

**HUD
CONSOLIDATED
PLAN**

City of Daly City

**DRAFT
ONE-YEAR ACTION PLAN
Fiscal Year 2012-2013**



Department of Economic and Community Development

Housing and Community Development Division

CITY OF DALY CITY



HUD CONSOLIDATED PLAN

ONE YEAR ACTION PLAN

Fiscal Year July 1, 2012- June 30, 2013

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July 1, 2012 - June 30, 2013

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EXECUTIVE SUMMARY

This executive summary addresses the performance measurement system of the U.S. Department of Housing and Urban Development (HUD), as outlined in the HUD notice CPD-06-04.

FY2012-13 represents the fifth year of the City’s 5-Year Consolidated Plan. On April 23, 2012, a public hearing on the One-Year Action Plan will be held.

Below is a table that summarizes the recommended priorities for the FY2012-13 Action Plan, categorized by objective and outcome. Performance indicators, sources of funds, and past performance of the priority activities are also included.

The “expected number” and “actual number” columns in the table below refer to the priority activity in the first column. “Expected numbers” are derived from the goals set forth in the Action Plan for the year cited and “actual numbers” represent what was accomplished during that Action Plan year.

The tables of Appendix A detail the objective and outcome for each specific activity for FY2012-13.

**Table A
 Objectives, Outcomes, and Performance of Action Plan Priorities**

AVAILABILITY/ ACCESSIBILITY OF <i>DECENT HOUSING</i>	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE	
Priority: Rehabilitate Existing Owner & Rental Units	CDBG	• Number of units occupied by the elderly	2003	56h	80h	143%	
	HOME	•Number brought to standard condition	2004	71h	71h	100%	
		• Number qualified as Energy Star	2005	70h	47h	67%	
		•Number brought into compliance with lead safety rules	2006	71h	52h	73%	
		•Number made accessible for persons with disabilities	2007	66h	52h	79%	
	PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)				334h	302h	90%
		• Number of units occupied by the elderly	2008	55h	43h	78%	
		•Number brought to standard condition • Number qualified as Energy Star •Number brought into compliance with lead safety	2009	60h	58h: includes rehab of 5-unit RDA owned property at 260 Abbot Avenue	97%	

AVAILABILITY/ ACCESSIBILITY OF DECENT HOUSING	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
		rules •Number made accessible for persons with disabilities	2010	87h: Also includes new CDBG allocations for rehab of Vista Grande Apartments, a 24 unit affordable housing development owned by Mercy Housing California (MHC) as well as rehab of property at 111 Santa Barbara Ave, an 8 unit residential building housing low-income disabled tenants owned by the Mental Health Association of San Mateo County.	48h: includes rehab of 8-unit property at 111 Santa Barbara. Mercy Housing did not start the rehab of Vista Grande Apartments in FY10-11.	55%
			2011	64h		
			2012	59h		
	5-YEAR GOAL (2008-2012)					
Priority: Construct New Rental Units	HOME	• Number of Section 504 accessible units • Number of units qualified as Energy Star	2003	Identify and evaluate potential sites.	N/A	
		• Number designated for persons with HIV/AIDS • Number designated for persons with HIV/AIDS who are chronically homeless. • Number designated for homeless • Number designated for chronically homeless • Period of affordability (if longer than the minimum)	2004	Identify and evaluate potential sites.	Completed Environmental Assessment for Hillcrest Senior Affordable Housing Project. Provided assistance to ABHOW in completing HUD 202 application.	
			2005	Identify and evaluate potential sites.	ABHOW awarded Section 202 funding. Worked with ABHOW on Hillcrest Senior Housing Corporation towards final close.	

AVAILABILITY/ ACCESSIBILITY OF DECENT HOUSING	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
			2006	Identify and evaluate potential sites. Work with ABHOW & Hillcrest Senior Housing to build a 40-unit senior housing development.	HSHC and ABHOW broke ground in May 2007. Construction of 40-unit senior project underway.	
			2007	Identify and evaluate potential sites. Work with ABHOW & Hillcrest Senior Housing to build a 40-unit senior housing development.	In process of evaluating subsidy requests for development proposals. Construction of 40 units expected to be completed in September 2008.	
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)		40h; Identify and evaluate potential sites.	40h; Evaluating subsidy requests for development proposals.	
Priority: Construct New Rental Units		<ul style="list-style-type: none"> • Number of Section 504 accessible units • Number of units qualified as Energy Star • Number designated for persons with HIV/AIDS • Number designated for persons with HIV/AIDS who are chronically homeless. • Number designated for homeless • Number designated for chronically homeless • Period of affordability (if longer than the minimum) 	2008	Identify and evaluate potential sites. Provide assistance to Hillcrest Senior Housing Corporation in marketing Hillcrest Gardens.	Assisted in the marketing of Hillcrest Gardens.	
			2009	Identify and evaluate potential sites.	Updated Housing Element includes a Potential Housing Sites Inventory List.	
			2010	Work with developers as interest in potential sites arise.	Received 3 to 4 developer inquiries during the program year.	
			2011	Work with developers as interest in potential sites arise.		
			2012	Work with developers as interest in potential sites arise.		
			5-YEAR GOAL (2008-2012)			

AVAILABILITY/ ACCESSIBILITY OF DECENT HOUSING	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
Priority: Construct New Ownership Units	CDBG	<ul style="list-style-type: none"> Number of affordable units Number of years of affordability 	2003	Get entitlement approvals for 7 PHH 3 rd Ave ownership units.	Approved PHH for all entitlements & required permits.	
	HOME	<ul style="list-style-type: none"> Number of Section 504 accessible units Number of units qualified as Energy Star Number of households previously living in subsidized housing Number of units occupied by the elderly Number designated for persons with HIV/AIDS 	2004	Get entitlement approvals for 4 PHH De Long St units and 1 Parkview unit. Provide funding & support for PHH 3 rd Ave units.	Construction of 7 town homes on PHH 3 rd Ave project neared completion. On-site improvements completed on PHH De Long Street project.	
		<ul style="list-style-type: none"> Number designated for persons with HIV/AIDS who are chronically homeless. Number designated for homeless 	2005	11h (PHH developments: 3 rd Ave & De Long St projects)	11h	100%
		<ul style="list-style-type: none"> Number designated for chronically homeless Period of affordability (if longer than the minimum) 	2006	Complete construction of 4 PHH units on De Long St. Work with PHH to submit development proposals for other projects.	4 PHH units on DeLong completed in June 2006. Entered into an Exclusive Right to Negotiate (ERN) Agreement with PHH to develop a .71 acre site for affordable ownership housing.	
			2007	Work with PHH to submit development proposals for other projects.	Extended Exclusive Right to Negotiate for Agency-owned .71 acre site. Assisted in grant application for \$1.75 million in State funds.	
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)		11h; Work with PHH to submit development proposals for other projects.	11h; Exclusive Right to Negotiate Agreement with PHH for Agency-owned .71 acre site. Assisted in grant application for \$1.75 million in State funds.	

AVAILABILITY/ ACCESSIBILITY OF DECENT HOUSING	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
Priority: Construct New Ownership Units		<ul style="list-style-type: none"> • Number of affordable units • Number of years of affordability • Number of Section 504 accessible units • Number of units qualified as Energy Star • Number of households previously living in subsidized housing • Number of units occupied by the elderly • Number designated for persons with HIV/AIDS • Number designated for persons with HIV/AIDS who are chronically homeless. 	2008	Work with Habitat for Humanity Greater San Francisco (HHGSF) to submit development proposals.	Executed Disposition and Development Agreements with HHGSF for two parcels resulting in 38 units of affordable housing; Negotiated affordable housing agreements for the Landmark project in the Mission-Junipero Redevelopment Area.	
		<ul style="list-style-type: none"> • Number designated for homeless • Number designated for chronically homeless • Period of affordability (if longer than the minimum) 	2009	Identify sites for development.; Continue negotiations for development of ownership multifamily housing; Work with Habitat for Humanity Greater San Francisco to complete two affordable ownership units.	Construction of two affordable single family residences completed; Construction of 36 multi-family units began in fall 2010.	
			2010	Continue to work with Habitat for Humanity Greater San Francisco on the development of an affordable 36-unit ownership project at 7555 Mission St.	36 units under construction.	
			2011	Continue to work with Habitat for Humanity Greater San Francisco on the development of an affordable 36-unit ownership project at 7555 Mission St.		

AVAILABILITY/ ACCESSIBILITY OF DECENT HOUSING	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE	
			2012	Continue to work with Habitat for Humanity Greater San Francisco on the development of an affordable 36-unit ownership project at 7555 Mission St.			
		5-YEAR GOAL (2008-2012)					
Priority: Provide Supportive Facilities & Services for Persons with Special Needs (Housing Accessibility Modification Program)	CDBG	• Number of units occupied by the elderly	2003	25h	25h	100%	
		•Number brought to standard condition	2004	25h	20h	80%	
		• Number qualified as Energy Star	2005	25h	20h	80%	
		•Number brought into compliance with lead safety rules	2006	25h	16h	64%	
		•Number made accessible for persons with disabilities	2007	25h	16h	64%	
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)			125h	97h	78%
		• Number of units occupied by the elderly	2008	25h	21h	84%	
		•Number brought to standard condition	2009	25h	20h	80%	
		• Number qualified as Energy Star	2010	25h	14h	56%	
		•Number brought into compliance with lead safety rules	2011	25h			
		•Number made accessible for persons with disabilities	2012	25h			
			5-YEAR GOAL (2008-2012)				
Priority: Provide Supportive Facilities & Services for Persons with Special Needs (Transitional Living Facility Acquisition and Operations)	CDBG	• Number of units occupied by the elderly	2003	N/A			
		•Number brought to standard condition	2004	N/A			
		• Number qualified as Energy Star	2005	N/A			
		•Number brought into compliance with lead safety rules	2006	N/A			
		•Number made accessible for persons with disabilities	2007	N/A			
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)			N/A		
		• Number of units occupied by the elderly	2008	N/A			

AVAILABILITY/ ACCESSIBILITY OF DECENT HOUSING	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
		<ul style="list-style-type: none"> •Number brought to standard condition • Number qualified as Energy Star •Number brought into compliance with lead safety rules •Number made accessible for persons with disabilities 	2009	Acquisition of a transitional living facility to be operated by Service League of San Mateo County	With the assistance of \$6,000 in CDBG funds from the City, the Service League of SMC acquired a transitional living facility at 2820 Huntington Drive in Redwood City.	
			2010	6p: case management for Daly City residents living in transitional housing facilities operated by Service League of San Mateo County	Service League reported providing case management services to 2 Daly City residents during the program year, one of whom stayed in the Huntington Ave facility.	33%
			2011	4p: case management for Daly City residents living in transitional housing facilities operated by Service League of San Mateo County		
			2012	3p: case management for Daly City residents living in transitional housing facilities operated by Service League of San Mateo County		
	5-YEAR GOAL (2008-2012)					

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
Priority: Provide Supportive Facilities & Services for Persons with	CDBG	<ul style="list-style-type: none"> •Number of persons with new access to this service or benefit •Number of persons with improved access to this 	2003	16p	18p	113%
			2004	16p	14p	88%
			2005	16p	14p	88%

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE	
Special Needs (Shared Homes Program)		service or benefit	2006	16p	25p	156%	
		•Number of persons who now receive a service or benefit that is no longer substandard	2007	16p	25p	156%	
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)		80p	96p	120%	
		•Number of persons with new access to this service or benefit	2008	16p	30p	188%	
			2009	16p	14p	88%	
		•Number of persons with improved access to this service or benefit	2010	17p	21p	124%	
			2011	16p			
		•Number of persons who now receive a service or benefit that is no longer substandard	2012	13p			
			5-YEAR GOAL (2008-2012)				
	Priority: Provide Supportive Facilities and Services for Homeless Persons	CDBG	•Number of homeless given overnight shelter	2003	127p	97p	76%
2004				119p	100p	84%	
2005				109p	117p	107%	
2006				109p	130p	119%	
2007				109p	100p	92%	
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)		573p	544p	95%	
		•Number of homeless given overnight shelter	2008	109p	132p	121%	
			•Number of beds created in overnight shelter or other emergency housing	2009	109p	97p	89%
				2010	109p	129p	118%
				2011	109p		
		2012		93p			
		5-YEAR GOAL (2008-2012)					
Provide Child Care and Other Services for Children and Their Families		CDBG	•Number of persons with new access to this service or benefit	2003	520p	506p	97%
	2004			477p	515p	108%	
	•Number of persons with improved access to this service or benefit		2005	477p	502p	105%	
			2006	477p	464p	97%	
	2007		507p	543p	107%		
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)		2458p	2530p	103%	
		•Number of persons with new access to this service or	2008	505p	582p	115%	

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE	
		benefit	2009	505p	520p	103%	
		•Number of persons with improved access to this service or benefit	2010	505p	546p	108%	
			2011	465p			
		•Number of persons who now receive a service or benefit that is no longer substandard	2012	393p			
			5-YEAR GOAL (2008-2012)				
Priority: Provide Support for Services Supplying Food to Low Income Residents	CDBG	•Number of persons with new access to this service or benefit	2003	720h, 8,600 meals	882h, 7,494 meals	123%h, 87% meals	
			•Number of persons with improved access to this service or benefit	2004	700h, 8,200 meals	875h, 6,350 meals	125%h, 77% meals
				•Number of persons who now receive a service or benefit that is no longer substandard	2005	700h, 7,500 meals	794h, 7,565 meals
			2006		700h, 7,500 meals	784h, 7,518 meals	112% h, 100% meals
			2007	730h, 7,600 meals	821h, 7,384 meals	112% h, 97% meals	
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)			3550h, 39,400 meals	4156h, 36,311 meals	117% h, 92% meals
		•Number of persons with new access to this service or benefit	2008	730h, 7,600 meals	874h, 9,725 meals	120% h, 128% meals	
			•Number of persons with improved access to this service or benefit	2009	730h, 7,600 meals	938h, 10,650 meals	128% h, 140% meals
				•Number of persons who now receive a service or benefit that is no longer substandard	2010	9,240 meals	10,772 meals
			2011		7,500 meals		
		2012	N/A				
		5-YEAR GOAL (2008-2012)					
	Priority: Provide Legal Assistance to Low-Income Residents	CDBG	•Number of persons with new access to this service or benefit	2003	263h	368h	140%
		2004		263h	276h	95%	
		•Number of persons with improved access to this service or benefit	2005	260h	258h	99%	
			•Number of persons who now receive a service or benefit that is no longer substandard	2006	260h	169h	65%
		•Number of persons who received emergency legal assistance to prevent homelessness		2007	150h	150h	100%
			PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)			1196h	1221h
		•Number of persons with new access to this service or	2008	158h	261h	165%	

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE	
		benefit	2009	158h	285h	180%	
		•Number of persons with improved access to this service or benefit	2010	210h	232h	110%	
		•Number of persons who now receive a service or benefit that is no longer substandard	2011	152h			
		•Number of persons who received emergency legal assistance to prevent homelessness	2012	125h			
	5-YEAR GOAL (2008-2012)						
Priority: Provide Preventative Services to "At-Risk" Low-Income Youth	CDBG	•Number of persons with new access to this service or benefit	2003	10p	8p	80%	
			2004	10p	17p	170%	
			2005	10p	24p	240%	
			2006	10p	17p	170%	
			2007	10p	26p	260%	
	PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)			50p	92p	184%	
			•Number of persons with improved access to this service or benefit	2008	10p	14p	140%
				2009	10p	15p	150%
				2010	15p	31p	207%
				2011	15p		
				2012	13p		
	5-YEAR GOAL (2008-2012)						
	Priority: Provide Public Services and Facilities for Special Needs Populations	CDBG	•Number of persons with new access to this service or benefit	2003	219p	170p	77%
2004				182p	135p	74%	
2005				182p	170p	93%	
2006				182p	150p	82%	
2007				183p	177p	97%	
PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)			948p	802p	85%		
			•Number of persons with improved access to this service or benefit	2008	183p	374p	204%
				2009	234p	385p	165%
				2010	280p	352p	126%

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE	
		service or benefit	2011	119p			
		•Number of persons who now receive a service or benefit that is no longer substandard	2012	151p			
	5-YEAR GOAL (2008-2012)						
Priority: Affirmatively Further Fair Housing Activities	CDBG	•Number of persons with new access to this service or benefit	2003	14h	14h	100%	
			2004	14h	14h	100%	
		•Number of persons with improved access to this service or benefit	2005	14h	12h	86%	
			2006	14h	12h	86%	
		•Number of persons who now receive a service or benefit that is no longer substandard	2007	14h	12h	86%	
	PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)				70h	64h	91%
			•Number of persons with new access to this service or benefit	2008	14h	12h	86%
				2009	14h	13h	93%
			•Number of persons with improved access to this service or benefit	2010	14h	14h	100%
				2011	14h		
			•Number of persons who now receive a service or benefit that is no longer substandard	2012	12h		
	5-YEAR GOAL (2008-2012)						
	Priority: Provide Advocacy Services to Seniors	CDBG	•Number of persons with new access to this service or benefit	2003	N/A		
2004				N/A			
•Number of persons with improved access to this service or benefit			2005	N/A			
			2006	84p	157p	187%	
•Number of persons who now receive a service or benefit that is no longer substandard			2007	52p	167p	321%	
PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)				136p	324p	238%	
			•Number of persons with new access to this service or benefit	2008	56p	160p	286%
				2009	56p	144p	257%
			•Number of persons with improved access to this service or benefit	2010	56p	151p	270%
				2011	52p		
	•Number of persons who now receive a service or benefit that is no longer substandard		2012	45p			
5-YEAR GOAL (2008-2012)							
Priority: Remove Architectural Barriers for the	CDBG	•Number of persons assisted	2003	N/A			
			2004	N/A			

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
Physically Disabled		<ul style="list-style-type: none"> •Number of persons with new or improved access to facility or infrastructure •Number of persons with access to facility or infrastructure brought from substandard to standard condition. 	2005	Complete design and construction of 22 sidewalk curb cuts	Constructed 12 sidewalk curb cuts.	
			2006	Implement improvements to 92 nd St building parking lot to make property more accessible.	ADA accessibility improvements include reconfigured handicap parking spaces and handrails on existing exterior ramp and staircase.	
			2007	No activities planned for the year.	N/A	
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)		22 sidewalk curb cuts. Accessibility improvements to 92nd St property.	12 sidewalk curb cuts. Accessibility improvements to 92nd St property.	
Priority: Remove Architectural Barriers for the Physically Disabled		<ul style="list-style-type: none"> •Number of persons assisted •Number of persons with new or improved access to facility or infrastructure •Number of persons with access to facility or infrastructure brought from substandard to standard condition. 	2008	No activities planned for the year.	N/A	
			2009	Complete accessibility improvements to 92 nd St property.	Accessibility improvements to 92 nd St property will be completed at a future date.	
			2010	Complete accessibility improvements to 92 nd St property.	Accessibility improvements to 92 nd St property will be completed at a future date.	
			2011	Complete accessibility improvements to 92 nd St property.		
			2012	No activities planned for the year.		
		5-YEAR GOAL (2008-2012)				

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
Priority: Provide Neighborhood Serving Recreational Facilities	CDBG	<ul style="list-style-type: none"> •Number of persons assisted •Number of persons with new or improved access to facility or infrastructure •Number of persons with access to facility or infrastructure brought from substandard to standard condition 	2003	Initiate construction of Bayshore Community Center. Section 108 loan payments (\$100,000) for Bayshore Community Center.	Original contractor, D.J. Amoroso defaulted on its contract. A new general contractor is sought. Construction of Bayshore Community Center stands at 20% complete.	
			2004	Complete construction of Bayshore Community Center. Section 108 loan payments (\$267,000) for Bayshore Community Center.	Overaa Construction chosen as general contractor. Construction restarted in October 2004.	
			2005	Complete construction of Bayshore Community Center. Section 108 loan payments (\$232,643) for Bayshore Community Center.	Construction of Bayshore Community Center complete with grand opening on Feb. 18, 2006.	
			2006	Section 108 loan payments (\$368,925) for Bayshore Community Center.	Section 108 loan payment (\$368,925) made.	
			2007	Section 108 loan payments (\$373,980) for Bayshore Community Center	Section 108 loan payment (\$373,980) made.	
			PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)		Completion of Bayshore Community Center and periodic Section 108 payments.	Completion of Bayshore Community Center and periodic Section 108 payments.

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
Priority: Provide Neighborhood Serving Recreational Facilities		<ul style="list-style-type: none"> •Number of persons assisted •Number of persons with new or improved access to facility or infrastructure •Number of persons with access to facility or infrastructure brought from substandard to standard condition 	2008	Section 108 loan payments (\$377,989) for Bayshore Community Center	Section 108 loan payment (\$377,989) made.	
			2009	Section 108 loan payments (\$382,990) for Bayshore Community Center	Section 108 loan payment (\$382,990) made.	
			2010	Section 108 loan payments (\$386,982) for Bayshore Community Center	Section 108 loan payment (\$386,982) made.	
			2011	Section 108 loan payments (\$390,966) for Bayshore Community Center		
			2012	Section 108 loan payments (\$393,942) for Bayshore Community Center		
			5-YEAR GOAL (2008-2012)			
Priority: Provide for Improvements to Community Facilities Serving Lower Income Residents	CDBG	<ul style="list-style-type: none"> •Number of persons assisted •Number of persons with new or improved access to facility or infrastructure •Number of persons with access to facility or infrastructure brought from substandard to standard condition 	2003	N/A		
			2004	N/A		
			2005	N/A		
			2006	N/A		
			2007	Replace North Peninsula Food Pantry & Dining Center floor.	Floor surface replacement project completed in August 2007.	
		PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)			Replace North Peninsula Food Pantry & Dining Center floor.	

AVAILABILITY/ ACCESSIBILITY OF SUITABLE LIVING ENVIRONMENT	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
		<ul style="list-style-type: none"> •Number of persons assisted •Number of persons with new or improved access to facility or infrastructure •Number of persons with access to facility or infrastructure brought from substandard to standard condition 	2008	No activities planned for the year.	N/A	
			2009	No activities planned for the year.	N/A	
			2010	No activities planned for the year.	N/A	
			2011	No activities planned for the year.		
			2012	No activities planned for the year.		
	5-YEAR GOAL (2008-2012)					

AVAILABILITY/ ACCESSIBILITY OF ECONOMIC OPPORTUNITIES	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
Priority: Provide Technical Assistance to Microenterprises	CDBG	<ul style="list-style-type: none"> •Number of new businesses assisted •Number of existing businesses assisted •Total number of businesses assisted •Number of existing businesses expanding •Number of existing businesses relocating •Number of businesses with commercial façade treatment/business building rehab. •Number of businesses providing goods/services to meet the needs of a service area, neighborhood, or community 	2003	35p	88p	251%
			2004	35p	55p	157%
			2005	50p	59p	118%
			2006	50p	44p	88%
			2007	50p	43p	88%
	PREVIOUS 5-YEAR GOAL/OUTCOME (2003-2007)				220p	289p
Priority: Provide Technical Assistance to Microenterprises		<ul style="list-style-type: none"> •Number of new businesses assisted •Number of existing businesses assisted •Total number of businesses assisted 	2008	50p	50p	100%
			2009	50p	43p	86%
			2010	50p	27p	54%
			2011	30p		

AVAILABILITY/ ACCESSIBILITY OF ECONOMIC OPPORTUNITES	SOURCES OF FUNDS	PERFORMANCE INDICATORS	YEAR	EXPECTED NUMBER	ACTUAL NUMBER	PERCENT COMPLETE
		<ul style="list-style-type: none"> •Number of existing businesses expanding •Number of existing businesses relocating •Number of businesses with commercial façade treatment/business building rehab. •Number of businesses providing goods/services to meet the needs of a service area, neighborhood, or community 	2012	30p		
		5-YEAR GOAL (2008-2012)				

In accordance with HUD’s performance measurement system, the FY2012-13 Action Plan also includes the following:

- Action steps to end chronic homelessness (page AP-27)
- Discharge policy (page AP-32)

Action Plan for July 1, 2012 - June 30, 2013

The 2012-13 Action Plan identifies specific activities the City will undertake in order to address priorities identified in the Five-Year Consolidated Plan (2008/09 –2012/13).

I. RESOURCES TO BE UTILIZED FOR PRIORITY ACTIVITIES

The housing and community development needs in Daly City continue to far exceed the available resources needed to fully address them. Therefore, the City attempts to make the available dollars stretch as far as possible by leveraging resources from other government programs and private sources.

Daly City has access to four major resources for its housing and community development activities: (1) federal HOME Investment Partnership Program (HOME) funds, (2) Community Development Block Grant (CDBG) funds, (3) Redevelopment Housing Successor Agency, and (4) state funds. These resources are more fully described in the “Housing and Community Development Resources” section under the “Strategic and Priority Needs” chapter of Daly City’s Five Year Consolidated Plan covering fiscal years 2008 through 2013. In addition, other resources that may be utilized for Daly City’s activities may be found in the Appendix of the Five Year Plan.

Following are descriptions of the major federal funding sources and the estimates of the funds that are anticipated to be received for FY 2012-2013:

HOME Funds

Beginning July 1, 2003, Daly City became a HOME participating jurisdiction (PJ) and received HOME funds directly from HUD. The HOME Program provides federal funds to be used to preserve and expand the supply of decent and affordable housing for lower income households. HOME funds can be used for a variety of housing activities that include rental assistance, assistance to first-time homebuyers, new construction, rehabilitation and acquisition of housing.

The HOME program requires jurisdictions receiving HOME funds to match the funds with State, local or private funds at a ratio of one dollar for every four HOME dollars, i.e., a 25 percent match. HOME program match requirements will be determined as specific projects are defined and appropriate match resources are evaluated. The City has used Redevelopment Agency funds, fee waivers, and land discounts as sources for match contributions. Other potential sources include sweat equity, material donations, and cash contributions from non-federal sources. The City completes a HOME match report annually and submits it as an attachment to the CAPER. At the end of FY10-11, the City’s HOME match contributions exceeded its HOME match liability by

about \$2.7 million. With the elimination of redevelopment, the City will need to look at other match options (see discussion on AP-4).

For FY2012-13, Daly City will receive \$237,868 in new HOME funds. This represents a significant 51.6 percent decline in funding from FY11-12. The HOME funds will be used to help finance the development and/or rehabilitation of affordable housing.

Table 1 summarizes the City's HOME allocations for FY12-13. The allocation for the housing development project includes a 15% allocation set-aside for a CHDO. The City is engaged in dialogue with HUD to address CHDO capacity in Daly City and is evaluating possible HOME projects for its uncommitted HOME funds.

Table 1
FY2012-13 HOME Allocations

Category/Project	Project Amount (\$)	% of PJ Grant	Federal Limit %
Administration/Planning			
Administration/Planning	23,786		
subtotal	23,786	10%	10%
CHDO Set-Aside*			
CHDO Set-Aside	35,680		
subtotal	35,680	15%	15%
FY11-12 Projects			
Housing Development	178,402		
subtotal	178,402		
TOTAL	237,868		
*at least 15% of the housing development project will be owned, sponsored, or developed by a CHDO			

For FY 12-13, the City plans to work with a CHDO to rehabilitate Family Crossroads, a transitional shelter for families operated by Shelter Network. The rehabilitation will include accessibility and structural improvements, asbestos abatement, mold treatment and mitigation, fire service retrofitting, thermal and moisture protection, and landscaping.

Community Development Block Grant (CDBG) Funds Available For FY 2012-13

The City estimates \$1,439,789 in CDBG funds will be available for activities in FY 2012-13. This amount represents a \$901,955 CDBG Entitlement Grant, anticipated FY12-13 program income of \$50,000, unallocated FY11-12 funds of \$183,724 and anticipated unspent FY11-12 funds of \$304,110.

Table 2 summarizes the City's CDBG allocations for FY12-13.

Table 2: CDBG Allocations for FY 2012-13

Categories & Projects	Project Totals (\$)	Category Totals (\$)
CDBG ADMINISTRATION		190,391
General Administration	190,391	
ECONOMIC DEVELOPMENT		140,000
Microenterprise Assistance	140,000	
HOUSING		571,373
CID*/Housing Accessibility Modification (HAM) Program	11,000	
North Peninsula Neighborhood Services	36,873	
Rebuilding Together/National Rebuilding Day	23,500	
Residential Rehab	500,000	
Rebuilding Together/Safe at Home	-	
Habitat for Humanity GSF/Neighborhood Revitalization	-	
CAPITAL PROJECTS		393,942
Section 108 Loan Payments (P & I)	393,942	
MidPen Housing/Family Crossroads	-	
Sidewalk Ramps	-	
PUBLIC SERVICES		144,083
Bayshore Child Care Services	24,761	
Community Overcoming Relationship Abuse/Client Services	5,000	
Daly City Youth Health Center/Pathways for Success	6,975	
Human Investment Project/Homesharing (HIP)	13,619	
John's Closet	5,951	
Legal Aid/Homesavers	11,931	
Mental Health Assoc. of SMC/Daly City Friendship Center	3,924	
Mental Health Assoc of SMC/Spring Street Shelter	4,360	
Ombudsman Services of San Mateo County, Inc	3,647	
Project Read	21,873	
Project Sentinel/Fair Housing	7,455	
Samaritan House/Safe Harbor Shelter	8,719	
Service League/Case Management	5,000	
Shelter Network/Family Crossroads	16,508	
Shelter Network/Maple St. Shelter	4,360	
Asian-Am Recovery Services/North County Prevention Partnership	-	
Asian-Am Recovery Services/Outpatient Drug & Alcohol Services	-	
Bay Area Legal Aid/Domestic Violence Legal Safety Net	-	
North Peninsula Food Pantry and Dining Center	-	
TOTAL CDBG ALLOCATIONS		1,439,789
* Center for Independence of Individuals with Disabilities		

Daly City Redevelopment Housing Successor Agency Resources

In December 2011, the California Supreme Court decided that the Dissolution Act (AB x1 26) to dissolve redevelopment was constitutional and that the “Alternative Redevelopment Program Act (AB 1x 27) was unconstitutional. These decisions effectively ended redevelopment in California, leaving Daly City and other jurisdictions without a valuable funding source to leverage HOME funds. The full implications of the elimination of redevelopment for affordable housing are not fully understood, and will depend on the outcome of pending legal opinions and legislative actions. In any event, it is clear that without redevelopment, the affordable housing landscape has dramatically changed in California. The need is still there and it is still great. Unfortunately, the resources to meet the need are greatly diminished.

State Funds

The City has looked to State funds as a resource for helping construct and rehabilitate housing in Daly City. During the previous HUD Consolidated Planning period, the City was awarded \$1,000,000 in HELP funds from the California Housing Finance Agency for the acquisition and development of affordable housing. In the 2008 program year, the City received \$600,000 from the California Department of Housing and Community Development (HCD) to carry out owner-occupied housing rehabilitation through its CalHome program. The City fully expended the CalHome funds from this grant in June 2011. More recently, the City has responded to the HCD 2011 NOFA and has applied for an additional \$600,000 in CalHome funds. The City will learn whether it will be awarded any CalHome funds in April 2012. In addition to applying directly to state agencies for funding, the City of Daly City also assists housing developers with their state funding applications to build affordable housing developments.

Private Funds

Whenever possible, private funding is utilized to achieve housing and community development objectives. This might include special loan programs offered by banks and non-profit organizations, and private contributions from local businesses to carryout housing rehabilitation activities in conjunction with National Rebuilding Day sponsored by Rebuilding Together.

A source of private funds that the City is exploring are in-lieu fees or impact fees. The City has an inclusionary housing ordinance that allows for in-lieu fees as an alternative for the developer to produce an affordable housing unit. This potential resource, however, is dependent on residential development in the City, and currently there are only limited developments being proposed.

II. HOUSING AND HOMELESS STRATEGY

The mission of Daly City's housing efforts is to preserve and increase the supply of decent, affordable housing in ways that improve neighborhoods and support Daly City's economic balance and growth.

Daly City's housing needs are related to the cost of housing, which is high, and the condition of the housing stock. The needs for all household types greatly exceed the available local, State, federal, and private resources. Also, many housing resources (specifically, those promoting newly constructed units) are less appropriate to Daly City because of the scarcity of available land. Therefore, the priorities set below reflect the need to direct scarce resources efficiently.

1. Household Types and Tenure Groups:

Daly City sets high priority on meeting the needs of the City's households and tenure groups as listed below. These groups are listed here in general priority order.

(a) Households:

- (1) Small households
- (2) Large households
- (3) Elderly households
- (4) Homeless
- (5) Persons with Special Needs
- (6) All other households

(b) Tenure:

- (1) Renters
- (2) Existing homeowners
- (3) First time homebuyers

2. Activities:

The following activities are not listed in order of priority but instead reflect the activities the City will undertake during FY 2012-13 to meet the identified needs. Resources will be pursued and programs will be implemented as funds are made available for the specific activities.

- (a) Rehabilitation of existing owner units and rental units
 - (b) Construction of new rental units
-

- (c) Construction of new ownership units
- (d) Supportive facilities/services for persons with special needs
- (e) Assistance for low income first time homebuyers
- (f) Preservation of rental assistance
- (g) Acquisition and rehabilitation of existing rental apartments
- (h) Monitoring of and preservation of at-risk assisted housing inventory
- (i) Supportive facilities and services for homeless persons

3. Geographic Distribution:

Daly City is ethnically diverse, with no concentrations of minorities in any one location according to the 2010 Census. Its available housing sites are widely scattered. It is sufficiently small that some programs work best when operated City-wide. Therefore, no geographical targeting is identified unless specifically mentioned in the description of the projects.

4. Resources:

Federal, State, local, and private resources will be pursued during FY 2012-13. The City will generally support applications for these programs and resources from eligible nonprofit and other entities when application is limited to such entities. However, when the City is also an eligible applicant, it will apply directly for funding.

III. HOUSING AND HOMELESS ACTIVITIES FOR JULY 1, 2012 - JUNE 30, 2013

These activities are not in order of priority and will be implemented as resources are made available for them:

PRIORITY: REHABILITATE EXISTING OWNER UNITS AND RENTAL UNITS

Rationale: Rehabilitation of owner and renter units is a high priority because of the age of Daly City's housing and the scarcity of available land for new development. This program will preserve and upgrade the existing housing stock.

Target Groups: Homeowners
Owners of rental units
Elderly Households
Small and large related households
All other households

Activity # 1: Rehabilitation of ownership units.

Agency Provider: City of Daly City, Residential Rehabilitation Program

One-Year Results: Rehabilitate 10 ownership units.

Household Income: 4 low income owner household (0-50% HAMFI)
6 low and moderate income owner households
(51-80% HAMFI)

Resources: Federal (CDBG)

Activity # 2: Minor home repair grants for senior homeowners.

Agency Provider: City of Daly City, Residential Rehabilitation Program

One-Year Results: 15 Minor home repair grants.

Household Income: 5 low income senior owner households (0- 50% HAMFI)
10 low and moderate income senior owner households
(51-80% HAMFI)

Resources: Federal (CDBG)

Activity # 3: Provide funding for home repairs for low and moderate income homeowners.

Agency Providers: North Peninsula Neighborhood Services - House Helpers
Program (Minor home repairs for low income households)
(28 households)

Rebuilding Together - formerly Christmas in April (Minor
home repairs for low income households) (8 households)

One-Year Results: Minor home repairs for 36 homes.

Household Income: 36 low and moderate income owner households
(0-80% HAMFI)

Resources: Federal (HOME, CDBG)
Private (Foundations, corporations)

PRIORITY: CONSTRUCT NEW RENTAL UNITS

Rationale: Construction of new rental units is a cost effective way to create affordable housing units while revitalizing neighborhoods and rebuilding underutilized land.

Activity # 1: Construct new rental units.

Assist qualified nonprofit and for-profit housing developers to construct affordable rental projects. This is an ongoing-activity. The purpose is to expand the affordable housing supply and to provide housing to low and moderate income renter households. Emphasis will be placed on providing units to the greatest extent possible for low income families.

Target Groups: Small related households
 Large related households

One-Year Results: Help developers identify suitable sites.
A recent state court decision has challenged the validity of requiring inclusionary housing units from developers of rental housing. The City may consider program options to bolster its inclusionary program, including fees, to further facilitate development of affordable rental units.

Resources: Federal (HOME)
 Local (County HEART funds)
 Private (Private foundations, private lender affordable housing programs, tax-exempt bonds)

PRIORITY: CONSTRUCT NEW OWNERSHIP UNITS

Rationale: Daly City's neighborhoods need stability, which will be provided by affording renters, small sub-components of overcrowded households, and those currently residing in illegal second units with homeownership opportunities.

Target Groups: Small related households
All other households
First-time homebuyers

Activity #1: Inclusionary affordable housing

Negotiate affordability agreements for residential developments subject to the City's inclusionary housing requirements.

One-Year Results: Affordable housing agreements in place for projects subject to inclusionary affordable housing.

Resources: Federal (HOME, CDBG)
Local (if available)
Private

Activity #2: Develop Self-Help Housing

Work with developers like Habitat for Humanity Greater San Francisco (HHGSF) to identify sites and construct new housing. New homebuyers will contribute significant levels of "sweat equity" in the construction of their homes.

Target groups: Small related households
Large related households
First-time homebuyers

One-Year Results: Work with HHGSF to finish construction and transfer 36 affordable units to eligible homebuyers.

Resources: Federal (HOME, CDBG)
Local (Redevelopment Housing Fund)
Private (Habitat for Humanity fund)
State – HCD funding

PRIORITY: PROVIDE SUPPORTIVE FACILITIES AND SERVICES FOR PERSONS WITH SPECIAL NEEDS

Rationale: There are few housing options available at the lower end of the income spectrum. These households have the most severe affordability problems and are poorly equipped to

deal with continuing increases in the cost of housing. In most critical cases, low income households may be at risk of becoming homeless.

Target Groups: Renters
 Small related households
 Large related households
 Elderly households
 Existing homeowners
 Persons with special needs
 All other households

Activity # 1: Funding support for housing accessibility modification services

Provide financial support for housing accessibility services through an experienced community agency.

Agency Provider: Center for Independence of Individuals with Disabilities (CID) – Housing Accessibility Modification (HAM) Program

One-Year Results: Modify 25 homes for accessibility.

Household Income: 25 low and moderate income households (0 to 80% HAMFI)

Resources: Federal (CDBG)

Activity # 2: Shared Homes Program

Continue existing financial support of the shared housing services administered by an experienced community agency. Shared housing is an affordable alternative to market rate rental housing.

Agency Provider: Human Investment Project - Homesharing Help & Information Program (Shared Housing Program)

One-Year Results: Provide home sharing opportunities for 13 persons (8 renter and 5 owner households).

Household Income: 8 low and moderate income renters
(0-80% HAMFI)
5 low and moderate income owners
(0-80% HAMFI)

Resources: Federal (CDBG)

Activity # 3: Funding support for case management at transitional living facilities.

Provide financial support for case management for Daly City residents living in transitional housing facilities, including those facilities housing people who have been released from jails in Redwood City typically for non-violent alcohol/drug and related crimes.

Agency Provider: The Service League of San Mateo County

One-Year Results: Provide case management for 3 Daly City residents living in Service League's transitional living facilities.

Resources: Federal (CDBG)

PRIORITY: ASSIST LOW INCOME FIRST TIME HOMEBUYERS

Rationale: Homeownership is an integral feature of the American dream. The benefits of homeownership include the creation of a stable neighborhood housing base through increased numbers of homeowners that create a stronger social fabric within communities.

Target Groups: Low to moderate income homebuyers (0-80% HAMFI)

Activity #1: Assist providers of technical assistance and information/referral to first time homebuyers, if feasible.

Help coordinate and promote first time homebuyer workshops. Also provide information and referral of available resources (e.g., San Mateo County's Mortgage Credit Certificate program, lender programs).

One - Year Result: Assist in the outreach and promotion of first time homebuyer workshops.

Resources: Private

PRIORITY: PRESERVE RENTAL ASSISTANCE

Rationale: Without rental assistance, low and moderate income residents can find themselves homeless, in an overcrowded situation or compromise other basic necessities.

Target Groups: Elderly
 Small related households
 Large related households
 All other households

Activity # 1: Maintain existing vouchers.

At a minimum, maintain the existing 761 (as of 2/10/12) Section 8 vouchers.

Agency Provider: San Mateo County Housing Authority, Section 8 Program

One-Year Results: Maintain 761 Section 8 vouchers.

Household Income: Low income households (0-50% HAMFI)

PRIORITY: ACQUIRE AND REHABILITATE EXISTING RENTAL APARTMENTS

Rationale: As a largely built-out city, Daly City will address the housing crisis largely through existing units. This program will work with non-profit and for-profit housing developers to acquire and rehabilitate existing rental units and make them affordable to low and moderate income households.

Target Groups: Small related households
 Large related households
 All other households
 Homeless
 Persons with special needs

Activity # 1: Work with developers to acquire and rehabilitate rental and transitional units.

Work with non-profit and for-profit developers to search for and negotiate acquisition of existing apartments needing rehabilitation and with significant low and moderate income tenancy to avoid displacement of existing tenants who might not be eligible because of higher incomes.

Agency Provider: City of Daly City, Housing and Community Development Division

One-Year Results: Begin rehabilitation of Family Crossroads

Resources: Federal (HOME, CDBG, Tax Credits)
State (Tax Credits)
Local (if available)
Private (Private lender affordable housing programs, private foundations, tax-exempt bonds)

PRIORITY: MONITOR STATUS AND PRESERVE AT-RISK ASSISTED HOUSING INVENTORY

Rationale: There is one apartment complex in Daly City that was financed with below-market rate mortgages provided with federal assistance. The owner of this development has expressed interest in maintaining long-term affordability for the residents. However, if the owner is unsuccessful in obtaining Section 8 project-based subsidies from HUD in the future, these units could convert to market rate, resulting in the loss of 120 affordable elderly housing units.

Target Groups: Renters
 Elderly households

Activity # 1: Monitor at-risk rental units.

The City will keep in regular contact with the owners of Villa Fontana to determine the status of the project for maintaining continued affordability for the residents. The City will maintain a list of potential nonprofit organizations who could purchase and/or manage the units and will work with non-profit housing organizations to assist in acquisition of the at-risk housing units if necessary to maintain their affordability.

Agency Provider: City of Daly City, Housing and Community Development Division

One-Year Results: Preservation of 120 units as affordable rental units. Update list of affordable units and their affordability periods.

IV. NON-HOUSING COMMUNITY DEVELOPMENT ACTIVITIES FOR JULY 1, 2012 - JUNE 30, 2013

Daly City utilizes CDBG funds to provide a variety of non-housing activities. These activities are divided into three primary categories: Economic Development, Public Services, and Capital Improvements. Following is a description of the three major categories and their priorities and activities. The priorities and activities for each of these three categories are not in any order, but will be pursued as resources become available.

A. Economic Development

Daly City aggressively promotes economic development in the City. These activities strengthen the City's economic climate, increase job opportunities for Daly City's residents, promote balanced and diversified growth and improve the quality of life.

PRIORITY: PROVIDE TECHNICAL ASSISTANCE TO BUSINESSES

Rationale: Economic development is a high priority component of Daly City's overall strategy to develop a viable urban community through the provision of economic opportunity. The City's economic development programs include the revitalization of commercial corridors and business attraction efforts. Technical assistance to microenterprise clients is also an important element of the City's economic development strategy. Through contracting with other agencies, the City is able to offer microenterprise clients valuable assistance in setting realistic goals, planning strategically, seeking help when needed and implementing changes to their business model when warranted.

Activity #1: Provide technical assistance to microenterprises.

Provide technical assistance, educational workshops and classes to microenterprises, which are firms with five or fewer employees, owned by persons of low to moderate income. The City will contract with other agencies to provide technical assistance to microenterprise clients in a wide range of areas (e.g., planning, marketing, accounting) that are targeted to their individual needs.

During 2012-13, the City will continue to evaluate and refine its marketing tactics, service delivery methods and outcome measurements. In addition, the City will continue its partnership with Renaissance Entrepreneurship Center, an agency with offices in San Francisco and East Palo Alto that provides entrepreneurship training courses for very low-income individuals with minimal formal education and business experience. Overall, through its efforts, the City hopes to produce important economic development outcomes

such as job creation, increased household income, higher profits, expanded business volume and actual business launches.

One-Year Results: Provide technical assistance and/or entrepreneurship training to 30 microenterprise clients

Household Income: 30 low and moderate income microenterprise owners (0-80% HAMFI)

Resources: Federal (CDBG), private sources

B. Capital Improvements

The City also utilizes CDBG funds to provide capital improvements (e.g., improvements to streets, sidewalks, parks and recreation facilities, etc.). The City has funded projects located in and benefiting low and moderate income neighborhoods and projects serving the low income and populations with physical disabilities.

PRIORITY: PROVIDE NEIGHBORHOOD SERVING RECREATIONAL FACILITIES

Rationale: Neighborhoods need public recreational areas and facilities, particularly to provide nearby residents with accessible and pleasant places to congregate, to interact, and to relax. Public facilities benefit a wide range of populations (e.g., young children to at-risk youth to the elderly) with diverse services and activities. This priority is targeted to neighborhoods that are primarily low income and lack adequate community facilities and public spaces.

Activity # 1: Section 108 loan payments for the construction of the Bayshore Community Center

The Bayshore Community Center includes a multi-purpose room, exercise facility, activity rooms, and a public library in the primarily low income Bayshore neighborhood. The center serves as a focal point with recreational activities, services, information, and facilities for neighborhood youth.

The Center, which the City initiated under its FY99-00 HUD One Year Action Plan, has been funded using a variety of public and private resources. The City's contribution to the project includes direct allocation(s) of CDBG funds as well as Section 108 loan proceeds. Construction of the center began in June 2003. In April 2004, construction of the project

was delayed. Construction resumed in October 2004 with a new general contractor. Construction of the Center was complete by early 2006, with the grand opening on February 18, 2006.

Agency Provider: City of Daly City

One-Year Results: Section 108 loan payments (\$393,942)

Resources: Federal (CDBG)

C. Public Services

Public services programs provide necessary services at reduced or low cost to low income residents. These programs can help free up scarce financial resources to allow low income people to afford housing and educational opportunities and to maintain or improve their economic situations. These agencies need funding to assist them in meeting the increasing demand for their services. They receive other sources of funding in addition to Daly City CDBG.

PRIORITY: PROVIDE CHILD CARE AND OTHER SERVICES FOR FAMILIES WITH CHILDREN

Rationale: An increase in the number of women in the workforce and in the number of single-parent families means that many of the services once provided within the family must now be provided by the community. Within Daly City, a great number of women work, and a large number are near the poverty level. Consequently, there is a greater need for affordable child care.

Activity # 1: Provide support for affordable child care services.

Provide funding to non-profit organizations that serve low and moderate income households with child care.

Agency Providers: Bayshore Child Care Services
(Provides child care to lower income families)
(219 children)

One-Year Results: Child care services to 219 low and moderate income children

Household/Income: 219 children (0-80% HAMFI)

Resources: Federal (CDBG)

Activity # 2: Support program to provide clothing for needy children.

Provide support to non-profit agencies that provide clothing and other necessities to low income children.

Agency Provider: John's Closet
(Provides clothing & hygiene kits to 174 lower income children ages 4-18)

One-Year Results: Clothing and other necessities provided to 174 children.

Household/Income: 174 children (0-80% HAMFI)

Resources: Federal (CDBG)

PRIORITY: PROVIDE LEGAL ASSISTANCE TO LOW-INCOME RESIDENTS

Rationale: There are a large number of residents that need legal services as a result of a variety of circumstances: landlord/tenant problems, consumer law, labor law, etc. Due to their low income, they are not able to afford market rate legal services. Consequently, there is a need for programs that provide free or low-cost legal services.

Activity # 1: Support the provision of low-cost legal services.

Provide funding for non-profit organizations that offer legal services to low-income residents.

Agency Providers: Legal Aid Society of San Mateo County – Homesavers Program (Provides legal services to low income residents primarily in the area of landlord/tenant law) (125 households/ 334 persons)

One-Year Results: Provide low-cost legal services to 125 households.

Household/Income: 125 households/334 persons (0-80% HAMFI)

mental disabilities, educational services, and supportive services to residents and their children seeking relief from domestic violence.

Agency Providers: Mental Health Association of San Mateo County - Daly City Friendship Center (Provides social, recreational, and educational activities for the mentally ill in a safe, supportive environment) (57 people)

Project Read
(Provides tutoring services to persons with no or limited reading/writing skills) (45 people)

Community Overcoming Relationship Abuse – Client Services (Provides programs for domestic violence victims, including bilingual support groups, counseling, education, case management and a 24-hour crisis hotline) (38 households/49 persons)

One-Year Results: 151 persons assisted.

Household/Income: 151 persons (0-80% HAMFI)

Resources: Federal (CDBG)

PRIORITY: PROVIDE ADVOCACY SERVICES TO SENIORS

Rationale: In Daly City, there are 43 long-term care facilities and 2 adult day programs, housing approximately 998 residents. Due to budget cuts, inspections of these facilities by state agencies is infrequent. The lack of regular monitoring allows for an environment where improper care and/or abuse of senior residents can occur.

Activity # 1: Support the provision of advocacy services for seniors.

Provide funding to non-profit organizations that serve seniors needing advocacy services such as those seniors living in long-term care facilities.

Agency Providers: Ombudsman Services of San Mateo County, Inc.
(Provides advocacy services for those in long-term care facilities by monitoring and investigating complaints.) (45 complaint cases)

One-Year Results: 45 persons assisted.

Household/Income: 45 persons (0-80% HAMFI)

Resources: Federal (CDBG)

**PRIORITY: AFFIRMATIVELY FURTHER FAIR HOUSING
ACTIVITIES**

Rationale: Information is needed by both landlords and tenants to prevent discrimination in housing. Because of the low vacancy rate in Daly City's rental housing market, it is critical that residents have equal access to available housing. The City affirmatively furthers fair housing activities to prevent discrimination in housing.

Activity # 1: Provide fair housing information and assistance.

In accordance with its Fair Housing Action Plan, the City will continue to provide fair housing and anti-discrimination information through the "Leisure Guide," a City publication that is distributed to all households in the City and is available at City Hall, City libraries and the Daly City Community Service Center. In addition, the City will contract with non-profit organizations who supply fair housing services such as providing information to both tenants and landlords on housing discrimination, investigating complaints, making legal referrals, counseling parties involved in complaints and maintenance of a telephone information hotline.

Agency Providers: Project Sentinel - Fair Housing Program
(10 fair housing/discrimination cases investigated and 2 consultations)

City of Daly City
(Promotes fair housing through free publicity in City's Leisure Guide and distribution of fair housing and habitability brochures at City Hall and Community Service Center) (City-wide)

One-Year Results: 12 households served.

Household/Income: 12 households (0-80% HAMFI)

Resources: Federal (CDBG)
Local (City General Fund)

V. OTHER ACTIONS

During FY 2012-13, the City of Daly City will also take other actions as outlined below:

Address Obstacles to Meeting Underserved Needs:

As previously discussed, the housing and community development needs in Daly City far exceed the available resources. Therefore, the City attempts to make the available dollars stretch as far as possible by leveraging resources from other government programs and private sources. The City will address obstacles to meeting underserved needs by continuing collaboration with other public and private agencies and pursuing funding sources as they become available for specific priority activities.

Overcome Impediments to Fair Housing Choice

The five HUD Entitlement localities in San Mateo County (San Mateo County and the cities of Daly City, Redwood City, San Mateo and South San Francisco) completed an update to the Analysis of Impediments (AI) in July 2004. Project Sentinel, a regional nonprofit fair housing organization, prepared the AI for the San Mateo County region. As several years have passed and Census 2010 data is now available, the five San Mateo County HUD Entitlement localities are in the process of updating the AI, and have selected a consultant to assist in the preparation of the analysis. The AI update is being prepared in conjunction with the City's FY13-17 Consolidated Plan.

The City has updated its Housing Element for 2009-2014. The updated Housing Element has been reviewed by the State, and it will be formally adopted at same time as the General Plan Update. The updated Housing Element, Policy HE – 16 addresses how the City intends to “prevent housing discrimination based on age, race, religion, sex, ethnic background, or familial status.” In addition to assisting in outreach, education, implementation and enforcement efforts as part of this policy, the City also intends to amend the Zoning Ordinance to revise the definition of family to comply with State and federal fair housing laws. The new definition shall not distinguish between related and unrelated persons, and shall not impose limitations on the number of persons that may constitute a family.

In accordance with its current Fair Housing Action Plan, the City continues to annually fund and support nonprofit public service agencies that help its residents in addressing and resolving fair housing problems. These nonprofits are Project Sentinel and Legal Aid Society of San Mateo County, a legal service organization that focuses on housing law, particularly landlord/tenant disputes. The City has allocated \$7,455 to Project Sentinel and \$11,931 to Legal Aid, respectively, for FY12-13.

Include Limited English Proficient Persons in the Public Participation Process

The City made efforts to involve Limited English Proficient (LEP) persons in the public participation process of the development of the FY12-13 Action Plan. The City had its Action Plan hearing public notice translated into Chinese, Tagalog, and Spanish and posted the notices on the City's website, at the local libraries in the city, at the City Clerk's office, at the Economic and Community Development Department as well as the Daly City Community Service Center. The City also offered oral interpretation services for those LEP persons who had questions regarding the hearing and/or who had difficulty understanding the notice.

Foster and Maintain Affordable Housing:

The City's housing policies, as previously described, will continue to foster and maintain affordable housing. The City's policy of encouraging mixed-use development will help to address the region's housing problems by adding a residential component to commercial development. Affordable housing continues to be an unmet need, and the City understands that more than one program or policy is necessary to address it.

In FY12-13, the City will continue to work with Habitat for Humanity Greater San Francisco (HHGSF) to finish construction of the 36-unit project at 7555 Mission Street and transfer the units to homebuyers. This project will consist of ownership units affordable to low and very low income family households. The City will also work with Shelter Network and MidPeninsula Housing to rehabilitate Family Crossroads, making accessibility and structural improvements as well as abating asbestos and treating mold at the project site.

The City will continue to explore ways to foster affordable housing given the difficult economic climate and reduced funding for affordable housing. As mentioned earlier, the City will look into collaborating at the County level on a nexus study that will look at impact fees on residential developments. The City will also continue to collaborate with nonprofit developers and look for creative ways to provide affordable housing.

Remove Barriers to Affordable Housing:

The City works to remove barriers to affordable housing by establishing realistic policies to encourage housing development. The following policies, which are on-going, will continue to be implemented by the City during FY 2012-13:

1. Continue to offer programs to encourage dual use of land through mixed-use development.

2. Improve the public's perception and acceptance of affordable housing by assisting experienced housing developers to create attractive, well-managed developments that contain affordable housing units.
3. Provide one-stop permitting and parallel building plan checking through the Building Division, Planning Division, and Department of Public Works so that time is saved for the developer in receiving approvals.
4. Continue to implement the high density zoning ordinance which allows for increased density for mixed-use projects in urbanized commercial areas. This regulation, adopted in 1992, allows density of 65 units per acre. The Planning Division will work to educate developers, realtors and others regarding this limit.

The City's updated Housing Element (being updated as part of the City's comprehensive update to the General Plan) outlines tasks with the aim of increasing the supply of housing. These tasks include exploring incentive programs for lot mergers and increasing minimum lot sizes along the commercial corridors to encourage higher density and mixed use developments, reducing some parking requirements, and formalizing a plan check prioritization system that would give priority to affordable housing projects. Information regarding the City's Housing Element can be found at www.plandalycity.org.

Evaluate and Reduce Lead-Based Paint Hazards:

In September 1999, federal lead-based paint regulations were amended to incorporate more stringent and pro-active preventative measures. Since FY01-02 the City has been implementing these federal lead-based requirements as described below:

1. Provide lead hazard notification, evaluation, and reduction in the Residential Rehabilitation Program. (The recent amended regulations strengthen existing notification, evaluation and reduction activities. Rehabilitation activity requirements have been tiered according to the amount of federal funds involved). Provide information referrals and require abatement of lead hazards in housing units where children under the age of six reside.
2. In regard to any existing or future acquisition/rehabilitation of existing apartment buildings, the City provides lead notification, evaluation, interim control/abatement, and maintenance requirements with these projects.
3. The City works with contractors to assist them in obtaining the training and certifications needed to provide lead-based paint abatement services.

Reduce the Number of Poverty Level Families:

The goals of the City's efforts to reduce the number of poverty level families are to strengthen the economic climate, increase employment opportunities and assist in the retention of existing neighborhood-serving commercial businesses in low and moderate income areas. As discussed in the Five-Year Plan, the City's anti-poverty strategy centers on improving economic opportunities through economic development activities and through the services provided by the City's CDBG subrecipients and the Daly City Community Service Center.

Daly City's CDBG Subrecipients

The City of Daly City supports, through the CDBG Program, a number of non-profit organizations that assist low and moderate income residents. These programs provide at no or low cost, important services to low and moderate income households to help them become more self-sufficient. The City will work with applicable subrecipients to collect data on the number of persons who are assisted out of poverty through their programs and services. These subrecipients will include those whose assistance improves access to employment opportunities.

Daly City Community Service Center

The Daly City Community Service Center was established by the City in 1974. Its mission is to promote and improve the quality of life for the residents of Daly City, Colma and Broadmoor through the provision of quality crisis intervention services, either directly or by referral to the appropriate provider, thus empowering individuals and families to achieve self-sufficiency. The City will work with the Community Service Center to identify indicators of the number of persons the Center assists out of poverty.

Economic Development Activities

Daly City is committed to strengthening the City's economic climate, expanding employment opportunities for all residents, enhancing small business opportunities, and improving commercial areas in low and moderate income neighborhoods. Through its own efforts and those of its contractors, the City supports small business development and provides small business technical assistance, while paying special attention to the needs of low and moderate income microenterprises.

Some of the activities planned by the Economic Development Division are as follows:

1. Continue to offer free or low-cost educational opportunities for existing and potential small business owners on topics ranging from how to prepare a business plan, budgeting, bookkeeping and taxes, etc. This includes the recent launch of the City's Entrepreneurship Center, which will assist Daly City residents in establishing new businesses.
2. Enhance employment opportunities for low and moderate income residents of Daly City by establishing, whenever appropriate, first-source hiring agreements.
3. Continue implementation of the Mission Street Urban Design Plan and Mission Street Landscape Master Plan to revitalize this older commercial area and its neighborhood-serving businesses.
4. Continue implementation of the Geneva Avenue Urban Design Plan and Geneva Avenue Landscape Master Plan to revitalize this older commercial area and its neighborhood-serving businesses.
5. Continue to provide business assistance to Daly City small businesses requesting start-up advice on topics such as planning, management, financing, accounting, and marketing.
6. Expand and enhance the services offered by "Hire Daly City First."

Develop Institutional Structure:

During FY 2012-13, the City will attempt to capitalize on strengths and improve weaknesses identified in its institutional structure as discussed in the "Overcoming Gaps" section of the Five-Year Plan. Some of the activities include on-going efforts to streamline the review and approval process for new developments, assisting non-profit service-providing agencies through the CDBG Program, working with private developers to encourage their construction of projects that include housing, working with lenders to educate them about the need to provide financing for affordable housing developments, working with local foundations to access their resources for programs to assist low and moderate income residents, and continuing to participate in regional efforts such as the City's participation in the HUD Continuum of Care Consortium administered through the San Mateo County Office of Homelessness.

Enhance Coordination Between Public and Private Housing and Social Services**Agencies:**

As more fully discussed in the “Overcoming Gaps” section of the Five-Year Plan, the City will continue to participate in activities to enhance coordination between affordable housing providers and social service agencies from the public and private sectors. Some of these activities include encouraging non-profit agencies to utilize the services of other non-profit agencies through the Daly City Community Service Center, joint monitoring of the City’s CDBG subrecipients, continuing participation in regional efforts such as the County’s Continuum of Care Consortium, and maintaining membership in the Association of Bay Area Governments (ABAG). ABAG provides localities with technical assistance and data including regional trends and demographics.

Foster Public Housing Improvements and Resident Initiatives:

Within the City of Daly City, there is only one public housing development, Midway Village, which contains 150 units and is administered by the San Mateo County Housing Authority. During FY 2012-13, the City will respond and refer any inquiries regarding public housing resident initiatives to the San Mateo County Housing Authority.

Action Steps to End Chronic Homelessness

The City of Daly City’s action steps to end chronic homelessness primarily consist of these steps: a) work with Shelter Network of San Mateo County, Mental Health Association of San Mateo County, and Samaritan House, the operator for the Safe Harbor homeless shelter, to provide shelter and supportive services to the chronically homeless; and b) actively participate in regional efforts to combat homelessness. The City annually provides financial support to the three agencies listed above, and actively participates in the County’s Continuum of Care efforts.

In April 2005, San Mateo County brought together approximately 150 representatives from various sectors of the community to put together HOPE (Housing Our People Effectively), a 10-year plan to prevent and end homelessness in the county. Participants in the planning process included representatives from foundations, corporations, nonprofit agencies, school districts, and public agencies. The City provided input to the HOPE Plan and is continuing to actively participate in the Plan’s implementation.

As part of the HOPE implementation and to comply with federal funding requirements, San Mateo County conducts a one-day homeless census count every two years. The County conducted the one-day homeless census count in January 2011. The results of the census indicate that while Daly City is approximately 14% of the general population in San Mateo County, its unsheltered homeless population is about 4% of the County’s

unsheltered homeless population. In addition to the count, the County also conducted a sample survey of the homeless population in order to get demographic data. The City actively participated in the homeless census, recruiting City staff and residents to volunteer.

The 2011 count, as in previous years, shows that Daly City has a low percentage of unsheltered homeless individuals in the County. However, it is generally perceived that Daly City has a larger percentage of “hidden homeless” that is not captured by a street count. These individuals likely sleep in living rooms of friends or families until they are able to find another place to stay.

Daly City received Homelessness Prevention and Rapid Rehousing (HPRP) funds as part of the Federal stimulus funding. These funds are being used for homeless prevention and to rapidly re-house persons who have become homeless. The funds are not intended for assisting the chronically homeless, but for helping those that who have become homeless and are likely to remain stably housed once the HPRP assistance has ended. The City has been reporting the progress of HPRP on Federalreporting.gov and e-snaps. The City will continue to work with Shelter Network of San Mateo County in administering the HPRP program and anticipates expending all of its HPRP funds by the program deadline.

VI. HOME SPECIFIC REQUIREMENTS

Resale Provisions

Daly City reserves the right to use resale, recapture, or both resale and recapture options for its homeownership projects. Its recent ownership projects have been new construction of affordable ownership units developed by Habitat for Humanity. In these projects, the resale provision was most suitable since Habitat for Humanity families must be low income households to qualify.

HOME-funded homeownership projects will be provided either to the developer during construction to “buy down” the purchase prices of the units or to the homebuyer. In either case, the HOME funds will be given as a second or junior mortgage.

Under the recapture option, full repayment of outstanding principal to the City will be required when the property is sold by a HOME-assisted homebuyer. If the HOME-assisted homebuyer remains in the home for the full term of the loan (at least 20 years), the City may forgive the accumulated interest or appreciation. If a HOME-assisted homebuyer sells the unit to a new homebuyer who meets the HOME income guidelines, the City may also allow assumption of the outstanding debt as a means of recycling HOME funds.

The City shall implement recapture in cases where the homebuyer does not use the HOME-assisted ownership unit as his or her primary residence.

HOME Tenant-Based Rental Assistance

Daly City does not intend to use HOME funds for tenant-based rental assistance activities. If and when the City decides to allocate funds for TBRA, it will then revise its Consolidated Plan to describe the local market conditions that led to the use of HOME funds for such a purpose.

Other Forms of Investment

Daly City does not intend to use other forms of investment not described in 24 CFR 92.205(b). If and when the City decides to offer other forms of investment not found in 24 CFR 92.205(b), it will then revise its Consolidated Plan to include them. The forms of investment described in 24 CFR 92.205(b) are:

- Equity investments
- Interest bearing loans or advances
- Non-interest bearing loans or advances
- Interest subsidies
- Deferred payment loans
- Grants

Affirmative Marketing

In order to affirmatively market housing activities containing five or more HOME-assisted units, the City or the HOME subrecipient shall:

1. Publish notices in local newspapers and other widely accessible mediums to inform the public about the availability of HOME-funded activities. Fair housing brochures will be made available to interested parties. Equal opportunity and fair housing logos will be used in the advertisements, as well as a nondiscrimination clause.
2. Post notices in places of wide public use (e.g. City Hall, public libraries) to inform the public about the availability of HOME-funded activities. Locations (e.g. senior centers) where the target group for a HOME-funded project is located (e.g. senior housing) should be sought.

3. When applicable, make presentations to organizations for people most in need of a particular HOME-funded project.
4. Comply with the guidelines described below under “Minority/Women’s Business Outreach” in order to ensure inclusion of minority and women-owned businesses.
5. Maintain records of affirmative marketing activities to document good faith efforts were made to broadly market available housing units.
6. Require documentation from owners showing their good faith efforts, to the greatest extent feasible, to provide equal employment and housing opportunities to low income individuals pursuant to Section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.

If the City finds HOME subrecipients or participating property owners in noncompliance of their affirmative marketing duties listed, the City will assist them to re-evaluate their strategies and may withhold HOME funds until such time as a satisfactory effort has been made on the part of the HOME subrecipient or owner. The City will require compliance with the conditions of its affirmative marketing requirements and procedures by means of an agreement with the HOME subrecipient or property owner that shall be applicable for the duration of the applicable HOME affordability period.

For Habitat for Humanity Greater San Francisco’s two recent affordable housing developments assisted with HOME funds, including the 2-unit Parkview project and the 36-unit 7555 Mission Street project, information about the available housing contained the fair housing logo and was posted on the City’s website and at the City’s libraries. Habitat for Humanity also mailed information to churches, schools, neighborhood associations and community organizations. Flyers were made available in English, Chinese, Tagalog and Spanish.

Minority/Women’s Business Outreach

The City will make efforts to encourage the use of minority and women-owned businesses in HOME-assisted projects. The City will keep records regarding the number and dollar amounts of participation by minority and women-owned businesses. Outreach efforts shall include:

- Direct mailing of opportunities to lists obtained from Minority Clearinghouses, the Minority Business Development Agency under the

Department of Commerce, the Interagency Committee on Women's Business Enterprise and United Minority Business Entrepreneurs.

- News releases, in addition to formal requests for bids, which highlight MBE and WBE opportunities under the HOME Program.

Refinancing

The City does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds. If and when the City decides to use HOME funds for refinancing purpose, it will then revise its Consolidated Plan to include financing guidelines required under 24 CFR 92.206(b).

VII. SUMMARY OF CITIZEN COMMENTS ON ONE YEAR ACTION PLAN

A public hearing was held on December 12, 2011 to obtain all interested citizens' views on community development and housing needs eligible for CDBG and HOME funding. Representatives from HIP Housing, Rebuilding Together Peninsula, Daly City Youth Health Center, Project Read, Shelter Network and Service League spoke at the hearing about their services and various housing and community development needs such as the importance of educational services for adults and services for youth. Also mentioned at the hearing was the need for home rehab services for low-income residents as well as the need for affordable housing and supportive services and shelter for the homeless and the re-entry community (those who have recently been released from jail). At the December hearing, the Daly City City Council identified funding categories with funding percentage ranges for the allocation of FY12-13 CDBG and HOME funds.

The public comment period for the One-Year Action Plan is from March 24 through April 23, 2012 (see Appendix D). The draft Action Plan is available for public review at local libraries, the Daly City Community Service Center, City Hall, and on the City's website. A summary of the recommended allocations for FY12-13 has also been mailed to representatives of the Council of Homeowners and Residents Associations.

A public hearing on the One-Year Action Plan for FY12-13 will be held on April 23, 2012.

VIII. CERTIFICATIONS

See Appendix B

IX. DISCHARGE AND NON-DISCRIMINATION POLICIES

The City of Daly City certifies that as a condition for any funding received from the Federal Department of Housing and Urban Development, the City agrees to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

The City of Daly City also certifies that as a condition for any funding received from the Federal Department of Housing and Urban Development, the City agrees to develop and implement to the maximum extent practicable and where appropriate, policies and protocols to prevent discrimination of persons from participating in or accessing benefits and/or services funded in part or in whole with federal financial assistance. The City will administer its CDBG and HOME funds in compliance with all applicable federal civil rights laws, including Section 109 of the Housing and Community Development Act of 1974, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, and their respective implementing regulations 24 CFR Parts 6 and 8.

X. MONITORING**Monitoring Standards and Procedures**

The City of Daly City prepares a number of existing reports to the Federal Department of Housing and Urban Development that help determine whether programs are being carried out according to statutory and regulatory requirements. Each year, the Economic and Community Development Department prepares the Consolidated Annual Performance and Evaluation Report, and conducts public hearings and meetings to obtain community input concerning the progress of program implementation and where to allocate federal CDBG funds for the coming fiscal year. The process of preparing and approving the Consolidated Plan also involves various public hearings. The State Department of Housing and Community Development oversees the City's General Plan Housing Element and Fair Share Housing goals.

Nonprofit organizations funded with Daly City's Community Development Block Grant Program are regularly monitored by Housing and Community Development division staff through monthly and quarterly reports, as well as through on-site monitoring visits to ensure compliance with CDBG regulations and stated program performance goals. In addition,

capital projects (public improvements) funded through federal dollars are monitored for compliance with applicable environmental, procurement, financial and labor regulations.

Housing and Community Development (HCD) division staff also monitor HOME-funded projects regularly. On-site inspections are conducted every two years for rental projects with five to 25 units, and annually for projects with 26 or more units. A building inspector conducts the on-site physical inspection of the buildings and HCD staff reviews tenant income certifications. HOME-funded projects include:

- Vista Grande Apartments
- School House Station Apartments
- Hillcrest Gardens
- 1293 Hillside

The City is exploring how to effectively collaborate with the County of San Mateo in monitoring the HOME-funded projects since many of the Daly City HOME projects also receive funding from the County. Only Hillcrest Gardens above has received Daly City HOME PJ funds. The rest of the projects were funded through the County HOME Consortium.

For ownership projects, staff collects annual certifications that the owner is using the unit as their primary residence.

XI. TIMELINESS OF EXPENDITURES

The City of Daly City strives to expend its CDBG and HOME funds in a timely manner, while meeting the priorities and goals established in the Action Plan. The City works to avoid delays to capital improvement projects as much as possible and to make sure that there are adequate marketing and outreach efforts on behalf of its community development programs. For FY10-11, the City's timeliness expenditure ratio (i.e. Letter of Credit balance to CDBG entitlement award) met HUD's maximum limit ratio of 1.5.

APPENDIX A

Listing of CDBG-Funded Projects FY12-13

APPENDIX B
Certifications

APPENDIX C
Project Location Maps

APPENDIX D
Affidavit of Publication