



# CITY OF SAN MATEO

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## 2023-24 CAPER Consolidated Annual Performance & Evaluation Report

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August 2024 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 Consolidated Annual Evaluation and Report (CAPER) is for Fiscal Year (FY) 2023-2024, the first year of the San Mateo County Consortia 2023-2027 Consolidated Plan (Con Plan). The CAPER will be subject to a 15-day comment period starting with a public notice posting on September 1, 2024 and ending with the meeting of a Public Hearing before the City Council on September 16, 2024. The CAPER will also be brought before the Community Relations Commission on September 5, 2024.

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. The skyrocketing rental market continues to create undue hardships for many senior and low- and 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. While the pandemic is over, these impacts continue to reverberate throughout the community and affect resident's lives, especially the lives of low- and moderate-income residents.

The City continues to use CDBG funds efficiently and effectively, as shown by the accomplishments below:

#### Project 1 – Community Funding

- Call Community Pantry (Call Primrose): In FY 2023-2024 this activity served 1,547 low- and moderate-income residents with healthy and nutritious food through a community food pantry.
- Legal Services (Community Overcoming Relationship Abuse - CORA): Legal assistance was provided for victims of domestic abuse and their families. 128 families received services in FY 2023-2024.
- Mentoring Services (Friends for Youth): This activity provided school-based mentoring and other wrap-around services for 361 low- and moderate-income youth in FY 2023-2024.
- HomeSavers (Legal Aid of San Mateo County): In FY 2023-2024 legal assistance was provided to 218 San Mateo residents.
- Shelter Operations (LifeMoves): This activity provided support for supportive services and interim housing programs for the homeless. In FY 2023-2024, 119 people experiencing homelessness were provided services.
- Ombudsman (Ombudsman Services of San Mateo County): In FY 2023-2024, this program assisted 395 seniors living in long-term care facilities.
- Sexual Abuse Services for Children and Youth (Rape Trauma Services): This activity provides essential services for children and youth survivors of sexual trauma. During FY 2023-2024, 97 children and youth were served.

- Core Services Program (Samaritan House): In 2023-2024, this activity provided low- and moderate-income families with case management and emergency assistance for food, clothing, and shelter. Services were provided to 648 residents of the City.
- Adopt a School: Lead Elementary (St. James AME Zion Church): In FY 2023-2024, this activity provided breakfasts and school uniforms to low- and moderate-income children. A total of 521 students at Lead Elementary were assisted.

#### Project 2 – Home Energy and Repair

- Home Accessibility Modifications (Center for Independence of Individuals with Disabilities): Three households were provided accessibility modifications to their homes to increase independence and safety.
- Safe at Home (Rebuilding Together Peninsula): In FY 2023-2024 this activity provided minor home repairs to address health and safety issues. Three low- and moderate-income households were served.
- National Rehabilitation Day (Rebuilding Together Peninsula): Five households were provided minor home repair services in FY 23-24.

#### Project 3 – General Administration

- Fair Housing Services (Project Sentinel): In FY 2023-2024, 11 persons were provided fair housing services. These services are not reported in Table 1 because they are funded through CDBG administration
- The City continued to provide efficient and effective management of the CDBG program.

#### Project 4 – Street and Sidewalk Reconstruction (City)

- 2023 Street and Sidewalk Reconstruction: This project is currently in the planning and design phase and is expected to start construction in FY 2024-2025. Activities will take place in the same area as the 2022 Street and Sidewalk Reconstruction Activity.

#### Project 6 – Microenterprise Assistance

- Creating Economic Opportunity for Low-Income Men and Women (Renaissance): This activity provided customized small business assistance training. In FY 2023-2024, 33 residents were assisted.

**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
Effective Administration	Administration	CDBG: \$105,000	Other	Other	N/A	N/A	N/A	N/A	N/A	N/A
Community Funding	Non-Housing Community Development	CDBG: \$116,100	Public Service Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20,000	4,034	20.17%	5,054	4,034	79.81%
Maintain and Preserve Existing Housing	Affordable Housing	CDBG: \$105,000	Homeowner Housing Rehabilitated	Household Housing Unit	150	11	7.33%	31	11	35.48%
Street and Sidewalk Improvements	Non-Housing Community Development	CDBG: \$457,495	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20,000	0	0.00%	4,000	0	0.00%
Microbusiness Assistance	Other	CDBG: \$25,000	Businesses Assisted	Businesses Assisted	150	33	22.00%	30	33	110.00%

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.**

All activities undertaken in FY 2023-2024 addressed the priorities and specific objectives identified in the 2023-2027 Con Plan and the 2023-2024 Action Plan. The City allocated the full allowable 15% of the 2023-2024 CDBG Entitlement funds to public service activities. These activities provided a wide variety of services as shown below.

Public Services Priority

- Food Services for Youth and Families
- Emergency Housing Assistance
- Legal Services
- Case Management
- Youth Services

Community Development Priority

Street and Sidewalk Reconstruction

Economic Development

- Microbusiness Assistance

Affordable Housing Priority

- Residential Rehabilitation

## **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	2,265
Black or African American	175
Asian	268
American Indian or Alaska Native	13
Native Hawaiian or Other Pacific Islander	314
<b>Total</b>	<b>3,035</b>
Hispanic	1,054
Not Hispanic	3,024

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

### **Narrative**

4,078 persons/households were assisted in FY 2023-2024 through CDBG Entitlement funds. Of that 4,078, 1,043 persons identified themselves in racial categories not provided for in Table 2. Therefore only 3,035 persons are accounted for in the Race portion of the Table. All 4,078 are accounted for in the ethnicity (Hispanic or Not Hispanic) portion of Table 2 above.

Of the total of 4,078 residents assisted using CDBG funds, 55.5 percent were White, 4.3 percent were Black or African American, 6.6 percent were Asian, American Indian/Alaska Native were less than 1 percent, and Native Hawaiian or Other Pacific Islander represented 7.6 percent. Of all those assisted, 25.8 percent reported as Hispanic.

According to the most recent Census data, the City as a whole is 44.3 percent White, 1.9% Black or African American, 27.0 percent Asian, 1.0 percent American Indian or Alaska Native, and 1.4 percent Native Hawaiian or Other Pacific Islander. However, since the CDBG-funded programs served only 4.5 percent of the City's population, is difficult to draw meaningful conclusions on race and ethnicity.

## 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	\$808,595	\$435,391.40
CDBG-CV	public-federal	\$1,260,683	\$1,257,690

Table 3 - Resources Made Available

### Narrative

There was \$808,595 in resources available during FY 2023-2024. This included \$77,8943 in FY 2023-2024 CDBG Entitlement funds, \$4,000 in program income, and \$25,652 in prior year unspent funds. A total of \$435,391.40 in CDBG funds were expended in FY 2023-2024.

The City was also allocated \$1,257,690 in CDBG-CV funds. CDBG-CV funds have longer timelines than CDBG, and therefore the expenditures noted are from the inception of the CDBG-CV Activities through June 30, 2024.

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Priority Neighborhood	58.7	N/A	Streetwork and Sidewalk Reconstruction

Table 4 – Identify the geographic distribution and location of investments

### Narrative

In FY 2023-2024, the City allocated \$457,459 to the Streetwork and Sidewalk Reconstruction project. This project is still in process and so the actual percentage of allocation is not yet known.

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. These areas all demonstrate a variety of deteriorating conditions including high crime rates, high degree of dumping, overcrowding, and percentage of homes in disrepair.

## **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 has a variety of other funds which are frequently used to provide leverage for CDBG funds. The City, acting as the Housing Successor to the former Redevelopment Agency, manages the Low and Moderate Income Housing Asset Funds. In addition, the City combines Permanent Local Housing Fund (PLHA), HOME program income, the Affordable Housing Commercial Linkage Fees, and General Funds with CDBG funds whenever possible in housing and public services projects.

The City committed the full allowable 15% in public service funds to activities which address the direct social service needs of the community. Nine agencies received a total of \$116,100. Each of these agencies leveraged those funds with a variety of other local and State grant funds, and with foundation and donated funds.

The City was a HOME Participating Jurisdiction in past years and continues to receive program income from activities undertaken at that time. The City maintains a large balance of HOME match funds from past projects. The City remains committed to providing local housing funds to affordable housing projects.

The City of San Mateo adopted an Affordable Housing Commercial Linkage Fee ordinance in 2016. This provides the City with funds for the Below Market Rate Rental Housing program to assist in development and preservation of affordable units. 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 which must be addressed. The City will leverage these funds with CDBG, HOME program income, and PLHA whenever possible.

In FY 2023-2024, the City began the Streetwork and Sidewalk Reconstruction Project with a combination of CDBG and local funds. This project will take place in the communities of North Central, North Shoreview, and North Norfolk. Additional funding for this project is part of the City's FY 2023-2024 Action Plan and approximately \$300,000 in local funds will be used over the two-year project period.

The City also undertook the Rebuilding Together Peninsula – National Rebuilding Day in the FY 2023-2024. This activity leverages CDBG funds with other local funds and the volunteer efforts of over 1,000 community residents, providing a much greater impact than using CDBG funds alone.

## 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	0
Number of Non-Homeless households to be provided affordable housing units	29	11
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>29</b>	<b>11</b>

**Table 5 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	29	11
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>29</b>	<b>11</b>

**Table 6 – Number of Households Supported**

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

The City is satisfied with the accomplishments in the areas addressed in Tables 5 and 6. Increase in materials costs and subcontracting costs has reduced the number of rehabilitation projects completed, but this is a question of reassessing goal setting rather than changing the programs. The City contributes significantly to the development of affordable housing using non-CDBG resources and those are not represented in Tables 5 and 6. See below for additional information.

### Rehab of Existing Units

In the FY 2023-2024, the City undertook three separate activities which provided assistance to homeowners through minor home repairs, accessibility improvements, and energy efficiency improvements.

- Rebuilding Together Peninsula – National Rehabilitation Day is operated by a coalition of three non-profit service providers and over 1,000 community volunteers. This activity provides minor home repairs to owner-occupied housing.
- Rebuilding Together Peninsula – Safe at Home provides senior residents with accessibility and home safety modifications to allow those seniors to safely age in place.
- Housing Accessibility Modifications works to provide disability modifications for disabled homeowners so that they can continue to live independently.

These programs continue to be impacted by higher materials and subcontractor costs caused in part by the lingering impacts of the pandemic and inflation. As a result, the Minor Home Repair agencies reported facing many difficulties while trying to complete projects.

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 at or below 80% Area Median Income to be eligible for the program. To date, there have not been any loans made or rehabilitations completed.

### Construction of Affordable Housing

The City is using a variety of non-CDBG funds to meet the affordable housing needs in the City. The 225-unit Kiku Crossing affordable housing development (223 affordable units and two manager units) began construction in March 2022. The San Mateo HOME Consortium (Consortium) provided a \$2,850,000 HOME loan to the project as well as a loan of \$2,000,000 in Commercial Linkage Fees. Other funding sources included CalHFA Bonds and a CalHFA MIP loan. Construction and lease-up completed in FY 2023-2024 providing the community with much needed affordable housing.

### Homeless Rehousing Assistance

At the Montara affordable housing project, 16 units continue to be made available to individuals experiencing homelessness. The City used PLHA to fund the Rapid Rehousing program in FY 2023-2024. The program is administered by LifeMoves and was able to stabilize five 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 continue to work with market rate developers and non-profit developers to provide below market rate (BMR) units through the Commercial Linkage Fee and Below Market Rate Rental

Housing Programs. 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	9	0
Low-income	2	0
Moderate-income	0	0
<b>Total</b>	<b>11</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. This team evaluates the situation of each homeless person they serve to determine their individual needs and design the most appropriate and effective plan to address those needs.

**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 Emergency Shelter Grant (ESG) funds benefit San Mateo residents and transitional housing is provided by several non-profits.

San Mateo County is the Continuum of Care (COC) for the City of San Mateo and other Cities within the County. The COC implements its plan to serve homeless persons and families through a collaboration of service providers and local government agencies. Efforts are coordinated for outreach, needs assessment, and provision of services. The Consortium also determines the priorities and allocation of countywide ESG funds. The main services and programs available to address emergency housing and transitional housing needs or homeless people are described below.

- **Safe Harbor Emergency Shelter:** The City contributed non-federal funds to support Safe Harbor, which is located in South San Francisco. Safe Harbor is a 90-bed countywide emergency shelter for adult individuals in North San Mateo County operated by Samaritan House. This shelter is operated by Samaritan House and offers a variety of basic life skills and case management services including 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 77 clients in FY 2023-2024.
- **LifeMoves First Step for Families:** This facility is located in the City of San Mateo and provides 24-hour emergency shelter and transitional housing. Mateo County families daily. Comprehensive on-site support services are delivered by bilingual Spanish-speaking case managers. 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. This program also offers a comprehensive Children's Program including a Therapeutic Child Development Center for preschoolers and after school programs for older children. A customized plan is developed for each family to address any social/emotional issues of the children.
- **LifeMoves, The Vendome:** LifeMoves also operates the Vendome, a 16-unit Single Room

Occupancy (SRO) development which 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 as 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 a network of over 30 churches and 1,200 volunteers. Home and Hope provides emergency shelter and meals. They also have a day center where participants can spend the day in a safe, warm environment, receive job counseling, and have access to the 'Closet' for appropriate job interview clothing. Available individualized case management focuses on healthcare, financial literacy, education/employment, childcare, and permanent housing. Home and Hope also offers financial counseling to families that have recently experienced a loss of income and are at risk of losing their home.
- **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:** At Montara, a 16-unit affordable housing development for individuals that were formerly experiencing homelessness, Abode provides client services to ease the transition from homelessness to long term housing. Abode also provides case management to the tenants of these units with funding through the City's Permanent Local Housing Allocation (PLHA). 12 of the 16 units are specifically reserved for formerly homeless veterans.

**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**

The City and COC services for the homeless serve those who are being discharged from publicly funded institutions and systems of care and those receiving assistance from public or private agencies as listed below:

- **Abode Services:** Abode provides client services at the Montara affordable housing development, which contains 16 units for individuals that were formerly experiencing homelessness, with 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).
- **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.

- **Home and Hope:** This program offers financial counseling to families that have recently experienced a loss of income and are at risk of losing their home.
- **Samaritan House:** Samaritan House, as well as other local agencies, provides services for the extremely low-income residents that include homelessness prevention through a variety of programs funded by others and emergency housing assistance in addition to their counseling and support
- **LifeMoves Rapid Rehousing:** LifeMoves began operating the City's Rapid Rehousing program began operating in FY 2023-2024 and is funded primarily 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. In FY 2023-2025 five households were successfully housed after completing LifeMove's supportive program funded with CDBG-leveraged state funds.

**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 San Mateo County COC implements its plan to serve homeless persons and families through a collaboration of service providers and local government agencies. Efforts are coordinated for outreach, needs assessment, and provision of services for the homeless. The Consortium also determines the priorities and allocation of countywide ESG funds.

City staff sit on the selections committee for entry into the HIP Housing Self Sufficiency Program. This program provides support services and rent assistance for up to two years. Candidates then participate in educational and/or vocational training plans to find employment at a level to maintain self-sufficiency. 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 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**

The County of San Mateo Public Housing Authority is not considered troubled.

## **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)**

Many of the State and federal public policies designed to protect workers and the environment can have the unintended consequence of significantly increasing the cost of construction, making it that much more difficult to develop affordable housing. The City has no control over these policies and cannot reduce the impacts on the development of affordable housing.

The City is in the process of updating their 2015-2023 and until the new Housing Element is adopted and approved by the State of California Department of Housing and Community Development (HCD), the existing Housing Element is still in place.

The current Housing Element of the General Plan was designed with the goal of ameliorating negative effects of public policies that were detrimental to the development of affordable housing. The City has conducted an analysis of the entire inventory of sites suitable for development and is City is conducting a comprehensive review of all development-related fees to ensure they are appropriate. As part of this process, the City has introduced several new housing programs and revised existing policies. A fee study was conducted and as a result 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. The City will continue to explore potential housing related fee adjustments/reductions for affordable housing.

The City also 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.

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

The greatest obstacle to meeting underserved needs is funding. To address obstacles this obstacle, the City actively pursues funding opportunities individually and in collaboration with the Consortium. The City also 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.

In 2016, the City implemented an Affordable Housing Commercial Linkage Fee ordinance, which provides the City with funds to assist in development and preservation of affordable units through the Below Market Rate Rental Housing Program. The fee is assessed to new non-residential construction such as office, hotel, medical, retail, and restaurants. These fees provide much needed revenue which may then be leveraged with CDBG, PLHA, and other federal and State funds for the development of new affordable housing.

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, home sharing, rapid rehousing, and shelter operations have been supported in this fund.

**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:

- The HIP Housing Self Sufficiency Program provides support services and rent assistance for a one-to-two-year term for low- and moderate-income families. The program stabilizes families who then participate in educational and/or vocational training. This allows the individual to obtain jobs with compensation sufficient to support the family and reduce the need for public services.
- The City funds three Minor Home Repair programs provide residents with repairs to increase energy efficiency, accessibility, and health/safety. These programs not only preserve affordable housing, it allows those households to use those savings to support other needs.
- The City recently implemented the linkage market rate projects citywide are in the pipeline that will provide BMR inclusionary units as they get constructed. This past year, one new low-income rental was completed through the BMR program while 11 new affordable units came online for purchase. The City completed the construction of a 223-unit 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 and lease-up completed in FY 2023-2024.

**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 the County and 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 Continuum of Care committee for San Mateo County implements its plan to serve homeless persons and families through a 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.

**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 served 31 persons through intake and referral services and opened 11 fair housing cases. It also provided education and outreach services using 999 direct door mailers, and distribution of 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 reports and reimbursement reviews as they are received. No 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 years, 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 included, but was 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 30, 2024. The draft CAPER was available on the City's website and in hard copy when requested. The public comment period was from August 30, 2024 to September 16, 2024. The CAPER was also brought before the Community Relations Commission on September 5, 2024, and was approved by the City Council in a Public Hearing on September 16, 2024.

## **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.**

The City has used CDBG funds exclusively for High Priorities set in the 2023-2027 Con Plan and Projects in the 2023-2024 Annual Action Plan. The activities funded have been effective and served the community as expected. The City does not plan to change its programs in the upcoming year.

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

No

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

N/A

## CR-58 – Section 3

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

#### Narrative

The 2023-2024 Street and Sidewalk Reconstruction Project is in the planning and design phase, therefore no labor hours have been collected.

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
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				