



CITY OF SAN MATEO

2015-16 CAPER

Consolidated Annual Performance & Evaluation Report

September 2016

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.

- Phase 2 of the 120 unit affordable housing project at the old Police Station site at 2000 S. Delaware with Mid-Peninsula Housing and Palo Alto Partners as developers was completed. 60 households of moderate income moved in during the Fall of 2015.
- The City contributed \$1.1M, including \$510,000 in HOME funds, for the purchase of a 16-unit apartment building for low and moderate-income households.
- 6 households were assisted in collaboration with Rebuilding Together allowing residents to live in safe and pleasing environments in their own homes.
- 23 households received minor home repairs, home accessibility modifications, and exterior painting services, through the City's Paint and Minor Home Repairs Programs. Accessibility modifications are provided by the Center for the Independence of Individuals with Disabilities (CIID). Minor home repairs and painting services are performed by Rebuilding Together Peninsula (RTP). Energy efficiency related repairs are provided by El Concilio in conjunction with the PG&E sponsored Low Income Home Energy Assistance (LIHEAP) program.
- 14 households bought homes through the City's First Time Buyer and Below Market Rate (BMR) programs, one of which was assisted with HOME funds, and 19 households obtained housing through the BMR rental program.
- 251 property code enforcement cases in CDBG program area and 937 cases citywide were opened. 211 cases in the CDBG program area and 872 Citywide were enforced and/or brought into compliance.
- Seven different nonprofit organizations through the City's Community Funding Program completed service contracts for 1 year of public service grants as described below 11,037 individuals served by 7 different nonprofit organizations providing access to basic need services, legal assistance for homelessness prevention, case management for self-sufficiency, to stay in or acquire housing and prevent

homelessness, math tutoring services for middle school students, advocacy and monitoring of long term care facilities, home sharing, and education and assistance for victims of sexual violence. The City is in process of sidewalk, curb, and gutter replacement and installation on 7 streets throughout the CDBG target neighborhoods. Though the project was not completed for reporting under FY15-16, the project is nearly complete and will be reflected in next year's report.

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
Code Enforcement	Non-Housing Community Development	CDBG: \$86,000	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	1200	251	20.92%	400	251	62.75%
Community Funding	Public Services	CDBG: \$94,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	13000	11048	84.98%	4200	11048	263.05%
First Time Homebuyer Program	Affordable Housing	HOME: \$80,000	Direct Financial Assistance to Homebuyers	Households Assisted	18	4	22.20%	6	4	66.67%
Maintain and Preserve Existing Housing	Affordable Housing	CDBG: \$84,000	Homeowner Housing Rehabilitated	Household Housing Unit	120	23	19.17%	40	23	57.50%

New Affordable Housing	Affordable Housing	HOME: \$510,000 Affordable Housing Fund: \$590,000	Rental units constructed	Household Housing Unit	190	86	45.3%	59	86	145.8%
New Affordable Housing	Affordable Housing	HOME: \$0 Affordable Housing Fund: \$ 0	Homeowner Housing Added	Household Housing Unit	21	9	42.9%	10	9	90.00%
Public Facilities	Non-Housing Community Development	CDBG: \$0	Facade treatment/business building rehabilitation	Business	4	0	0.00%	2	0	0.00%
Street and Sidewalk Improvements	Non-Housing Community Development	CDBG: \$17,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20000	0	0.00%	20000	0	0.00%

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.

The City has immense housing, social service, and community development needs that were developed into allocation priorities through our community participation process. 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 City’s Community Funding programs met overall goals for this

year, as expected from the high quality service providers San Mateo has, working hard to meet their goals.

Our Minor Home Repair projects did not meet their goals due to a combination of overzealous goal setting and a lack of ability to recruit qualified clients on the part of all three organizations. During the year technical assistance was provided to help with marketing efforts of the programs at City facilities. Program Managers of each of the programs came together to meet with City staff and provided input on a flyer advertising the program. Re-framing of the goals each organization set was also discussed. With the grant dollar amounts given to each organization, and their average project costs, it became obvious that the goals set at the beginning of the year would not be met. For 2016-17 these goals have been calculated more realistically. The City is confident that this will lead to high quality projects helping as many residents as possible without organizations attempting to complete small and/or

The 2015-16 Street and Sidewalk Reconstruction Project was underway, but not complete by the end of the fiscal year. Construction and paperwork wrap-up are expected to be completed by the end of August 2016 and will be reported in next year's CAPER.

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)

	CDBG	HOME
White	8,273	2
Black or African American	471	0
Asian	1,026	1
American Indian or American Native	178	0
Native Hawaiian or Other Pacific Islander	263	0
Total	10,211	3
Hispanic	5,100	0
Not Hispanic	5,111	3

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 10,200 persons served through San Mateo's CDBG program, over half – 5,096 persons – were Hispanic, showing that the City's funded programs have targeted those of greatest need.

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		810,506	292,505
HOME		483,537	608,460
Other	Affordable Housing Fund	440,000	590,000

Table 3 - Resources Made Available

Narrative

For CDBG the actual expenses are significantly less than budgeted for primarily due to three programs: Code Enforcement: Expenditures were about \$127,000 less than budgeted due to staff vacancies. Public Facilities: Although budgeted for \$50,000 only one \$15,000 project was funded to Communities Overcoming Relationship Abuse (CORA) for heating and air conditioning improvements to their office which provides services for victims of domestic violence. Construction will be completed during summer 2016 so no funds were drawn in this fiscal year. CDBG Street Replacement . A contract in the amount of \$327,000 was awarded and the construction substantially completed, but no payments were issued during the fiscal year.

For HOME and San Mateo Affordable Housing Funds, the program income and carryover from prior years was underestimated in the Annual Plan. This year the City drew down it's remaining HOME grant funds from prior years, new program income, and the 2015 grant entirely, effectively closing out the program. In future years the City will not participate in the HOME program as an individual participating jurisdiction, but has joined the existing HOME consortium with South San Francisco and the County of San Mateo. Future HOME funding for San Mato housing projects will be provided by the Consortium. The City used its remaining HOME funds this year to support one first time downpayment household (\$80,000) and a portion of the acquisition funds for the 16 unit rental property at 1110 Cypress.(\$510,000). Affordable Housing funds in the amount of \$590,000 were also used for the Cypress project for a total contribution of \$1.1 million from the City. This project was not anticipated at the time the Annual Plan was prepared.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Priority Neighborhood	60	36	Code Enforcement and Street Replacement Programs

Table 4 – Identify the geographic distribution and location of investments

Narrative

The percentage of actual expenditures in the CDBG target area is less than planned since the Street Replacement project did not get completed by the end of the fiscal year. The project was substantially completed but no draws against the \$337,000 contract were paid to the contractor as of 6/30/16. This will be reflected in next year's report.

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 contributing General Fund dollars as well as specialty account funds to housing projects. During 2015-16 the City contributed funds to the acquisition of a 16-unit apartment building for a match valued at \$378,582. This project also utilized County funds and the the HOME funds that filled the gap allowed the private financing component to work for the non-profit housing provider purchasing the property. The City works hard on every project to leverage any funding sources available through the spending of federal funds.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	6,671,740
2. Match contributed during current Federal fiscal year	378,582
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	7,050,322
4. Match liability for current Federal fiscal year	147,585
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	6,902,737

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
IDIS Activity ID #535	04/26/2016	378,582	0	0	0	0	0	378,582

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

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
Total	0	0

Table 11 – 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	69	10
Number of households supported through the rehab of existing units	40	79
Number of households supported through the acquisition of existing units	6	20
Total	115	122

Table 12 – Number of Households Supported

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

ACQUISITION AND REHAB OF EXISTING HOUSING

Home Repair Program - The Home Energy and Repair Program provides minor repairs, paint, and accessibility and weatherization improvements provided by three agencies, Rebuilding Together Peninsula, Center for the Independence of Individuals with Disabilities, and El Concilio. The original goal was 40 units, with an actual outcome of 23, primarily assisting very low income households. During the year staff met with the agencies to discuss the difference between the original goals and actual projects. It was determined that they all had overestimated the amount of work that could be completed within their contract budgets, and had some difficulty in marketing the programs. Joint marketing materials were produced and the project budgets were re-evaluated for future performance measures.

First Time Homebuyer Program - The program provides first time buyers the opportunity to purchase resale condos at several City sponsored complexes and BMR units scattered citywide. Units carry resale restrictions and give the City the first option to purchase for new eligible buyers on the waitlist. It was anticipated that six households, three of which were low income would be assisted. The actual number of households assisted was four, one of which was low income assisted with HOME funds. 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.

1110 Cypress—The City provided HIP Housing, Inc with \$1.1 million to acquire a 16 unit apartment building as a effort to retain existing housing that is at risk of losing market affordability due to the pressures of the existing housing market. This property came on the market during the program year, and if it had been purchased by a market rate investor, it is likely the rents would have been substantially increased, possibly displacing existing tenants. The County of San Mateo also provided financial support to establish long term affordability to 16 low income households.

NEW CONSTRUCTION

Below Market Rate Program - The City's Neighborhood Improvement and Housing Division coordinates the City's Below Market Rate (BMR) program. The City's inclusionary zoning ordinance requirements apply to developments consisting of 11+ units and state:15% of rental units will be affordable to LI families, or 10% of rental units will be affordable to VLI families.15% of new ownership units will be affordable to MOD income families, or 10% of new ownership units will be affordable to LI families. It was estimated that 10 new ownership units would be completed during this year. Th is was exceeded in that 10 new ownership and 8 new rental units were completed and occupied during this year.

Delaware Pacific (AKA 2000 S. Delaware) - This site is located within the TOD area and was purchased by the RDA for the development of 120 units of family rental housing, half of which will be affordable to VLI households and half which will be affordable to MOD income households. The City provided \$880,000 in HOME funds and \$320,000 in Redevelopment funds (\$1.2 million total) for construction costs in addition to providing the site. Construction of Phase I, the 60 VLI units, was completed and occupied in fall 2013. This year Phase II construction of the 60 MOD income units was completed and occupied during Fall, 2015.

Bay Meadows at 28th and Delaware --Through a Development Agreement, the City has obtained an approximately 1 acre building site reserved expressly for the creation of low, very low, or moderate income housing. The site has been offered to the City. Staff began preliminary project design to approximate the number of units that might be created, as well as the feasibility of certain design features. The City issued a Request For Qualifications in April and developer teams were interviewed in June. It is anticipated that the City will enter into a Development Agreement in Fall 2016 to produce 60-65 family rentals for VLI families.

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 and other local housing funds. Staff continues to work with market rate developers to provide BMR units. The current housing market is attractive to developers at this time 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 Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	28	1
Low-income	11	1
Moderate-income	9	3
Total	48	5

Table 13 – Number of Persons Served

Narrative Information

Housing prices in San Mateo continue to make it difficult for the City to provide affordable units. The City’s Bay Meadows affordable housing development is in the initial planning and development phase and is expected to supply approximately 68 units of affordable housing near one of the City’s Caltrain commuter rail stations. Additionally, the City is always open to partnering with local non-profit housing developers who have high quality opportunities to produce or acquire affordable units, such as the project completed this year partnering with HIP Housing to acquire 1110 Cypress. Additionally, the City’s BMR 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 a number of non-profits.

- **Safe Harbor Emergency Shelter:** The City provided \$15,000 for its annual support for Safe Harbor, the 90 bed 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. Safe Harbor assisted 65 San Mateo residents during this program year.
- **LifeMoves (formerly InnVision Shelter Network), First Step for Families:** Although not funded with City assistance, 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 offers assistance 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.

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 2 year time period.
- **HIP Housing Home Share Program:** The City provided \$14,500 in CDBG to Human Investment Project (HIP) for the Home Sharing Program, this is less than the \$16,000 named in the Annual Action Plan but is in line with all of San Mateo's community funding allotments for this year. 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 such as Rapid ReHousing, and emergency housing vouchers in addition to their counseling and support services.

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.

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)

The City of San Mateo City Council, in Fall 2015, requested staff to convene a Housing Task Force to look at housing affordability in San Mateo. The task force was diverse, comprised of non-profit and private developers, tenant advocates, realtor and apartment organizations, construction representatives, members of local business community, and San Mateo homeowner and tenant residents. The task force met through the winter and into early spring 2016, delivering a final report to City Council. The task force agreed on many ideas to support the creation of new housing, such as streamlining secondary and junior units, increasing density limitations, evaluating city-owned sites for housing, and streamlining development review for projects. The task force also looked at various tenant protection measures but did not come to consensus on recommendations. All of these will be incorporated into upcoming work plans for housing and planning department staff over the next couple of years.

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

In order 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. Also, as reported last year, the City joined a county-wide effort to conduct a nexus study to evaluate adopting a commercial linkage fee to support housing as new commercial properties are constructed in the community. The study was completed last year and presented to City Council this year. A proposed commercial linkage fee ordinance is on the City Council's calendar and City Staff expects that Council will make a decision on specifics/adoption of any ordinance by the end of the 2016 calendar year.

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

Each Minor Home Repair Program subrecipient conducts a lead based paint review prior to undertaking repairs.

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:

- Strengthen the economic base in order to create and retain job opportunities in San Mateo; Providing General Funds to the Chamber of Commerce for The EDGE (Economic Development Growth Enterprise) program. During the dissolution of the RDA, the City

eliminated its Economic Development and Business Assistance (EDBA) staff due to lack of program funds.

- Provide affordable housing; Significant construction progress of the affordable housing at Bay Meadows, as well as numerous BMR units scattered around the City.
- Create a safe and accessible living environment, Code Enforcement activities with a priority on the abatement of health and safety code violations
- Provide social services to help people reach self-sufficiency. Accomplishments of public services grant recipients serving San Mateo residents.

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 joint monitoring process as well as working together to develop AFFH policies.

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.

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 prior year Analysis of Impediments report, which were incorporated into those jurisdictions Annual Action Plans.

Project Sentinel opened and investigated 11 cases. The claims from the cases stemmed from various protected classes, including national origin, gender, familial status, disability, and race. Regarding enforcement, Project Sentinel filed a housing complaint with HUD, on behalf of a resident, whose landlord tried to evict her after she acquired two emotional support animals. The complaint led to mediation, which resulted in a successful monetary settlement for the tenant and a written agreement that the landlord would implement and enforce the Fair Housing laws. Project Sentinel exceeded its case goals by serving 24 out of 23 individuals through investigative casework. Project Sentinel also exceeded its information and referral services to at least 45 people by serving 61 individuals.

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-grantee receives an onsite monitoring visit every two years, with risk assessment completed by desktop monitoring of quarterly report and reimbursement reviews annually. To ensure program compliance, NIH staff conducted desk-top monitoring for all sub-grantee agencies and conducted three onsite monitoring visits.

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 2 years, or more frequently as needed. Regular compliance and evaluation of programs is managed daily by City staff.

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.

The City invites citizen participation on all aspects of the CDBG process and specifically follows the requirements of the Citizen Participation Plan, updated during 2015-16. The Citizen Participation Plan was updated to reflect more current practices, correct out-dated information, and to streamline the document for easier public consumption.

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 (LMA) benefit through funding of the Code Enforcement and Street and Sidewalk Replacement programs. The neighborhoods included in the CDBG Program Area include the North Central, North Shoreview, and South Norfolk areas. These areas all demonstrate a variety of deteriorating conditions including high crime rates, high degree of dumping, highest overcrowding, crowded streets, and percentage of homes in disrepair. These programs address some of those issues which affect quality of life in the neighborhoods.

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's Code Enforcement in the CDBG Program Area, long a CDBG-funded project, will not be included in the City's CDBG budget after 2015-16. The City's General Fund budget will continue to fund the same level of Code Enforcement services in the CDBG Program Area, and going forward CDBG funds will be freed up with the goal of larger, more impactful Street Replacement Projects in the CDBG target area.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No
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[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

All developments scheduled to be inspected by the City during 2015-16 were inspected and completed. All ten developments (listed below) monitored this year passed their inspections without issue.

Development	Number of HOME Units	Result of Monitoring
12 N. Idaho	1	pass
106 N. Eldorado	5	pass
St. Matthew SRO	11	pass
2000 S. Delaware	9	pass
Humboldt House	7	pass
11 S. Delaware	11	pass
First Step	11	pass
Pilgrim Plaza	56	pass
Vendome	12	pass
Penn Station	7	pass

Table 14 - HOME Units Monitored 2015-16

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

Extensive outreach was conducted by Mid-Pen Housing for the Foster Square project. While this project will be completed during 2016-17, during 2015-16 a Marketing Plan was prepared and jointly reviewed by both City of Foster City and City of San Mateo to ensure local low-income residents were informed of the new housing opportunity. The final resident selection was not completed during the fiscal year.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The City received \$41,970 in HOME Program Income this year. These funds plus \$3,500 in Program income from the prior year as well as \$547,816 from HOME Entitlement Grant funds were used to assist two HOME projects this year; one First Time Homebuyer and four HOME rental units at 1110 Cypress.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

As stated before, the City formed a Housing Task Force to study ways to support the production of new housing, both market rate and affordable, as well as options to provide tenant protections to assist existing tenants from displacement due to the significant housing price increases over the last couple of years. The first action from that Task Force is to adopt a Commercial Linkage Fee to provide additional funding to support housing for workers. The City Council will review a proposed ordinance during summer of 2015. Other items will be incorporated into work programs for the City Planning staff, starting with a program to modify the existing secondary unit standards .