

## **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.

In Program Year (PY) 2023-24 San Mateo County, Department of Housing (DOH) participated in and celebrated the 50 Years of the Community Development Block Grant (CDBG) Program. During its public hearing at the Board of Supervisors meeting in which the PY 2024 Annual Action Plan and Recommended Projects to fund were discussed, the DOH highlighted a few key impacts from the CDBG program in the County. Since the initial start and implementation of the CDBG program, an estimated amount of \$146 million of CDBG funds have been invested in the County. With the utilization of this funding, the County has served an estimated 500,000 community members and supported the preservation of an estimated 4,362 affordable housing units in the County as well. The DOH recognizes the long-term and vital impact CDBG funding has had within the community of San Mateo County. Through increased collaboration with local organizations and service providers, DOH and the County is committed to continue utilizing CDBG funding to meet the needs of the community.

Within PY 2023-24, San Mateo County continued to support local community organizations through the facilitation of the Federal Community Development Block Grant – CARES Act (CDBG-CV) and the Federal Emergency Solutions Grant - CARES Act (ESG-CV) program. Through the facilitation of these Federal grants, the County was able to provide vital support to service providers at a point where community needs were at the highest levels they had ever seen because of the Covid-19 Pandemic. This funding supported households to ensure they remained housed and supported individuals experiencing homelessness with locating shelter. ESG-CV ultimately played an important role in leveraging additional funding for the future permanent supportive housing through HomeKey sites. Within just a three-year time period, the County was able to coordinate the process to begin utilizing these funds, worked with staff so that local organizations and service providers understood the regulations and purpose of the specific grant funds. San Mateo County led collaboration efforts with multiple departments which included the Department of Public Works and the Health and Human Services Agency to successfully support the implementation of this program. In this same time period, the County successfully supported multiple legal assistance/eviction-prevention services, Rapid-Re-housing programs, Housing Location services and offered local service providers with vital operational support for their shelters. Funds were also used to support the construction of non-congregate shelter units, including the 240 bed Navigation Center, for individuals experiencing homelessness and at risk of being infected by Covid on the streets or in congregate shelters. The culmination of the past program years, and the facilitation of this grant, helped support households and local community members through an unprecedented time.

San Mateo County continued to engage in its priority of affordable housing development, noted in both the County's Consolidated Action Plan (ConPlan) and Annual Action Plan (AAP). In PY 2023-24, the County also prioritized the rehabilitation of affordable housing projects due to the critical need of preserving affordable housing in the region. One of the reoccurring obstacles that the County has encountered toward meeting the local need for affordable housing is the long lead times for the production of new affordable housing. The process toward affordable housing development is typically a multi-year process and consists of many different phases. Within previous program years, the County continued to carry out its AAP through the investment in the rehabilitation of Moonridge I, Moonridge II Apartments, Nugent Square Apartments, and Bay Oaks Apartments. All four projects were funded in previous program years, but all have now completed their scheduled work within PY 2023-24 with a total of 229 affordable units preserved. Moonridge I and Moonridge II were able to provide their site with a much-needed roofing upgrades to the housing units on the two properties. Nugent Square Apartments engaged in a rehabilitation of the site which included window replacements and upgrade in roofing of the housing units. Bay Oaks Apartments completed their rehabilitation work on their 20-year-old site which included vital upgrades to the interior and exterior of the affordable housing units. All 229 units will now contribute the County's ConPlan and AAP priorities. Most importantly, these 229 units will preserve the affordable housing families and individuals rely on to remain in the County. As another affordable housing development update, Main Street Park II, is currently being rehabilitated with an expected completion date of Fall 2024. Lastly, the Navigation Center opened in the first part of PY 2023 and has since then welcomed many new residents. The site is home to 240 individual living spaces and is now near full capacity. In addition to supporting persons experiencing homelessness with shelter, the site also offers residents with wrap-around services which consists of a medical clinic, dental clinic and behavioral health services all directly on the property. There is even a small dog park for those with pets, which is a common source of comfort, socialization and safety for this population.

As an additional update, San Mateo County initiated and began the amendment process for the following AAP's and ConPlan within the 2023 program year:

Minor Amendment to the FY 2017 AAP, Substantial Amendment to the FY 2019 AAP, Minor Amendment to the FY 2020 AAP, Minor Amendment to the FY 2021 AAP, Minor Amendment to the FY 2022 AAP, Substantial Amendment to the Program Year 2023-2027 ConPlan, and Minor Amendment to the Program Year 2023-2027 ConPlan as well.

**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
Assist Access to Shelter and Stable Housing	Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$211406 / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	650	5569	856.77%	130	5569	4,283.85%
Assist Access to Shelter and Stable Housing	Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$211406 / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	310		0	310	
Assist Access to Shelter and Stable Housing	Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$211406 / ESG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	280		0	280	
Improve and Construct Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		2	0	0.00%
Improve and Construct Public Facilities	Non-Housing Community Development	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
Improve and Construct Public Facilities	Non-Housing Community Development	CDBG: \$	Other	Other	10	0	0.00%			

Planning and Administration	Planning and Administration	CDBG: \$ / HOME: \$ / ESG: \$	Other	Other	1	0	0.00%	1	0	0.00%
Preserve & Protect Existing Affordable Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	400	73	18.25%	80	73	91.25%
Provide Services to LMI & Special Needs Households	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	27500	4912	17.86%	5500	4912	89.31%
Provide Services to LMI & Special Needs Households	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Support Micro-Enterprise & Job Creation/Retention	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	350	83	23.71%	70	83	118.57%
Support New Housing for LMI & Special Needs	Affordable Housing Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	50	0	0.00%	10	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.**

In PY 2023-24, San Mateo County identified the following as the highest priority programs; Housing Development/Housing Repair and Modification Programs, Public Services Programs (including Shelter Operations & Fair Housing Enforcement), and Community & Economic Development (including Public Facilities & Micro-Enterprise Assistance). Residents and Stakeholders had previously identified persons or families experiencing or at-risk of homelessness, persons living with a disability or mental illness, farmworkers, and the elderly as having the greatest needs in the County and continued to be prioritized during this program year. San Mateo County understands that continued investment in new affordable housing development, affordable housing preservation and community services is important in order to meet these priorities and the needs of the community. The program priorities listed are reflected within the County's funded activities in its AAP. The specific activities that are identified within the plan, ultimately support community members throughout the County.

Due to the lengthy progression of affordable housing development and other program limitations, the following 2023-24 Annual Action Plan performance goals were not obtained.

Preserve & Protect Existing Affordable Housing (Homeowner Housing Rehabilitated): The four home repair program operators collectively served a total of 78 households (vs. the goal of 80) of which, approximately half were extremely low income households, one-third had a head of household with a disability and nearly 90% had an elderly head of household. This goal was just two households away from being met. The current actual reflects 73 households were served in PY 2023, but an additional 5 households were supported. These 5 specific households were served through the Center for Independence of Individuals with Disabilities – Housing Accessibility Modifications program. Due to landlords not being required to pay for such modifications, this program stepped in and supported these households with much needed accessibility modifications at no cost.

Support New Housing for LMI & Special Needs (Rental Units Constructed): For PY 2023-24, the County did not utilize any Federal funding for new affordable housing development projects. However, within the same program year, the County did have four specific projects come online and into services which will provide a total of 229 affordable housing units. Additionally, Colibri Commons Apartments began construction within PY 2023-24 and is scheduled to be completed in two years which will provide 135 new affordable housing units. Also scheduled for a completion later this program year is the Main Street Park II rehabilitation program which will preserve 27 affordable housing units for large families. San Mateo County is working towards strategically utilizing Federal funding to increase the preservation of affordable housing units. The County continues to face long lead times with new affordable housing construction and increasing the use of Federal funding for

rehabilitation activities will immediately support local households.

Improve and Construct Public Facilities (Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit): The County had a goal of completing 2 public facility projects, but the table above is reflecting 0 due to the associated matrix code for the activity of National Rebuilding Day – Community Facilities by Rebuilding Together Peninsula (RTP). Through this activity, RTP successfully supported the rehabilitation of 5 public facilities during the PY 2023-24. These facilities consist of educational facilities, community centers and local non-profit organizations that support and serve low-income community members. During the PY 2023-24, RTP conducted essential rehabilitation upgrades and safety upgrades to these facilities so that they can provide clients with a safe, welcoming, and inclusive environment. Most importantly, these facility upgrades ensure that these organizations can continue to provide vital support services without the burden of associated costs with facility improvements.

Provide Services to LMI & Special Needs Households (Public service activities other than Low/Moderate Income Housing Benefit): The table above reflects that 4,912 persons were served through public service activities but there are a few organizations that still need to submit their year-end reporting which will increase this final number. Even with the limited reporting, San Mateo County did serve almost 5,000 persons in the County. These individuals were able to receive vital public services that ensured they remained housed and supported through difficult situations. During the PY 2023-24, organizations such as CALL Primrose and Peninsula Volunteers Inc. provided individuals and households with access to food. Additionally, organizations such as Pacifica Resource Center and El Concilio of San Mateo County provided community members with access to basic needs services such as clothing, financial assistance, referral to mental health services and enrollment in public benefits. The County will continue to work with its Public Service organizations so that they are able to continue serving community residents and expand their services to reach more community members during the 2024 program year.

During Program Year 2023-24, San Mateo County did exceed their goal in two different categories. The first being the goal of assisting 70 local businesses with Micro-Enterprise & Job Creation/Retention support. The County successfully exceeded this goal and assisted a total of 83 local businesses throughout the program year. Local business owners were supported with small business training, one-on-one counseling, and networking opportunities. Participants were able to expand their business knowledge, improve their business acumen and ensure they are prepared to provide high-quality service to the community. Additionally, this supports the community in the long-term by providing jobs and supports upward economic mobility for businesses who are women and/or minority owned. Another goal that was met is Assist Access to Shelter and Stable Housing. During the PY 2023-24, 5569 persons were served, exceeding the goal of serving 130 persons. The large number being reported is directly attributed to increase community needs for these services. Samaritan House – CORE Services reported a 14% increase in clients served during the program year. They state that they are seeing unprecedented number of clients due to the effects of inflation,

increased housing and rental prices, and all the other issues associated with living in one of the most expensive regions in the State.

## 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	6,542	0
Black or African American	740	0
Asian	1,453	0
American Indian or American Native	108	0
Native Hawaiian or Other Pacific Islander	262	0
<b>Total</b>	<b>9,105</b>	<b>0</b>
Hispanic	4,364	0
Not Hispanic	726	0

Describe the clients assisted (including the racial and/or ethnicity of clients assisted with ESG)

	HESG
American Indian, Alaska Native, or Indigenous	0
Asian or Asian American	0
Black, African American, or African	32
Hispanic/Latina/e/o	9
Middle Eastern or North African	1
Native Hawaiian or Pacific Islander	17
White	8
Multiracial	0
Client doesn't know	0
Client prefers not to answer	0
Data not collected	0
<b>Total</b>	<b>67</b>

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

### Narrative

The information of Racial and Ethnic composition of families that were assisted in PY 2023-24 is not appropriately reflected in the chart above due to limited data gathering and recording by subgrantees. Additionally, clients with mixed Race and Ethnic composition, such as those who identify as White and Hispanic/Latino, and clients who identify as Other were not reported in the table above. For this reason,



lower numbers are reflected in the tables above. In PY 2023-24, there was a total of 3,905 CDBG beneficiaries that identified as Other. The information reported in the table above helps the County better understand the needs of the County by population. From the previous year, we have seen an increase in beneficiaries of CDBG who identify as Asian and an increase in those who identify as White. All other races reported, including African American (Countywide population at 2.7%, CDBG program beneficiaries at 8%), American Indian/American Native (Countywide population at 0.9%, CDBG program beneficiaries at 1%) and Native Hawaiian or other Pacific Islanders (Countywide population at 1.4%, CDBG beneficiaries at 3%) were served at a lower rate than as represented in the Countywide demographics during the 2023 program year.

## 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	5,013,390.77	709,761.35
HOME	public - federal	1,901,510.36	0
ESG	public - federal	215,319	

**Table 3 - Resources Made Available**

### Narrative

San Mateo County continued to use a multi-funding source approach to make additional funding investments and increase resources. With the combination of local Measure K general funding and state sources, the County successfully made an approximate amount of \$38,500,000.00 available in 2023. This funding was specifically awarded for housing development and public services through the County's Affordable Housing Fund (AHF), and the Winter Federal Funds Notice of Funding (NOFA). San Mateo County will continue to utilize this multi-source approach to ensure that community needs around affordable housing and community development are continued to be addressed through additional resources and continued investments to local organizations.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Countywide	100	100	100

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

San Mateo County uses federal funds for countywide projects and does not have an additional geographic target.

## 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.**

Within PY 2023-24, San Mateo County successfully utilized Federal funding to leverage additional resources. This includes a combination of State and Local resources, and additional matching for ESG funds. The County continued to provide HomeKey funding to HomeKey emergency shelters in the community. The HomeKey sites have proved to be an impact opportunity to provide families and individuals with much need emergency housing. In addition to the shelter, these sites offer a robust set of onsite supportive services to community members experiencing homelessness. Through these services, residents are provided with a diversion plan to ensure they remain housed after securing housing. Lastly, the County would like to share that there is currently no new updates or changes to report for the Maple Street Shelter. The site is still under consideration for redevelopment.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	51,805,601
2. Match contributed during current Federal fiscal year	0
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	51,805,601
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	51,805,601

**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

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 \$
1,337,028.15	495,908.29	233,446.89	0	1,559,489.55

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Number	68,391,554	0	405,683	0	246,323	67,739,548
Dollar Amount	53	0	2	0	2	49
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Number	68,391,554	10,289,694	58,101,860			
Dollar Amount	53	3	50			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>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</b>						
	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**

<b>Relocation and Real Property Acquisition</b> – 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	2
Number of Non-Homeless households to be provided affordable housing units	90	305
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>90</b>	<b>307</b>

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	10	0
Number of households supported through Rehab of Existing Units	80	307
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>90</b>	<b>307</b>

Table 12 – Number of Households Supported

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

As previously stated, the long lead time for the development of an affordable housing project has been an issue encountered by the County and thus, creates a different narrative for the goals and outcomes that are reported. Within the previous program years, the County invested in multiple projects but the complex process toward development precluded projects from completing within a one-year timeframe. Although this is a continued obstacle, San Mateo County did successfully have four different projects complete their rehabilitation work in the 2023 program year. The projects include, Moonridge I and Moonridge II Apartments and Nugent Square Apartments. Additionally in this program year, Bay Oaks Apartments also completed their rehabilitation work and those affordable housing units preserved.

Within this program year, the County continued to engage in affordable housing preservation by successfully supporting the rehabilitation of 78 single-family housing units through Minor Home Repair programs. Although the properties were funded in prior years, an actual amount of 307 units are being reported as they were completed in PY 2023-24. Which is 217 more units than the current program year goal of, 90 affordable housing units. San Mateo County will continue to prioritize affordable housing preservation in the region and will continue to work through future obstacles to meet the housing needs of community.

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

Although the County made progress on outcomes related to its AAP, the County understands that community needs remain high. The County will evaluate these outcomes, but affordable housing preservation will continue to be a top priority for the County. Future AAP’s will continue to prioritize affordable housing rehabilitation projects through funding investments. The County recognizes the importance of affordable housing production, but also understands the long process towards the production of affordable housing units, which isn’t always aligned with CDBG and HOME spend down timing requirements. The County will continue to consider this lengthy process in future AAP goals that are set. Furthermore, future annual action plans will continue to reflect the priority of affordable housing development and rehabilitation to ensure that the beneficiaries of this housing include low, very-low and extremely low-income households throughout the County. Such as, our homeless community members, special needs residents, seniors, veterans, transition age youth and working, and farmworkers.

**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.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	80	0
Low-income	62	160
Moderate-income	5	0
<b>Total</b>	<b>147</b>	<b>160</b>

**Table 13 – Number of Households Served**

**Narrative Information**

The County of San Mateo had four affordable housing developments complete rehabilitation during PY 2023-24, and specifically served extremely-low and low-income households throughout the County. Many of the community members that benefitted from the completion of the projects were homeless, formerly homeless, frail seniors, agricultural farmworkers and large families. These sites also offer residents an opportunity to utilize the easily accessible public transportation nearby and have access to multiple green spaces as well. In addition to the completion of these rehabilitated properties, many extremely-low and low-income homeowners were able to remain housed through the County’s Minor Home Repair programs that supported the preservation of 78 affordable housing units. These



homeowners were supported with vital home repairs and eliminated the cost burden of addressing rehabilitation issues in their homes.

## **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**

During PY 2023-24, San Mateo County continued to collaborate with the San Mateo County Continuum of Care (CoC) to undertake the following initiatives to reach out to individuals experiencing homelessness and assess their needs:

**The Core Service Agency Network:** San Mateo County has established the Core Service Agency Network (the Cores) for the purpose of meeting the basic needs of low-income community members for anti-poverty services, standardizing the delivery of safety-net services, and creating a collaborative organizational structure for safety-net service providers. The Cores often serve as a first point of contact for households that are experiencing homelessness or at risk of homelessness in San Mateo County, supporting them to resolve their current housing crisis and prevent homelessness, or assisting them in connecting to resources throughout the County and COC to identify housing and resources that can help them exit homelessness.

**Mobile Outreach:** San Mateo County funds and oversees Homeless Outreach Teams (HOT) covering the entire county, including two teams targeting areas where there are disproportionately higher numbers of unsheltered people including BIPOC. HOT conducts intensive engagement and assists clients with connecting to other services to meet their needs. HOT workers create and implement a housing and services plan. HOT tailors outreach to those least likely to request assistance by maintaining multilingual staff, meeting clients where they are living, and providing transportation as needed. For clients with mental health or physical disabilities, HOT coordinates with the Street Medicine team to access clinical specialists, and San Mateo County's Homeless Engagement Assessment & Linkage (HEAL) team to provide field-based short-term therapy services, outreach, engagement, and care coordination to unsheltered clients. HOT provides case management for those who are assessed through CES with highest needs. The CoC has implemented a Homeless Outreach Application to effectively identify homeless individuals and encampments, providing a mechanism for partners – including, County departments, local jurisdictions, and law enforcement to request for HOT staff to make contact and assist in engaging unsheltered households. The County has also implemented a data tool that maps homeless encampments and unsheltered individuals.

**Coordinated Entry System (CES):** The Coordinated Entry System (CES) is a primary strategy San Mateo County uses to connect people experiencing homelessness to the homelessness response system. The Core service agencies are the primary access points into CES. Any household experiencing homelessness may receive a standardized screening at any of the 8 Cores. The Homeless Outreach Teams request mobile CES services for unsheltered households who cannot visit a Core. As part of the assessment

process, the household participates in a diversion conversation to determine if there is an immediate solution to their housing crisis. If a household cannot be diverted, they receive a further assessment of their needs which is used to match them to available resources and housing. CES policies and tools are designed to identify and prioritize those households with the greatest needs, particularly those who are unsheltered, have long histories of homelessness, and have significant barriers to securing housing. As part of CES, the County requires all programs receiving local and state funding or COC and ESG funds to accept referrals from CES and to remove barriers to entry.

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

The Board of Supervisors for San Mateo County have set a goal to be one of the first counties in the region to reach zero effective homelessness. This County goal has a target to eliminate unsheltered homelessness among households seeking services so that anyone experiencing homelessness has access to shelter or permanent housing. To achieve this goal, the County has added to its emergency shelter and permanent housing unit capacity. Since 2021, San Mateo County has added four new non-congregate shelters, increasing shelter capacity by 409 units and allowing the County to better serve unsheltered adults, adult-only households, and families with children. The County experienced significant savings by deploying prefabricated modules for the 240-unit Navigation Center, which went from design to fruition in record time. According to the operator of the Navigation Center, LifeMoves, more than 40% of all clients are aged 55 or older, which, unfortunately, is a rapidly growing segment of the population of individuals experiencing homelessness in the state. The County's Human Services Agency (HSA) also funds an overflow shelter program for homeless families to ensure they have a safe place to stay while waiting for a shelter unit. The program offers housing-focused case management to support households to identify a permanent housing solution. Some families move directly from the hotel into housing, and others are referred to shelter to continue progress of their housing plan.

Overall, due to the County's investments in additional shelter capacity, leveraging CDBG-CV and ESG-CV funding among other sources, in the 2024 point-in-time count of persons experiencing homelessness, the number of people using shelter services within the county increased by 38%.

**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**

San Mateo County continues to place a high importance in resource and services that prevent individuals and families from becoming homeless. Through vital safety net services and homeless prevention services, community members are able to remain housed. San Mateo County also understands the importance of meeting community members who are experiencing homelessness or at-risk of homelessness, where they are at. A key component to this effort is the collaborative approach

taken in partnership with the local health care and mental health facilities. .

San Mateo County, in partnership with the County jail and public hospitals, operate a program for homelessness diversion to connect people to housing prior to exiting the County jail or the County hospital. The County continues to work with these institutional partners to refine strategies to prevent discharge from institutes to homelessness. The County also facilitates a monthly workgroup with system partners (foster care, hospital, mental health system, jail) on system alignment and housing for individuals and families at risk of homelessness. The County shares information about housing resources and best practices to enhance discharge planning, supporting family reunification, and provide diversion training.

**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 County's Continuum of Care requires that all programs, including homeless outreach and shelters, offer housing-focused case management and implement housing first practices. The County has provided CoC-wide training on housing-focused case management, building effective landlord partnerships, and motivational interviewing. A robust Coordinated Entry System is in place to connect households to shelter and housing programs, such as rapid rehousing (RRH) and permanent supportive housing (PSH). Coordinated Entry utilizes a vulnerability assessment to prioritize the available capacity of intensive housing programs, such as PSH for households with longest length of homelessness and highest needs, so they avoid returning to homelessness. The County contracts with several homeless outreach teams to conduct intensive outreach and engagement with unsheltered and chronically homeless people and to help them transition into permanent housing, providing support to ensure a successful transition. In summer of 2023, the CoC started convening regular Multi-Disciplinary Team (MDT) meetings to case conference households with long lengths of stay in shelters, including families and chronically homeless individuals, with the goal of reducing length of stay and increasing exits to permanent housing solutions. The MDT includes homeless service, Human Services, and Health partners, including Behavioral Health and Aging and Adult Services.

The County has also invested local resources and increased the inventory of RRH, PSH, and housing locator services. The CoC is pairing locally funded supportive services with Stability Vouchers to house Coordinated Entry-referred households. The CoC provides training on tenants' rights and mainstream benefits to permanent housing projects. The County's Human Services Agency (HSA) also assists projects with connecting with other systems, such as medical care, mental health services, and employment services to help them maintain housing stability. HSA implemented an employment program for people experiencing homelessness and RRH and PSH participants. The San Mateo County CoC has set a goal to have a homeless crisis system in place for all Veterans experiencing homelessness. The CoC maintains a

by-name list of known Veterans experiencing homelessness and convenes monthly meetings of stakeholders and providers to ensure Veterans are connected to appropriate housing resources.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The Housing Authority of the County of San Mateo (HACSM) has no public housing to report.

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

HACSM has no public housing.

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

The Housing Authority of the County of San Mateo is not a troubled PHA. Occasionally, HACSM staff has been asked by other PHAs in the area to assist with telephone conversations and ideas sharing regarding program design or program delivery. For example, HACSM has been an active participant at the annual Moving-To-Work conference, sharing many innovative ideas and practices with conference attendees.

## **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)**

San Mateo County is continuously seeking to address aspects of affordable housing barriers within the community, and this is why the county has decided to implement Prohousing programs. In 2019, the State of California established the Prohousing Designation Program (“PDP”), a program that creates incentives for jurisdictions that have enacted local Prohousing policies. The State of California defines Prohousing policies as policies which, “facilitate the planning, approval, or construction of housing.” Some examples include the provision of local financial incentives, reduction of development permit times and permitting fees, the preservation of affordable housing units at risk of becoming market rate units, and other similar policies. Local governments that receive a Prohousing designation through the PDP receive a scoring advantage when applying for several competitive state housing funding programs. Jurisdictions must demonstrate that they have enacted or proposed policies that significantly contribute to the acceleration of housing production in each of the four categories: Favorable Zoning and Land Use, Acceleration of Housing Production Timeframes, Reduction of Construction and Development Costs and lastly, Providing Financial Subsidies. In PY 2023-24, San Mateo County continued to develop and implement Prohousing-related programs and policies aligned with the PDP. Examples of these enacted programs and policies include:

- Zoning to allow for high-density multifamily residential and residential mixed uses in multiple non-residential zones.
- Establishment of ministerial, by-right approval processes for a variety of housing types, with objective design and development standards.
- Priority permit processing and reduced plan check time processing for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU).
- Creation of the ADU Amnesty Program.
  
- Elimination of limits on ADU development
- Expedited permit review processes and waiver of fees for farm labor housing.
- Establishment of a local housing trust fund.
- Continued commitment of a regular annual affordable housing subsidy pool through the Affordable Housing Fund.
- Providing funding to reduce displacement of lower income households and conserving existing affordable housing stock with the creation of the Affordable Rental Acquisition and Preservation Program.
- Waiver of planning and building fees for affordable housing development

San Mateo County has also proposed new Prohousing policies that will be enacted within the next few years. These proposed policies include:

- Absence or elimination of public hearings for projects consistent with zoning and the general plan, including all multifamily residential development.
- Adoption of non-development impact fee reduction strategies, including fee deferrals and reduced fees for housing for persons with special needs.
- Adoption of universal design ordinances pursuant to Health and Safety Code section 17959.
- Evaluation and revision of the current ADU Loan Program, to determine how to better target it, incentivize its use by and utility for lower-income applicants, determine appropriate loan sizes, and identify additional and continued funding sources for these loans.

Once the San Mateo County receives approval from the State on their housing plan for 2023-2031 (Housing Element), the County will submit an application under the State's PDP.

In addition to engaging in Prohousing policies within the County in PY 2023, the County continued to engage in conversations with local organizations who provide shelter services and basic needs services about trends they see within the community. These conversations provide staff with insight what is going on at the local community level and provide a different perspective of understand how households benefit from local housing recommendations, or the funding of community services impacts local households. Although these conversations are not reported within a set of data, the County finds important value in them.

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

During PY 2023-24, San Mateo County made an estimated \$38,500,000.00 in funding resources through the utilization of local Measure K general funding and state sources. These funds were distributed across affordable housing projects, permanent supportive housing projects and a variety of community services. Through the funding of HomeKey properties, the County was able to support specific sites with vital resident services. These services provide residents with much needed activities, case management support and most importantly, provide residents with a safe space to socially engage. Many of the residents of the HomeKey sites are formally homeless and are receiving these types of services for the very first time. With this funding the County has also continued to meet the underserved needs of the community with the partnership of local organizations and non-profit agencies. One of the organizations includes Project Sentinel, where through their Landlord Tenant Information and Referral Program they are able to prevent displacement of households with intervention and conciliation/mediation. This is a free service available to households and individuals, eliminating the obstacle of costly legal services. Another organization supporting with meeting the underserved needs of the community is Pacifica Resource Center with their Safety Net of Pacifica program. This program helps community members with access to basic needs services which include, food, shelter, financial assistance and other wrap-around services. The program is established to serve anyone who is in need and eliminates any barriers



to receiving these services.

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

Within the previous program year, the San Mateo County expanded services of the Lead Prevention Program currently offered to households in the County. Through the collaboration of the County Environmental Health division and Rebuilding Together Peninsula, which is an organization dedicated to providing minor home repair services to low and extremely-low income households in the County, the Lead Paint Hazard Remediation Program was introduced. Within PY 2023-24, the County began to implement the new lead paint safety service to residents. The Lead Paint Hazard Remediation Program is a multi-year lead safety program that offers qualifying households the service at no cost. Some of the services include free inspection and repairs by certified contractors to address unsafe levels of lead paint in the home. Many of the households have never conducted a lead inspection and are often, multi-generational households which effect a greater number of individuals in the household. The purpose of this program is to begin the inspection and cleaning of homes within the community to ensure health and safety to households.

In PY 2023-24, the County further continued to also provide additional resources and educational information to community members about lead paint safety through Lead Prevention Program. The priority of this program is to prevent lead exposure for your children and their household. Through this program, community members are able to receive case management support around reducing lead exposure as well as other preventative services that families may need, such as referrals to community resources. can receive case management support around reducing lead exposure. As well as referrals to other preventative services including, home visits to identify triggers and provide education around preventing exposure, and support around scheduling blood level lead tests.

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

San Mateo County continued to prioritize the community need of more basic needs' services. In PY 2023-24, the County supported and worked with Peninsula Volunteers Inc, for their Meals on Wheels program, and CALL Primrose, for their Community Pantry program. These two programs provide community members with valuable basic needs services and help households eliminate an additional cost. Meals on Wheels delivered 222,300 meals to elderly and homebound individuals in PY 2023-24 and CALL Primrose fed 75,000 individuals via its foodbank. The work of programs such as these provide individuals and families a first step to support their journey out of poverty towards self-sufficiency by reducing an additional cost of living in a region as expensive as San Mateo County.

Additionally, in PY 2023-24, the County worked with the Renaissance Entrepreneurship Center, a local organization dedication to helping individuals and families that are interested in starting their own small business. The County understands that the services offered to the community through this organization provides individuals and families with an opportunity to start and pursue an entrepreneurial career. Families and individuals that may not have the resources to do this, have a starting point and partner.

This positively effects families and in the long term, their community as it provides an opportunity for local economic development.

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

In PY 2023-24, San Mateo County, Department of Housing (DOH) continued with the implementation of Asana and MailChimp. These are two online tools utilized by the County and act as internal resources for different aspects of the County's functions. During the program year, these two tools provided the County with improved efficiency within internal processes. Through MailChimp, the Department of Housing was successfully able to notify local developers and non-profit organizations of items such as, the departments Affordable Housing Fund and the Winter Federal & State Notice of Funding Availability, opportunity for community feedback on specific reports, plans, and other community participation opportunities. Having MailChimp as an additional resource for these functions is important as it is another avenue of community engagement and notification. Through the utilization of Asana, department staff were able to create long-range plans for specific county projects, such as annual monitoring, public service contract tracking, project management of the departments Notice of Funding Availabilities, and other internal long-range activities or projects.

Additionally, within the PY 2023-24, the DOH began to engage in the restructuring of their internal document management system. This specific action has begun to be implement on a small scale for a slow rollout to ensure staff gain familiarity with the new updates. This action ultimately ensures that the DOH is being as efficient as possible with their internal controls. Through this implementation, staff will be able to efficiently locate specific documents or records. In addition to enhancing internal record keeping, the DOH made great progress on their development and implementation of the internal policies and procedures handbook. In PY 2023-24, the DOH finalized key aspects of the policies and procedures handbook and begun to create the roll out of the internal resource which will occur in the early part of next program year. The creation of this rollout consists of staff training and providing staff with an opportunity to gain an understanding of what these policies and procedures are, and how they play a role in the work they engage in. Most importantly, it will provide DOH staff to clearly define roles, define responsibilities, and will also provide a space for evaluating staff training and development.

With the addition of a significant number of new staff, training was a significant theme in PY 2023-24. Among other training sessions, members participated in the Basically CDBG training session and the six-part HUD Region IX Part 58 Environmental Review Training as a group. Several team members participated in NCDAs IDIS Primer, CDBG Primer, HOME Primer, and Subrecipient Management Basics (with a certificate). Lastly, Project Sentinel, the County's Fair Housing subrecipient, provided Fair Housing training for all DOH staff members. Training will continue to be a significant theme in PY 2024-25 and staff are registered from several HUD training sessions including the Department of Labor 2024's August 29th Prevailing Wage Seminar and the August 28th Federal Labor Standards Webinar-Welcome Contractors, Developers and Lenders. Staff will be taking – and discussing monthly – HUD's Web-Based Instructional System for Environmental Review (WISER).

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

During its Annual Housing Fund Notice of Funding Availability (NOFA) in PY 2023-24, San Mateo County continued to encourage prospective applicants to partner with local service providers for resident services. This important aspect was highlighted during this program years NOFA season through project applications that identified and created partnerships to provide services at their prospective housing projects. By housing developers and local service providers engaging in these partnerships, the County was able to continue its vision of integrated social services into new developments. In the long term, the County understands that these services also support individuals and families with remaining housed and receive support on their path toward self-sufficiency.

Another aspect of the County's work in PY 2023-24 around enhancing collaboration between housing and social service agencies, is the increase utilization of the Doorway Housing Portal. Through this portal, local social service providers can identify affordable rental housing within San Mateo County. Developers in the County have begun to receive education around the Doorway Housing Portal and understand how this positively affects households seeking housing in the County. The Doorway Housing Portal further supports social service agencies and their clients to complete multiple applications, to multiple properties at one time. Further enhancing this coordination is important as it dramatically changes the process of those seeking housing in an efficient way that eliminates any limitations.

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

Within the previous program year, San Mateo County has successfully launched the Doorway Housing. The online platform has come to support local households seeking housing in the County by eliminating the burden of having to physically travel to multiple rental properties to apply for housing. In addition to this, the platform supports the negative effects of fair housing choice by allowing individuals to apply to multiple units with one application. Further eliminating the need to repeat information and increase efficiency for the applicant. The online platform also provides individuals seeking affordable housing with broader accessibility to affordable housing units. The County will continue its progress to ensure all affordable housing providers in the region utilize the Doorway portal to eliminate future discriminatory terms, conditions, privileges and/or services and facilities in the rental market.

San Mateo County understands that one of the most important resources for fair housing choice is local community organizations. This information is vital for many vulnerable communities to receive, and local organizations play a role in the distribution of this information. In PY 2023-24, the County supported established community organizations that included Legal Aid Society of San Mateo County, Community Legal Services in East Palo Alto, and Project Sentinel. Each offering a diverse set of resources for households and reaching many areas throughout the County. Throughout the program year, these organizations provided households with free legal counsel and advice to tenants to ensure their legal rights, including their right to fair housing and equal opportunity, are not being violated. Project Sentinel

was able to provide landlords and tenants with resources to manage a positive rental-housing relationship. During PY 2023-24, the organization successfully conducted 55 intake and referral sessions serving 110 individuals and supported 266 outreach efforts to enhance awareness of fair housing rights. Some of the successes during the program year also include securing disability accommodations for clients and addressing lease discrimination due to noise complaints in households with children. Community Legal Services in East Palo Alto engaged in outreach and education around evictions, rent increases and support with living in unhealthy or unsafe homes.

## **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**

San Mateo County's Department of Housing has established a Risk Assessment process designed to comply fully with the federal requirements for Subrecipient Monitoring as set forth in the Uniform Guidelines.

Currently, the County conducts monitoring through a variety of methods including 1) quarterly reviews of documentation related to financial transactions and reimbursement requests; 2) quarterly review of performance metrics, demographic data and program impact and challenges; 3) for the highest risk Subrecipients, staff conduct a comprehensive desk review of the Subrecipient's policies and procedures as well as an on-site monitoring visit to review client files and on-site record keeping procedures. This monitoring structure was put into place to identify any potential risks of non-performance and/or non-compliance by a Subrecipient throughout the year. This structure also provides County staff with an opportunity to provide support, in a timely manner, to subgrantees when issues are identified and to bring their program into compliance with Federal requirements.

On a quarterly basis, County staff utilize the County's online grants management tool (City Data Services, "CDS") to monitor Subrecipients' financial and program reports and supporting documentation. Specifically, the County collects quarterly information regarding client demographics, progress toward achieving program goals, obstacles the program is facing and client impact stories. The frequency of this monitoring allows the County to take a proactive approach if a Subrecipient is not on track to meeting performance goals and begin discussions to provide technical assistance to improve performance throughout the remainder of the period of performance. Within the CDS system, subrecipients can submit expense reports, requests for reimbursement and submit supporting documentation for reimbursement requests. County staff review all financial reporting and documentation to ensure compliance, completeness, and accuracy. County staff will then work with the subrecipient to address any discrepancies or issues in the financial reporting or recordkeeping before submitting final reimbursement requests to DOH leadership and the DOH Finance team. Before the final authorization for reimbursement, the DOH Finance team conducts an additional review for accuracy and compliance with federal requirements.

On an on-going basis throughout the fiscal year, County staff, often in conjunction with the CDBG entitlement jurisdictions in the County (Daly City, Redwood City, City of San Mateo and the City of South San Francisco) conduct a two-phase monitoring of high-risk grantees which consists of a desk review of policies and procedures and program site monitoring. During the desk review, County staff review the subgrantees internal policies and procedures to identify proper compliance with HUD regulations for internal controls and Federal grant requirements. Staff carefully review the documentation provided by the subgrantee and make appropriate recommendations to provide support to the grantee. The second

phase of this monitoring process is the program site visit. During this phase, County staff visit the physical site of the program and conduct a review of client files. At least 10% of the program's client files are analyzed (unless systemic issues are immediately evident, in which case, the reviews may cease before reviewing 10% of records and a Finding(s) documented) to ensure proper documentation of client information is maintained and to also ensure the program is engaging in record keeping procedures specific to grant requirements. Although this is a set process, the County understands that some programs will need additional monitoring to ensure compliance and proper support. Although the purpose of the program site monitoring revolves around compliance, it also provides County staff with an invaluable opportunity to engage in conversation with program staff about any obstacles they are facing and physically visit the location where great work is being engaged in.

Additionally, within the PY 2023-24, the County begun to internally evaluate its monitoring efforts of its Subrecipients. The intention of this evaluation is to identify a better way of streamlining the collaboration process with the other jurisdictions during program site visits, refine the long-range monitoring schedule and to also review internal controls around Subrecipients monitoring. Evaluating these specific aspects of the current monitoring procedure is important as they all play a part in ensuring that subgrantees are supported during the monitoring process. The County will be looking to implement any changes from this evaluation in phases through the next program year. To provide staff with support, a staff training will be conducted before any change is implemented.

The County Department of Housing staff also monitors HOME-funded projects every year, as set out in the HOME regulatory agreement. County staff also attend construction and draw meetings with developers and contractors to monitor construction activity, anticipate funding requirements, and be aware of potential change orders that might result from unexpected complications on-site at larger development projects. County funded project developers typically work with consultant to monitor minority business outreach activity, as well as Davis-Bacon and Section 3 requirements.

### **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.**

San Mateo County identifies its Citizen Participation Plan as the *Community Participation Plan* in order to be more inclusive to the County's diverse population. The Community Participation Plan supports the County's efforts in ensuring that community members receive reasonable notice and outlines the engagement process for the public's participation. The County utilizes several resources to connect with community members about specific opportunities. The first is by utilizing the San Mateo County Times which is a well-known local newspaper in the region, to publicly notify the community about opportunities for comment. The second is by utilizing the County website as another method to notify and inform the community about items such as, published housing plans, decisions, and a variety of reports as well. When engaging in these efforts, the County ensures to follow HUD's guidance regarding the duration of time information is available and compliance with the Brown Act as well. Thirdly, the County has begun to implement the use of MailChimp, an electronic outreach tool, as another resource

for conducting community outreach and notification of opportunities. This resource helps the County share information, via email, with local community-based organizations, developers, elected leaders, city/county/state staff members, faith-based organizations, and service providers. These local organizations then share this information with clients and helps the County with reaching as many community members as possible. Lastly, the DOH often prints out copies of key documents and places them in the lobby, which is visited by hundreds, if not thousands, of lower-income individuals seeking information on affordable housing opportunities and other resources in the County every fiscal year.

**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.**

San Mateo County continues to stay committed to the jurisdictions program objectives during the 2023 Program Year. No substantial changes occurred during the program year. Through conversation with subgrantees, the County understands that many within the community are facing challenging times with the increase of housing costs and the effects of high inflation. For this reason, the County understands that it is important to continuously assess the needs of the community and make appropriate adjustments to future County objects as needed. Engaging in this continuous evaluation is important to ensure that community needs are being appropriately met and prioritized.

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

No

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

Not applicable.



## **CR-50 - HOME 24 CFR 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 24 CFR §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.

The monitoring process utilized by the County consists of four components: 1) desk review of key documentation (e.g., County's Restrictive Covenant, financial audit and supporting property management documents); 2) an interview with the Property Manager and/or Property Supervisor of the property to review the Property's practices related to annual inspections, maintenance, annual re-certifications, marketing and wait-list management, and other relevant topics; 3) Review of a sample of the unit files for the County-restricted HOME units. The County utilizes a standard monitoring form for the tenant file review for all of the properties in its portfolio and issues/notes related to the on-site tenant file review are noted on the monitoring report. Once the on-site visit is completed, the County issues a monitoring report that identifies any concerns/findings, and the report is sent to the properties. All properties have 30 days to upload a response to the monitoring report; 4) on-site inspections of a sample of the County-restricted HOME units. As with the unit file monitoring, The County utilizes a standard method of inspecting units for all of the properties in its portfolio and issues/notes related to units in the on-site inspection report. Once the on-site inspections are completed, the County issues a monitoring report that identifies any concerns/findings, and the report is sent to the properties. All properties have 30 days to upload a response to the monitoring report.

During the 2023 Program Year, a total of 11 properties were monitored. There were no findings at any of the projects; and of the concerns that were noted, only three are still addressing any final required corrective actions. Concerns identified this Program Year were as follows: Maintenance of HOME data for associated units; Delays in submitting annual reports and/or financial documents; Delays in paying the County's share of residual receipts; Lease terms (1 project); and Key on-site staff vacancies.

Although the number monitored increased from the previous program year, the County acknowledges that internal staffing challenges have limited the number of units that have been monitored. The County is currently recruiting for a full-time asset management role and this staff person will oversee the overall HOME monitoring efforts and will work in partnership with a consultant to increase the number of monitoring's to ensure compliance with Federal regulations.

### **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)**

In order to adhere to internal procedures and requirements, San Mateo County continues to place a standard for owners of HOME assisted units to affirmatively market to prospective applicants that are least likely to apply for housing. Through the distribution of outreach materials, media advertisements

and publications, there is a requirement to display the “Equal Housing Opportunity” statement along with the Equal Housing Opportunity logo. Within these materials, accessibility information concerning location of services, activities, and facilities to support the applicant are also included. Additionally, all advertising content of notices will indicate where and when prospective applicants can obtain information for the waitlist and will also provide as much detailed information as possible regarding the specific documents that are needed to submit an application. The County highly encourages owners of HOME assisted units to track the effectiveness of the detailed strategies for affirmative marketing efforts. This assessment of information is a vital component to understand the best affirmative marketing actions.

**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**

During the PY 2023-24, the County of San Mateo received \$495,908.29 in program income from HOME projects. The County has continued to implement its policy of allocating any displaced or recaptured funding from previous years’ allocations to the next year’s Notice of Funding Availability (NOFA). This continued practice helps ensure that funds are being utilized in a timely fashion and for the purpose of meeting community needs. Additionally, throughout the previous sections of this report, the County included relevant owner and tenant characteristics of HOME-assisted projects.

**Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)**

During PY 2023-24, San Mateo County continued to utilize local Measure K funding to help further foster and maintain affordable housing within the region. Measure K funding is generated by a voter approved sales tax and a total of \$38,500,000 of Measure K funding was made available during 2023. Additionally, the Board of Supervisors approved a \$2,000,000 mobile home loan program. This is a vision turned reality by the Board of Supervisors to further expand the type of affordable housing support in the County. This program will help low-income residents who live in a park in unincorporated San Mateo County. In addition to different types of affordable housing, the County also continued to engage in Minor Repair Programs so that families may remain housed. This type of service is important as it also ensures that we are working toward the preservation of the local affordable housing stock. Lastly, the County is continuing to operate its two HomeKey development projects, Shores Landing and Casa Esperanza. These HomeKey projects provide Homeless and Formally Homeless households with shelter and access to intensive supportive services. These two HomeKey sites are another form of how the County is fostering and maintaining affordable housing in the County

## CR-58 – Section 3

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

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	2	0	0	0
Total Labor Hours		30448.1			
Total Section 3 Worker Hours		1913.38 33			
Total Targeted Section 3 Worker Hours		690			

**Table 14 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers		1			
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).		1			
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.		1			
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.		1			
Technical assistance to help Section 3 business concerns understand and bid on contracts.		1			
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
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.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
--------	--	--	--	--	--

**Table 15 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

In PY 2023-24, the affordable housing properties of Colibri Commons and Moonridge I/Moonridge II both engaged in activities to support Section 3 Workers and low to very-low-income community members. From providing direct, on-the job training to engaging in outreach efforts to generate job applicants who are Public Housing Targeted Workers, as well as providing vital technical assistance to help Section 3 business concerns understand and bid on contracts. In PY 2023, the two properties reported a total of 1913.3833 of Section 3 Worker hours. This amount accounts for about 16% of the total hours worked that were reported by the properties. San Mateo County understands that the Section 3 requirement is an important component to meeting the overall needs of the community by providing individuals and businesses with these opportunities, regardless of background. The County continues to support developers to ensure they are engaging in and evaluating their Section 3 efforts and plans.

# CR-60 - ESG 91.520(g) (ESG Recipients only)

## ESG Supplement to the CAPER in *e-snaps*

### For Paperwork Reduction Act

#### 1. Recipient Information—All Recipients Complete

##### Basic Grant Information

Recipient Name	SAN MATEO COUNTY
Organizational DUNS Number	073132177
UEI	
EIN/TIN Number	946000532
Identify the Field Office	SAN FRANCISCO
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Daly/San Mateo County CoC

##### ESG Contact Name

Prefix	Mr
First Name	Norman
Middle Name	R
Last Name	Pascoe
Suffix	
Title	Departmental Systems Analyst

##### ESG Contact Address

Street Address 1	264 Harbor Blvd.
Street Address 2	Bldg. A
City	Belmont
State	CA
ZIP Code	94002-
Phone Number	6508025008
Extension	
Fax Number	6508025049
Email Address	npascoe@smcgov.org

##### ESG Secondary Contact

Prefix	Mr
First Name	Douglas
Last Name	Frederick
Suffix	
Title	HCD Housing Program Manager
Phone Number	6505615069
Extension	

Email Address

dfREDERICKD@smchousing.org

## 2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2023

Program Year End Date 06/30/2024

### 3a. Subrecipient Form – Complete one form for each subrecipient

**Subrecipient or Contractor Name:** LifeMoves

**City:** Menlo Park

**State:** CA

**Zip Code:** 94025, 1106

**DUNS Number:** 770160469

**UEI:**

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 63886

**Subrecipient or Contractor Name:** LifeMoves

**City:** Menlo Park

**State:** CA

**Zip Code:** 94025, 1106

**DUNS Number:** 770160469

**UEI:**

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 67079.6

**Subrecipient or Contractor Name:** StarVista

**City:** San Carlos

**State:** CA

**Zip Code:** 94070, 3070

**DUNS Number:** 165376799

**UEI:**

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 32173.53

## CR-65 - Persons Assisted

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>0</b>

Table 16 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>0</b>

Table 17 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

Number of Persons in Households	Total
Adults	283
Children	363
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>646</b>

Table 18 – Shelter Information

**4d. Street Outreach**

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>0</b>

**Table 19 – Household Information for Street Outreach**

**4e. Totals for all Persons Served with ESG**

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	283
Children	363
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>646</b>

**Table 20 – Household Information for Persons Served with ESG**

**5. Gender—Complete for All Activities**

	<b>Total</b>
Male	337
Female	285
Transgender	0
Don't Know/Refused/Other	0
Missing Information	24
<b>Total</b>	<b>646</b>

**Table 21 – Gender Information**



## 6. Age—Complete for All Activities

	<b>Total</b>
Under 18	334
18-24	57
25 and over	231
Don't Know/Refused/Other	0
Missing Information	24
<b>Total</b>	<b>646</b>

Table 22 – Age Information

## 7. Special Populations Served—Complete for All Activities

### Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	1	0	0	1
Victims of Domestic Violence	55	0	0	55
Elderly	5	0	0	5
HIV/AIDS	0	0	0	0
Chronically Homeless	89	0	0	89
<b>Persons with Disabilities:</b>				
Severely Mentally Ill	88	0	0	88
Chronic Substance Abuse	26	0	0	26
Other Disability	76	0	0	76
Total (Unduplicated if possible)	190	0	0	190

Table 23 – Special Population Served

## CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

### 8. Shelter Utilization

Number of New Units – Rehabbed	0
Number of New Units – Conversion	0
Total Number of bed - nighths available	144,808
Total Number of bed - nights provided	100,117
Capacity Utilization	69.14%

Table 24 – Shelter Capacity

### 9. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

During the 2023-24 program year, ESG funding supported eight different programs within the County. The programs include, StarVista’s Daybreak program, LifeMove’s Redwood Family House, Family Crossroads, County ESG Rapid Re-Housing, Haven Family House, First Step Emergency, First Step Singles program, and Project WeHOPE as well.. The County is continuing to expand its partnerships to increase collaboration to further support and serve homeless individuals and households within the County.

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2021	2022	2023
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 25 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2021	2022	2023
Expenditures for Rental Assistance	48,701	434,526	
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	40,592	0	33,669.11
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>89,293</b>	<b>434,526</b>	<b>33,669.11</b>

Table 26 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2021	2022	2023
Essential Services	67,700	69,342	71,002.64
Operations	53,317	39,381	23,106.05
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>121,017</b>	<b>108,723</b>	<b>94,108.69</b>

Table 27 – ESG Expenditures for Emergency Shelter

**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	2021	2022	2023
Street Outreach	0	0	0
HMIS	0	0	0
Administration	17,077	16,990.20	16,148.93

**Table 28 - Other Grant Expenditures**

**11e. Total ESG Grant Funds**

Total ESG Funds Expended	2021	2022	2023
	227,387	16,990.20	143,926.73

**Table 29 - Total ESG Funds Expended**

**11f. Match Source**

	2021	2022	2023
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	424,470	13,229,129	492,800
Local Government		0	0
Private Funds	0	32,000	
Other	0	0	268,000
Fees	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>424,470</b>	<b>13,261,129</b>	<b>760,800</b>

**Table 30 - Other Funds Expended on Eligible ESG Activities**

**11g. Total**

Total Amount of Funds Expended on ESG Activities	2021	2022	2023
	651,857	13,821,368	904,726.73

**Table 31 - Total Amount of Funds Expended on ESG Activities**