COC) guides the implementation of the county's housing and service system to meet the needs of homeless individuals and families. The City of San Mateo participates in COC meetings and monitors decision-making to better understand latest trends in homeless outreach. The COC coordinates the following activities:

- System planning (identifying gaps, developing strategies to fill gaps, responding to emerging best practices, etc.)
- Setting funding priorities for Emergency Solutions Grant and COC funds
- Assessing system performance and making system redesigns as needed
- Coordinating with other planning entities such as the Community Action Agency

- Undertakes a wide range of efforts to meet the needs of homeless individuals and families

Chronically Homeless: COC has created a multi-disciplinary, bilingual, Homeless Outreach Team (HOT) to conduct intensive outreach and engagement with unsheltered and chronically homeless individuals and families located throughout the County, with specialized HOT teams in the cities of San Mateo, Redwood City, South San Francisco, Half Moon Bay, Pacifica, and East Palo Alto.

Families with children: To reduce the number of unsheltered families, the COC has developed a rapid re-housing program. The San Mateo County Human Services Agency has provided funding for a motel voucher program to assist families with children that are waiting to access shelter.

Veterans: Needs include housing and assistance for homeless, employment and education services, and improved and increased liaisons with the Veterans Benefits Administration.

Youth: Currently, HUD COC funds are provided to the San Mateo County Mental Health Association to operate its Support and Advocacy for Young Adults in Transition Program, which provides case management and housing search/stabilization services to homeless youth. The San Mateo County Housing Authority administers the Family Unification Program vouchers.

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

The City of San Mateo does not receive Emergency Solutions Grant (ESG) funding, as the San Mateo County Department of Housing (DOH) is the sole recipient in the county. However, the City does participate in COC meetings as part of its ongoing responsibility in receiving HUD funding. DOH coordinates closely with the COC in regards to the County's ESG, COC, and CDBG funding and is represented on the COC Steering Committee. DOH has also delegated responsibility for management of all ESG funds, plus the portion of the County CDBG funds used for homeless activities, to the COC Lead Agency, and the San Mateo County Human Services Agency (HSA). Management responsibilities include issuing requests for proposals for ESG funding, awarding contracts, gathering community input, data analysis, and contract monitoring. The COC Lead Agency is also the Homeless Management Information System (HMIS) Lead Agency and develops the policies and procedures for operation and administration of HMIS for ESG funded projects.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of San Mateo
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Department of Public Works was consulted for prioritization of funds for community development projects. The department gave some priorities in the CDBG Priority Neighborhood along with an approximate budget. Public Works was also contacted about a project that will affect the CDBG Priority Neighborhood. Pedestrian safety and street reconstruction are priorities in the neighborhood. Public Works has a large project that will likely split into two, first with a pedestrian safety component and second with street reconstruction.
2	Agency/Group/Organization	Center for Independence of Individuals with Disabilities
	Agency/Group/Organization Type	Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Center for Independence of Individuals with Disabilities (CIID) has been a partner in the City's Minor Home Repair program for several years. The organization completes accessibility upgrades for low-income households in the City. Staff consulted with them regarding the need for this service and will likely expand the service for the 2019 Program Year. The service is needed in the community and will help the City preserve housing units and assist more households with accessibility.

3	Agency/Group/Organization	CORA - COMMUNITY OVERCOMING RELATIONSHIP ABUSE
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from CORA spoke at the November 13, 2018 Community Relations Commission special meeting about the effect of the lack of affordable housing on victims of domestic violence. The need is great in San Mateo, as CORA is the only organization of its kind serving women and their children through services and housing in the County.
4	Agency/Group/Organization	HIP Housing
	Agency/Group/Organization Type	Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from HIP Housing attended the Community Relations Commission special meeting on November 13, 2018 to provide input on housing needs within the community and to give information on home sharing. The Home Sharing program matches those in need of affordable housing with members of the community that have extra space and are willing to share. One of the community members that shares her home gave her story on the benefits of home sharing as well. The need for affordable housing is well documented in San Mateo, and HIP Housing gives a different approach to helping those in need.
5	Agency/Group/Organization	St. James Community Foundation
	Agency/Group/Organization Type	Services-Children Regional organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from St. James spoke at the November 13, 2018 Community Relations Commission special meeting about the need for youth services in the community, specifically after school programs and tutoring.
6	Agency/Group/Organization	Childcare Coordinating Council of San Mateo County (4Cs)
	Agency/Group/Organization Type	Services-Children Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Childcare Coordinating Council of San Mateo County spoke at the November 13, 2018 Community Relations Commission special meeting about the need for youth services in the community, pointing out that childcare is the intersection of many issues including housing and traffic.
7	Agency/Group/Organization	Rebuilding Together Peninsula
	Agency/Group/Organization Type	Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Rebuilding Together Peninsula spoke at the November 13, 2018 Community Relations Commission special meeting about the need for minor home repair services, particularly for seniors.
8	Agency/Group/Organization	Central Neighborhood Association
	Agency/Group/Organization Type	Neighborhood Association

What section of the Plan was addressed by Consultation?	Housing Need Assessment
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Via email the Central Neighborhood Association commented that CDBG funding should go towards Public Works, Code Enforcement, and needed home repairs.

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

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		

Table 3 - Other local / regional / federal planning efforts

Narrative

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

The City of San Mateo followed guidelines specified in its Community Participation Plan, engaging as many stakeholders as possible in setting goals and prioritizing the community's needs for the Annual Action Plan. The following actions were taken:

- October 29, 2018 - Email to non-profit partners, neighborhood associations, and other community stakeholders with event information
- October 31, 2018 - Newspaper ad with meeting notification
- November 1, 2018 - Posted promotional flyer in English and Spanish at recreational centers and libraries in the city
- November 2, 2018 - Sent notification via email to the listserv of community members signed up for Community Relations Commission events
- November 7, 2018 - Posted event information on City's Nextdoor page
- November 13, 2018 - Special meeting of Community Relations Commission for the Needs Assessment

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
1	Promotional Flyer	Non-targeted/broad community	n/a	n/a	n/a
2	Newspaper Ad	Non-targeted/broad community	n/a	n/a	n/a

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
3	Public Meeting	Non-targeted/broad community	Several members of the community, representatives from local non-profits, and other stakeholders were in attendance for the special meeting of the Community Relations Commission. A summary of community member comments is below, and comments from other stakeholders is included in the consultation section of the plan.	A community member advocated for more affordable housing and the services provided by Legal Aid of San Mateo County. Also wanted to consider ideas for smaller apartment buildings. Another community member talked about helping the most folks possible with the funding that is provided by HUD. Talked about including insulation and other weatherization measures in minor home repair projects. Advocated assistance with bike and pedestrian projects and helping people through the complicated process of constructing and accessory dwelling units. Another community member commented on the struggle to house veterans in San Mateo County, and added that smaller, transit-oriented units would be preferable. Before the meeting staff received other messages that were read aloud during the public comment portion. Via email a community member wrote that funds should be used for home sharing programs. Via email a community member wrote that more pedestrian and bike routes to help folks get around the city without a car.	n/a

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
4	Internet Outreach	Non-targeted/broad community	n/a	n/a	n/a

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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	734,142	30,000	55,000	819,142	2,000,000	
Other	public - local	Housing	0	0	0	0	0	

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

The City receives direct entitlement funds from Federal CDBG Program that are used to address identified needs. The City is also part of the San Mateo County HOME Consortium; HOME funds formerly granted directly to the City are now combined with the County of San Mateo and the City of South San Francisco in order to use the funds more efficiently.

The City manages a varied portfolio of housing loans from several programs including Housing Rehabilitation and First Time Homebuyer programs as well as developer loans for new construction or acquisition/rehabilitation projects. Program income from this portfolio augments the CDBG and HOME funds as well as now defunct programs such as Redevelopment, HUD's Rental Rehabilitation program and former CalHOME owner rehab loan program. Loan repayments from loans funded with former Redevelopment funds are deposited in the Low Mod Housing Asset Fund to be used for future affordable housing programs. The City also sets aside the equivalent of 20% of the property tax increment attributed to the former Redevelopment areas for housing, known as "boomerang funds". The City collects subordination processing fees and fractional unit fees associated with its Below Market Rate Program in its City Housing Fund, which is typically used to assist regional housing initiatives that are outside of the San Mateo's city limits.

The City participated in a countywide nexus study to evaluate adoption of a commercial linkage fee, which is an impact fee on commercial development for the support of affordable worker housing. The City Council adopted a commercial linkage fee ordinance which became effective on 11/5/16. Any projects who develop net new construction commercial square footage in excess of 5,000 sf will pay fees of \$5-25/square foot depending on development type.

The City has sufficient carryover of HOME matching funds from prior year HOME projects to satisfy all HOME match requirements during this planning period, as well as the above resources to combine with future HOME funded projects through the Consortium.

Section 8 funds are provided to San Mateo residents through the San Mateo County Housing Authority. McKinney-Vento Homeless Assistance Act funds are managed by the San Mateo County Human Services Agency as part of the Continuum of Care, in which San Mateo participates. The County of San Mateo also supports housing projects countywide with its HOME and CDBG funds which often are used to leverage City resources. The Housing Endowment and Regional Trust (HEART) of San Mateo County is a public/private partnership whose goal is to raise funds to create affordable housing opportunities in San Mateo County.

Low-Income Housing Tax Credits are offered through the State on a competitive process and with the dissolution of Redevelopment, applications for these funds are expected to become even more in demand and competitive. The State also has also set aside a portion of the Cap and Trade funds for housing located close to transit in its Affordable Housing Sustainable Communities program. The City will support developer applications for tax credits and other State Housing programs as they become available for appropriate and eligible projects. The City also tracks and supports legislation that promotes and increases resources for affordable housing.

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

identified in the plan

The City received a one acre site to be used for affordable housing as part of the development agreement executed for Bay Meadows II Master Plan. The City choose BRIDGE Housing as the nonprofit development partner, who is moving forward with the predevelopment process. The City and BRIDGE are taking advantage of the State Density Bonus Law and are planning for 68 affordable rental housing units on the site. The project received it's tax credit allocation in 2018 and began construction in March 2019.

As a result of the dissolution of the Redevelopment Agency of the City of San Mateo, a Long Range Property Management Plan has been drafted and approved by the State. City chose MidPen Housing for the development of two sites (approx. 2.4 acres total) located in downtown San Mateo. The sites will have 164 units of affordable housing when construction is complete. MidPen is currently going through the pre-development phase of the project, with a full planning application for the entitlements expected in Fall 2019.

Discussion

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	Maintain and Preserve Existing Housing	2018	2022	Affordable Housing		Affordable Housing	CDBG: \$115,000	Homeowner Housing Rehabilitated: 42 Household Housing Unit
2	Community Funding	2018	2022	Public Services		Public Services	CDBG: \$142,000	Public service activities other than Low/Moderate Income Housing Benefit: 4500 Persons Assisted Businesses assisted: 40 Businesses Assisted
3	Street and Sidewalk Improvements	2018	2022	Non-Housing Community Development		Community Development	CDBG: \$440,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 20000 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Maintain and Preserve Existing Housing
	Goal Description	Provide funds to preserve, repair, and maintain existing housing stock. Emphasis on repairs that clear health and safety issues, retrofits to homes for more sustainability and energy efficiency, and make properties more accessible for individuals with special needs.

2	Goal Name	Community Funding
	Goal Description	Provide \$117,000 in grants to non-profit organizations for provision of public services to low- and moderate-income families in San Mateo. Provide \$25,000 grant to agency for provision of assistance to microenterprise businesses, funding will come from CDBG outside of the community funding cap.
3	Goal Name	Street and Sidewalk Improvements
	Goal Description	Repair deteriorated streets, as well as provide accessibility and public safety improvements to streets and sidewalks in the CDBG Priority Neighborhood.

AP-35 Projects - 91.420, 91.220(d)

Introduction

Activities planned for 2019-20 are similar to those from recent years. The City will continue to use CDBG administration funds for provision of fair housing activities, the public services cap for grants to non-profit public service agencies, and the remainder of CDBG funds for minor home repair programs, community development projects, and economic development.

#	Project Name
1	Community Funding Program
2	Home Energy and Repair Program
3	CDBG Admin
4	Street and Sidewalk Reconstruction

Table 7 – Project Information

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

The housing, social service, and community development needs of the community are overwhelming when compared to funding available from CDBG and other sources. Allocations of funding are made with careful consideration of the community's needs and input from the citizen participation process and the Community Relations Commission. City staff, along with other jurisdictions and community partners, cooperate in order to streamline processes and avoid duplication of services in an effort to maximize the available resources.

AP-38 Project Summary
Project Summary Information

1	Project Name	Community Funding Program
	Target Area	
	Goals Supported	Maintain and Preserve Existing Housing Community Funding
	Needs Addressed	Affordable Housing Public Services
	Funding	CDBG: \$142,000
	Description	Provide funds to non-profit agencies to provide public services for the core service priorities including basic human needs, senior services, youth services, and providing affordable housing.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Project will only serve low- and moderate-income individuals and families, as well as those from presumed benefit groups such as abused children, victims of domestic violence, elderly, and homeless. Based on reports from prior years, the project will serve approximately 2,000 San Mateo residents and 40 businesses.
	Location Description	Project will serve the City of San Mateo.

Planned Activities	<p>Project provides funds to non-profit agency sub-recipients to carry out public service programs. Agencies interface with a variety of departments within the City including police, housing, and code enforcement on a regular basis to further their efforts in the community. The City anticipates funding eight sub-recipients evenly with available funding. In addition, the City is funding an economic development program outside of the public services cap. The awards for this year as as follows:</p> <ul style="list-style-type: none"> • CALL Primrose: drop-in food pantry program providing free grocery services. Goal is to serve 1,116 individuals. • CORA: providing survivors of domestic violence and their children with legal services. Goal is to serve 67 individuals. • HIP Housing: home sharing service providing low-income clients with affordable housing. Goal is to serve 18 households. • Legal Aid Society of San Mateo County: legal services to households in danger of eviction and/or living in substandard conditions. Goal is to serve 125 households. • PCRC: collaborative effort that aims to increase neighborhood safety using violence prevention strategies in targeted areas. Goal is to serve 30 individuals. • Samaritan House: Core Services Program provides a broad spectrum of assistance, including case management, emergency assistance and financial empowerment services. Goal is to serve 228 individuals. • Rape Trauma Services: services for abused children from infancy through 17 years of age. Goal is to serve 73 individuals. • St. James Community Foundation: services for youth including a math tutoring program. Goal is to serve 250 individuals. • Renaissance Entrepreneurship Center: provides customized training for English and Spanish speaking business owners to start and grow small businesses. Goal is to serve 40 businesses.
Project Name	Home Energy and Repair Program

2	Target Area	
	Goals Supported	Maintain and Preserve Existing Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$115,000
	Description	Provides funding to non-profit agencies to provide minor repairs, accessibility modifications, and energy efficiency measures to income eligible homeowners.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Project will assist 42 households with repairs and energy improvements.
	Location Description	Project will only apply to homes located in the City of San Mateo.

	Planned Activities	<p>Project will provide grants to sub-recipients for programs to complete minor rehabilitation, energy improvements, and accessibility improvements to low- and moderate-income homeowners. Four grants will be provided to three agencies as follows:</p> <ul style="list-style-type: none"> • Rebuilding Together Peninsula: Safe at Home program provides minor home repairs including health and safety measures, emergency electrical and plumbing, etc. Goal is to serve 15 households. • Center for Independence of Individuals with Disabilities: Housing Accessibility Modifications program provides accessibility measures to homes including grab bars, wheelchair ramps, etc. Goal is to serve 15 households. • El Concilio of San Mateo County: Peninsula Minor Home Repair program provides energy efficiency measures including repair of leaking windows/doors, water conservation measures, etc. Goal is to serve seven households. • Rebuilding Together Peninsula: National Rebuilding Day provides larger scale rehabilitation of homes in conjunction with volunteers and many other funding sources. Goal is to serve five households.
3	Project Name	CDBG Admin
	Target Area	
	Goals Supported	
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$89,000
	Description	Provide funds for staff and overhead to administer the CDBG grant including provision of Fair Housing services.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	The fair housing grant will serve approximately 23 case clients.
	Location Description	Project will take place in City of San Mateo.
	Planned Activities	Administrative costs for management of the CDBG program. In addition, the City will provide funds for the provision of fair housing activities.
4	Project Name	Street and Sidewalk Reconstruction
	Target Area	CDBG Priority Neighborhood
	Goals Supported	Street and Sidewalk Improvements
	Needs Addressed	Community Development
	Funding	CDBG: \$440,000
	Description	Funding to reconstruct failing streets and sidewalks as well as other pedestrian safety improvements.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Project will be completed in the CDBG Priority Neighborhood, which has approximately 20,000 residents.
	Location Description	Project will be completed in the CDBG Priority Neighborhood.

	Planned Activities	Funds will be used for a pedestrian safety and street reconstruction project. The pedestrian safety improvements will likely include some pedestrian lighting, high visibility crosswalks, and curb extensions at different intersections in the areas around Martin Luther King Jr. Park and College Park Elementary School in San Mateo. The street reconstruction will be completed on portions of Lindbergh and Cypress streets. All locations are within the CDBG Priority Neighborhood.
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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 of San Mateo provides a number of programs that assist low-income individuals and households based and therefore may be located anywhere within the city limits of San Mateo. In addition, the City has identified a CDBG Priority Neighborhood by utilizing the low-income definitions provided by HUD. This area includes any census tract or block group with at least 50% of the persons considered low-income as reported in the Census and includes North Central, North Shoreview and South Norfolk neighborhoods.

Geographic Distribution

Target Area	Percentage of Funds
CDBG Priority Neighborhood	55

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The CDBG Priority Neighborhood has a number of contributing factors to it's designation, especially as compared to other neighborhoods in San Mateo:

- Lowest median income and high percentage of families below the poverty level
- Deteriorating conditions, including high degree of dumping and graffiti
- High percentage of overcrowding, including streets/traffic and housing
- Older, deteriorating housing stock

Discussion

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

Introduction

The City is committed to using available tools to increase the availability of affordable housing. Current programs include an inclusionary zoning ordinance, commercial linkage fee, and the City also works with developers of 100% affordable projects using local funding and land.

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

Consistent with 2016 state housing legislation, the City Council adopted a new Accessory Dwelling Unit ordinance in March 2017, which allows for one Accessory Dwelling Unit (aka secondary units) as of right within residential zoning districts. The ordinance includes ADU size limitation, parking exemptions and requirements, location requirements, and other standards. The City continues to look into streamlining the process for permitting ADUs, and the number of applications has increased each year since the ordinance was adopted.

The City is also in the process of evaluating the inclusionary zoning requirements.

Discussion

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

Introduction

Actions planned to address obstacles to meeting underserved needs

The recent booming economy has placed further stress on low wage earning families and the cost of housing. The City will use its limited resources to address these needs in accordance with the priorities identified by the Community Resources Commission. Federal funding sources are unpredictable, so the City has made financial adjustments and will focus on opportunities to strengthen and/or support the businesses of San Mateo that are the providers of jobs, income and security to its residents. The City continues to look for new ways to streamline procedures and collaborate with other community groups and has especially focused on volunteerism. With the CDBG Public Services grants, the City will continue to partner with its nonprofit business and service providers to provide direct support and basic needs services (food, shelter, clothing, etc.) for residents most in need. The CRC also has prioritized job training/small business support, as well as capital improvements in the CDBG Priority Areas.

Through the Community Resources Commission the remarks received at the community needs workshops and hearings were reviewed and summarized in the Citizen Participation section of this document. Each year the Community Funding grants are selected as a tool to address the underserved needs of the community. The primary obstacle in addressing most community needs is available funding. The Commission has tried to allocate its limited funds in a manner that provides unduplicated services and tries to stretch the funding to be cost effective.

Actions planned to foster and maintain affordable housing

The City works collaboratively with numerous non profit organizations and other jurisdictions in the preservation and development of affordable housing. The County of San Mateo and all of the cities and towns in the county formed a workgroup called 21 Elements, which was formed to collaborate and share best practices on housing policies and programs for the adoption of the Housing Elements in the respective General Plans. This group has continued to meet quarterly to share information and share in costs of studies, such as the countywide Nexus Study in order to establish Affordable Housing and Commercial Linkage Fees. Through this workgroup the City of San Mateo adopted a Commercial Linkage Fee in 2016. This fee is charged to new commercial developments to help mitigate the impact on housing demand created by increasing jobs in the community.

The City also has local funding sources that can support the preservation and development of affordable housing besides HUD resources. The City has continued to pledge "Boomerang" funds for housing from its general fund. This is a portion of property taxes that were previously set aside for housing in the former Redevelopment Areas. The City also still collects loan repayments from loans made by the

former Redevelopment Agency that are re-used for affordable housing. All of the City's local funds are targeted to assist acquisition, rehab or new construction of affordable housing.

New housing opportunities include the development of one acre site at Bay Meadows which was provided by the developer as part of a development agreement with the City. Construction of 68 family units utilizing Tax Credits plus local funds pledged by the County and City. The project began construction in March 2019. The City will also entered into a development agreement for two former Redevelopment Agency sites downtown that will include 164 units targeted to mixed incomes. The details of the affordability levels, the funding assistance and other public benefit will be negotiated during the 2018-19 program year.

The City continues implement its inclusionary Below Market Rate Program that requires developers of new market rate housing to set-aside 10-15% of the units to be affordable. These units account for 25% of all the affordable housing units in the City. There continues to be developer interest in utilizing the State Density Bonus program that expands on the City's program and can potentially provide either more or deeper affordability in private developments.

The City updated its Accessory Dwelling Unit program in 2018 and is working with the County and 21 Elements to market and encourage the production of small units incorporated into single family properties citywide.

The City also relies on other adopted plans to guide housing production and policies including its General Plan, including the Housing Element, the 2016 Housing Task Force report, and various specific plans such as Rail Corridor and Downtown Specific Plans.

The City has funds that have been repaid over time from loans made through the State Dept. of Housing and Community Development's CalHome program. These funds will be made available for a Housing Rehabilitation Loan Program available to low-income homeowners in the City.

Actions planned to reduce lead-based paint hazards

The City will continue to use its adopted procedures and guidelines to evaluate and reduce lead-based paint hazards as required for each eligible project performed using CDBG and HOME funding. This will apply to assisted acquisition, rehabilitation, the Minor Home Repair and Paint programs, and/or rehabilitation projects including Rebuilding Together Peninsula.

Actions planned to reduce the number of poverty-level families

The actions to work toward eliminating poverty in San Mateo include:

- Strengthen the economic base in order to create and retain job opportunities in San Mateo:
- Provide affordable housing: Complete development of 68 units on the Bay Meadows one acre

site and continue assisting with the entitlement process on 164 units of housing on two Downtown parcels.

- Provide social services to help people reach self-sufficiency through public services grants.

Actions planned to develop institutional structure

Gaps previously identified in institutional structure included reduction in staffing due to severe budget reductions, limiting institutional capacity. This will continue to be a reality for San Mateo and other jurisdictions and non-profit agencies as well. This requires more careful coordination in services and as well as administration of programs. The Countywide CDBG Cohort group is an example of how staff from several cities coordinates public service agreements and monitoring in order to streamline the process. During the upcoming year the group will continue to share best practices and identify program areas that can be streamlined.

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

The City will continue to collaborate with public and private housing developers as it manages its ongoing BMR program and manages new subsidized housing projects. In City sponsored affordable housing projects, it is expected that services are provided to the occupants such as transportation subsidy and information, after school programs, social activities, information and referral to other services including health, credit and food and clothing. The community is fortunate that these agencies are very well connected already, and the City assists when it can to strengthen the networks.

Discussion

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
Total Program Income:	0

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.	0.00%

Discussion

The City utilizes 100% of its CDBG funds for eligible activities that assist low- and moderate-income households through direct services as well as improvements to the CDBG Priority Neighborhoods.

The CDBG grant funds plus annual program income from loan repayments are consistently allocated and spent in a timely manner to maximize assistance to the community.

The three-year period for calculating CDBG benefit will be 2019, 2020, and 2021.

Attachment 1 – Summary of Public Comments

Community Needs Assessment for 2019-20 Annual Plan, November 18, 2018

Members of the community and representatives from non-profit organizations provided comment on needs to be prioritized in the coming program year. All comments, including those received before the meeting via email, are summarized below:

- Via email a community member wrote that funds should be used for home sharing programs
- Via email a community member wrote that more pedestrian and bike routes to help folks get around the city without a car
- CORA thanked City for continued support, noted that its services to those who have experience abuse would not be able to continue without it
- HIP Housing thanked the City for support with home sharing and provided some statistics on home seekers and providers from their program at this point of the year. They also mentioned the great help this program is considering the high costs of housing in San Mateo
- St. James Community Foundation thanked the City for support with the tutoring program in North Central neighborhood. They advocated for funds to be spent in that neighborhood, mentioned that kids are bussed out because of the lack of a neighborhood school and outdoor space
- Childcare Coordinating Council thanked for the support with small family childcare in people's homes. They brought up the point that childcare is the intersection of many issues including housing and traffic
- A community member advocated for more affordable housing and the services provided by Legal Aid of San Mateo County. Also wanted to consider ideas for smaller apartment buildings
- Community member talked about helping the most folks possible with the funding that is provided by HUD. Talked about including insulation and other weatherization measures in minor home repair projects. Advocated assistance with bike and pedestrian projects and helping people through the complicated process of constructing and accessory dwelling unit
- Community member commented on the struggle to house veterans in San Mateo County, and added that smaller, transit-oriented units would be preferable
- Rebuilding Together thanked City for continued support and talked about many community members, specifically seniors, having larger homes in need of repair
- Via email the Central Neighborhood Association commented that CDBG funding should go towards Public Works, Code Enforcement, and needed home repairs. Public Works funding is needed to address traffic calming - for vehicular accident reduction and pedestrian safety. 4th and S. Humboldt has the highest accident numbers and involves the North Central and Central Neighborhoods. Too much traffic is being funneled to this intersection from all directions. Funding is also needed for sidewalk repairs (street tree root impacts and other trip hazards) and attention to trash issues along 3rd, 4th, and 5th Avenues. These are in areas of the CBDG Neighborhood boundaries. Code Enforcement

funding is needed for neighborhood preservation. Funding is needed for home repairs for low income residents who qualify - especially for front and side fences and roofs in visible disrepair