

# **CITY OF SAN MATEO**

## **2021-2022**

# **ANNUAL ACTION PLAN**



**PREPARED BY:**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**NEIGHBORHOOD IMPROVEMENT & HOUSING DIVISION**

**330 W. 20<sup>TH</sup> AVENUE**

**SAN MATEO, CA 94403**

**(650) 522-7220**

## 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 2021-22 is the fourth 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, individuals, businesses including those at risk of becoming homeless and special needs populations.

**Activities:** The City will allocate the 15% of its entitlement and 15% of the previous year's program income, as allowed by CDBG regulation, for the Community Funding Program. Additional funding will also be provided to assist microbusinesses. These funds will be granted to non-profit agencies for provision of public services to individuals and businesses.

**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, as well as pedestrian and bikeways improvements. 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.

### **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 contacted agency staff to discuss challenges in providing these services and discuss realistic outcomes of program accomplishment and expenditures. The City will again update goals and grant amounts for the 2021-22 Program Year and re-evaluate grantees at the end of the year.

One concern from the sub grantees is that the rising costs of doing projects paired with new logistical difficulties from the COVID-19 pandemic have made it difficult to find and complete enough home repairs to stay on track of meeting goals.

For the 2021-2022 fiscal year the City will allocate an additional \$631,189 for Street and Sidewalk Reconstruction activities. The project was in the initial planning phase during 2020-21 and will utilize combined funding of \$1,031,189 to complete pedestrian and bicycle safety improvements in the CDBG priority neighborhood. Based on input from both community members, City Council and Public Works department, there is demonstrated ongoing need for this type of funding.

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

Summary from citizen participation section of plan.

A Community Needs Assessment meeting was held in October 2020 by the Community Resources Commission (CRC), Outreach included notices to both social service providers and resident, inclusion in City E-newsletter, and posted on the City website. Feedback from this meeting was used to guide the development of the draft 2021-2022 Annual Action Plan, which was presented to the CRC once again in March 2021 for review and later to the City Council in May 2021 for final approval.

#### **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.

Public comments were received by the City prior and during a public meeting for the Community Resources Commission (CRC). The meeting was held virtually on October 21, 2020. Comments from citizen stakeholders described their concerns over rising cost of renting, lack of affordable housing, and need for more pedestrian infrastructure. At the March 17, 2021 meeting of the CRC, a positive response was received on the 2021-2022 Annual Action Plan from the commission and the draft plan was recommended for approval. The plan was adopted on May 3, 2021 during a City Council meeting where staff received no public comments.

#### **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 2021-22 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.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	SAN MATEO	Community Development Department
HOME Administrator	SAN MATEO	Community Development Department

**Table 1 – Responsible Agencies**

### **Narrative**

#### **Consolidated Plan Public Contact Information**

City of San Mateo

Neighborhood Improvement and Housing Division

330 W. 20th Ave

San Mateo, CA 94403

Phone: (650) 522-7223

Email: [housing@cityofsanmateo.org](mailto: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	<b>Agency/Group/Organization</b>	City of San Mateo
	<b>Agency/Group/Organization Type</b>	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Infrastructure
	<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 Department of Public Works was consulted for prioritization of funds for community development projects. Pedestrian safety and street reconstruction are priorities in the neighborhood. City Council has asked PW to prioritize implementation of its bike master plan. The Public Works department is responsible for overseeing public land, water resources, and flood plain area management. The Fire Department coordinates the annual review of the City's local hazard mitigation plan.
2	<b>Agency/Group/Organization</b>	LEGAL AID SOCIETY OF SAN MATEO COUNTY
	<b>Agency/Group/Organization Type</b>	Services - Housing Service-Fair Housing Regional organization
	<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>	A representative from the Legal Aid Society of San Mateo spoke at the October 21, 2020 Community Relations Commission special meeting about the need for debt relief and safe parking programs due to the looming end of the eviction moratorium and debt cliff. They thanked staff and the City for working with them and cited the ongoing need for legal and educational services for residents.

3	<b>Agency/Group/Organization</b>	RENAISSANCE ENTREPRENEURSHIP CENTER/START-UP
	<b>Agency/Group/Organization Type</b>	Services-Employment Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from the Renaissance Entrepreneurship Center spoke at the November 18, 2020 Community Relations Commission special meeting. The representative provided an update on their economic development program during the COVID-19 pandemic. New programs for business recovery, online training, and virtual marketplaces were being explored to adjust to working under shelter-in-place regulations.
4	<b>Agency/Group/Organization</b>	HIP Housing
	<b>Agency/Group/Organization Type</b>	Services - Housing Regional organization
	<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>	A representative from HIP Housing attended the Community Relations Commission special meeting on October 21, 2020 to provide input on housing needs within the community and to provide updated statistics on home sharing in the City of San Mateo. 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. HIP Housing reported a lack of affordable housing and increased difficulties at finding available housing during the corona virus pandemic.

5	<b>Agency/Group/Organization</b>	OMBUDSMAN SERVICES OF SAN MATEO COUNTY, INC.
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Service-Fair Housing Regional organization
	<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>	A representative from Ombudsman spoke at the October 21, 2020 Community Relations Commission special meeting. The representative reported a need for rental assistance for the elderly and provided an update on their program. They expressed concerns about the lack of affordable housing for seniors.
6	<b>Agency/Group/Organization</b>	COMMUNITY OVERCOMING RELATIONSHIP ABUSE (CORA)
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Victims of Domestic Violence Regional organization
	<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>	A representative from CORA spoke at the October 21, 2020 Community Relations Commission special meeting, thanking the City for previous support. CORA provides legal assistance for survivors of domestic violence. CORA reported that victims of abuse were returning to their abusive homes with the lack of options available during the COVID-19 pandemic, and that more funds to create shelter options were needed.

7	<b>Agency/Group/Organization</b>	PROJECT SENTINEL
	<b>Agency/Group/Organization Type</b>	Services - Housing Service-Fair Housing Regional organization Neighborhood Organization
	<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>	A representative from Project Sentinel spoke at the October 21, 2020 Community Relations Commission special meeting about the increase of more reports of abuse and noise complaints during the pandemic. Project Sentinel investigates issues of fair housing on behalf of the City of San Mateo.
8	<b>Agency/Group/Organization</b>	Peninsula Conflict Resolution Center
	<b>Agency/Group/Organization Type</b>	Community Engagement
	<b>What section of the Plan was addressed by Consultation?</b>	Other Basic Human 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>	A representative from PCRC attended the October 21, 2020 CRC meeting. PCRC reported difficulty for minorities to access corona virus assistance due to unfamiliarity with government programs and language barriers. PCRC provides conflict resolution within at-risk community through socially driven solutions.
9	<b>Agency/Group/Organization</b>	Childcare Coordinating Council of San Mateo County (4Cs)
	<b>Agency/Group/Organization Type</b>	Services-Children Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Childcare

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from 4C attended the October 21, 2020 CRC meeting requested that the city consider the critical need for assistance for childcare providers in the County that have had to cease operations during the COVID-19 crisis. 4Cs reported a need to support childcare providers with rental or business assistance. 4Cs provides guidance, support, and advocacy on behalf childcare providers throughout the region.
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### Identify any Agency Types not consulted and provide rationale for not consulting

Despite outreach to an extensive stakeholder list, the agencies who provide the following services did not provide the City with consultation:

- Services - People with HIV/AIDS
- Services - Broadband Internet Service Providers
- Services - Narrowing the Digital Divide

Despite the lack of response, several of these needs are addressed by grants awarded to public service agencies in the community funding program.

### 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 core service needs of Basic Human Needs and Preserving or Providing Affordable Housing, both of which support homelessness programming.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Housing Element	City of San Mateo	The Housing Element documents the housing needs in San Mateo and includes the programs and policies to address its Four Goals: Maintain the quality and character of residential neighborhoods; Provide a diversity of housing types, responsive to household size, income and age needs; Ensure that all new housing is developed or remodeled in a sustainable manner; Encourage conservation improvements and measures to the existing housing stock.
Local Hazard Mitigation Plan	City of San Mateo - Fire	The plan focuses on the protection of the community from risks associated with disaster. Included are goals to protect community, housing stock, and economic resources. This plan overlaps with the Consolidated Plan as it identifies social vulnerability of low-income households to disasters.

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

## Narrative

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## **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 2, 2020 – Sent meeting announcement slide to Channel 27 public service channel
- October 8, 2020 - Email to non-profit partners, neighborhood associations, and other community stakeholders with event information with promotional flyer
- October 11, 2020 - Newspaper ad with meeting notification
- October 11, 2020- Posted on City Community Needs Assessment webpage
- October 19, 2020 - Sent notification via email to the listserv of community members signed up for Community Relations Commission events
- October 21, 2020 - Special meeting of Community Relations Commission for the Needs Assessment
- March 11, 2021 - City Web posting, and email notification of draft Annual Plan
- March 11, 2021 - Email to non-profit partners, neighborhood associations, and other community stakeholders with event information, sent notification via email to the listserv of community members signed up for Community Relations Commission events
- March 12, 2021 - Newspaper Ad
- March 17, 2021 Regular meeting of Community Relations Commission, hearing for the draft Annual Plan
- May 3, 2021 – Regular meeting of the City Council, approval of Annual Plan for submission to HUD

## 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	Promotional Flyer	Non-targeted/broad community	October 8, 2020. Shared promotional flyer in English and Spanish via email.	No comments were received.	n/a	
2	Newspaper Ad	Non-targeted/broad community	October 11, 2020. Ad posted in Examiner to announce the Community Needs Hearing at the Community Relations Commission meeting. The ad also announced a public comment period.	No comments received.	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	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	October 21, 2020. 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 included here, and comments from other stakeholders is included in the consultation section of the plan.	A community member provided comments on a number of infrastructure improvements that could be made in and around their neighborhood. These included street and sidewalk improvements, as well as additional signage and pedestrian crossings.	n/a	17

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)
4	Internet Outreach	Non-targeted/broad community	October 8, 2020; October 19, 2020; May 11, 2021. Emails sent out to the Community Relations Commission interest list announcing the special meetings.	No comments received.	n/a	<a href="https://www.cityofsanmateo.org/3988/Community-Conversations">https://www.cityofsanmateo.org/3988/Community-Conversations</a>
5	Newspaper Ad	Non-targeted/broad community	March 12, 2020. Ad posted in Examiner to announce the Draft Action Plan at the Community Relations Commission meeting. The ad also announced a public comment period.	No comments received.	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	URL (If applicable)
6	Public Meeting	Non-targeted/broad community	March 17, 2021. Regular meeting of Community Relations Commission, hearing for the draft Annual Plan.	No comments received.	n/a	
7	Public Meeting	Non-targeted/broad community	May 3, 2021. Regular meeting of the City Council, approval of Annual Plan for submission to HUD.	No comments received	n/a	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

Anticipated resources from CDBG include the 2021 entitlement grant of \$770,435. Unless waived by HUD, CDBG pre-award costs for FY 2021-2022 will not exceed 25% of the grant and will be used for the CDBG eligible activities as indicated above.

#### 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	770,435	6,500	219,200	996,135	1,220,331	Annual Allocation includes CDBG 2021 entitlement of \$770,435.

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	Housing Other	652,000	0	0	652,000	0	City is now part of HOME Consortium with County of San Mateo and South San Francisco for new HOME grant funds. However City still occasionally receives program income in the form of loan repayments from projects funded with HOME funds prior to 2015.
Other	public - local	Housing	7,658,000	0	0	7,658,000	642,000	Local funds from commercial linkage fee, and annual 20% of tax increment (boomerang funds) and loan repayments from former Redevelopment Agency.

**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 also receives HOME loan repayments from projects assisted with HOME funds provided prior to joining the consortium in 2015.

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 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 Council adopted a commercial linkage fee ordinance which became effective on 11/5/16. New commercial projects with square footage in excess of 5,000 square feet pay a fee to mitigate the impact of new jobs on local housing supply.

Starting this year, the City will receive an annual allocation of the State Permanent Local Housing Allocation (PHLA) as provided by the Building Homes and Jobs Act to increase the supply of affordable housing. It is estimated that the City will receive approximately \$340,000 for 2020. There are a number of new State programs that City will watch and apply for as they become available including Local Early Action Planning grants to support planning efforts to increase the supply of housing, as well as the Local Housing Trust Fund Program. The City also tracks and supports legislation that promotes and increases resources for affordable housing.

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.

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

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 that were owned by the former Redevelopment Agency. The sites will be developed with 225 affordable housing units and a public parking garage. The project obtained full planning approvals and an executed Disposition, Development and Loan Agreement in summer of 2020. Construction is to begin by the end of 2021.

## **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 City sources: \$500,000	Homeowner Housing Rehabilitated: 47 Household Housing Unit
2	Community Funding	2018	2022	Public Services		Public Services	CDBG: \$140,000	Public service activities other than Low/Moderate Income Housing Benefit: 4205 Persons Assisted Businesses assisted: 40 Businesses Assisted
3	Street and Sidewalk Improvements	2018	2022	Non-Housing Community Development	CDBG Priority Neighborhood	Community Development	CDBG: \$663,835	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 20000 Persons Assisted
4	AFH Goal: Affirmative Marketing of Housing	2018	2021	Affordable Housing		AFH Factor: Lack of Effective Marketing Strategies	CDBG: \$0	Other: 1 Other



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	AFH Goal: Facilitate Streamlined Review of Housing	2018	2019	Affordable Housing		AFH Factor: Development Approval Challenges AFH Factor: Lack of Support for Affordable Housing	CDBG: \$0	Other: 1 Other
6	AFH Goal: Support Education of Stakeholders	2018	2020	Affordable Housing		AFH Factor: Lack of Support for Affordable Housing AFH Factor: Resistance to Density and Growth	CDBG: \$0	Other: 1 Other
7	AFH Goal: Strengthen Section 8 Program	2018	2019	Affordable Housing		Affordable Housing	CDBG: \$0	Other: 1 Other
8	AFH Goal: Retention of Special Needs Housing	2018	2020	Affordable Housing		Affordable Housing	CDBG: \$0	Other: 1 Other
9	AFH Goal: Support Displaced Households	2018	2022	Affordable Housing		Affordable Housing	CDBG: \$0	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	AFH Goal: Reasonable Accommodation Policy	2018	2022	Affordable Housing		AFH Factor: Lack of Zoning Flexibility	CDBG: \$0	Other: 1 Other
11	AFH Goal: Dev. of Accessory Dwelling Units	2018	2022	Affordable Housing		Affordable Housing	CDBG: \$0	Other: 1 Other
12	First Time Homebuyer	2018	2022	Affordable Housing		Affordable Housing	City sources: \$300,000	Direct Financial Assistance to Homebuyers: 6 Households Assisted
13	Affordable Housing	2018	2022	Affordable Housing		Affordable Housing	CDBG: \$0 Affordable Housing: \$642,000 City sources: \$6,858,000	Rental units constructed: 67 Household Housing Unit

**Table 6 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Maintain and Preserve Existing Housing
	<b>Goal Description</b>	<p>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.</p> <p>This is the fourth year of the 2018 Consolidated Plan, and the outcome below will be a part of the larger goal represented in that plan.</p>
2	<b>Goal Name</b>	Community Funding
	<b>Goal Description</b>	<p>Provide grants to non-profit organizations for provision of public services to low- and moderate-income individuals, families, and businesses in San Mateo.</p> <p>This is the fourth year of the 2018 Consolidated Plan, and the outcome below will be a part of the larger goal represented in that plan.</p>
3	<b>Goal Name</b>	Street and Sidewalk Improvements
	<b>Goal Description</b>	<p>Repair deteriorated streets, as well as provide accessibility and public safety improvements to streets and sidewalks for pedestrians, bicycles and autos in the CDBG Priority Neighborhood.</p> <p>This is the fourth year of the 2018 Consolidated Plan, and the outcome below will be a part of the larger goal represented in that plan.</p>

4	<b>Goal Name</b>	AFH Goal: Affirmative Marketing of Housing
	<b>Goal Description</b>	<p>Ensure affirmative marketing of City assisted affordable housing is targeted to all segments of the community. Develop marketing plan with developers of affordable housing projects during final phase of construction. Focus outreach to those least likely to apply based on racial make-up of neighborhood. Include Spanish marketing materials and ensure bilingual interpretation services are available.</p> <p><u>Contributing factors to be addressed:</u></p> <ul style="list-style-type: none"> <li>• Lack of awareness of effective affirmative marketing strategies</li> </ul> <p><u>Fair housing issues/impediments:</u></p> <ul style="list-style-type: none"> <li>• Disproportionate housing needs</li> <li>• displacement due to rent increases for Spanish speaking and large households</li> <li>• Lack of accessible housing for persons with disabilities</li> <li>• Limited housing for families</li> </ul> <p><u>Metrics and milestones:</u></p> <ul style="list-style-type: none"> <li>• Develop Marketing Plan with developers of affordable housing projects during final phase of construction</li> <li>• Focus outreach to those least likely to apply based on racial make-up of neighborhood</li> <li>• Include Spanish marketing materials and ensure bilingual interpretation services are available</li> </ul> <p><u>Timeframe for achievement:</u></p> <p>Marketing Plan for Kiku Crossing Housing project is updated to Summer of 2023.</p>

5	<b>Goal Name</b>	AFH Goal: Facilitate Streamlined Review of Housing
	<b>Goal Description</b>	<p>Adopt additional development review practices that facilitate housing creation including streamlining reviews. This has been addressed by State legislation recently as well and will continue to be part of the conversation around affordable housing developments going forward.</p> <p><u>Contributing factors to be addressed:</u></p> <ul style="list-style-type: none"> <li>• Challenges with development approval process</li> <li>• Lack of support for affordable housing, creating barriers to approval</li> </ul> <p><u>Fair housing issues/impediments:</u></p> <ul style="list-style-type: none"> <li>• Disproportionate housing needs</li> </ul> <p><u>Metrics and milestones:</u></p> <ul style="list-style-type: none"> <li>• Draft Guidelines for concurrent Planning Building Plan Check pilot program was implemented and not successful (2017-18)</li> <li>• New milestones to streamline reviews is to implement electronic plan check to speed up approval process.(completed 2020)</li> <li>• Utilize CEQA exemptions for affordable housing when appropriate.</li> </ul> <p><u>Timeframe for achievement:</u></p> <p>Ongoing</p>

6	<b>Goal Name</b>	AFH Goal: Support Education of Stakeholders
	<b>Goal Description</b>	<p>As part of a regional goal, support and engage in efforts to educate community stakeholders and residents about housing gaps and the effects of programs and policies on addressing those gaps. City's Downtown Specific Plan, along with the 2023 Housing Element have been combined with the General Plan Update which makes the project more complex and requiring additional outreach. The City has participated in countrywide Home For All programs to learn about best practices from others and has expanded the community outreach efforts, especially targeting those who typically do not attend public meetings.</p> <p><u>Contributing factors to be addressed:</u></p> <ul style="list-style-type: none"> <li>• Lack of support for housing</li> <li>• Suburban scale communities resistant to added density</li> <li>• Frustration with recent growth implications</li> </ul> <p><u>Fair housing issues/impediments:</u></p> <ul style="list-style-type: none"> <li>• Lack of support for affordable housing</li> </ul> <p><u>Metrics and milestones:</u></p> <ul style="list-style-type: none"> <li>• Continue community engagement process for General Plan (including Housing Element) update</li> <li>• Participate in countywide Home For All "Learning Network" to share best practices (completed 2019)</li> </ul> <p><u>Timeframe for achievement:</u></p> <p>General Plan adoption target is revised to 2023</p>

7	<b>Goal Name</b>	AFH Goal: Strengthen Section 8 Program
	<b>Goal Description</b>	<p>As part of the regional goal, strengthen utilization of the Section 8 program. Explore a multi-family rehabilitation and accessibility improvement program to provide an incentive for landlords to remain in the Housing Choice Voucher program and those willing to offer naturally occurring affordable rental housing.</p> <p><u>Contributing factors to be addressed:</u></p> <ul style="list-style-type: none"> <li>• Loss of affordable housing</li> <li>• Lack of affordable housing supply</li> <li>• High housing costs</li> </ul> <p><u>Fair housing issues/impediments:</u></p> <ul style="list-style-type: none"> <li>• Disproportionate housing needs</li> <li>• Displacement due to rent increases for Spanish speaking and large households</li> <li>• Lack of accessible housing for persons with disabilities</li> <li>• Limited housing for families</li> </ul> <p><u>Metrics and milestones:</u></p> <ul style="list-style-type: none"> <li>• Collaborate with County Housing Authority staff to review current practices and potential options.</li> <li>• Explore Section 8 non discrimination policy was resolved by State legislation SB 329 passed October 2019.</li> </ul> <p><u>Timeframe for achievement:</u></p> <p>Ongoing</p>

8	<b>Goal Name</b>	AFH Goal: Retention of Special Needs Housing
	<b>Goal Description</b>	<p>Assist with the retention of special needs housing that is at risk of expiring affordability requirements. This includes outreach and negotiation of developments that are currently reserved for individuals with special needs, as well as continuing efforts to assist in new developments.</p> <p><u>Contributing factors to be addressed:</u></p> <ul style="list-style-type: none"> <li>• Loss of affordable housing</li> <li>• Displacement of residents</li> <li>• Lack of accessible housing</li> </ul> <p><u>Fair housing issues/impediments:</u></p> <ul style="list-style-type: none"> <li>• Disproportionate housing needs</li> <li>• Lack of support for special needs housing</li> </ul> <p><u>Metrics and milestones:</u></p> <ul style="list-style-type: none"> <li>• Outreach and negotiate with Mateo Lodge for affordability extensions for Humboldt House (9 units)(completed 2021)</li> </ul> <p><u>Timeframe for achievement:</u></p> <p>Ongoing</p>



9	<b>Goal Name</b>	AFH Goal: Support Displaced Households
	<b>Goal Description</b>	<p>As part of the regional goal, continue funding and support for outreach services for homeowners and renters at risk of being displaced and/or facing fair housing challenges. Provide grants to sub-recipients under the administration cap in CDBG for provision of fair housing services.</p> <p><u>Contributing factors to be addressed:</u></p> <ul style="list-style-type: none"> <li>• Loss of affordable housing</li> <li>• Lack of affordable housing supply</li> <li>• High housing costs</li> </ul> <p><u>Fair housing issues/impediments:</u></p> <ul style="list-style-type: none"> <li>• Disproportionate housing needs</li> <li>• Displacement due to rent increases for Spanish speaking and large households</li> <li>• Limited housing for families</li> </ul> <p><u>Metrics and milestones:</u></p> <ul style="list-style-type: none"> <li>• Annual Fair Housing activity goals: investigate 23 cases, provide R &amp; I to 45 individuals, public education/outreach to 100 individuals</li> <li>• Annual legal assistance to renters: 125 individuals</li> </ul> <p><u>Timeframe for achievement:</u></p> <p>Annual Goal completed each year by June 30</p>

10	<b>Goal Name</b>	AFH Goal: Reasonable Accommodation Policy
	<b>Goal Description</b>	<p>Continue implementation of City Reasonable Accommodation Policy to allow for relaxation of City zoning codes on residential properties used by persons with disabilities. Review requests for Reasonable Accommodation as they are submitted.</p> <p><u>Contributing factors to be addressed:</u></p> <ul style="list-style-type: none"> <li>• Lack of flexibility in zoning code</li> </ul> <p><u>Fair housing issues/impediments:</u></p> <ul style="list-style-type: none"> <li>• Disproportionate housing needs</li> <li>• Lack of accessible housing for persons with disabilities</li> </ul> <p><u>Metrics and milestones:</u></p> <ul style="list-style-type: none"> <li>• Review requests for Reasonable Accommodations as they are submitted</li> </ul> <p><u>Timeframe for achievement:</u></p> <p>Ongoing</p>

11	<b>Goal Name</b>	AFH Goal: Dev. of Accessory Dwelling Units
	<b>Goal Description</b>	<p>As part of the regional goal, encourage development of Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) to increase lower cost housing in the community. This includes collaboration with 21 Elements in outreach and education on the development of ADU/JADU. City revised its ADU ordinance and adopted lower flat fees in 2017, 2018 and 2019. Further modifications of the ordinance are underway to provide additional streamlining.</p> <p><u>Contributing factors to be addressed:</u></p> <ul style="list-style-type: none"> <li>• Loss of affordable housing</li> <li>• Lack of affordable housing supply</li> <li>• High housing costs</li> </ul> <p><u>Fair housing issues/impediments:</u></p> <ul style="list-style-type: none"> <li>• Disproportionate housing needs</li> <li>• Segregation increases</li> <li>• Decline in access to opportunity (depending on ADU locations)</li> </ul> <p><u>Metrics and milestones:</u></p> <ul style="list-style-type: none"> <li>• Amend City ADU Ordinance to further streamline development of units.</li> </ul> <p><u>Timeframe for achievement:</u></p> <p>Ongoing</p>
12	<b>Goal Name</b>	First Time Homebuyer
	<b>Goal Description</b>	Ensure continued affordability for low income homebuyers in the City's First Time Homebuyer program for the purchase of resales of price restricted units at Gateway Commons and Meadow Court or other City assisted units citywide.

13	<b>Goal Name</b>	Affordable Housing
	<b>Goal Description</b>	Provide funding for new construction, acquisition and/or rehabilitation of affordable units through City financial assistance and the inclusionary Below Market Rate program.

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

### **Introduction**

Activities planned for 2021-22 are similar to those from recent years. The City will continue to use CDBG administration funds for provision of fair housing activities, public services 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
5	Affordable Housing
6	Microbusiness Assistance

**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.

The City of San Mateo continues to work with the community to best respond to the ongoing COVID-19 pandemic.

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

1	<b>Project Name</b>	Community Funding Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Funding
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$115,000
	<b>Description</b>	Provide \$115,000 in 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.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	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 4,205 San Mateo residents.
	<b>Location Description</b>	Project will serve the community members citywide.

	<b>Planned Activities</b>	<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 seven 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 follows:</p> <p>CALL Primrose: drop-in food pantry program providing free grocery services. Goal is to serve 1,296 individuals.</p> <p>CORA: providing survivors of domestic violence and their children with legal services. Goal is to serve 67 individuals.</p> <p>IEP Collaborative: Serve families that have children with special education needs through training and counseling. Goal is to serve 270 individuals.</p> <p>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 285 clients.</p> <p>Life Moves: provide shelter and supportive services to assist homeless individuals to return to self-sufficiency at the First Step for Families facility which includes 117 beds. Goal is to serve 215 clients</p> <p>Ombudsman: advocate for the dignity and quality of life of people living in licensed long term care facilities. Goal is to serve 1,992 individuals</p> <p>Rape Trauma Services: services for abused children from infancy through 17 years of age. Goal is to serve 80 individuals.</p>
2	<b>Project Name</b>	Home Energy and Repair Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Maintain and Preserve Existing Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$115,000 City sources: \$500,000
	<b>Description</b>	Provides funding to non-profit agencies to provide minor repairs, accessibility modifications, and energy efficiency measures to income eligible homeowners.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Project will assist 47 households with repairs and energy improvements.



	<b>Location Description</b>	Project will only apply to homes located in the City of San Mateo.
	<b>Planned Activities</b>	<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"> <li>• 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 12 households.</li> <li>• 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 14 households.</li> <li>• 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 10 households.</li> <li>• 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 four households.</li> </ul> <p>Rebuilding Together: Housing Rehabilitation Loan Program uses funds from the State of California's CalHome program. RTP will provide construction administration for loans up to \$60,000 to low-income households. Staff projects seven homes will receive funds in Program Year 2021.</p>
<b>3</b>	<b>Project Name</b>	CDBG Admin
	<b>Target Area</b>	

	<b>Goals Supported</b>	Maintain and Preserve Existing Housing Community Funding Street and Sidewalk Improvements AFH Goal: Affirmative Marketing of Housing AFH Goal: Facilitate Streamlined Review of Housing AFH Goal: Support Education of Stakeholders AFH Goal: Strengthen Section 8 Program AFH Goal: Retention of Special Needs Housing AFH Goal: Support Displaced Households AFH Goal: Reasonable Accommodation Policy AFH Goal: Dev. of Accessory Dwelling Units
	<b>Needs Addressed</b>	Affordable Housing Public Services Community Development Public Facilities Improvements AFH Factor: Lack of Effective Marketing Strategies AFH Factor: Development Approval Challenges AFH Factor: Lack of Support for Affordable Housing AFH Factor: Resistance to Density and Growth AFH Factor: Lack of Zoning Flexibility
	<b>Funding</b>	CDBG: \$77,300
	<b>Description</b>	Provide funds for staff and overhead to administer the CDBG grant. The City will also provide a \$25,000 grant to an agency for provision of Fair Housing services to come from admin.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The fair housing grant will serve approximately 215 households.
	<b>Location Description</b>	Project will take place in City of San Mateo.
	<b>Planned Activities</b>	Administrative costs for management of the CDBG program. In addition, the City will provide funds for the provision of fair housing activities.
<b>4</b>	<b>Project Name</b>	Street and Sidewalk Reconstruction
	<b>Target Area</b>	CDBG Priority Neighborhood
	<b>Goals Supported</b>	Street and Sidewalk Improvements
	<b>Needs Addressed</b>	Community Development

	<b>Funding</b>	CDBG: \$663,835
	<b>Description</b>	Funding to reconstruct failing streets and sidewalks as well as other pedestrian safety improvements.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Project will be completed in the CDBG Priority Neighborhood, which has approximately 20,000 residents
	<b>Location Description</b>	Project will be completed in the CDBG Priority Neighborhood.
	<b>Planned Activities</b>	Funds will be used for street safety improvements focusing on bike lane improvements within the CDBG Priority Neighborhood.
5	<b>Project Name</b>	Affordable Housing
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	Affordable Housing: \$642,000 City sources: \$6,850,000
	<b>Description</b>	Construction of 225 affordable housing units and public parking garage on two sites in downtown San Mateo. Housing funds will not be used for public parking.
	<b>Target Date</b>	12/23/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	225 families
	<b>Location Description</b>	480 E. 4th Avenue, San Mateo, CA 94401 and 400 E. 5th Avenue, San Mateo, CA 94401
	<b>Planned Activities</b>	Construction of new housing
6	<b>Project Name</b>	Microbusiness Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Funding
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$25,000

	<b>Description</b>	Economic development grant of \$25,000 to Renaissance Entrepreneurship Center for microbusiness assistance activity. These funds are part of the community funding goal, but is a separate project, and will come from outside the public service cap.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The economic development program will serve 40 businesses.
	<b>Location Description</b>	Project will serve the community members citywide.
	<b>Planned Activities</b>	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. The funds for this activity will not be counted under public service cap as they are a microbusiness assistance program for economic development.

## **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 census tracts or block groups with at least 51% 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	51

**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**

Streamlining the approval process for residential developments is a high priority for the City of San Mateo. A number of efforts are planned this program year.

- 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. Although the number of applications has increased with these changes, the City continues to look into streamlining the process and will propose additional adjustments to the ordinance in Fall 2021.
- The City formed an in-house team to look at streamlining the development review process and will also hire a consultant during this program year to assist in redesigning the current processes.
- During this program year, the City will finalize a study to evaluate all development fees to measure the impacts on residential construction.

### **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 non profit organizations and other jurisdictions for the preservation and development of affordable housing. The County of San Mateo and the cities and towns within itself formed a workgroup called 21 Elements to meet quarterly to share best practices on housing policies and programs for the adoption of their respective Housing Elements and General Plans. The group also shares in costs of studies, such as the countywide Nexus Study in order to establish Affordable Housing and Commercial Linkage Fees (CLF). The City of San Mateo adopted its CLF in 2016 through this group, charging new commercial developments to mitigate the impact on housing demand created by increasing jobs in the community.

The City has local funding sources that can support the preservation and development of affordable housing besides HUD. "Boomerang" funds, property taxes that were set aside for housing in the former Redevelopment Areas (RDA) have been pledged for housing. The City also collects loan repayments from loans made by the former RDA to assist acquisition, rehab or new construction of affordable housing. 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 to allow them to preserve their existing affordability and stay safely in their homes

The City's inclusionary Below Market Rate Program (BMR) requires new market rate housing to set-aside 15% of the units to be affordable. The program provides both rental and ownership units. Staff manages the regulatory agreements of these units and conducts regular monitoring to ensure the affordability is maintained.

The City continues to administer its First Time Homebuyer program. The affordability of these units is ensured through the resale restrictions and the City's first right to purchase so the units are sold to new eligible buyers. The City budgets funds for additional subsidy, if needed, to ensure the affordability of assisted units.

The City also entered into a development agreement for two former RDA sites downtown that will include family rental units for households up to 80% AMI and a public parking garage. Referred to as the Kiku Crossing, the project is located at 480 E. Fourth Avenue with access to retail, restaurants and a Caltrain station 3 blocks away. The developer and the City decided to utilize the benefits of extra density provided by AB1763 which became law in Jan 2020 to revise the project from 164 to 225 units. The project received final planning approvals in Aug 2020, and executed the Development, Disposition and Loan Agreement. The City has committed \$7.5 million in subsidy. Construction is expected to begin at the end of 2021

The City updated its ADU program in 2018 and is working with 21 Elements to encourage the production of small units incorporated into single family properties. The City will adopt further program revisions in 2021-22.

### **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 225 units of affordable housing at the Kiku Crossing project site.
- 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 nonprofit 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**

### **Housing Preferences and Distribution**

In light of the huge response, usually resulting in hundreds of applications for affordable housing projects, San Mateo adopted its Marketing Policies for Affordable Housing to establish a fair and effective process to lease rental units, and sell ownership units to new eligible buyers. The policy establishes household size priorities for bedroom sizes and a local preference for people who either live or work in San Mateo. The locality preference is a result of the City's desire to prioritize local funds for local residents and to reduce commutes and resulting traffic congestion for those who work in the City. The City has analyzed the racial/ethnic make up of San Mateo using census data and compared it to the local region, defined as the County of San Mateo, and found no material differences in racial/ethnic percentages, therefore determined that this policy does not have a disparate impact on any minority group. This preference does not apply if a particular funding source prohibits a local preference.

The City has provided subsidies for a variety of housing types including rental, ownership, transitional and supportive housing units in a variety of locations and for a range of income levels, in an effort to

serve as many households as possible. This is extremely challenging in a city of only nine square miles in size with one of the highest land and housing costs in the nation. Despite these challenges, only 26% of the subsidized housing in San Mateo is located in the CDBG Priority Neighborhood, which consists of the lowest income households and highest percentage of minorities. This planning plus the local preference provides residents opportunities to live in a variety of neighborhoods citywide. This is further assisted by the fact that all private developments, regardless of location, provide inclusionary units which results in advancing a variety of housing choices for community members.

## Program Specific Requirements

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

#### Introduction

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

##### Reference 24 CFR 91.220(l)(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.	100.00%

## **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. However, it is expected that there will be delays in delivering services, completing projects, and drawing down funds due to the COVID-19 pandemic.

The three-year period for calculating CDBG benefit is 2021, 2022, and 2023.