



# CITY OF SAN MATEO

---

## 2021-22 CAPER Consolidated Annual Performance & Evaluation Report

---

August 2022

PREPARED BY:  
COMMUNITY DEVELOPMENT DEPARTMENT  
NEIGHBORHOOD IMPROVEMENT AND HOUSING DIVISION  
330 W. 20TH AVENUE  
SAN MATEO, CA 94403

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The San Mateo community is diverse in its income demographics. The City's economy continues to grow, reflected in part in the upswing in housing prices. Job growth also continues, though it is not as prosperous for low-income residents. Many residents still face housing and food security issues. In particular the skyrocketing rental market continues to create undue hardships on many senior and low/moderate income families. This was all compounded this year with the impacts of COVID-19 which resulted in loss of jobs and instabilities due to working and schooling at home, creating unprecedented needs in our community.

- 22 households received minor home repairs, home accessibility modifications, and energy efficiency upgrades, through the City's Minor Home Repair Programs. Accessibility modifications are provided by the Center for the Independence of Individuals with Disabilities (CIID). Minor home repairs services are performed by Rebuilding The Peninsula. Energy efficiency related repairs are provided by El Concilio of San Mateo County in conjunction with the Pacific Gas & Electric sponsored Energy Savings Assistance Program, as well as the Low-Income Home Energy Assistance (LIHEAP) program
- 30 new affordable rental units were completed through the Below Market Rate rental program this year.
- Eight new affordable unit for purchase came online during this program year.
- 14 first time homebuyer sales were made in the low-income homeownership program.
- One grant for corona virus response rental assistance of \$521,000 was administered. As of June 30, 2022, \$276,052 was spent to assist 164 people.
- One grant for corona virus response microbusiness assistance directed to in-home childcare providers for a total of \$300,000 was extended from the previous year. During the program year, \$275,964 was spent and 22 childcare providers were assisted. As of June 30, 2022, \$297,007 of the total program was spent to assist 27 childcare providers.
- One grant for provision of fair housing services for a total of \$25,000 assisted 36 people.
- Seven different non-profit organizations, through the City's Community Funding Program, completed one year of service contracts. Those contracts served 2,223 individuals, providing access to basic need services, legal assistance for homelessness prevention, case management for self-sufficiency, assistance to stay in or acquire housing and prevent homelessness, assistance for victims of sexual assault, community engagement, conflict resolution, home sharing, and legal assistance for victims of domestic violence

- One grant for provision of a microenterprise assistance program for a total of \$25,000 assisted 31 people, including 27 San Mateo businesses
- A 225-unit affordable housing project in Downtown San Mateo named Kiku Crossing began construction in March 2022. When completed, 22 units for formerly homeless households, 8 units for individuals with intellectual and developmental disabilities, and 57 units for public employees will be provided.
- A two-year community development project to install bikelanes and other pedestrian infrastructure within the CDBG neighborhoods of North Central and North Shoreview was completed.

In addition to the achievements above, the City also made progress on goals described in the Assessment of Fair Housing. For details on those goals please see Attachment 1: "CR-05 Goals and Outcomes"

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$0 / Affordable Housing: \$642,000 / City sources: \$6,500,000	Rental units constructed	Household Housing Unit	390	211	54.10%	40	30	75.00%
Affordable Housing	Affordable Housing		Homeowner Housing Added	Household Housing Unit	50	8	0.16%			

AFH Goal: Affirmative Marketing of Housing	Affordable Housing	CDBG: \$0	Other	Other	1	1	100.00%	1	0	0.00%
AFH Goal: Data Collection on Local Rents	Affordable Housing		Other	Other	1	0	0.00%			
AFH Goal: Dev. of Accessory Dwelling Units	Affordable Housing	CDBG: \$0	Other	Other	1	0	0.00%	1	0	0.00%
AFH Goal: Facilitate Streamlined Review of Housing	Affordable Housing	CDBG: \$0	Other	Other	1	1	100.00%	1	0	0.00%
AFH Goal: Minimize Tenant Displacement	Affordable Housing		Other	Other	1	1	100.00%			
AFH Goal: Reasonable Accommodation Policy	Affordable Housing	CDBG: \$0	Other	Other	1	0	0.00%	1	0	0.00%
AFH Goal: Retention of Special Needs Housing	Affordable Housing	CDBG: \$0	Other	Other	1	0	0.00%	1	0	0.00%
AFH Goal: Strengthen Section 8 Program	Affordable Housing	CDBG: \$0	Other	Other	1	0	0.00%	1	0	0.00%

AFH Goal: Support Displaced Households	Affordable Housing	CDBG: \$42,300	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	400	1,535	383.75%	136	287	211.03%
AFH Goal: Support Education of Stakeholders	Affordable Housing	CDBG: \$0	Other	Other	1	1	100.00%	1	0	0.00%
Community Funding	Public Services	CDBG: \$97,700/ CDBG-CV: \$521,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	11,008	73.39%	4600	2,131	46.33%
Community Funding	Public Services	CDBG: \$25,000/ CDBG-CV: \$300,000	Businesses assisted	Businesses Assisted	0	314		40	49	122.50%
First Time Homebuyer	Affordable Housing	City sources: \$0	Direct Financial Assistance to Homebuyers	Households Assisted	30	20	66.67%	6	14	233.33%
Maintain and Preserve Existing Housing	Affordable Housing	CDBG: \$115,000/ City sources: \$500000	Homeowner Housing Rehabilitated	Household Housing Unit	200	102	51.00%	47	22	46.81%
Public Facilities	Non-Housing Community Development	CDBG: \$0	Other	Other	2	1	50.00%	2	0	0.00%

Street and Sidewalk Improvements	Non-Housing Community Development	CDBG: \$663,835	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20000	46245	231.23%	20000	19435	97.18%
----------------------------------	-----------------------------------	-----------------	---	------------------	-------	-------	---------	-------	-------	--------

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

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City has significant housing, social service, and community development needs that were developed into allocation priorities through the community participation process.

Throughout the 2021 – 2022 program year, the City slowly phased out shelter-in-place orders along with other municipalities in the 9-county Bay Area region in response to the corona virus pandemic. During this period, many individuals and businesses in the City continued to struggle to find sufficient work opportunities to pay for rent or other basic necessities. The third round of \$821,000 dollars of corona virus funding awarded from the federal government (CDBG-CV) was administered by the City. \$521,000 was awarded to be used for rental assistance while \$300,000 was directed for microbusiness assistance specifically to in-home childcare providers.

The City’s goals this year had a heavy focus on housing and housing-related services, indicative of the strain the high cost of both rental and for sale housing is having on the community. The Community Funding program was originally budgeted at the maximum allowed by CDBG program, but was increased as allowed by a HUD waiver to assist with responding to the pandemic. The community needs far exceed the resources. The

funding priorities for the Community Funding Program included:

- Basic Human Needs; such as access to food, shelter, clothing, legal services, etc.
- Senior Services
- Youth Services
- Affordable Housing Services

Construction was completed for a new bike lane pedestrian safety project in the CDBG Priority Neighborhood, which was identified as a priority from community members in the Community Needs Assessment process. Community requests to improve pedestrian and bike safety have also been received as part of the Neighborhood Traffic Forums coordinated by the Public Works Department. The neighborhood Traffic Action Plans included priorities to reduce speeding and increase safety particularly for pedestrians and bicyclists, so several related improvements were incorporated into the street project design.

## **CR-10 - Racial and Ethnic composition of families assisted**

**Describe the families assisted (including the racial and ethnic status of families assisted).  
91.520(a)**

	<b>CDBG</b>
White	1,859
Black or African American	86
Asian	333
American Indian or American Native	18
Native Hawaiian or Other Pacific Islander	35
<b>Total</b>	<b>2,331</b>
Hispanic	1,522
Not Hispanic	974

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### **Narrative**

In the City's Disproportionate needs assessment, low-income Hispanic residents were found to have a greater proportion of housing cost burden than other populations. Other populations do show households with disproportionate needs but have significantly smaller numbers of households with disproportionate needs. Of the 2,332 persons served through San Mateo's CDBG program, approximately 65% - 1,523 persons – were Hispanic, showing that the City's funded programs have targeted those of greatest need. Not listed in the table above were 167 people who were listed as "Other" who identified as mixed-race, an ethnicity not listed in the table, or declined to answer.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	996,135	TBD
Other	public - local	8,310,000	0

Table 3 - Resources Made Available

### Narrative

For most activities, the actual CDBG expenditures were very close to budget. The following were exceptions:

#### Street and Sidewalk Safety Project (CDBG)

During this fiscal year \$663,835 was budgeted towards the two-year street bike lane and pedestrian safety project in the CDBG Priority Neighborhood that has a total budget of \$1,031,189. Construction was completed during this program year. Approximately \$740,000 was spent to complete the project.

#### Rental Assistance Funds (CDBG-CV)

In response to the spread of the corona virus pandemic, \$276,052 dollars was spent to assist 164 people in emergency rental assistance payments.

#### Microbusiness Assistance Funds (CDBG-CV)

In response to the spread of the corona virus pandemic, \$275,964 was spent in microbusiness assistance to assist 22 childcare providers.

#### Affordable Housing Funds

Local City affordable housing funds were used for the construction of the Kiku Crossing affordable housing development. Construction broke ground in March 2022 which committed \$7.5 Million from various City funding sources, including the HOME program income that the City has collected. Funds continue to be disbursed for the project.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Priority Neighborhood	51	77	Street Replacement Program

Table 4 – Identify the geographic distribution and location of investments

## **Narrative**

A major bike lane street reconstruction and pedestrian safety project in the CDBG Priority Neighborhood was completed in Program Year 2022. The scope of work is generally bounded by Peninsula Ave to the north, N Humboldt St to the east, E 5th Ave to the south, and N El Camino Real to the west.

The City of San Mateo identifies its CDBG Program Area by utilizing the low-income definitions provided by HUD. The City then further refines its CDBG area map to more accurately reflect HUD goals and the goals of the San Mateo community. Currently, this funding is used to provide Low Mod Area Benefit (LMA) through funding of the Street and Sidewalk Replacement programs. The areas included in the CDBG Priority Neighborhood are North Central, North Shoreview, and North Norfolk. These areas all demonstrate a variety of deteriorating conditions including high crime rates, high degree of dumping, overcrowding, and percentage of homes in disrepair. Community Development projects like the bike lane street reconstruction and pedestrian safety project currently in process help to alleviate some of these issues.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City maintains a large balance of match funds from past projects. Still, the City remains committed to providing local housing funds to affordable housing projects. In March 2022, Kiku Crossisng, consisting of 223 affordable family rental units began construction. Construction will continue throughout the 2022-2023 program year. This project will leverage Low Income Housing Tax Credits, bond financing, and other anticipated sources including greater than \$7.5 million in city housing funds and greater than \$5.2 million in Affordable Housing Funds from the County.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	39
Number of Non-Homeless households to be provided affordable housing units	0	30
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>69</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	164
Number of households supported through The Production of New Units	67	38
Number of households supported through Rehab of Existing Units	47	22
Number of households supported through Acquisition of Existing Units	6	6
<b>Total</b>	<b>120</b>	<b>230</b>

Table 6 – Number of Households Supported

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

### Rehab of Existing Units

The Home Energy and Repair Program provides minor repairs and accessibility and energy efficiency improvements provided by three non-profit service agencies, Rebuilding Together Peninsula, Center for the Independence of Individuals with Disabilities, and El Concilio of San Mateo County. The original goal was 47 units, with an actual outcome of 22, primarily assisting low-income households. The actual

accomplishment of 46.8% of the original goal was lower than the prior year accomplishment of 55.3%. In March 2020, the City of San Mateo began to adhere to shelter-in-place guidelines during the emergence of the corona virus pandemic. This resulted in the halting of all construction activities as well as the cancelling of the annual National Rebuilding Day sponsored by Rebuilding Together Peninsula. These guidelines began to lift in the middle of the 2021 – 2022 program year. As a result, the Minor Home Repair agencies reported facing many difficulties while trying to complete projects as well as a significant drop in interest in the program.

The City used funds from a State CalHome program to create a homeowner rehabilitation program. The City entered into an agreement with Rebuilding Together Peninsula to administer the construction project management of that program and purchased licenses with Neighborly for administration software. Homeowners will be able to borrow funds at a low rate of interest for projects ranging from deferred maintenance to roof repair. Homeowners must be 80% LMI or below to be eligible for the program. To date, there have not been any loans made or rehabilitations completed.

#### First Time Homebuyer Program

The program provides first time buyers the opportunity to purchase re-sale condominiums at several City sponsored complexes and BMR units scattered citywide. Units carry re-sale restrictions and give the City the first option to purchase for new eligible buyers on the waitlist. It was anticipated that six moderate-income households would be assisted. The actual number of households assisted was 14. The level of activity in this program is determined by the number of households who decide to sell their assisted units to new eligible buyers.

#### Construction of Affordable Housing

The 225-unit affordable housing development, Kiku Crossing, began construction in March 2022. The San Mateo HOME Consortium provided 2,000,000 in HOME funding to the project in addition to several local sources. Construction is expected to continue throughout program year 2022 – 2023.

In addition to the Montara affordable housing project, 30 low income units were constructed through the City's Below Market Rate inclusionary program.

#### Homeless Rehousing Assistance

At the Montara affordable housing project, 16 units continue to be made available to individuals experiencing homelessness.

In program year 2021 – 2022, the City's Rapid Rehousing program, administered by LifeMoves, was able to stabilize 23 households which were at risk of homelessness through direct assistance and case management.

#### **Discuss how these outcomes will impact future annual action plans.**

Future annual action plans will continue to respond to the high cost of housing in San Mateo but will ultimately be impacted by the amount of money available through the CDBG program and local housing resources. Staff continues to work with market rate developers to provide BMR units. The current housing market is attractive to developers currently allowing the City to review and approve several projects that are in the pipeline.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	13	0
Low-income	2	0
Moderate-income	8	0
<b>Total</b>	<b>23</b>	<b>0</b>

Table 7 – Number of Households Served

### **Narrative Information**

Housing prices in San Mateo continue to make it difficult for the City to provide affordable units. However, the City is always open to partnering with local non-profit housing developers who have high quality opportunities to produce or acquire and rehabilitate affordable units. Additionally, the City's below-market rate program continues to contribute new units as construction of new housing continues in the City's Bay Meadows redevelopment and across the City.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Housing Outreach Team (HOT) is a multi-disciplinary team, consisting of LifeMoves, County, and City staff, formed through the HOPE initiative that addresses chronic homelessness by outreach and engagement.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City does not directly manage any homeless prevention or assistance programs, it collaborates and financially supports a variety of programs countywide. County level ESG funds benefit San Mateo residents and transitional housing is provided by several non-profits.

**Safe Harbor Emergency Shelter:** The City contributed non federal funds to support Safe Harbor, which is the 90-bed countywide emergency shelter for adult individuals in North San Mateo County. Located in South San Francisco, Safe Harbor is operated by Samaritan House and offers a variety of basic life skills and case management services. Services accessible to clients, as needed, included chemical dependency treatment, mental health referral services, education opportunities, and basic transportation assistance. Partnerships have been established with other organizations to provide additional health and medical services on-site. The Safe Harbor shelter assisted 62 clients in Program Year 2021-2022.

**LifeMoves First Step for Families:** This facility located in the City of San Mateo provides 24-hour emergency shelter and transitional housing with comprehensive on-site support services including bilingual Spanish-speaking case managers. First Step serves up to 39 San Mateo County families on any given day. Supportive services include workshops and individual counseling to achieve financial self-sufficiency, measured by the goal to assist families to increase their household income at least 20% between program entrance and exit. The comprehensive Children's Program includes a Therapeutic Child Development Center for preschoolers and after school programs for older children, as well as customized services for each family to address any social/emotional issues of the children as well as the requirement that they attend school.

**Life Moves, The Vendome:** The Vendome is a 16-unit SRO that was redeveloped by the City in 2009. It has been transferred to Life Moves and now operates independent of the City. The Vendome provides a home for formerly homeless individuals as well as case management to connect individuals to social services. The Vendome encourages residents to both participate in regular community meetings as well take on chores to keep their home clean and tidy.

**Home and Hope:** Home and Hope Interfaith Sheltering Program assists both the homeless and those at risk of homelessness. Through their network of over 30 churches and 1,200 volunteers they provide short-term emergency shelter and meals. Home and Hope has a day center where participants can spend the day in a safe, warm environment, receive job counseling, and have access to the 'Closet' for job interview appropriate clothing. Home and Hope also aids and financial counseling to families that have recently experienced a loss of income and are at risk of losing their home. Individualized case management focuses on healthcare, financial literacy, education/employment, childcare, and permanent housing.

**CORA Emergency Shelter:** CORA provides emergency and transitional housing for families and individuals escaping domestic violence. These domestic violence victims also received a breadth of counseling and case management assistance to help in their progress toward self-sufficiency and finding safe permanent housing.

**Abode Services:** Abode provides client services at the Montara affordable housing development, which contains 16 units for individuals that were formerly experiencing homelessness. 12 of the 16 units are specifically reserved for formerly homeless veterans. To ease the transition from homelessness to long term housing, abode provides case management to the tenants of these units with funding through the City's Permanent Local Housing Allocation (PLHA).

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

**HIP Housing Self Sufficiency Program:** Although the City did not provide funding to this program this year, staff does serve on the selections committee for entry into this program that provides support services and rent assistance for a one to two year term for candidates with educational and/or vocational training plans to find employment at a level to get off of government assistance payments. The program provides deep supportive services to the clients to move toward self-sufficiency within a two-year period.

**HIP Housing Home Share Program:** The Home Sharing Program, matches homeowners with unused rooms with prospective tenants that need affordable rents. This provides some of the most affordable housing in the community and therefore allows individuals an alternative to homelessness due to rent affordability issues.

**Samaritan House:** Samaritan House, as well as other local agencies, provides services for the extremely low-income residents that include homeless prevention through a variety of programs funded by others and emergency housing assistance in addition to their counseling and support services. This year the

City provided emergency rental assistance funding for households impacted by COVID to prevent homelessness. 164 people were assisted in program year 2021 - 2022.

**LifeMoves Rapid Rehousing:** LifeMoves began operating the City's Rapid Rehousing program during program year 2021 – 2022 which is funded through the PLHA program. Individuals and families which are in danger of experiencing homelessness are given direct financial assistance for long-term rehousing with case management to connect them to the resources necessary to stabilize their housing situation. 23 individuals and families were able to be served during this year of operations.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Continuum of Care committee for San Mateo County implements its plan to serve homeless persons and families. Through this collaboration of service providers and local government agencies, efforts are coordinated for outreach, needs assessment, provision of services for the homeless. The consortium also determines the priorities and allocation of countywide Emergency Shelter Grant funds. Within the City of San Mateo, The Vendome (detailed above) provides services to chronically homeless individuals. The City funds client services for formerly homeless individuals at the Montara affordable housing project. Through the Rapid Rehousing program, the City assists households in danger of experiencing homelessness through direct assistance and case management.

**CR-30 - Public Housing 91.220(h); 91.320(j)****Actions taken to address the needs of public housing**

The City of San Mateo does not have a Public Housing Agency. The County of San Mateo Department of Housing includes the Public Housing Authority, which manages any Section 8/Housing Voucher Program and other public housing assistance programs countywide. Additionally, there are no public housing units within the City of San Mateo. Residents of San Mateo are assisted through the Section 8/Housing Vouchers Program at individually rented and privately-owned properties or through Project Based Section 8 assisted units.

**Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

n/a

**Actions taken to provide assistance to troubled PHAs**

n/a

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

A commercial linkage fee has been adopted in the City of San Mateo, which provides the City with funds to assist in development and preservation of affordable units going forward. The fee is assessed to new non-residential construction such as office, hotel, medical, retail, and restaurants based on the principle that these new spaces will increase the number of workers, which creates more demand for housing.

Throughout the past year, the City began to undergo an update of the General Plan and Housing Element, where it sought to remedy the negative effects of public policies that were detrimental to affordable housing through the introduction of several new housing programs, revisions of existing policies, and analysis of the entire inventory of sites suitable for development. This process is ongoing and will continue throughout the next program year.

The City continues to implement several initiatives to streamline review and approval of planning and building permits and reduce fees.

- An online submittal center to allow citizens to submit electronic plans without coming in person to City Hall was launched. During the height of the corona virus pandemic, the City exclusively relied on this portal for the submittal of planning and building documents, including those for essential projects such as housing.
- The Online Permit Center was also utilized to issue building permits and allow for virtual building inspections.
- The online Symbium research tool allows citizens to determine the viability of developing ADUs on their property.
- City is conducting a comprehensive review of all development related fees to ensure they are appropriate. The City Council reviewed and approved reduced flat fees for the construction of Accessory Dwelling units and approved waiver of building and planning fees for the affordable housing project downtown. As part of the fee study, the City will continue to explore potential housing related fee adjustments/reductions for affordable housing.

## **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

As the moratorium against evictions lifted during the program year, housing instability issues were reported across the City of San Mateo along with the spread of the pandemic. The City administered two contracts for Rental Assistance and Childcare Microbusiness Assistance in response to the corona virus to combat the eviction crisis. The two contracts were \$521,000 and \$300,000 of CDBG-CV funds for the two programs respectively. In addition to this, the City utilized Permanent Local Housing Allocation

(PLHA) funds to fund programs that increase housing affordability and intervene for families in danger of experiencing homelessness. Programs such as client services in affordable housing and rapid rehousing have been supported in this fund.

To address obstacles to meeting the underserved needs of the community, the City continued to support the regional efforts to develop more affordable housing and address the needs of the City's homeless or those at risk of homelessness through such organizations as San Mateo County Housing Endowment and Regional Trust (HEART) and HOPE San Mateo County.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City has adopted a lead-based paint policy that is followed by all Minor Home Repair sub-recipients as they provide services to low-income homeowners. The City monitors each of the sub-recipients through quarterly reports and periodic on-site visits.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

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

- Provide affordable housing: Several market rate projects citywide are in the pipeline that will provide BMR inclusionary units as they get constructed. This past year, 30 new low income rentals were completed through the BMR program while 8 new affordable units came online for purchase. The City began construction of 225 units of affordable housing on two city-owned parcels in the downtown area that are adjacent to a Caltrain station for a project known as Kiku Crossing. Construction will continue throughout the upcoming program year.
- Create a safe and accessible living environment: Minor Home Repair programs provide residents with repairs to increase energy efficiency, accessibility, and health/safety
- Provide social services to help people reach self-sufficiency: Accomplishments of public services grant recipients serving San Mateo residents, particularly those in the CDBG Priority Neighborhood

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

No gaps were identified internally or externally that required any specific attention to improve this program year. The entitlement jurisdictions within San Mateo County continue to meet and collaborate in a variety of ways to share innovative ideas and best practices. Most recent efforts include working towards formalizing our income verification requirements for sub-recipients.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

As a leader in regional housing and other related issues, the City continues with cooperative and

collaborative efforts with other jurisdictions in the County. With good working relationships with San Mateo County Department of Housing and the Human Services Agency, the City continues to address related issues on a regional basis as opportunities arise. The City also continues to work with the private sector through its inclusionary Below Market Rate and Commercial Linkage Fee programs to promote affordable housing opportunities.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City of San Mateo, along with 3 other entitlement cities, (Daly City, So. San Francisco, and Redwood City) and the County of San Mateo jointly contracted with Project Sentinel to provide services to address items identified in the Assessment of Fair Housing report, which were incorporated into those jurisdictions Annual Action Plans. Project Sentinel was instrumental in assisting with the community outreach for the new plan which has goals incorporated into the 2018 Consolidated Plan.

Project Sentinel opened and investigated 36 cases, which met its goal of 18 persons. It also provided information and referral services to 32 people; consultations to 36 people; education and outreach services to 83 San Mateo residents and service providers; and distributed 1500 multilingual fair housing brochures throughout San Mateo.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City's two-year public services funding cycle is structured so that each sub-recipient receives an on-site monitoring visit every three years, with desktop monitoring of quarterly report and reimbursement reviews as they are received. To ensure program compliance, NIH staff conducted desktop monitoring for all sub-grantee agencies and but could not conduct on-site monitoring visits for sub-grantees during Program Year 2021 due to social distancing guidelines during the corona virus pandemic. Two organizations that were recipients of CDBG funding were monitored remotely during this program year. Staff also implemented a risk analysis worksheet to track monitoring and to determine if sub-recipients need more frequent on-site reviews.

Affordable housing monitoring includes HOME funded properties as well as BMR properties. Review is done annually through desktop review of required documentation and an onsite visit every two year, or more frequently as needed. Regular compliance and evaluation of programs is managed daily by City staff. Due to the pandemic, no onsite monitoring visits were conducted during the program year, but rents were collected and reviewed from 16 properties.

Other programs are monitored by staff daily and as needed for capital projects. This review and monitoring includes, but is not limited to, environmental review, contract supervision, prevailing wage compliance, case management, reporting, and reimbursement request review and processing.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

A Public Notice was published in the San Mateo Journal announcing the availability of the draft report for public comment on August 19, 2022. The draft CAPER was also posted on the website.

The City Council held a meeting on September 19, 2022 to adopt the CAPER and approve submittal to HUD. No comments from the public were received.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

During the ongoing corona virus pandemic, the community of San Mateo faced several new challenges that resulted in the City re-prioritizing its goals in CDBG funding. In order to comply with social distancing guidelines and shelter-in-place orders, many individuals and families in San Mateo struggled to find work. With a large portion of the community unable to earn income, the county and the State issued a moratorium on evictions to avoid widespread displacement. Two activities: Rental Assistance and Microbusiness Assistance was added by the City using CDBG-CV funds while two activities have been made through the PLHA program to create housing stability: Affordable Housing Client Services and Rapid Rehousing.

The lifting of eviction moratoriums meant that housing stability increased significantly in this program year, with potential for many families to lose their homes from the combined loss of income and lack of protections. The City of San Mateo will continue to support increasing housing affordability wherever it can to respond to these issues.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## CR-58 – Section 3

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

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	1	0	0	0	0
Total Labor Hours	910				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	0				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				
Assisted residents to apply for, or attend community college or a four year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				

Other.	0			
--------	---	--	--	--

**Table 9 – Qualitative Efforts - Number of Activities by Program**

## **Narrative**

### Street and Sidewalk Safety Project (CDBG)

The two-year street bike lane and pedestrian safety project in the CDBG Priority Neighborhood took place over the 2020 - 2022 program years with a total budget of \$1,031,189. The scope of work included repurposing existing streets to include bikelanes and other pedestrian infrastructure upgrades. Construction was completed during this program year with approximately \$740,000 spent in total over both years. The term of the project began prior to the effective date of the new Section 3 rule taking effect. Therefore, the project was completed using the previous version of Section 3 guidelines that did not take into account Section 3 Worker Hours or Targeted Section 3 Worker Hours. Good faith efforts to hire Section 3 workers were still made by the contract awardee through outreach to local unions.

## Attachment 1

### CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.  
91.520(a)

AFH Goal	Metric	Timeframe	Outcome
Affirmative Marketing of Housing	Develop Marketing Plan with developers of affordable housing projects during final phase of construction	Varies, project by project basis	Staff worked with BRIDGE Housing marketing to develop a marketing plan for Montara, 68 units at Bay Meadows. All materials were available in both English and Spanish. Notices were sent to local social services providers, churches, Housing Authority, as well as posted on websites and in the newspaper.
	Focus outreach to those least likely to apply based on racial make-up of neighborhood		Staff created a Housing Resource Guide that is available in English and Spanish. It is available on the City website and is handed out at City Hall and community engagement events.
	Include Spanish marketing materials and ensure bilingual interpretation services are available		
Facilitate Streamlined Review of Housing	Draft guidelines for concurrent Planning Plan Check and Building Permit Check process to speed up approval process to begin construction	Ongoing	A pilot program for concurrent plan checking was completed and the process was discontinued. However, this year online submittal of electronic plans for both planning and building permit applications was implemented.
Support Education of Stakeholders	Continue community engagement process for Downtown Specific Plan Update	Ongoing	The Downtown update has been combined with the General Plan update.
	Develop community engagement process for General Plan update		The City is amid a General Plan update and has held several workshops and community engagement events during the program year. Special outreach was conducted to encourage non-English speakers.

	Participate in countywide Home for All "Learning Network" to share best practices		City staff continued to participate in "Learning Network" meetings with other jurisdictions after holding the successful "Home for All Community Conversations" program in 2018-19. No Learning Network meetings were held in 2021-22
Strengthen Section 8 Program	Collaborate with County Housing Authority staff to review current practices and potential options	Ongoing	City held meeting with the Housing Authority and other local jurisdictions to discuss current incentives for landlords on accepting Section 8 vouchers in Sept. 2018.
	Complete analysis and determine program feasibility	Submit findings to City Council by June 2018	Council Study Session in Sept. 2018 was held to prioritize tenant assistance programs. Landlord incentives to participate in Section 8 was put on hold.
	Explore Section 8 nondiscrimination policy		SB 329 was passed, effective 1/1/20 that prohibits landlords from denying applicants because they have Section 8 vouchers.
Retention of Special Needs Housing	Outreach and negotiate with Mateo Lodge for affordability extensions for Humboldt House (9 units)	Execute extension by January 2020	City executed an extension of loan and affordability restrictions for special needs housing at Humboldt House to 2041.
Support Displaced Households	Annual Fair Housing activity goals: investigate 23 cases, provide R & I to 45 individuals, public education/outreach to 100 individuals	Annual Goal completed each year by June 30	The City contracted with Project Sentinel to investigate fair house cases as well as outreach, consultations, and audits for San Mateo residents. They served 165 residents this program year.
	Annual legal assistance to renters: 125 individuals		The City contracted with Legal Aid of San Mateo County to provide legal assistance San Mateo residents. 251 residents were served this program year.
Reasonable Accommodation Policy	Review requests for Reasonable Accommodations as they are submitted	Ongoing	There were no requests for reasonable accommodation for zoning code flexibility this program year.

			City updated its ADA webpage so that all accessibility information, including reasonable accommodation instructions is on one easy to find resource page.
Dev. Of Accessory Dwelling Units	Review pilot ADU/JADU fee reduction after one year	Review June 2018	City adopted new lower flat fees for ADU/JADU effective July 2019.
	Continue collaboration with 21 Elements to develop programs to encourage production of ADU's	Ongoing	City adopted a new ADU ordinance on March 31, 2022. To establish development standards in line with state laws and to further remove barriers to production of ADU's.
Minimize Tenant Displacement	Collaborate with other countywide jurisdictions		City Council adopted a "Red Tag" ordinance to provide relocation benefits to households displaced by unsafe conditions/code enforcement actions in 2019. 19 households received relocation assistance due to this requirement during the program year.
	Complete analysis and determine feasibility	Submit findings to City Council by December 2018	

# Public Notice



## CITY OF SAN MATEO

### **2023-24 COMMUNITY NEEDS WORKSHOP AND 2021-22 DRAFT CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER)**

#### **NOTICE OF PUBLIC COMMENT PERIOD & PUBLIC HEARING**

The Community Relations Commission will hold a workshop at a special meeting on September 14, 2022 for the Community Needs Assessment. The workshop is part of gathering community input to identify priorities for Community Development Block Grant (CDBG) funds in the areas of housing, community development, and public services in San Mateo. Community input is a part of developing the Annual Action Plan, which outlines the use of CDBG funds for the 2023-24 Program Year.

This meeting will also serve as the public hearing for the 2021 – 2022 Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is an annual report that summarizes the City's accomplishments of its CDBG program from the U. S. Department of Housing and Urban Development (HUD) that is intended to provide services to meet the needs of low-income residents and areas of the community.

The public is encouraged to review the Report and provide comments from August 19 to September 14, 2022. Copies will be available by request at San Mateo City Hall, 330 W. 20th Ave. or online at <https://www.cityofsanmateo.org/1091/Annual-Reports>. Comments may be mailed to the attention of Nicholas Vu at the above address or emailed to [nvu@cityofsanmateo.org](mailto:nvu@cityofsanmateo.org).

Persons interested in attending the Community Needs Workshop/CAPER Hearing are invited to join us at Online via Zoom at the San Mateo [Public Meeting Portal](#) on **September 14, 2022 at 7pm**. The Community Relations Commission will take public comments and review the draft report. The San Mateo City Council will also hold a public meeting on Monday, September 19, 2022 at 7:00 pm online via Zoom at <https://www.cityofsanmateo.org/3971/Agendas-Minutes-Public-Meeting-Portal>, to approve the report.

In compliance with the Americans with Disabilities Act, those with disabilities requiring special accommodations to participate in this meeting may contact the City's Housing Division at (650) 522-7220 or [housing@cityofsanmateo.org](mailto:housing@cityofsanmateo.org). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.