

CITY OF REDWOOD CITY ANNUAL ACTION PLAN

FY 2011-2012

Adopted May 2, 2011



COMMUNITY DEVELOPMENT DEPARTMENT

Planning, Housing & Economic Development Division

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Second Program Year Action Plan

The CPMP Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The City's 2011-2012 Annual Action Plan demonstrates a relationship between the Consolidated Plan Priorities and activities selected for funding during the second year of the Consolidated Plan. The major theme of the 2010-2015 Consolidated Plan is "housing production and basic human needs".

The target group to be assisted under each goal is households with incomes at or below 80% of median income for San Mateo County. Activities will be targeted to eligible households citywide in order to serve the largest number of residents with the greatest need or most at risk of homelessness. Housing activities will be provided so as to provide a choice in locations to the extent feasible. Non housing community development activities will primarily be provided in neighborhoods with the highest concentrations of low income and minority households or special needs populations.

The proposed activities, to be undertaken with CDBG and HOME funds, reflect the City's strategy to target funds which integrate a continuum of activities ranging from homeless assistance to economic development and permanent housing. All activities proposed to be funded will meet one or more of the City's Consolidated Plan priorities. The City has identified a number of programs that will be delivered under each category of five-year objectives along with planned annual goals.

Affordable Housing - Five-Year Objectives

AH-1: Increase the supply of affordable housing

AH-2: Preserve existing affordable housing

AH-3: Improve the condition of existing housing (renter and owner)

Specific Annual Objectives

Planned Activity	Planned Annual Goal
Construction and Development of New Affordable Housing (AH-1)	20 units
Multi-Family Loan Program (AH-2 and 3)	20 units
Single Family Loan Program (AH-3)	10 units
First-Time Homebuyer Loans (AH-1)	2 units

Special Needs Housing- Five-Year Objectives

SNH-1: Improve housing accessibility and safety (existing and new housing).

SNH-2: Improve the access special needs populations have to services.

SNH-3: Increase the supply of affordable housing available to special needs groups.

SNH-4: Preserve existing special needs housing.

SNH-5: Increase the supply of permanent supportive housing.

Specific Annual Objectives

Planned Activity	Planned Annual Goal
Construct or acquire units of supportive housing (SNH-3)	4 units
Install housing accessibility modifications (SNH-1)	30 homes
Provide minor home repairs for seniors/disabled persons (SNH-1)	20 homes

Homelessness - Five-Year Objectives

HOM-1: Increase the number of transitional and permanent supportive housing units for the homeless.

HOM-2: Support existing emergency shelter facilities and programs.

HOM-3: Increase the number of shelter beds available for families with children under 18.

HOM-4: Meet the human services needs of the homeless.

HOM-5: Prevent homelessness.

HOM-6: End chronic homelessness.

Specific Annual Objectives

Planned Activity	Planned Annual Goal
Increase the number of transitional & permanent supportive housing units for the homeless (HOM-1)	2 units
Support existing emergency shelter facilities & programs (HOM-2)	10 facilities
Increase the number of shelter beds available for families with children under 18 (HOM-3)	1 bed
Meet the human services needs of the homeless (HOM-4).	100 households
Prevent homelessness (HOM-5)	1 new unit
End chronic homelessness (HOM-6)	5 units

Human Services - Five-Year Objectives

HS-1: Meet the basic human services needs of low income persons with an emphasis on service priority needs populations.

HS-2: Improve access to services.

HS-3: Provide comprehensive services.

HS-4: Remove barriers to the provision of services.

HS-5: Increase self-sufficiency and independence.

HS-6: Reduce the need for the use of emergency services.

Specific Annual Objectives

Planned Activity	Planned Annual Goal
Support Human Services Programs-General (HS-1)	200 households
Emergency Shelter – Homeless (HS-1)	200 households
Emergency Services – Non Homeless (HS-2 and 5)	100 households
Crisis Intervention (HS-5)	100 households
Domestic Violence Prevention (HS-5 and 6)	20 persons
Advocacy (HS-1, 2 and 4)	20 persons
Information and Referral, Outreach (HS-1, 3)	200 persons

Non-Housing Community & Economic Development - Five-Year Objectives

ED-1: Increase and improve employment prospects for low-income persons.

ED-2: Increase employment opportunities for low income persons.

ED-3: Encourage small business growth.

Public Facilities & Infrastructure

No public facilities or infrastructure activities are planned in 2011-2012.

Specific Annual Objectives

Planned Activity	Planned Annual Goal
Support job training, re-training, and employment search services for low-income persons. (ED-1, 2)	None
Provide capital (loan or grant) to small businesses to expand capacity and produce jobs for low-income persons (ED-3)	None
Support job creation and development efforts that serve low-income and priority special needs populations (ED-1,2,3)	15 Jobs
Where required, the City will assure implementation of federal policies for the hiring of small and local businesses (“Section 3”), and the employment of minority and women owned businesses. The City will encourage these practices when not required (ED-1,2,3).	None

FY 2011-2012 ACTION PLAN BUDGET		
CDBG ENTITLEMENT		Amount (\$)
<u>Administration, Planning & Fair Housing</u>		
General Administration		139,000
Project Sentinel Fair Housing Services		40,000
	Subtotal	179,000
<u>Housing Activities</u>		
CID - Housing Accessibility Modification Program		15,000
Casa de Redwood - Elevator Upgrades		50,000
Home Improvement Program Support		100,000
MidPen Housing - City Center Deck Repair		100,000
Rebuilding Together - Nation Rebuilding Day		20,000
	Subtotal	285,000
<u>Homeless & Human Services Activities</u>		
Mental Health Association - Spring Street Shelter		12,000
Samaritan House - Safe Harbor Shelter		10,000
Shelter Network - Maple Street Shelter		13,250
Shelter Network - Redwood Family House		25,000
YFES - Daybreak Shelter for Homeless Youth		12,000
Bay Area Legal Aid - Domestic Violence Legal Project		10,000
CORA - Emergency Shelter for Domestic Violence Survivors		10,000
HIP Housing - Home Sharing Program		12,000
Legal Aid Society - Homesavers		10,000
Ombudsman of San Mateo County - Ombudsman Services		10,000
Peninsula Family Services - Nutrition & Safety Net Services		10,000
	Subtotal	134,250
<u>Non-Housing Community & Economic Development</u>		
Renaissance - Entrepreneur Training Program (Inc. PI)		83,750
	Subtotal	83,750
	TOTAL CDBG ENTITLEMENT	<u>\$682,000</u>
CDBG REVOLVING LOAN FUND – PROGRAM INCOME		
Home Improvement Program Support		75,000
Single Family Loans		75,000
Multi-family Rehabilitation Loans		75,000
	Subtotal	225,000
	TOTAL CDBG REVOLVING LOAN FUND	<u>\$225,000</u>
HOME ENTITLEMENT		
HOME Administration		36,200
CHDO Set-aside		54,300
Site Acquisition for Affordable Housing (Inc. PI)		273,500
	Subtotal	364,000
	TOTAL HOME ENTITLEMENT	<u>\$364,000</u>
	TOTAL BUDGET	<u>\$1,271,000</u>

2011-2012 ACTION PLAN ESTIMATED REVENUE	
CDBG	<u>Amount (\$)</u>
CDBG Entitlement Grant	670,000
CDBG Program Income 2010-2011 (new program income)	12,000
TOTAL	<u>682,000</u>
CDBG REVOLVING LOAN FUND – PROGRAM INCOME	
Estimated Single Family Rehab Income	125,000
Estimated Multifamily (RRP) Income	100,000
TOTAL	<u>225,000</u>
HOME	
HOME Investment Partnership Grant	362,000
HOME Program Income 2010-2011 (new program income)	2,000
TOTAL	<u>364,000</u>
TOTAL ALL FUND SOURCES	<u>1,271,000</u>

General Questions

Mission Statement

The Housing and Human Concerns Committee (HHCC) is a seven member committee appointed by City Council. The mission statement of the HHCC is as follows:

"The Housing & Human Concerns Committee advocates and monitors the basic needs and housing for the entire community, with a special focus on disadvantaged residents, by providing leadership and solutions through partnerships with community stakeholders and decision makers."¹

2011-2012 Funding Criteria

CDBG and HOME will be used to fund organizations who utilize partnerships and collaborations to support the needs of low and very low income households (households with incomes at or below 80% of the median income in San Mateo County).

The focus of the City's Consolidated Plan continues to be production of new affordable housing and basic human needs services for low and very-low income households who are homeless or at risk of homelessness (that will help maintain their independence and sustain their living situations). This emphasis continues to be exceedingly relevant in the next year given the impact of the national economic crisis on housing and the difficulties many local residents face in fulfilling their most basic needs.

The Housing and Human Concerns Committee (HHCC) made funding recommendations to the City Council for FY 2011-2012 based on the highest ranking priority as follows under Section F below:

- A. Consistency of proposed projects to priorities submitted to HUD in the City's Consolidated Plan Priorities: F1–F5. Greater consideration will be given to activities that respond to more than one Consolidated Plan priority.
- B. Effective leveraging of CDBG and HOME funds with non-federal funds.
- C. Affirmative Marketing of programs to the Redwood City population and other service providers to achieve a balance that reflects the actual ethnic diversity in the City in relationship to the service provided.
- D. Effectiveness of program and organization implementing the program will include the performance of organizations funded in the last program year.
- E. Timeliness of expenditure of funds - Agencies who can leverage and expend a majority of CDBG/HOME funds allocated within 10 months.
- F. Extent to which proposed projects will respond to the Funding Criteria as established by the HHCC for FY 2011 -2012:

¹ Mission Statement was approved by the Housing & Human Concerns Committee on June 24, 2003. Revised 9/16/03.

1. Increase the supply of Affordable Rental housing; preserve existing affordable rental housing, and improve the condition of existing housing (renter and owner). This goal includes the provision of special needs housing.
2. Provide comprehensive homeless services with priority given to coordinated services, homeless access to services, and direct services.
3. Support Human Service programs that meet the basic human services needs of low-income persons with an emphasis on serving priority needs populations.
4. Provision of Non-Housing Community Development Public Facilities and capital improvements including but not limited to senior facilities, preschool and child care centers, safe recreational facilities, transportation for low income seniors, youth and others with limited mobility and removal of architectural barriers.
5. Create Economic Development opportunities including training/re-training, job development/creation, small business lending and cleanup/remediation of contaminated sites and market employment opportunities to local residents that create job skills and create/retain employment opportunities for the un-employed and under-employed, disabled, and homeless.

All of the above criteria includes but is not limited to special needs populations as defined by the Consolidated Plan. To the extent possible, the HHCC will consider all proposals for housing & homeless intervention activities under the CDBG Program.

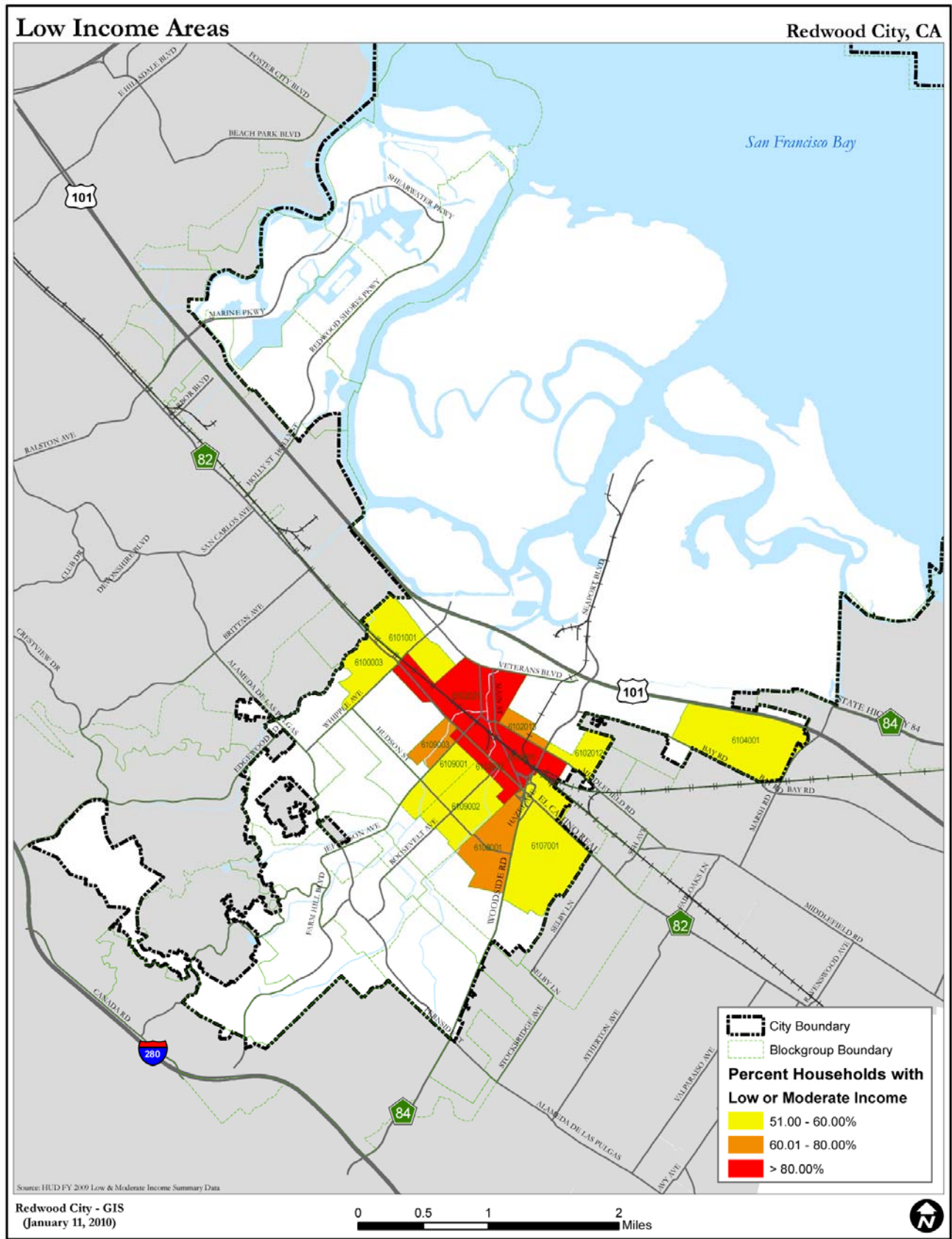
Geographic Targeting

Redwood City proposes to provide programs and services identified in this Plan to persons and households with the greatest need. Therefore, most activities will serve eligible low income households on a citywide basis and these applicants will apply for assistance on a program-by-program basis.

Physical activities, including housing and neighborhood improvements, will generally be provided within the Census Block Group Areas with the greatest concentrations of low income households. Please see the table below and the map on the following page.

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Census Tract	Block Group Area	Percent Low-Income Households
610000	3	56.40
610100	1	58.70
610201	1	73.80
610201	2	60.30
610201	3	70.90
610202	1	80.50
610202	2	96.60
610203	1	87.70
610203	2	82.30
610302	3	57.30
610304	3	50.30
610400	1	58.80
610500	4	62.40
610601	1	87.50
610601	3	79.60
610700	1	57.50
610800	1	69.30
610900	1	52.70
610900	2	53.80
610900	3	61.50
611300	2	95.40
611300	4	49.80



Managing the Process

Lead Agency

The Planning Division of the Community Development Department will be the Lead Agency to implement the Consolidated Plan and Annual Action Plan process as well as carry out the strategies and priorities for the period of 2010-15. The CDBG/HOME Administrator will have primary responsibility for implementation, monitoring and submittal of required performance and evaluation reports during the five year Consolidated Plan and subsequent Annual Action Plans.

The CDBG/HOME Administrator's efforts will be coordinated with the Human Services Manager, from the Parks, Recreation and Community Services Department. The Human Services Manager shares responsibility for the homeless continuum of care and implements the City's Anti Poverty Strategy. The CDBG/HOME Administrator will also work closely with the Community Development Department and the Redwood City Parks, Recreation & Community Services Department's Fair Oaks Community Center.

The Fair Oaks Community Center is one of San Mateo County's 7 Core Referral Agencies for the delivery of human services and programs that meet basic human needs, including referrals to shelter, food, transportation and housing intervention. The Community Center is the home of the City's Social Services where 20 different public and non-profit organizations provide programs and services on a regular basis. Additionally, the Community Center is co-located with the County's Human Services Agency, further facilitating access to basic social services for the Redwood City community.

Action Plan Development

The Redwood City Human Services Agency Network is an integral part of the City's needs assessment and Action Planning process. Under the direction of the Human Services Manager, the Network, a collaboration of 40+ organizations come together quarterly to assess the needs of the community and provide constant feedback to the Housing and Human Concerns Committee.

The City identified unmet needs and community priorities and used these as a condition of setting funding criteria and determining rating factors for proposals to be submitted for funding. For example, benefit reports submitted by non-profit organizations in a previous year showed varying degrees of ethnic representation from organization to organization. An element of the 2011-12 funding allocation process asked each applicant to analyze the benefit data and determine whether their data represented the ethnic diversity of the city as a whole; if not, applicants were to develop a strategy they would use to affirmatively outreach to more minority households during the new program year. This assessment requires each entity to conduct a broader outreach which will require broader collaboration.

Following is a summary of the 2011-2012 Action Plan process:

November 2010: Meetings were held to seek community input on unmet needs and priorities.

December 2010: The City issued a Notice of Funding Availability (NOFA) to non-profit organizations requesting proposals to carry out activities to meet the needs identified in Consolidated Plan funding priorities and held a joint multi-jurisdictional technical assistance workshop to assist interested organizations prepare competitive proposals.

January 21, 2011: A total of 27 proposals were received for the CDBG and HOME entitlements.

February 22, 2011: The HHCC held a meeting to hear agency presentations on proposals submitted for funding consideration.

March 8, 2011: The HHCC approved funding for 22 activities, including statutory and administrative set-asides, in the amount of \$670,000 in CDBG funds, \$362,000 in HOME funds, \$14,000 of prior year program income revenue and an estimated \$225,000 expected to be received from revolving loan funds.

March 15, 2011: The Planning Commission reviewed the capital projects in the Annual Action Plan on and concurred that the proposed activities conform to the City's General Plan.

March 22, 2011: The HHCC recommended approval of the Annual Action Plan.

March 23, 2011: A Statement of Community Development Objectives and Proposed Use of Funds were published for a 30 day citizen comment period.

April 1, 2011: An additional Statement of Community Development Objectives and Proposed Use of Funds were published that extended the citizen comment period through May 2, 2011.

May 2, 2011: The City Council approved the Second Annual Action Plan for submittal to HUD.

Programs, projects and services included in this Action Plan were judged to best implement the priorities of the 2010-2015 Five-Year Strategic Plan Objectives and the specific annual objectives and planned actions.

If the entitlement is less than the amount estimated to be received, the HHCC will make reductions to its recommendations. If the entitlement is more than the amount estimated to be received, the HHCC may allocate additional funding to housing and non-housing community development activities and the Second Annual Action Plan will be amended accordingly.

Citizen Participation

Summary of Citizen Participation Process

Please see "Action Plan Development" above for specifics regarding the development of the 2011-2012 Action Plan Citizen Participation Process.

As a condition of receiving funds, the City is required to follow a "Citizens Participation Process" to develop the Annual Action Plan. The process adopted by Council involves holding a number of public meetings and publishing the proposed

use of funds for citizen comment before the City Council gives final approval on the use of the funds. The process for the development, input, review, and recommendations that constitute the 2011-2012 Annual Action Plan are summarized in both the Action Plan Development section and below.

The Housing & Human Concerns Committee was appointed by the City Council as Redwood City's Citizen Participation vehicle to carry out the processes mandated for the use and distribution of federal funds.

The Committee begins its assessment after the CAPER performance hearings using performance data and information from narratives submitted by the participating sub recipients to evaluate the effectiveness of its Consolidated Plan Strategy and to annually identify unmet needs that can be addressed through the annual funding cycles. Additional needs may be raised as agenda items at the regular monthly meetings of the Committee.

In November, the Ad Hoc Funding Subcommittee meets to analyze the information they received and in conjunction with the service organizations and community input, develops funding criteria based on highest or unmet community needs that relates to the Consolidated Plan priorities that was adopted by the full Committee.

From these criteria, the Ad Hoc Funding Subcommittee updates the ranking tool that the Committee developed to rank proposals for funding. This ranked system is used to create the order in which proposals will be deliberated for funding.

A technical assistance workshop is held to assist interested organizations prepare competitive proposals. All applicants are strongly encouraged to submit a preliminary application for review and comment to strengthen their final applications for funding before the final submittal date.

Public Notification

All meetings of the Housing and Human Concerns Committee, the Planning Commission, and the City Council are public meetings. All meetings are publicly noticed in advance. Minutes and agenda are posted and published on the City's website.

On March 23, a 30-day Invitation to Comment was published in the Redwood City Daily News with subsequent publication in the San Mateo Times. When the HHCC met on March 22, 2011 and approved the Action Plan they also decided to move the final Public Hearing forward from April 25, 2011 to May 2, 2011 with anticipation that HUD would publish the 2011-2012 CDBG and HOME entitlements and they could make any adjustments to the funding recommendations and Action Plan before the hearing. As a result an amended Statement of Community Development Objectives and Proposed Use of Funds were published on April 1, 2011 that extended the citizen comment period through May 2, 2011.

The Invitation to Comment contained a Notice of Public Hearing for May 2, 2011, at which time the City Council reviewed and approved the 2011-2012 Annual Action Plan for submittal to HUD.

Summary of Comments and Response to Comments

Public testimony and the deliberations of the HHCC, Planning Commission, and City Council are contained in the minutes of those meetings. The "Action Plan Development" section above includes a summary of those meetings.

Public comments were provided at the City Council Public Hearing by almost every organization recommended for funding in the 2011-2012 Action Plan. The comments were primarily related to the importance of the CDBG and HOME funds in allowing them to provide essential services, community programs and preserve affordable housing. Many organizations commented that these funds allow them to leverage other funding necessary to support their programs and they thanked the City Council and Housing and Human Concerns Committee for their support. The City Council acknowledged the importance of each of the programs and organizations and encouraged Redwood City community members to support them as well.

Institutional Structure

The City will continue to strengthen its relationship with housing production from a regional perspective by collaborating with the County Department of Housing. Redwood City is also a member of the County local Housing Trust, Housing Endowment and Regional Trust (HEART), and has endorsed the County's 10 Year Plan to end homelessness. The City has now endorsed its own homeless outreach team that will work to connect homeless persons with permanent housing first and then provide supportive services.

In May 2011 the City restructured the Community Development Department to include Planning, Housing, Economic Development, Building, Transportation and Engineering. The previous Housing Coordinator position was eliminated in September 2011 and the CDBG/HOME program administration and management functions were reassigned to a new CDBG/HOME Administrator position that reports directly to the Planning Manager.

Monitoring

Compliance with Five Year Strategy Performance Outcomes

In September each year, the City holds a Public Hearing to present its Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER measures the City's performance against its One Year Annual Action Plan and its cumulative performance against its Five Year Strategy Performance Outcomes. The report tracks financial expenditures and uses of program funding as well as revenue earned from programs funded by CDBG and HOME. Beneficiary data is provided to categorize the types of assistance provided by the many non-profit service providers and the numerous target populations assisted by these various programs. The Housing and Human Concerns Committee updates the funding criteria annually to assure that unmet needs are being funded, and where the City does not meet expected quantitative outcomes, Staff will be directed to make appropriate responses, either by recommending a reprogramming of funds not being expended or by recommending a new project site to be acquired for affordable housing. In total, the CAPER is the City's management tool for performance and fiscal compliance with federal regulations.

Timely Expenditure Policy

The City Finance Department provides a revenue and expenditure report each month that are used by staff to identify activities that have little or no expenditures. While the Housing and Human Concerns Committee attempts to select capital projects for funding that are "Ready to Go", sometimes things do not go according to plan and the projects do not proceed. In these cases, the funds are reprogrammed under the City's Timely Expenditure Policy and allocated to the next project ready to proceed, or will be allocated to a new activity in the next funding allocation process. Reprogramming of prior year funds is typically approved two times each year; once in May in conjunction with the Annual Action Plan and again in September in conjunction with the CAPER, to assure that the City meets the CDBG 1.5 ratio by May 1 and the HOME commitment deadline by July 31 each year.

Subrecipient Monitoring

The City of Redwood City has a monitoring plan to monitor sub-recipients. At least 25% of sub recipients are selected for monitoring annually based on a variety of factors including but not limited to experience, staff turnover, past monitoring results and performance. The City also conducts quarterly desk reviews of each agency's progress in meeting performance and expenditure goals.

Monitoring will be conducted in two phases. File review will confirm compliance with reporting requirements, financial submittals, and contract provisions. On site reviews will focus more on the beneficiary and services provided including quantitative performance outcomes to local and federal objectives.

The City conducts on-site HOME program sub recipient monitoring every year or every other year during the period of affordability as established in agreements to ensure compliance with HOME program including financial, physical, and management activities.

The Housing and Human Concerns Committee will continue to assist staff in monitoring the effectiveness of the programs and services funded and the overall use of funding allocated under this Action Plan. This year the City began coordinating its monitoring efforts of activities funded by other entitlement jurisdictions in an effort to standardize the process and reduce burden on the service providers.

Codes and Standards Compliance

The Home Improvement Loan Program (Housing Rehab) standards are based on the provisions in the California Building Code which also sets forth Safe Harbor standards for accessibility and the HUD Section 8 minimum Housing Quality Standards.

The Construction Manager inspects the property to identify code items to be corrected, as well as any Health and Safety items, drafts a list of code repairs for owner's review and prepares the final specifications for repair work. Specifications are approved by City and owner, and an Open House is scheduled for contractors to bid on the repair work. In addition to code related improvements the program includes weatherization repairs and energy efficiency improvements for units occupied by low income home owners and renters.

All other new construction and rehabilitation conforms to all code requirements and safety standards as required by law. The City's planning and building permit process assures plan checking to all required codes and standards.

Lead-based Paint

The Redevelopment Agency continues to support the Home Improvement Loan programs by funding the testing for and removal of lead based paint in an effort to maximize the marketability of the Home Improvement Loan Programs. Units assisted under either the single family or multi-family loan program will be inspected and a plan for removing lead based paint hazards will be developed in conjunction with the scope of work for rehabilitation. Agency funds are used to pay for the lead paint testing, lead paint hazard removal and clearance testing up to \$10,000 and additional costs may be paid from the Home Improvement loan. This additional assistance prevents such costs from being passed on to low income tenants and increases safety in units where children reside.

HOUSING

Specific Housing Objectives and Actions

Objectives

AH-1 Increase the supply of affordable housing

AH-2 Preserve existing affordable housing

AH-3 Improve the condition of existing housing (renter and owner)

Objectives - Special Needs Housing

SNH-1 Improve housing accessibility and safety (existing and new housing)

SNH-2 Improve the access special needs populations have to services

SNH-3 Increase the supply of affordable housing available to special needs groups

SNH-4 Preserve existing special needs housing

SNH-5 Increase the supply of permanent supportive housing

SNH-6 Reduce overcrowding, especially among large (5 or more persons) lower income households

Programs and Activities

Fair Housing Counseling - Project Sentinel, 525 Middlefield Road, Suite 200, Redwood City. This is a citywide Program and funds will be used to provide assistance to Redwood City residents who believe they have experienced discrimination in the housing market. \$40,000 - CDBG

Casa de Redwood, 1280 Veterans Blvd., Redwood City. These funds will be used to pay for elevator upgrades to a thirty eight year old apartment building with 139 units for low income elderly and disabled seniors. \$50,000 - CDBG

Housing Accessibility Modification Program, Center for the Independence of the Disabled, 1515 South El Camino Real, San Mateo. These funds will be used to provide citywide accessibility improvements to residences occupied by home owners and renters who are physically challenged, are elderly and fragile, or non-elderly and have other disabilities. \$15,000 - CDBG

Home Improvement Loan Program, City of Redwood City, 1017 Middlefield Road. These funds are used to provide funds for rehabilitation loans on single family owner-occupied property. The program is offered citywide, and targeted to Census Tracts # 6101, 6102, 6104, 6107, 6108, 6109 and 6113. \$75,000 - CDBG Program Income

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Multifamily Loan Program, City of Redwood City, 1017 Middlefield Road. These funds are used to leverage CDBG funds for rehabilitation loans on rental property occupied by low income tenants. The program is offered citywide, but targeted to Census Tracts # 6101, 6102, 6104, 6107, 6108 and 6109 where more than 50% of the Census Tract households earn less than 80% of area median income. \$75,000 - CDBG Program Income

Home Improvement Program Support, City of Redwood City, 1017 Middlefield Road. These funds will pay program support costs for the operation of the Housing Rehabilitation Loan Programs and Tenant Assistance Programs. Eligible costs are limited to staff, supplies and support costs directly related to carrying out the loan programs. \$75,000 CDBG Program Income and \$100,000 CDBG.

MidPen Housing – City Center Plaza Deck Repair Project, 950 Main Street, Redwood City. These funds will be used to pay for labor and materials to seal and coat existing decks to preserve existing affordable rental housing for low income families. \$100,000 - CDBG

Rebuilding Together, 841 Kaynyne Street, Redwood City. These funds will be used to pay for materials toward rebuilding of homes on National Rebuild Day each year for very low income homeowners citywide. \$20,000 - CDBG

Community Housing Development Organization (CHDO) Set-aside. These funds have been reserved for use by an eligible CHDO and are set-aside by federal statute and represent 15% of the annual HOME entitlement. \$54,300 - HOME

Site Acquisition for Affordable Housing – Site to be determined, Redwood City. These funds will be used to acquire and or rehabilitate affordable housing. This will be a citywide activity. \$271,500 – HOME, \$2,000 - HOME Program Income

Total Housing Activity Funding Recommendation **\$802,800.00**

Needs of Public Housing

There is no Public Housing in Redwood City.

Barriers to Affordable Housing

The primary barriers to affordable housing continue to be the high cost of land and the cost of construction. The cost of parking in light of a particularly high water table in Redwood City causes parking to not be constructed above grade, and the general good will of the people being willing to allow affordable housing mixed within various neighborhoods throughout the City rather than concentrated in the downtown area continues to be a challenge.

There have been delays in site clearance and remediation caused by the San Mateo County Environmental Health and Regional Water Quality Board's work plan process. The process is exceedingly time-consuming, often taking years to resolve, and the requirements for remediation are costly and inconsistent. This process is repeated on each affordable housing site costing excessive fees for engineers to monitor and evaluate sampling, adding significant costs to affordable housing projects. This is

especially true on small sites where testing and remediation costs can be equal to land costs.

After the City Council adopted the new Downtown Precise Plan in 2007, a legal challenge to the EIR caused the Council to set aside the Plan and conduct a new EIR that adequately addressed certain issues including the impact of shadowing from high density development on existing structures and historic preservation. The Plan provides for approximately 2500 new units of housing, of which 15% would be affordable. The legal challenge delayed housing development under this new zoning. On January 24, 2011, the City Council adopted the new Downtown Precise Plan with clear and concise rules for future development.

Land Use provisions have direct effects on the availability and affordability of housing in Redwood City by establishing the amount and distribution of land uses within the City. Density impacts the cost of units and not all areas where sites are available allows affordable housing to be developed.

The City currently has no land zoned for Emergency Shelters. The use of Quasi-Public to define non-profit organizations providing non-licensed residential group home services can be subjected to Conditional Use Permits and Public Hearings that alert neighbors who may petition against the activity and cause it to be disallowed.

More recently the issue of the potential elimination of California Redevelopment Agencies has created uncertainty regarding the availability of housing set aside funds to leverage site acquisition for the development of affordable housing.

The City will continue to collaborate regionally to pursue removal of regulatory barriers as identified in the Five Year Strategy of the Consolidated Plan.

HOME/ American Dream Down payment Initiative (ADDI)

N/A – The City does not receive ADDI funding.

HOMELESS

Specific Homeless Objectives and Actions

Objectives

HOM-1: Increase the number of transitional and permanent supportive housing units for the homeless.

HOM-2: Support existing emergency shelter facilities and programs.

HOM-3: Increase the number of shelter beds available for families with children under 18.

HOM-4: Meet the human services needs of the homeless.

HOM-5: Prevent homelessness.

HOM-6: End chronic homelessness.

Programs and Activities

Daybreak Shelter for Homeless Youth, Youth and Family Enrichment Services, 639 Douglas Avenue. This is a citywide Program, and funds will be used to pay operating costs for transitional housing for homeless youth. \$12,000 – CDBG

Maple Street Shelter, Shelter Network of San Mateo County, 1580A Maple Street. These funds will be used to pay operating costs for an emergency shelter for homeless persons with mental disabilities on a citywide basis including assistance in securing health care, financial benefits, employment, training, and alternatives to long term housing. \$13,250 – CDBG

Redwood Family House, Shelter Network of San Mateo County, 110 Locust Street. These funds will be used citywide to pay operating costs for a transitional housing facility for homeless families. \$25,000 - CDBG

Safe Harbor Shelter, Samaritan House, 295 North Access Road, South San Francisco. These funds will be used to support operating costs for an emergency shelter for homeless individuals. \$10,000 - CDBG

Spring Street Shelter, Mental Health Association of San Mateo County, 2686 Spring Street. These funds will be used to support operating costs for a citywide emergency shelter for homeless individuals who have mental disabilities. \$12,000 - CDBG

Total Homeless Activity Funding Recommendation **\$72,250**

Homelessness Prevention and Ending Chronic Homelessness

The City's Housing and Human Concerns Committee recommended that the limited funding for this very important mission be distributed so as to allow each fund source to reach the greatest number of residents possible. CDBG funding for public service activities is targeted to homelessness and housing intervention activities that are used to meet basic human needs that are non-housing in nature but necessary for sustainability. Non-profit organizations providing homeless services apply to the Urban County program to access McKinney-Vento and other funds for homeless programs for which the City has no access.

Homeless assistance meets the City's human service objectives to reduce poverty, prevent homelessness, and provide intervention programs that meet basic human needs, and assist special needs populations. These objectives reflect a range of services to assist persons at risk of homelessness from becoming homeless including legal intervention and other basic human needs for survival to help residents sustain their current living situation. Homeless services range from emergency shelter to transitional housing to shared housing to permanent housing according to our Continuum of Care plan.

Redwood City participates in the countywide Continuum of Care plan with its Human Services Manager being staff to the Steering Committee. The City's plan, therefore, echoes the County's plan for Discharge since the City does not have control of the Public Health and other public institutions that may discharge residents into homelessness in our jurisdiction. Staff will continue to work with the County to further identify a specific policy that will be used in conjunction with the 10 year HOPE Plan to end homelessness.

Homeless Outreach Team (HOT)

The City's works with some of the most challenging homeless people under the auspices of the Redwood City Homeless Outreach Team (HOT) by connecting homeless individuals to services and with access to permanent housing. The City has

joined with local law enforcement, County Human Services providers, shelter providers and case management personnel to make up HOT to provide and manage the connection of services and housing to people currently living on the streets and in the downtown of Redwood City. HOT has developed an oversight committee to oversee operations, a housing committee to locate resources including sites, and a case management committee to coordinate joint case management of mutual clients and to collaborate in the provision of services.

The HOT Oversight Committee governs and directs a strategic plan to assist Redwood City's chronic homeless to gain access to permanent housing with the services and counseling they need to sustain healthy and more productive lives off the streets. The HOT Oversight Committee is co-chaired by the Chief of Police and the City's Human Services Manager. Members include representatives from the San Mateo County Office of Housing, the Department of Human Services, including Drug and Alcohol and Behavioral Health Services Divisions, Shelter Network, St. Vincent DePaul, Salvation Army, Redwood City Housing Division, Redwood City Human Services, Redwood City City Council, the Service League, Downtown Business Group, the Department of Veterans Affairs, Mateo Lodge, and the San Mateo County Center on Homelessness.

Housing First

Using a Housing First model, some of the units produced will be used to provide permanent housing to persons currently living on the streets of Redwood City and particularly in the downtown. These individuals will then be provided with case management and supportive services to help them stabilize their lives and break the cycle of homelessness. The City's role will be to facilitate the identification of appropriate sites in Redwood City that can be used for this purpose. The Police Department and Case Managers will determine individuals most suited for the housing units that may be available. The City would acquire property using CDBG and HOME funding and contract with other service providers to hold title of the acquired site(s) and manage the units. County Human Service Agencies and non-profit service providers will utilize multiple existing resources for case management and supportive services for the residents placed in housing units as they become available. No land use change would occur in the existing housing as a result of this acquisition because the potentially acquired units will continue to be used for permanent housing.

Emergency Shelter Grants (ESG)

N/A – The City does not receive Emergency Shelter Grants.

COMMUNITY DEVELOPMENT

Community Development

Specific Human Services Objectives and Actions

Objectives

HS-1: Meet the basic human services needs of low income persons with an emphasis on serving priority needs populations. ("Low income" includes those presumed

- to be low income under CDBG regulations).
- HS-2: Improve access to services.
- HS-3: Provide comprehensive services.
- HS-4: Remove barriers to the provision of services.
- HS-5: Increase self-sufficiency and independence.
- HS-6: Reduce the need for the use of emergency services.

Programs and Activities

Bay Area Legal Aid, Domestic Violence Legal Safety Net Project, 539 Middlefield Road, Redwood City. These funds will be used for legal assistance, including referrals, options counseling, safety planning, legal advice and counsel, brief services, pro per assistance with restraining orders, and legal representation to low-income victims of domestic violence. This is a citywide program. \$10,000.00 - CDBG

Domestic Violence Shelter (CORA) Community Overcoming Relationship Abuse, Address Suppressed. These funds will pay for operation costs for a citywide shelter for women and children who are victims of domestic violence. \$10,000 - CDBG

Home Sharing Help & Information Program, Human Investment Project, Inc., 2600 Middlefield Road. These funds will be used citywide to provide home sharing help, matching people seeking housing with others willing to share their housing accommodations. \$12,000 - CDBG

Homesavers, Legal Aid Society of San Mateo County, 400 County Center, Redwood City. These funds will be used to provide eviction defense and prevention to low-income residents to help prevent homelessness. This is a citywide program. \$10,000 - CDBG

Ombudsman Services, Ombudsman Services of San Mateo County Inc., 711 Nevada Street, Redwood City. These funds will be used to provide advocacy services for frail elderly and disabled persons residing in licensed care facilities. \$10,000 - CDBG

Nutrition and Safety Net Services, Peninsula Family Service, 2600 Middlefield Road, Redwood City. The funds will be used to support nutrition and wellness services to low-income seniors. \$10,000 – CDBG

Total Human Services Activity Funding Recommendation \$62,000.00

Antipoverty Strategy

The Fair Oaks Community Center continues to provide a variety of prevention programs, crisis intervention referrals, advocacy and other basic support services for low income and minority households. The Center coordinates its services with the Community Development Department in order to provide linkages to permanent housing and economic development activities implemented by the City and with the County's Human Services Agency to connect clients to CalWorks/TANF, Food Stamps, General Assistance, MediCal and other services available throughout the County. Additionally, the Fair Oaks Community Center participates in the Family Self-Sufficiency Team, a county lead multi-disciplinary team which focuses on helping

families and individuals in our community overcome the obstacles they may be facing in obtaining self-sufficiency.

The Center implements the City's Anti Poverty strategy daily – offering a needs assessment to households seeking assistance and offering options for direct support or through referrals to other service providers. Direct support programs include rental deposit and delinquent rent assistance, food programs, shelter referrals, crisis intervention, advocacy, transportation assistance, as well as forms and translation assistance.

NON-HOMELESS SPECIAL NEEDS HOUSING

The following planned actions included in the Specific Housing Objectives and Actions section meet the non-homeless housing needs of special needs populations.

Casa de Redwood, 1280 Veterans Blvd., Redwood City. These funds will be used to pay for elevator upgrades to a thirty eight year old apartment building with 139 units for low income elderly and disabled seniors. \$50,000 - CDBG

Housing Accessibility Modification Program, Center for the Independence of the Disabled, 1515 South El Camino Real, San Mateo. These funds will be used to provide citywide accessibility improvements to residences occupied by home owners and renters who are physically challenged, are elderly and fragile, or non-elderly and have other disabilities. \$15,000 - CDBG

MidPen Housing – City Center Plaza Deck Repair Project, 950 Main Street, Redwood City. These funds will be used to pay for labor and materials to seal and coat existing decks to preserve existing affordable rental housing for low income families. \$100,000 - CDBG

Rebuilding Together, 841 Kaynyne Street, Redwood City. These funds will be used to pay for materials toward rebuilding of homes on National Rebuild Day each year for very low income homeowners citywide, many that are frail elderly and disabled. \$20,000 - CDBG

Site Acquisition for Affordable Housing – Site to be determined, Redwood City. These funds will be used to acquire and or rehabilitate affordable housing including special needs housing. This will be a citywide activity. \$271,500 – HOME, \$2,000 - HOME Program Income

Housing Opportunities for People with AIDS

N/A - The City does not receive HOPWA Funds.

Specific HOPWA Objectives

N/A - The City does not receive HOPWA Funds.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

