

**HUD  
CONSOLIDATED  
PLAN**

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**City of Daly City**



**ONE-YEAR ACTION PLAN**

**Program Year 2020-2021**

**Department of Economic and Community Development**

**Housing and Community Development Division**

# CITY OF DALY CITY

**FY20-21, Year 3**

## **of Five Year HUD Consolidated Plan FY2018-2022**

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## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The City of Daly City receives federal funds in the form of Community Development Block Grant (CDBG) funds and HOME funds from the Department of Housing and Urban Development. These funds are integral to the City's efforts to help better the lives of low and moderate income persons in its community. As a grantee, the City is required to prepare a Five-Year Consolidated Plan which incorporates an assessment and analysis of the housing and non-housing community development needs in Daly City. The plan covers the program years beginning July 2018 through June 2023. An Annual Action Plan is prepared for each program year within the Consolidated Plan period. This Annual Action Plan is for Program Year (PY) PY20-21 (July 1, 2020-June 30, 2021), Year 3 of the Five Year Consolidated Plan.

The City was notified in February 2020 of its PY20-21 CDBG and HOME allocations. For PY20-21, the City's CDBG and HOME allocations have increased slightly by 5.5% and 7%, respectively. This Action Plan describes how the City will use its PY20-21 funds. The Plan originally went out for a 10-day public review period, beginning May 28, 2020 through June 8, 2020. It was then revised to include the use of HOME funds for emergency Tenant Based Rental Assistance to assist lower income households experiencing financial hardship as the result of COVID-19. The revised Plan went out for a 10-day public review period, as allowed by HUD during the COVID-19 pandemic, beginning July 17, 2020 through July 27, 2020.

It should be noted that in April 2020 the City received \$632,285 in additional CDBG dollars (CDBG-CV) through the Coronavirus Aid, Response and Security Act (CARES Act) to prevent, prepare for and respond to COVID-19. These funds are reflected in a Substantial Amendment to the PY19-20 One-Year Action Plan and will be used to prevent, prepare for and respond to the coronavirus pandemic.

#### 2. Summarize the objectives and outcomes identified in the Plan

The objectives and outcomes identified in this Action Plan address the housing and community development needs in Daly City, and that have been identified in the Consolidated Plan. The objectives address these priority needs:

- Maintain and improve housing stock
- Increase the supply of affordable housing
- Preserve housing affordability
- Support public services that serve lower income persons and these groups: children and youth, the homeless, and special needs populations

The City will collaborate with both public and private organizations to address these needs. In addition, it will work to address barriers to affordable housing and lead based paint hazards. It will collaborate with the San Mateo County Continuum of Care to address homelessness.

### **3. Evaluation of past performance**

The City provides an evaluation of its past performance in the Consolidated Annual Performance and Evaluation Report (CAPER). A CAPER is prepared for each program year and at the end of the Consolidated Plan Period. A CAPER for the PY19-20 Action Plan will be submitted in September 2020.

The most recent CAPER, for the PY18-19 Action Plan, reports that CDBG funds were used to provide various public services and housing rehab during the PY18-19 Action Plan year. Some of these performance outcomes include:

- Literacy tutoring to 71 low income persons
- Legal services to 154 low income renter households to help stabilize housing and prevent evictions.
- Childcare services for 33 low income households
- Fair housing cases for five households
- Transitional shelter for 16 homeless families

These community development and housing funds from HUD have been essential in helping the City provide support to services for lower income residents. The City plans to continue its efforts to address the priority needs summarized previously.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The citizen participation and consultation processes involve two public hearings, a public noticing and review period of the draft One-Year Action Plan, and consultations with various agencies and collaboratives such as the Continuum of Care, the Housing Authority of San Mateo County, and service providers serving Daly City residents.

Per HUD waivers granted through the CARES Act, the public review period and noticing of the draft One-Year Action Plan was expedited and shortened from 30 days to 10 days. A virtual hearing was conducted that provided the public an opportunity to comment on the draft Action Plan. Sections AP10 and AP12 provide more information on the citizen participation process.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were two comments received at the public hearing on housing and community development needs held on December 9, 2019. A virtual hearing for the draft One-Year Action Plan for PY20-21 was held on June 8, 2020. A summary of the comments from both public hearings are included in Table 4 of Section PR-15.

[A summary of comments held on July 27, 2020 to be provided.]

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments were accepted.

#### **7. Summary**

This Action Plan for PY20-21 is the third year of the City's Five-Year HUD Consolidated Plan, and is the first year of a two-year CDBG funding cycle. The projects and activities for PY20-21 continue to prioritize the objectives identified in the Five Year Plan and respond to COVID-19. Funds from the Department of Housing and Urban Development are critical in helping the City meets its community development objectives. Without these funds, the City would not be able to provide funding support for much needed services to its lower income residents.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	DALY CITY	
CDBG Administrator	DALY CITY	Economic and Community Development Department
HOPWA Administrator		
HOME Administrator	DALY CITY	Economic and Community Development Department
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The Housing and Community Development (HCD) division of the City of Daly City’s Economic and Community Development department is responsible for preparing the Consolidated Plan as well as administering both the HOME and CDBG programs. The HCD division also administers the City’s Below Market Rate program and serves as staff to the Daly City Housing Development Finance Agency.

**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The City of Daly City recognizes that consultation is an important part of preparing the HUD Consolidated Plan. The City of Daly City collaborated with the County of San Mateo to jointly reach out to the Housing Authority of San Mateo County, the San Mateo County Continuum of Care, the San Mateo County STD/HIV Program, and the San Mateo County Health Department to request data and information required in the Consolidated Plan. The City also attended roundtable discussions hosted by the County to hear input from service providers, real estate stakeholders and affordable housing developers in the County and followed up with questions specific to Daly City. The City also reached out to the Daly City Community Service Center, one of a network of agencies in the County that provides emergency food, shelter, clothing, employment services and short-term counseling.

The City engages in various regional efforts including those addressing planning, housing, transportation, and sustainability issues. For example, the City has participated in a regional sea level rise study, has identified Priority Development Areas for ABAG, and engaged in the Regional Housing Needs Allocation process in the County. These regional efforts involve working and consulting with various agencies that may not be included in Table 2 of this section since they are not consulted directly on the Action Plan; however, they are consulted on regional issues that inform local concerns in the Action Plan such as affordable housing in the City.

The Five-Year Consolidated Plan laid out the priorities and the One-Year Action Plans support these priorities. The PY20-21 Action Plan will be the third year of the City's Five-Year Consolidated Plan. In preparing the Annual Action Plan, the City invited input on Daly City community development needs at a public hearing in December 2019 and outreached to various community agencies to identify needs for responding to the coronavirus. It consulted with various agencies working with low income tenants on the need for emergency rental assistance during the COVID-19 pandemic.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City of Daly City enhances coordination between public and assisted housing providers and private and governmental health, mental health and service agencies in several ways. Primarily, it networks with these agencies through participation in consortiums such as the Continuum of Care (CoC). The Continuum of Care meets at least quarterly and has representatives from various agencies including governmental health, mental health and service agencies.

In consulting with various agencies through the process of drafting the Consolidated Plan, the City identifies contacts with whom it can coordinate. Oftentimes, it is knowing who to contact at an agency

that is key to engagement and coordination. The quarterly CoC meetings are helpful in facilitating communication and coordination with different agencies. Close collaboration with the other four entitlement jurisdictions that receive CDBG funds also enhances coordination.

For its current Five-year HUD Consolidated Plan period, the City completed an Assessment of Fair Housing (AFH) in collaboration with the County of San Mateo, the San Mateo County Housing Authority, the South San Francisco Public Housing Authority, and the cities of South San Francisco, San Mateo, and Redwood City. The City will continue to coordinate with these local governments and housing authorities to address some of the shared AFH goals. The City has had discussions regarding increasing participation in the Section 8 program (AFH7: Explore incentives for Housing Choice Voucher participation; AFH10: Strengthen use of Section 8), and participates in the County's Home For All Learning Network to share ideas in community engagement (AFH8: Educate community on housing gap). Additionally, the City consults with Legal Aid and Project Sentinel, a participant in the Fair Housing Initiative Program (FHIP) to address displacement and fair housing issues (AFH9: Support fair housing/renter services).

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

City staff is a member of the Continuum of Care (CoC) Steering Committee for San Mateo County which meets at least quarterly to discuss the needs and ways to address the needs of homeless persons and persons at risk of homelessness. Other members of the CoC Steering Committee represent various agencies that include health services, mental health facilities, foster care and other youth facilities, corrections programs and institutions. Through participation in the CoC and networking with the Steering Committee members, the City indirectly consults with several agency types. The City had funded directly some of the service providers that serve those at risk of homelessness, such as LifeMoves, Samaritan House, and Community Overcoming Relationship Abuse (CORA). It now only funds LifeMoves because of reductions in the City's CDBG allocation, but it continues to maintain relationships with Samaritan House, CORA and other homeless service providers through its participation in the CoC. City staff participates in the review and ranking of project applications submitted to the annual CoC program NOFA (Notice of Funding Availability). City staff also assist in the biennial One-Day homeless count when it is conducted.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City does not receive ESG funds.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

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**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	SAN MATEO COUNTY
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
2	<b>Agency/Group/Organization</b>	Housing Authority of the County of San Mateo
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
3	<b>Agency/Group/Organization</b>	San Mateo County Continuum of Care
	<b>Agency/Group/Organization Type</b>	Other government - County Regional organization

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Collaborative consulted on regular working basis.
4	<b>Agency/Group/Organization</b>	Hip Housing
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
5	<b>Agency/Group/Organization</b>	DALY CITY YOUTH HEALTH CENTER
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Youth services
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
6	<b>Agency/Group/Organization</b>	LifeMoves
	<b>Agency/Group/Organization Type</b>	Services-homeless Regional organization

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
7	<b>Agency/Group/Organization</b>	JOHN'S CLOSET
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Youth services
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
8	<b>Agency/Group/Organization</b>	Center for Independence of Individuals with Disabilities
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.

9	<b>Agency/Group/Organization</b>	Rebuilding Together Peninsula
	<b>Agency/Group/Organization Type</b>	Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
10	<b>Agency/Group/Organization</b>	Mid-Peninsula The Farm, Inc.
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
11	<b>Agency/Group/Organization</b>	LEGAL AID SOCIETY OF SAN MATEO COUNTY
	<b>Agency/Group/Organization Type</b>	Services - Housing Legal services
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
12	<b>Agency/Group/Organization</b>	Peninsula Family Service
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Youth services
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.

13	<b>Agency/Group/Organization</b>	PROJECT READ
	<b>Agency/Group/Organization Type</b>	Services - Literacy
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
14	<b>Agency/Group/Organization</b>	Project Sentinel
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.
15	<b>Agency/Group/Organization</b>	Daly City Partnership
	<b>Agency/Group/Organization Type</b>	Service - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency consulted on regular working basis.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Various agency types and organizations were notified of the public hearing on housing and community development needs and the draft One-Year Action Plan.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	San Mateo County Human Services Agency, Center on Homelessness	Daly City's goals for addressing homelessness in the Strategic Plan support the goals of the Continuum of Care.
Housing Element/General Plan	City of Daly City	Both plans share the goal of increasing, maintaining, and improving the housing stock.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

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## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City has a citizen participation plan which outlines the process for engaging its residents in the Consolidated Plan and Action Plans. The process requires public noticing, a public comment period, and two public hearings. The process impacts goal setting by facilitating communication between the City and its residents regarding community development priorities and needs.

On December 9, 2019, the Daly City City Council held a public hearing to obtain citizens' views on community development and housing needs that are eligible for CDBG and HOME funding for Program Year 2020-21 and to address the citizen participation and planning process for preparation of the Action Plan. A legal notice announcing the meeting was published in *The Examiner Peninsula* on November 7, 2019, and notices were posted at the libraries, City Hall, and the Daly City Community Service Center. In addition, a notice of the hearing was posted on the City's website.

On June 8, 2020, the Daly City City Council approved an amendment to the City's HUD Consolidated Plan Community Participation Plan. The amendment allowed for an expedited public comment and review period for Consolidated Plans and Action Plans and the use of virtual hearings during times of national state and local emergencies.

On June 8, 2020, the Daly City City Council held a virtual public hearing regarding the draft Action Plan and the funding recommendations for PY20-21 CDBG and HOME funds. A legal notice announcing the virtual hearing and the public review comment period for the draft Action Plan was published in *The Examiner Peninsula* on May 28, 2020 and posted on the City's website. The public notice was also emailed to community service agencies serving Daly City residents. The draft PY20-21 Action Plan was made available on the City's website and could be mailed upon request. The review and noticing period was shortened to ten days as allowed for in the CARES Act and the amended Community Participation Plan. In an effort to broaden citizen participation, the City makes the public notices posted on its website available in Chinese, Spanish, and Tagalog. This Plan was submitted to HUD but was not approved because it did not include a COVID-19 related activity and as a result required a 30-day notice, a distinction that was not clear.

On July 27, 2020, the Daly City City Council will hold a virtual public hearing on a revised Action Plan which takes the Plan considered on June 8 and includes the use of HOME funds for emergency TBRA in response to the COVID-19 pandemic. A legal notice announcing the virtual hearing and public review comment period for this revised Plan was published in the *Examiner* on July 16, 2020 and posted on the City's website. The public notice was also emailed to community service agencies serving Daly City residents. The draft revised plan was made available on the City's website and could be mailed upon request. The review and noticing period was shortened to ten days as allowed for in the CARES Act and the amended Community Participation Plan. In an effort to broaden citizen participation, the City makes the public notices posted on its website available in Chinese, Spanish, and Tagalog.

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**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	A public hearing was held on December 9, 2019 to hear comments on housing and community development needs. A representative from both Habitat for Humanity Greater SF and HIP Housing provided comments.	The representative from Habitat for Humanity Greater SF spoke about the demand for affordable ownership housing. He also mentioned that in addition to building affordable ownership housing, Habitat also provides work on critical home repair. The representative from HIP Housing spoke about the high rents in Daly City and the services it provides to low income residents.	Not applicable.	

2	Public Hearing	Non-targeted/broad community	<p>A virtual public hearing was held on the draft One-Year Action Plan on June 8th, 2020. Two comments were submitted on-line for the public hearing prior which related to the Substantial Amendment to the PY19-20 Action Plan, but appear to be intended for the PY20-21 Action Plan. In addition, two written comments were submitted prior to the meeting. Also at this meeting, the public was given the opportunity to provide comments to the proposed amended Community Participation Plan. No comments were received for this item.</p>	<p>Comments were submitted by HIP Housing, Project Read, CIID, and Peninsula Family Services. The comments described the services provided and thanked the Council for their continued support. Copies of comments are attached.</p>	Comments accepted.	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Hearing	Non-targeted/broad community	To be completed after July 27 virtual hearing.	To be completed after July 27 virtual hearing.	To be completed after July 27 virtual hearing.	
4	Internet Outreach	Non-targeted/broad community	Notice of both Public Hearings and the draft Action Plan were made available on the City's website.	See above.	See above.	

**Table 4 – Citizen Participation Outreach**

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## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City received notification of its PY20-21 CDBG and HOME allocations in February 2020. There were slight increases in its CDBG and HOME allocations of 5.5% and 7% respectively. The City will use these funds for program administration, housing residential rehabilitation, public services and to pay back its Section 108 loan that was used for the construction of the Bayshore Community Center. As was noted previously, the City received \$632,285 in CDBG-CV funds to respond to the coronavirus pandemic. These funds are incorporated as a Substantial Amendment to the PY19-20 Action Plan.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,074,825	60,000	20,000	1,154,825	3,200,000	CDBG funds will be used to address housing needs, repay a Section 108 loan, provide public services, and program administration. If funding allows, funds may be used for economic development or public facilities.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	380,827	0	1,062,374	1,443,201	60,000	Prior year HOME funds will be used for emergency HOME TBRA. PY20 and some of PY19 HOME funds will be allocated for program administration and to increase or improve the supply of affordable housing.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

CDBG funds leverage a variety of both public and private funds so that our Public Service recipients can provide the services that they do. CDBG funds alone are not sufficient. In the PY18-19 CAPER, \$124,000 in Daly City CDBG funds to subrecipients leveraged about \$3.2 million dollars of public and private sources of funding.

Because no one source of funding is sufficient to complete an affordable housing project, various sources will need to be combined to fully fund a project. Recent projects have included public sources of funding from local, state and federal levels as well as private funds, such as monies

raised by Habitat for Humanity from individual donors and private foundations.

The City will satisfy its matching requirements by encouraging and partnering with developers to compete for tax credits, State funding, or other sources for which projects are eligible. A Habitat for Humanity development that will shortly receive its building permit did not receive City HOME funds but its units may be HOME-eligible and funds provided from the Daly City Housing Development Finance Agency (DCHDFA) to finance the site acquisition may be used to satisfy HOME matching requirements.

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**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The San Mateo County Housing Authority owns land in the Bayshore neighborhood and is working with Mid-Peninsula Housing to redevelop the 150-unit Midway Village site for more affordable housing. The DCHDFA also owns land in the Bayshore neighborhood that is adjacent to the Cow Palace. The Agency recently executed an Exclusive Right to Negotiate with Bridge Housing, a nonprofit housing developer, to develop affordable housing on the site. Both sites present opportunities to address the need for more affordable housing identified in the Plan.

**Discussion**

CDBG and HOME funds allow the City to support community development organizations that provide valuable services to its lower income residents and to build much needed affordable housing. This financial support, made possible by the HUD funds, often helps organizations and development projects raise funding from private sources.

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## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide minor home repair	2018	2022	Affordable Housing Non-Homeless Special Needs		AFH: Lack of accessible housing Maintain and improve housing stock	CDBG: \$15,000	Homeowner Housing Rehabilitated: 6 Household Housing Unit
2	Provide City Residential Rehabilitation Program	2018	2022	Affordable Housing Non-Homeless Special Needs		AFH: Lack of accessible housing Maintain and improve housing stock	CDBG: \$420,000	Homeowner Housing Rehabilitated: 12 Household Housing Unit
3	Provide public services for children and youth	2018	2022	Non-Housing Community Development		Public Services	CDBG: \$22,000	Public service activities other than Low/Moderate Income Housing Benefit: 15 Persons Assisted
4	AFH9: Support fair housing/renter services	2018	2022	Affordable Housing Fair housing		AFH: Loss/lack of affordable housing AFH: Loss of affordable rents/displacement	CDBG: \$27,000 HOME:\$750,000	Public service activities for Low/Moderate Income Housing Benefit: 275 Households Assisted Other: 8 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	AFH4: Fund rehab and accessibility improvements	2018	2022	Affordable Housing Non-Homeless Special Needs		AFH: Lack of accessible housing	CDBG: \$15,000	Homeowner Housing Rehabilitated: 8 Household Housing Unit
6	Provide public services for the homeless	2018	2022	Homeless		Public Services	CDBG: \$16,000	Public service activities for Low/Moderate Income Housing Benefit: 12 Households Assisted
7	Provide public services - general	2018	2022	Affordable Housing Non-Housing Community Development		Public Services	CDBG: \$32,000	Public service activities other than Low/Moderate Income Housing Benefit: 45 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 7 Households Assisted
8	AFH2: Develop new affordable rental units	2018	2022	Affordable Housing		AFH: Loss/lack of affordable housing AFH: Loss of affordable rents/displacement	CDBG: \$0	
9	AFH1: Develop new affordable ownership units	2018	2022	Affordable Housing		AFH: Historic lack of credit, high housing prices AFH: Loss/lack of affordable housing		

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	AFH6: Acquisition and Rehab	2018	2022	Affordable Housing		AFH: Loss/lack of affordable housing AFH: Loss of affordable rents/displacement		

Table 6 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Provide minor home repair
	<b>Goal Description</b>	Provide minor home repair to low income households to keep them safe and comfortable in their homes.
2	<b>Goal Name</b>	Provide City Residential Rehabilitation Program
	<b>Goal Description</b>	The City Residential Rehabilitation Program offers low interest complete rehab loans to low income households to repair and improve the condition of their home. The program also offers paint only and roof only loans, and offers senior grants of \$1,000 for minor home repair.
3	<b>Goal Name</b>	Provide public services for children and youth
	<b>Goal Description</b>	Support public service programs that serve children and youth. This includes programs that provide support for child care services.
4	<b>Goal Name</b>	AFH9: Support fair housing/renter services
	<b>Goal Description</b>	The AFH has identified the goal of maintaining funding and support for outreach services for homeowners and renters at risk of being displaced and/or facing fair housing challenges. The emergency HOME TBRA to help households facing financial hardship as a result of COVID-19 assists in furthering this goal.

5	<b>Goal Name</b>	AFH4: Fund rehab and accessibility improvements
	<b>Goal Description</b>	This program addresses the needs of seniors and those with physical disabilities by providing assistance for installing accessibility modifications in homes.
6	<b>Goal Name</b>	Provide public services for the homeless
	<b>Goal Description</b>	Provide shelter to homeless persons to assist them in moving to permanent housing after their transitional shelter stay.
7	<b>Goal Name</b>	Provide public services - general
	<b>Goal Description</b>	Provide public services to low income households that help them find or maintain their housing, and helps improve their jobs skills.
8	<b>Goal Name</b>	AFH2: Develop new affordable rental units
	<b>Goal Description</b>	Work with affordable housing developers to build new rental housing for low income households. Staff is working to identify HOME-eligible affordable housing projects. Until a specific project can be identified, a goal indicator is still to be determined.
9	<b>Goal Name</b>	AFH1: Develop new affordable ownership units
	<b>Goal Description</b>	Work with developers to build affordable ownership units for lower income households. Staff is working to identify HOME-eligible projects. Until a specific project is identified, goal indicators are still to be determined.
10	<b>Goal Name</b>	AFH6: Acquisition and Rehab
	<b>Goal Description</b>	The AFH has identified as a goal the development of a rental acquisition program.

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The City has a two year CDBG funding cycle for the first and third years of its Five Year HUD Consolidated Plan. Activities in PY20-21 (Year 1) are eligible for renewal in PY21-22 (Year 2) pending funding availability and satisfactory project performance.

The City will continue to make payments on its Section 108 loan using CDBG funds. The Section 108 loan payment will comprises 36% of the PY20-21 CDBG allocation, and it is anticipated the loan will be paid off in 2023. The City will continue to assess affordable housing projects in which to invest its HOME funds.

### Projects

#	Project Name
1	2020 CDBG Program Administration
2	Rebuilding Together Minor Home Repair
3	City Residential Rehab Program
4	CID/Housing Accessibility Modification (HAM) Program
5	Human Investment Project/Homesharing
6	LifeMoves Family Crossroads
7	Legal Aid/Homesavers
8	Peninsula Family Service
9	Project Read
10	Project Sentinel/Fair Housing
11	2020 HOME program administration
12	2020 Section 108 loan payment for Bayshore Community Center
13	Affordable Housing Development
14	Emergency HOME TBRA

Table 7 - Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City allocates as much as is allowable to program administration and utilizes a large portion of the amount available for housing activities. Daly City is part of the San Francisco Bay Area which is one of the most expensive places to live in the country. The City allocates funding to housing and capital improvements to meet its Consolidated Plan goals; and as funds allow, to economic development. In

PY19-20, \$388,020 of its CDBG allocation is going towards repayment of a Section 108 loan that was used for the construction of the Bayshore Community Center. This is one-third of the City's estimate of CDBG funds available for the program year.

Affordable housing continues to be an underserved need. . Daly City will use its prior year HOME funds to help lower income households experiencing financial hardship as a result of COVID-19. In February 2020, the unemployment rate in San Mateo County was 2.1%. Currently, the most recent data shows an unemployment rate of 11.1%. To stop the spread of COVID-19, many businesses have had to shutter leaving many households unable to pay rent. HUD's waivers and suspensions of regulatory requirements has helped to facilitate the City's efforts to provide much needed rental assistance. The City will continue to allocate some of its HOME funds for the development of affordable housing. The City will partner with affordable housing developers to leverage these limited funds with other sources. Daly City's Inclusionary Housing Ordinance provides for a housing trust fund that may be used to leverage HOME dollars.

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**AP-38 Project Summary**  
**Project Summary Information**

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1	<b>Project Name</b>	2020 CDBG Program Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$211,965
	<b>Description</b>	Program administration for PY20-21 CDBG allocation.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable.
	<b>Location Description</b>	333 - 90th Street, Daly City, CA 94015
	<b>Planned Activities</b>	Writing reports, planning activities, monitoring contracts, ensuring compliance with CDBG requirements.
2	<b>Project Name</b>	Rebuilding Together Minor Home Repair
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide minor home repair
	<b>Needs Addressed</b>	Maintain and improve housing stock
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Safe at Home minor home repair program for low income households.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that six low income households will benefit.
	<b>Location Description</b>	Daly City locations to be determined during program year.
	<b>Planned Activities</b>	This project consists of Rebuilding Together Safe at Home program that provides minor home repair assistance.
3	<b>Project Name</b>	City Residential Rehab Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	AFH4: Fund rehab and accessibility improvements Provide minor home repair Provide City Residential Rehabilitation Program

	<b>Needs Addressed</b>	AFH: Lack of accessible housing Maintain and improve housing stock
	<b>Funding</b>	CDBG: \$420,000
	<b>Description</b>	Provide City Residential Rehabilitation program.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 12 low income households will benefit.
	<b>Location Description</b>	Daly City, specific locations to be determined.
	<b>Planned Activities</b>	Provide and process senior home grants, minor home repair loans, complete rehabilitation loans.
4	<b>Project Name</b>	CID/Housing Accessibility Modification (HAM) Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	AFH4: Fund rehab and accessibility improvements
	<b>Needs Addressed</b>	AFH: Lack of accessible housing
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Provide home accessibility modifications such as ramps and grab bars.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that eight households with disabilities will benefit.
	<b>Location Description</b>	Daly City, specific locations to be determined.
	<b>Planned Activities</b>	Install grab bars, shower heads, ramps and other accessibility features as needed.
5	<b>Project Name</b>	Human Investment Project/Homesharing
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide public services - general
	<b>Needs Addressed</b>	AFH: Loss/lack of affordable housing
	<b>Funding</b>	CDBG: \$12,000

	<b>Description</b>	Provide information and referrals for low income households seeking affordable housing and matching them with people who have rooms to share.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that seven seeker households will benefit.
	<b>Location Description</b>	350 90th Street at the Daly City Community Service Center. Services may be provided virtually.
	<b>Planned Activities</b>	Administer homesharing program which includes screening applicants, matching clients in homesharing, facilitating Living Together Agreements, and providing follow-up support to homesharing matched clients including mediation as needed.
<b>6</b>	<b>Project Name</b>	LifeMoves Family Crossroads
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide public services for the homeless
	<b>Needs Addressed</b>	AFH: Loss/lack of affordable housing Public Services
	<b>Funding</b>	CDBG: \$16,000
	<b>Description</b>	Provide temporary transitional housing and services to homeless families. Services include case management, intake and assessment, and community referrals.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 12 homeless households will be assisted (or an estimated 40 persons).
	<b>Location Description</b>	50 Hillcrest, Daly City, CA
	<b>Planned Activities</b>	Provide transitional housing to homeless families. All clients will receive individualized case management and housing information and referrals.
<b>7</b>	<b>Project Name</b>	Legal Aid/Homesavers
	<b>Target Area</b>	

	<b>Goals Supported</b>	Provide public services - general
	<b>Needs Addressed</b>	AFH: Loss of affordable rents/displacement Public Services
	<b>Funding</b>	CDBG: \$12,000
	<b>Description</b>	Provide legal assistance to Daly City residents with a focus on evictions and landlord-tenant disputes.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 100 low income renter households will benefit.
	<b>Location Description</b>	Office hours held at the Community Service Center, 350 90th St., Daly City.
	<b>Planned Activities</b>	Provide legal assistance to low income households facing eviction or landlord-tenant disputes. Advise tenants on tenant rights.
<b>8</b>	<b>Project Name</b>	Peninsula Family Service
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide public services for children and youth
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$22,000
	<b>Description</b>	Provide year-round full-time subsidized child care services for low income families.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 15 low income children will benefit.
	<b>Location Description</b>	7222 Mission St., Daly City
	<b>Planned Activities</b>	Provide subsidized child care services for young children, infants to toddlers. The program employs a child-centered curriculum based on current brain research and best teaching practices.
<b>9</b>	<b>Project Name</b>	Project Read
	<b>Target Area</b>	

	<b>Goals Supported</b>	Provide public services - general
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	Literacy program to help English-speaking adults improve their reading and writing skills.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 40 persons will benefit.
	<b>Location Description</b>	Project read learners and tutors meet at the Daly City libraries, at the Jefferson Adult School, or virtually.
	<b>Planned Activities</b>	Provide free individualized tutoring to English-speaking adults to help them improve their reading and writing skills, skills that are important life and job schools. Provide training and support to volunteer tutors.
<b>10</b>	<b>Project Name</b>	Project Sentinel/Fair Housing
	<b>Target Area</b>	
	<b>Goals Supported</b>	AFH9: Support fair housing/renter services
	<b>Needs Addressed</b>	AFH: Loss/lack of affordable housing AFH: Loss of affordable rents/displacement
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Fair housing program that includes public information and education on fair housing, referrals, and investigation of fair housing complaints. Program will also include conducting fair housing audits.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that eight persons will directly benefit from cases and/or investigations of fair housing complaints. More persons will benefit from fair housing education through outreach and presentations, as well as fair housing audits. This is a fair housing project subject to the Admin cap and is not considered a public service in PY20-21.
	<b>Location Description</b>	Fair housing outreach and presentations located in Daly City are to be determined

	<b>Planned Activities</b>	Provide fair housing activities to include fair housing information and referral, investigations of bona fide fair housing complaints, and offering of a tester training. Conduct fair housing audits.
<b>11</b>	<b>Project Name</b>	2020 HOME program administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$148,513
	<b>Description</b>	2020 HOME program administration
	<b>Target Date</b>	6/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable.
	<b>Location Description</b>	City Hall, 333 90th St., Daly City, CA
	<b>Planned Activities</b>	HOME program administration, includes development of written agreements, preparing reports, monitoring HOME projects, and updating HOME procedures. It will also include development of policies and procedures for and implementation of emergency HOME TBRA.
<b>12</b>	<b>Project Name</b>	2020 Section 108 loan payment for Bayshore Community Center
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Maintain and improve public facilities
	<b>Funding</b>	CDBG: \$388,020
	<b>Description</b>	Section 108 loan payments for Bayshore Community Center.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Bayshore Community Center serves the Bayshore neighborhood which is home to about 4,500 persons.
	<b>Location Description</b>	Bayshore Community Center, 450 Martin St., Daly City

	<b>Planned Activities</b>	This is a payment on the Seciton 108 loan that was used for the construction of the Bayshore Community Center. The Center was completed in 2006, and the loan is scheduled to be paid off by 2022.
<b>13</b>	<b>Project Name</b>	Affordable Housing Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	AFH1: Develop new affordable ownership units AFH2: Develop new affordable rental units
	<b>Needs Addressed</b>	AFH: Historic lack of credit, high housing prices AFH: Loss/lack of affordable housing
	<b>Funding</b>	HOME: \$544,688
	<b>Description</b>	The City is exploring eligible affordable housing developments for HOME investment. The funds for this project include prior year HOME funds.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	To be determined.
	<b>Location Description</b>	Daly City, specific location to be determined.
	<b>Planned Activities</b>	Affordable housing development, including acquisition, new construction and/or rehab.
<b>14</b>	<b>Project Name</b>	Emergency HOME TBRA
	<b>Target Area</b>	
	<b>Goals Supported</b>	AFH9: Support fair housing/renter services
	<b>Needs Addressed</b>	AFH: Loss of affordable rents/displacement
	<b>Funding</b>	HOME: \$750,000
	<b>Description</b>	The City will provide emergency TBRA to households experiencing financial hardship as a result of the COVID-19 pandemic. The City will work with Daly City Partnership in the administration of the program.
	<b>Target Date</b>	12/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 175 households will benefit from the program.

<b>Location Description</b>	Daly City, specific location to be determined.
<b>Planned Activities</b>	Provide emergency rental assistance to households financially impacted by COVID-19 so that they can remain in their homes.

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## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

In PY20-21, assistance is not directed to a geographic area. Daly City is a densely populated area only covering about eight square miles. Public services are located in different areas of the City and are accessible and available to lower income residents. The residential rehabilitation and minor home repair programs are available to income eligible households throughout the City. Other projects are all accessible by public transportation.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Not applicable.

### **Discussion**

Public improvement projects are located in low income census tracts as required by CDBG. Opportunities for housing development are primarily located on in-fill sites in or close to Mission St., Geneva Avenue, and other areas in proximity to public transit. Investment in these housing opportunities is in line with the region's focus on infill housing and transportation-oriented development. There may be additional funds available for affordable housing development in these priority-development areas.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The goals for the number of non-homeless households to be supported include beneficiaries of the City's Residential Rehab program, Rebuilding Together Peninsula's Safe at Home minor home repair program, and the emergency HOME TBRA program. The City's affordable housing goal for special needs is incorporated in its support for the Center for the Independence of the Disabled's (CIID) program to provide home accessibility modifications for the physically disabled.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	193
Special-Needs	8
Total	201

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	175
The Production of New Units	0
Rehab of Existing Units	26
Acquisition of Existing Units	0
Total	201

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

The City's one year goals above show the number of households to be supported through the CDBG-funded housing rehabilitation programs and the emergency HOME TBRA program. The City also provides support to Legal Aid to assist lower income tenants with housing related issues such as eviction and tenant/landlord disputes and HIP Housing to assist lower income households to be matched in their homesharing program. These programs help households maintain or find affordable housing but are not reported in the tables above.

The City also has an Inclusionary Housing Ordinance which require the production of deed-restricted affordable housing in market reate rental developments of 20 units or more. These below market rate (BMR) units do not receive federal dollars are also not represented in the table. Information on the production of affordable housing in Daly City may be found in the City's Annual Progress Report

provided to the State of California Housing and Community Development (HCD) division.

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## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

There is no public housing in Daly City.

### **Actions planned during the next year to address the needs to public housing**

The City will work with the Housing Authority of County of San Mateo (HACSM) as needed to address the needs of public housing.

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

There is no public housing in Daly City. However, the City will work with the HACSM as needed.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable. The PHA is not designated as troubled.

### **Discussion**

There is no public housing in Daly City.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City will collaborate with other governmental and nonprofit organizations in its homeless and other special needs activities. The City meets at least quarterly with other entitlement communities in the County, and at least quarterly with the County's Continuum of Care (CoC) collaborative. Participation in the Continuum of Care has been integral to the City's understanding of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act which consolidates HUD's homeless assistance programs. The CoC, in its efforts to comply with HEARTH, has set up subcommittees to work on a range of system-wide planning efforts to achieve the following HEARTH outcomes:

- Reductions in total numbers of homeless people;
- Reductions in the number of new entries into homelessness;
- Reductions in the rate of returns to homelessness; and
- Reductions in the length of time people are homeless. The City will have staff participate in the subcommittees.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

- The City will work with Daly City Partnership to operate the Daly City Community Service Center which conducts client intake to assess individual needs and makes referrals to emergency shelters. The Daly City Community Service Center is part of the Core Service Agency Network of San Mateo County, a network of eight agencies located throughout the County that provide general information and referral resources for emergency shelter, food, clothing, utilities assistance, employment information and short-term case management.
- The Economic and Community Development department will continue to work with the City's Police department and Community Service Center to discuss outreach to homeless persons and

suggest areas of coordination where possible.

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

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

- The City will work with Daly City Partnership to operate the Daly City Community Service Center which conducts client intake and makes referrals to emergency shelters.
- The City will provide CDBG funds to LifeMoves for operation of Family Crossroads, the transitional shelter for families located in Daly City.
- The City will engage in the Continuum of Care policy discussions to address emergency shelter and transitional housing needs of homeless persons.

### **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 City will provide CDBG funds to LifeMoves for operation of emergency and transitional shelters that serve homeless Daly City residents. LifeMoves provides case management to the families and individuals they shelter to help them become stable and transition to permanent housing.
- The City will actively engage in the Continuum of Care policy discussions and efforts to help the various populations of homeless persons transition to permanent housing. Previous policy discussions have included the establishment of performance standards to assist in the evaluation of current programs that help the homeless. The performance standards will help identify best practices and areas of improvement. The City participated in reviewing and approving these standards.
- The City will collaborate with homeless service providers and serve as a resource as needed.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely**

**low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

- The City will work with Daly City Partnership to operate its Daly City Community Service Center which conducts client intake and makes referrals to emergency shelters.
- The City will provide CDBG funds to the Legal Aid Society's Homesavers Project. This project helps tenants who are having problems with their landlords and offers legal counseling, advice and representation in dealing with evictions and disputes over the condition of the premises.
- The City will provide CDBG funds to HIP Housing. HIP Housing provides housing information and referral and assists low income households to explore homesharing as an affordable housing alternative.
- The City will engage in the Continuum of Care policy discussions and efforts to coordinate discharge policies of public funded institutions and systems of care.
- The City, both through the Community Service Center and the Economic and Community Development department, will continue to learn about and develop relationships with the various community agencies that can provide services to help low-income individuals and families avoid homelessness.

## **Discussion**

The San Mateo County Continuum of Care (CoC) guides the implementation of the County's housing and social service system to meet the needs of homeless individuals and families. The County Department of Housing and the City of Daly City, along with the other three entitlement cities in the County, have seats on the CoC Steering Committee. The City will work with the CoC to meet the needs of the homeless and other special needs.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The limited availability of developable vacant land, the high cost of construction, and community opposition to development are all barriers to housing development. These barriers become more pronounced with affordable housing. Unlike market rate housing, there is no for-profit motivation to build affordable housing so affordable housing development is more dependent on public funding. With the loss of redevelopment in California and reductions to the HOME program, there is far less funding available to address the high costs of construction and ability to acquire land. Negative perceptions of affordable housing also contribute to community opposition. The City will work with affordable housing developers to address these barriers to affordable housing.

### **Actions it planned 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**

The City will continue to implement the following actions to reduce barriers to affordable housing:

- Continue the process of updating the City's zoning ordinance to facilitate and encourage the construction of higher-density mixed-use developments along Mission Street and Geneva Avenue and locations within close proximity to public transit.
- Improve the public's perception and acceptance of affordable housing by assisting experienced housing developers to create attractive, well-managed developments and by requiring that developers conduct community meetings regarding their proposed affordable housing projects.
- Provide reduced parking requirements for affordable housing developments.
- Allow the construction of additional second units throughout the City.
- Avoid rezoning properties that are presently designated or zoned for residential uses for non-residential uses.
- Provide one-stop permitting and parallel building plan checking through the Building Division, Planning Division, and Department of Public Works as an effort to streamline project approvals.

### **Discussion:**

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 parking requirements, and formalizing a plan check prioritization system that would give priority to affordable housing projects. More information on the City's Housing Element, a component of the City's General Plan, can be found at [www.dalycity.org/housingelement](http://www.dalycity.org/housingelement).

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## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

#### **Actions planned to address obstacles to meeting underserved needs**

The housing and community development needs in Daly City exceed the City's resources to meet them. Consequently, the City attempts to leverage resources from other government programs and private sources. The City will address obstacles to meeting underserved needs by collaborating with other public and private agencies and pursuing funding sources as they become available for specific priority activities.

#### **Actions planned to foster and maintain affordable housing**

The City's actions to foster and maintain affordable housing include:

- Monitoring its existing stock of deed-restricted affordable housing units through property inspections and continued relationships with property managers.
- Exploring other funding sources for affordable housing such as private and regional/state funding opportunities.
- Encouraging higher density mixed-use developments.
- Implementing the City's Inclusionary Housing Ordinance adopted in December 2018. This ordinance establishes inclusionary housing requirements for new residential developments in the City.
- Collaborating with regional public and private agencies working to promote affordable housing.

#### **Actions planned to reduce lead-based paint hazards**

The City's actions to reduce lead-based paint hazards include:

- Providing lead hazard notification, evaluation, and reduction in its residential rehabilitation program.
- Providing information referrals and requiring abatement of lead hazards in housing units where children under the age of six reside.
- Providing information to contractors about training and certifications needed to provide lead-based paint abatement services.
- Coordinating with the County of San Mateo, other local jurisdictions and the private sector in

efforts to reduce lead-based paint hazards.

### **Actions planned to reduce the number of poverty-level families**

As expressed earlier in the Consolidated Plan, 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. These goals guide the City's actions to reduce the number of poverty-level families which include:

- Supporting public services that provide assistance to very low income families.
- Providing information and referral at the Daly City Community Service Center to connect very low income families to various programs and services such as rental and utility assistance.
- Subject to funding availability, providing technical assistance and support to microenterprises and potential entrepreneurs to encourage their success and job creation.
- Enhancing employment opportunities for very low income residents by establishing, when appropriate, first source hiring agreements.

### **Actions planned to develop institutional structure**

Actions to develop institutional structure include:

- On-going efforts to streamline the review and approval process for new developments
- Assisting nonprofit service providers through the CDBG program
- Conducting outreach to potential private sector partners in affordable housing development (i.e. lenders, realtors)
- Working with local foundations and public agencies to access their programs to assist low and moderate income residents
- Participating in the Continuum of Care and coordinating with homeless service providers
- Participating in local and regional collaborations to address housing and special needs. This includes on-going quarterly meetings with other CDBG and HOME grantees in the County to coordinate training and technical assistance for city and County staff and their subrecipients.

### **Actions planned to enhance coordination between public and private housing and social**

## **service agencies**

Actions to enhance coordination between public and private housing and social service agencies include:

- Participating in the Continuum of Care
- Coordinating with other local and regional jurisdictions on efforts to foster affordable housing and assist low income households  
Updating information on existing and identifying new agencies and or collaboratives of social

## **Discussion:**

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## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

**Introduction:**

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	60,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>60,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City does not intend to use other forms of investment beyond those identified in Section 92.205. If and when the City decides to offer other forms of investment not found in Section

92.205, it will then revise its Consolidated Plan to include them. The forms of investment described in Section 92.205 are: equity investments, interest bearing loans or advances, non-interest bearing loans or advances, interest subsidies, deferred payment loans, and grants.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City shall use resale to ensure affordability of its homebuyer activities. The City requires homebuyers to submit an annual certification of principal residency throughout the affordability period specified.

A Deed of Trust (securing the HOME promissory note) and a Resale Restriction Agreement are recorded against the property for a term of 45 years. No payment is due on the loan until the unit is sold. At that time a new eligible buyer assumes the loan, or is paid back to the City if a new eligible buyer is not found. The City has the right and option to purchase the unit at the time of sale. (This option to repurchase is also granted to Habitat for Humanity for its developments). The Resale Restriction specifies that subsequent buyers of a HOME-assisted unit must meet income requirements (household income no more than 80% of area median income).

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City shall ensure the affordability of units for the affordability period through the Resale Restriction recorded on the property, and not through a presumption of affordability. The Resale Restriction specifies the calculation for the resale price. The resale price is calculated as the original purchase price adjusted by the percentage change in the area median income (as published annually by HUD). Quality improvements to the property, if any, are also taken into consideration. The resale price provides the buyer with a fair return on investment, which is defined as the buyer's initial investment during the affordability period. Generally, this includes the amount of the down payment and documented costs of capital improvements.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that

will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

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**APPENDIX A**

**SF 424 and Certifications**

To be inserted

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**APPENDIX B**

**Proof of Publication**

To be inserted

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## APPENDIX C

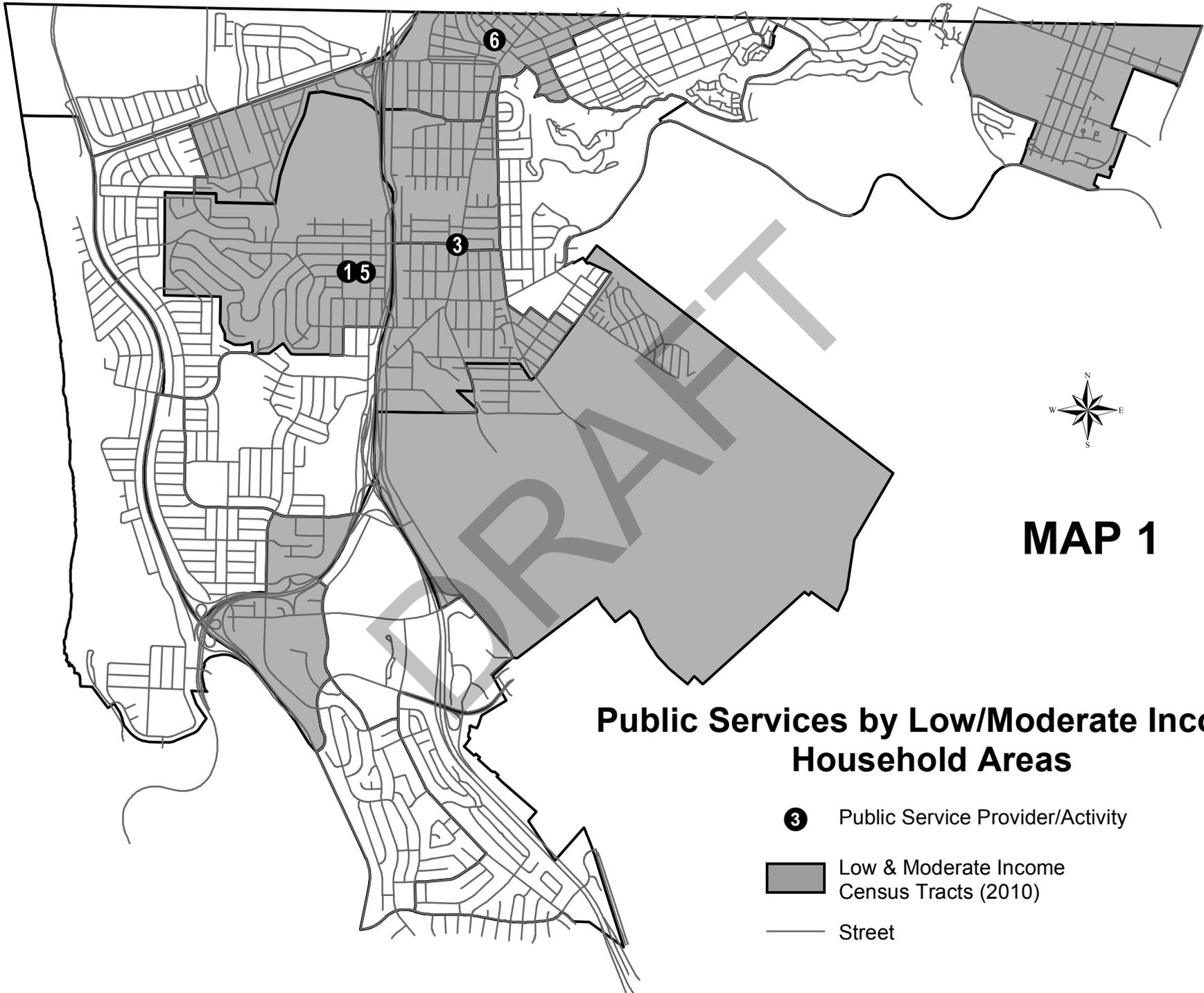
### Maps

#### PUBLIC SERVICES

- 1: Legal Aid Society
- 3: Peninsula Family Services
- 5: HIP Housing
- 6: LifeMoves – Family Crossroads

The following public services have not been mapped because their headquarters and/or facilities are outside of Daly City:

- Project Read (South San Francisco)
- Project Sentinel (Redwood City)



# MAP 1

## Public Services by Low/Moderate Income Household Areas

- 3** Public Service Provider/Activity
- Low & Moderate Income Census Tracts (2010)**
- Street**

## APPENDIX D

# CDBG PY20-21 CDBG Funding Table

ACTIVITY	ALLOCATIONS
<b>Administration</b>	
General Administration	\$ 211,965
Project Sentinel/Fair Housing	\$ 15,000
subtotal	\$ 226,965
<b>Capital Projects</b>	
Section 108 Loan Payments	\$ 388,020
subtotal	\$ 388,020
<b>Housing</b>	
Rebuilding Together/Safe at Home	\$ 15,000
CID/Housing Accessibility Modification (HAM) Program	\$ 15,000
Residential Rehab	\$ 420,000
subtotal	\$ 450,000
<b>Public Services</b>	
Human Investment Project/Homesharing (HIP)	\$ 12,000
Life Moves/Family Crossroads	\$ 16,000
Legal Aid/Homesavers	\$ 12,000
Peninsula Family Service	\$ 22,000
Project Read	\$ 20,000
subtotal	\$ 82,000
<b>TOTAL</b>	<b>\$ 1,146,985</b>

## APPENDIX E

# Additional Narratives

- Monitoring
- Timeliness of Expenditures
- Minority/Women's Business Outreach
- Affirmative Marketing

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## Additional Narratives

### Monitoring

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 (ECD) 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 input regarding community development needs. In addition, capital and construction projects funded with federal dollars are monitored for compliance with applicable environmental, procurement, financial and labor regulations.

Nonprofit organizations receiving CDBG are regularly monitored by ECD staff through monthly and quarterly reports, as well as through on-site monitoring visits to assure compliance with CDBG regulations and stated program performance goals. The City's CDBG monitoring plan envisions that no fewer than 10 percent of subrecipients will be monitored in each fiscal year and that all subrecipients will be monitored at least once every three years. The City anticipates monitoring three subrecipients in FY20-21.

ECD staff also monitor HOME-funded projects regularly. A building inspector conducts the on-site physical inspection of the buildings. HOME-funded rental projects include:

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

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

### 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. The City generally has not had problems meeting its CDBG timeliness expenditure ratio (i.e. Letter of Credit to CDBG entitlement award) as it allocates CDBG to projects that expend funds timely. HOME has a complex set of timeliness regulations, and the City closely monitors the HOME deadline compliance reports to track its commitment and disbursement deadlines. The challenge of compiling multiple funding sources together to be able to fully fund affordable housing development impacts the timeliness of HOME expenditures.

### 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 may include:

- Mailing of opportunities to lists obtained from the Minority Business Development Agency under the Department of Commerce and 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.

### Affirmative Marketing

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

- 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.
- 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.
- When applicable, make presentations to organizations for people most in need of a particular HOME-funded project.
- Comply with the guidelines described under "Minority/Women's Business Outreach" in order to ensure inclusion of minority and women-owned businesses.
- Maintain records of affirmatively marketing activities to document that good faith efforts were made to broadly market available housing units.
- Work with the developer to complete a marketing plan that affirmatively markets the HOME-funded activity.