



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Human Services Agency
Office of Housing

DATE: April 15, 2002

BOARD MEETING DATE: May 7, 2002

TO: Honorable Board of Supervisors

FROM: Maureen Borland, Director, Human Services Agency
Steve Cervantes, Director, Office of Housing

SUBJECT: APPROVAL OF THE FY 02-03 ACTION PLAN FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND
EMERGENCY SHELTER GRANT (ESG) PROGRAMS

Recommendation

1. Conduct a public hearing; and
2. Adopt a resolution authorizing:
 - (a) Approval of the FY 02-03 Action Plan for the use of funds provided under the Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) Programs; and
 - (b) Submission of required certifications to the United States Department of Housing and Urban Development (HUD).

Background

HUD provides annual allocations of Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) funds to the County, on behalf of itself and the 16 small cities. (The four largest cities each receive their own CDBG allocations from HUD.) Federal regulations require a public participation process regarding the funds distribution.

Each fall, the Community Development Committee (CDC), a Board-appointed body, meets to determine funding priorities for both programs. From December through January, the County solicits applications from local nonprofit, City, and County agencies. In March, the proposals are reviewed via a public process presided by the CDC. A draft Action Plan

enumerating CDBG and ESG funding recommendations is submitted for Board consideration and approval. After Board approval, the final Action Plan is then forwarded to HUD by May 15 to meet the July 1 timeline for new fiscal year funding.

To reduce paperwork and to facilitate the application process for applicants, Office of Housing Staff has combined the CDBG and ESG applications into one. This has also allowed Staff more latitude on funding decisions for those eligible for both ESG and CDBG funding.

Discussion

HUD Allocations/ Program Budget

The County will experience a funding decrease under both CDBG and ESG. The impact translates into \$1,000 reduction under ESG – from \$129,000 to \$128,000. Under CDBG the impact is steeper – almost 3% or a \$111,000 drop – from \$3,766,000 to \$3,655,000.

The program budget for CDBG is augmented by program income (loan repayments) and reprogrammed CDBG funds. For the upcoming fiscal year this will mean another \$2.6 million. Therefore, total CDBG funding available for FY 02-03 will be \$5,681,203. Including ESG, the CDBG/ESG program planning budget is \$5,809,203.

Public Hearing

On March 20, 2002, the CDC chaired an all-day public meeting at which all the applicants were invited to present their proposals. At the meeting, the CDC reviewed Staff recommendations, resulting in some funding re-formulations. In mid-April, *the San Mateo Times* will publish the funding recommendations, the subject of the public hearing of this memorandum. At the close of the public hearing, the Board is asked to finalize the recommendations for submission to HUD as part of the annual update to the HUD-required five-year Consolidated Plan, covering FY 89/99 through 02/03.

CDBG Funding in County

At the March 20 meeting, the CDC members were provided historic information on CDBG expenditures by geographic area to assist in their funding deliberations. The CDC was given Table 1, which illustrates County CDBG housing rehabilitation investments during the past decade. They also received a modified version of Table 2 showing more generalized CDBG expenditures. As noted earlier, the Cities of Daly City, South San Francisco, San Mateo and Redwood City each receive a direct CDBG allocation from HUD. Therefore, in listing the four CDBG “entitlement” cities, Tables 1 and 2 only note the role of County CDBG funding for jointly funded projects in those respective cities.

CDC Recommendations

The County received proposals requesting a total of \$13.1 million - more than twice the funds available. Table 3 summarizes the sequence of funding recommendations – in which Staff made preliminary recommendations, followed by the CDC advisory recommendations, and then subsequently by Human Services Agency management. Noteworthy highlights include:

- Final management review led to a few revisions. (See Table 3 column *Final HSA Recommendations*). The *Notes* in the last table column explain Staff rationale for the modifications.
- The final funding proposal also includes a CDBG pre-commitment from FY 03-04 to support the Shelter Network First Step transitional and emergency housing reconstruction in San Mateo. Shelter Network, in its public presentation, made this request for a funding pre-commitment, which had not been included in the CDC's funding deliberations.
- While the CDC had established "a goal of at least 40%" of the annual CDBG grant for housing development, the actual recommendations fall short. The housing development recommendations result in only 33 to 34% of the CDBG grant.
- Up to fifteen percent of the CDBG grant, or \$548,250, can be allocated to public/community services (versus capital projects and economic development). Funding recommendations in this category focused primarily on program operations involving housing and homeless services. Child care is an identified CDBG priority within the context of capacity-building through rehabilitation and expansion of child care centers. As such, child care subsidies is seen as more appropriate for other funding sources.
- ESG funding of \$121,600, due to its relatively small amount, was allocated to one emergency shelter program. Other worthwhile shelter programs were recommended for CDBG public services funding.

HUD Certifications

In order to receive CDBG and ESG funds, the County must submit certifications to HUD assuring that the County (1) will not discriminate in providing services; (2) is following a detailed citizens participation process delineating a public input plan; (3) is providing a drug-free workplace for staff; (4) has adopted and is enforcing a policy prohibiting the excessive use of force against any individuals engaged in non-violent civil rights demonstrations. In approving the Action Plan, the Board is therefore asked to approve the aforementioned certifications.

Vision Alignment

The CDBG/ESG Action Plan keeps three commitments: (1) Realize the potential of our diverse population, goal number 2: Civic engagement – including voting, public service, charitable giving, volunteerism and participation in public discussions of important issues – uniformly high among diverse populations; (2) Offer a full range of housing choices, goal number 9: Housing exists for people at all income levels for all generations of families; and (3) Responsive, effective and collaborative government, goal number 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain. The Action Plan contributes to these commitments and goals by its very

public participation activities which invoke a civic engagement process based on careful consideration of future impact, including the assurance of affordable housing opportunities for families and various special needs populations.

Fiscal Impact

Funding will be provided under the FY 02-03 CDBG and ESG Programs, along with CDBG program income (loan repayments) and CDBG reprogrammed funds.

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

*** * * * ***

RESOLUTION AUTHORIZING THE COMMUNITY DEVELOPMENT BLOCK GRANT AND EMERGENCY SHELTER GRANT ACTION PLAN FOR SUBMISSION TO THE U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, pursuant to Section 570.201, Title 24 of the Code of Federal Regulations regarding the Community Development Block Grant (CDBG) Program, CDBG assistance may be used to fund eligible activities to be carried out by public agencies or by private non-profit entities which are duly organized to undertake community development; and;

WHEREAS, the Stewart McKinney Homeless Assistance Act, Public Law 100-77, enacted July 22, 1987, provides for the distribution of federal funds for homelessness assistance to units of local governments, including urban counties, as defined under the CDBG Program; and

WHEREAS, the County of San Mateo qualifies as an urban county under Section 570.307, Title 24 of the Code of Federal Regulations; and

WHEREAS, the County of San Mateo desires to apply for CDBG and Emergency Shelter Grant (ESG) Funds for FY 2002-03, and submission of an acceptable Action Plan to the United States Department of Housing and Urban Development and required certifications constitutes an application for such funding; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance the attached Action Plan for the use of FY 02-03 CDBG and ESG funds, and related certifications;

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that this Board of Supervisors (1) approves and accepts the Action Plan for the use of FY 2002-03 CDBG and ESG funds, and the related certifications; and that (2) the Director of the Human Services Agency Office of Housing is hereby authorized to submit the Action Plan and certifications and all understandings and assurances contained therein to the United States Department of Housing and Urban Development and is authorized to take all necessary actions in connection with the submission of the Action Plan and to provide additional information as the United States government may require.

* * * * *

Table 1

COUNTY OF SAN MATEO OFFICE OF HOUSING
Rehabilitation Expenditures Per Area By Fiscal Year (FY92-93 thru current FY01-02)
 (Program: Funds Expended Average for 10 Year Period = \$861,054 per year)

| Area | FY \$ 92-93 | FY \$ 93-94 | FY \$ 94-95 | FY \$ 95-96 | FY \$ 96-97 | FY \$ 97-98 | FY \$ 98-99 | FY \$ 99-00 | FY \$ 00-01 | FY \$ 01-02 * | FY Tot. \$ | %-By Area |
|--|----------------|----------------|------------------|------------------|------------------|----------------|----------------|------------------|----------------|----------------|------------------|-------------|
| Urban County CDBG Jurisdiction | | | | | | | | | | | | |
| Belmont | 0 | 0 | 0 | 88,000 | 0 | 0 | 20,000 | 109,000 | 0 | 44,000 | 261,000 | 30% |
| Brisbane | 9,100 | 0 | 36,700 | 54,000 | 0 | 0 | 7,500 | 7,500 | 0 | 0 | 114,800 | 1.3% |
| Burlingame | 4,660 | 102,632 | 0 | 56,500 | 43,500 | 1,650 | 0 | 0 | 0 | 0 | 208,942 | 2.4% |
| Coastside | 51,450 | 0 | 35,500 | 158,700 | 0 | 0 | 56,500 | 0 | 0 | 0 | 302,150 | 3.5% |
| Colma | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 84,000 | 10,000 | 0 | 94,000 | 1.1% |
| E. Palo Alto | 111,460 | 440,500 | 830,995 | 446,900 | 559,000 | 295,000 | 166,000 | 365,000 | 185,000 | 130,000 | 3,529,855 | 41.0% |
| Foster City | 0 | 0 | 37,000 | 14,500 | 145,800 | 37,050 | 7,500 | 0 | 27,000 | 0 | 268,850 | 3.1% |
| Half Moon Bay | 0 | 0 | 0 | 31,800 | 0 | 0 | 0 | 0 | 0 | 0 | 31,800 | 8.5% |
| Menlo Park | 45,500 | 28,000 | 80,000 | 0 | 0 | 100,000 | 0 | 160,000 | 0 | 350,000 | 763,500 | 8.9% |
| Millbrae | 73,400 | 61,500 | 51,300 | 16,700 | 42,000 | 42,500 | 0 | 55,000 | 30,000 | 0 | 372,400 | 4.3% |
| N. Fair Oaks | 0 | 63,000 | 252,500 | 20,000 | 48,500 | 54,500 | 20,000 | 0 | 45,000 | 30,000 | 533,500 | 6.2% |
| Pacifica | 72,000 | 29,955 | 32,800 | 18,500 | 102,800 | 33,700 | 50,000 | 32,700 | 0 | 7,500 | 379,955 | 4.4% |
| San Carlos | 0 | 9,500 | 50,500 | 0 | 22,500 | 76,000 | 0 | 157,000 | 0 | 0 | 315,500 | 3.7% |
| San Bruno | 40,000 | 48,400 | 219,300 | 149,990 | 78,000 | 77,500 | 0 | 128,900 | 3,200 | 0 | 745,290 | 8.7% |
| Unincorp Area | 0 | 48,800 | 65,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 114,000 | 1.3% |
| CDBG Entitlement Cities (These Cities also receive CDBG funds directly from HUD. Indiv. city CDBG entitlement \$ not counted below) | | | | | | | | | | | | |
| Daly City | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 50,000 | 0.6% |
| Redwood City | 0 | 0 | 0 | 0 | 0 | 100,000 | 0 | 0 | 0 | 200,000 | 300,000 | 3.5% |
| San Mateo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 125,000 | 100,000 | 225,000 | 2.6% |
| FY Prgm Exp. | 407,570 | 832,287 | 1,691,795 | 1,055,590 | 1,042,100 | 817,900 | 377,500 | 1,099,100 | 425,200 | 861,500 | 8,610,542 | 100% |

*as of March 19, 2002

Table 2

County of San Mateo CDBG Expenditures by Location - FY 95/96 - 02/03

| CITY | FY 95/96 \$ | FY 96/97 \$ | FY 97/98 \$ | FY 98/99 \$ | FY 99/00 \$ | FY 00/01 \$ | FY 01/02 \$ | FY 02/03 \$ (Recmd) | TOTAL | % of Total |
|---------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------------|-------------------|----------------|
| Belmont | 0 | 0 | 0 | 50,000 | 20,000 | 0 | 0 | 218,000 | 288,000 | 1.25% |
| Brisbane | 5,800 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,800 | 0.03% |
| Burlingame | 0 | 20,000 | 0 | 0 | 163,951 | 15,000 | 0 | 60,000 | 258,951 | 1.12% |
| Colma | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 | 0.11% |
| East Palo Alto | 902,000 | 1,176,119 | 783,910 | 634,125 | 355,250 | 641,000 | 588,600 | 195,000 | 5,276,004 | 22.92% |
| Half Moon Bay | 66,968 | 0 | 800,860 | 422,000 | 800,000 | 427,629 | 474,020 | 35,000 | 3,026,477 | 13.15% |
| Menlo Park | 466,700 | 557,100 | 506,670 | 395,650 | 875,650 | 242,385 | 89,588 | 368,250 | 3,501,993 | 15.21% |
| Millbrae | 10,000 | 8,000 | 7,680 | 7,370 | 7,370 | 7,370 | 8,107 | 0 | 55,897 | 0.24% |
| Pacifica | 0 | 0 | 0 | 0 | 300,000 | 15,000 | 523,250 | 75,000 | 913,250 | 3.97% |
| San Bruno | 53,705 | 0 | 57,150 | 38,500 | 0 | 0 | 32,000 | 0 | 181,355 | 0.79% |
| San Carlos | 15,286 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,286 | 0.07% |
| North Fair Oaks | 869,910 | 341,000 | 192,740 | 66,230 | 729,830 | 529,330 | 29,930 | 56,000 | 2,814,970 | 12.23% |
| Coastside | 47,500 | 132,500 | 58,483 | 42,750 | 47,500 | 47,500 | 47,500 | 98,500 | 522,233 | 2.27% |
| Daly City * | 0 | 50,000 | 19,000 | 795,000 | 0 | 155,000 | 0 | 100,000 | 1,119,000 | 4.86% |
| Redwood City * | 0 | 34,500 | 49,500 | 247,790 | 24,790 | 24,790 | 16,269 | 50,000 | 447,639 | 1.94% |
| San Mateo * | 42,500 | 0 | 251,223 | 107,815 | 124,993 | 0 | 0 | 154,500 | 681,031 | 2.96% |
| So. San Francisco * | 0 | 0 | 200,000 | 0 | 60,000 | 368,000 | 100,000 | 150,000 | 878,000 | 3.81% |
| Countywide | 273,552 | 385,462 | 295,475 | 317,320 | 342,380 | 390,745 | 518,846 | 488,500 | 3,012,280 | 13.08% |
| Total | 2,779,016 | 2,704,777 | 3,222,788 | 3,124,648 | 3,851,813 | 2,863,749 | 2,428,111 | 2,048,752 | 23,023,166 | 100.00% |

Note: The above figures exclude Program Management, Program Income from the Housing Rehabilitation Program, and the funds recommended for Housing Development Off-cycle projects for FY 02/03. Attribution of funding to a specific jurisdiction is based on: (1) location of project if funding was for capital; or (2) service delivery area of program funding - whether it was limited geographically to a particular jurisdiction or countywide. Countywide funding refers to program services not limited to any one locality.

* CDBG Entitlement Jurisdictions - These four cities receive a direct CDBG allocation from HUD. The above table does not include the individual cities' CDBG entitlement funds. For FY 02/03, the separate CDBG allocations will be - Daly City \$1,626,000; Redwood City \$957,000; San Mateo \$976,000; SSF \$748,000. In comparison, the County FY 02/03 allocation will be \$3,655,000.

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03**

| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REC. (\$) | CDC REC. (\$) | Final HSA Rec. (Only Modif. are noted) | NOTES |
|--|--|---------------------------|----------------------------------|---|---|--|--|
| HOUSING REHABILITATION | | | | | | | |
| 1. Center for Independence of the Disabled | Housing Accessibility Modification Program | Urban Countywide | 40,000 | 29,000 | 10,000 | 40,000 | CDC: Prg to seek other resources. Staff: Important cost-eff. prg. - serves both physically disabled and seniors. |
| 2. Center for Independence of the Disabled | Tenant Accessibility Modification Program | Urban Countywide | 15,000 | 14,500 | 0 | 15,000 | CDC: Sponsor to seek other resources. Staff: Important cost-eff. prg. Program was initiated at County request a few years ago. |
| 3. City of Menlo Park | Housing Rehabilitation Loan Program | Menlo Park (Citywide) | 550,000 (includes \$250,000 New) | 300,000 (program income plus carryover) | 300,000 (program income plus carryover) | | Should City's rehab funds become exhausted, City to request additional funds directly from County Rehab Program. |
| 4. San Mateo County Office of Housing | Housing Rehabilitation Loan Program | Urban Countywide | 1,200,000 | 1,156,500 | 1,190,000 | 1,185,000 | Self-sustaining program. Estimated \$1.2 million program income. Balance of program income (\$15K) to fund CID program. |

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|---|---|--|------------------|------------------|------------------|---|--|
| 5. Faith Missionary Baptist Church | Faith Missionary Transitional Housing Project for Young Men | 834 Runnymede Street East Palo Alto | 52,400 | -0- | -0- | | Not eligible due to CDBG prohibition re church & state activities. Church to form separate non-profit. Church encouraged to seek seed \$ from foundations. When ready, non-profit affiliate to apply to County Non-Profit Rehab Program. |
| 6. Free-at-Last | Men's Residential Treatment Facility - Expansion/ Rehab. | 1085 Weeks Street East Palo Alto | 220,200 | 50,000 | 50,000 | | \$100,000 CDBG provided in FY01-02 for acq. Balance of funding request referred to County Non-Profit Rehab Program for consideration. |
| 7. North Peninsula Neighborhood Services Center | Housing Revitalization Program | Urban Countywide | 75,000 | 72,000 | 72,000 | | Sponsor meeting performance goals. Slight decrease from FY01-02 funding. |
| 8. Rebuilding Together | Home & Non-profit Facility Rehab Prgm | Urban Countywide | 44,500 | 12,000 | 12,000 | | Formerly "Christmas in April." Funding for child care rehab component only. |
| 9. Senior Coastsiders | Coastside Minor Home Repair Project | Coastside | 50,000 | 48,500 | 48,500 | | Sponsor meeting performance goals. Slight decrease from FY01-02 funding. |
| SUBTOTAL | | | 2,247,100 | 1,682,500 | 1,682,500 | 1,722,500 | |

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|--|---|------------------------------------|--------------|---------------------------|---------------|--|--|
| HOUSING DEVELOPMENT (Goal 40% of Grant = \$1,462,000) | | | | | | | |
| 10. City of EPA | McNair Permanent Supportive Housing (Single family home purchase) | Lot 64, Tract 98-3 EPA | 142,050 | -0- | 100,000 | | Timing is critical for City to acquire house. City in process of identifying a supportive housing provider to be the ultimate owner. Funding structured as loan. |
| 11. City of EPA | Pulgas Panhandle Acq. (20 townhomes + 66 apartments) | Pulgas/ East Bayshore Road, EPA | 600,000 | -0- | -0- | | Premature application. Non-profit developer(s) to apply for CDBG & HOME funds when ready. |
| 12. Community Working Group | Opportunity Center of the Peninsula (34 transitional/60 permanent for small families & singles) | 33, 39, 45 Encina Way Palo Alto | 200,000 | 100,000 | 50,000 | | Request is for additional site acq. to increase the # of units from 55 to 95. Project involves collaboration of various public entities and non-profits. Also requesting HOME funding. |
| 13. San Mateo County Office of Housing | Housing Feasibility Fund - Unsecured Predevelopment Loan Program | Countywide | 25,000 | 25,000 | 25,000 | | Maximum \$5,000 per loan to do initial feasibility studies (eg, arch., appraisal, etc.) |
| 14. Mental Health Assn | Belmont Apartments (25 units) | 1625 El Camino (F St.) Belmont | 413,510 | 200,000 (for acquisition) | 200,000 | | Special needs housing for mentally ill persons. Sponsor also asking for HOME \$500K. Fund predev. |

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|-------------------------------------|--|------------------------------------|--------------|---------------|---------------|--|---|
| 15. Mid-Peninsula Housing Coalition | Moss Beach Senior Housing (73 1-bdrm units) | 1700 Etheldore St. Moss Beach | 100,000 | -0- | -0- | | \$300K precommit made in FY 01-02; MPHRC reduced request to \$100K for predev. due to revised timeline - project on appeal at Coastal Commission. Sponsor to apply to Off-Cycle Housing fund when ready for predev. |
| 16. National Church Residences | Terra Nova Apts. (50 afford. units + 6 market rate workforce units) | 1111 Terra Nova Blvd, Pacifica | 1,232,000 | -0- | -0- | | Premature application. No assurance of City commitments to project. |
| 17. Peninsula Habitat for Humanity | Terminal Avenue Housing Menlo Park 22 - 24 units | Terminal Ave. Menlo Park | 977,000 | 100,000 | 100,000 | | Belle Haven area. Fund predev./soft costs. |
| 18. Shelter Network | First Step for Families Reconstruction (Project - 15 transitional units & 24 emergency shelter SRO's.) | 319-325 Villa Terrace San Mateo | 650,000 | 250,000 | 250,000 | | Request is for shelter construction component. Also requesting \$350K in HOME funding. County commitments to date: \$850K HSA/General Funds; \$101,800 CDBG & \$150K HOME - for a total of \$1,101,800. |

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|---|--|--|------------------|------------------|------------------|--|---|
| 18a. Housing Set-Aside Fund | | | NA | 660,021 | 536,521 | 496,521 | Fund for off-cycle housing requests. |
| SUBTOTAL | | | 4,339,560 | 1,335,021 | 1,261,521 | 1,221,521 | Based on CDC Rec'dns, total Hsg Devt represents 34.5% of CDBG Grant. Under Post-CDC, the %age is 33.4%. |
| PUBLIC FACILITIES | | | | | | | |
| 19. Bayshore Child Care | Our Second Home - Development JFK Elem. School | 758 Price St. Daly City | 50,000 | 50,000 | 50,000 | | About 20% clients to come from Urban County. Fiscal Agent - Bayshore Child Care. Good leveraging. |
| 20. Center for Independence of the Disabled | Facility Rehab | 875 O'Neil Ave. Belmont | 35,653 | 18,000 | 18,000 | | Sponsor to leverage CDBG funds. |
| 21. Citizens Housing Corp. | Light Tree Apts. - Police Substation | 1805 East Bayshore Road East Palo Alto | 194,071 | -0- | -0- | | Refer to County Non-Profit Rehab Program for eligible components. Seek funding from Criminal Justice sources. |
| 22. City of Daly City/ Midpeninsula Boys & Girls Club | Bayshore Community Center | Martin St./Rio Verde Street Daly City | 500,000 | 50,000 | 50,000 | | Project service area includes Brisbane and Pacifica as well as Daly City & SSF. |
| 23. City of Millbrae | Millbrae Sr. Center Wing Expansion | 477 Lincoln Circle Millbrae | 300,000 | -0- | -0- | | Application premature. |

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|---|---|--|--------------|---------------|---------------|--|---|
| 24. City of Pacifica | Pacifica Senior/Community Center Renovation | 540 Crespi Drive Pacifica | 219,000 | 50,000 | 75,000 | | County funding to pay up to 50% of HVAC and other costs. |
| 25. Coastside Children's Program | HMB Child Care Center Renovation (Alvin Hatch Elem. School) | 494 Miramontes Ave. Half Moon Bay | 50,000 | 35,000 | 35,000 | | Sponsor provides services to lower income Coastside residents. Sponsor encouraged to work with Rebuilding Together for rehab work needed. |
| 26. Community Gatepath (formerly Poplar ReCare) | Facility Rehab | 875 Stanton Rd. Burlingame | 120,000 | 60,000 | 60,000 | | Sponsor provides services to developmentally disabled. Sponsor to seek other funding to leverage request. |
| 27. San Mateo County Human Services Agency | Children's Receiving Home Extension | 21 Tower Rd. San Mateo | 364,842 | 200,000 | 200,000 | | HSA priority. Sponsor encouraged to seek other CDBG funds from 4 entitlement cities. County CDBG to be 0% loan amortized over 15 years. |
| 28. San Mateo County Office of Housing | Safe Harbor Winter Shelter- Reimbursement to General Fund | 295 North Access Road South San Francisco | 100,000 | 100,000 | 100,000 | | Precommitment made in FY00-01 over 2 years. This to be second & final year. |

Table 3

| SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03 | | | | | | | |
|--|--|--|--------------|---------------|---------------|--|---|
| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REC. (\$) | GDC REC. (\$) | Final HSA Rec. (Only Modif. are noted) | NOTES |
| 29. El Concilio | Nuestra Casa - Non-profit Agencies Center - Acq./ Rehab. | 3180 Middlefield Road, North Fair Oaks | 650,000 | 25,000 | 56,000 | | Provide predev. funding. Member organizations encouraged to assist in project fundraising. Sponsor to apply to County Non-Profit Office Acq. Program for a loan if fund becomes recapitalized in new FY. |
| 30. School Of Wisdom & Knowledge | Portable Acq./ Site work at Ravenswood School District | 208 Clarke St. East Palo Alto | 85,000 | -0- | -0- | | Chartered school not eligible for CDBG funds. After-school component, which is eligible, is to be operated by Ravenswood School District, would be more appropriate applicant. Also, deny request to extend \$15,000 from current year. Questionable capacity of sponsor. |
| 31. Sr. Coastsiders/ Coastside Adult Health Care | Coastside Senior Center-Development | Main & Arnold, Half Moon Bay | 100,000 | 50,000 | 50,000 | | Funding for predev./project soft costs. |
| 32. Town of Atherton | Holbrook-Palmer Main House - Lift | Holbrook Park Atherton | 25,000 | 12,500 | 0 | | First request ever from Atherton, member of Urban County. CDC felt that project does not meet CDBG priority. |

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|--|--|---------------------------|--------------|--|--|--|--|
| PUBLIC SERVICES (\$548,250 CDBG + \$121,600 ESG = \$ 669,850) | | | | | | | |
| 33. CDVP | Battered Women's Shelter | Countywide | 40,000 | 35,000 | 35,000 | 694,000 | Slight decrease from FY01-02 funding. Funding conditioned on Sponsor developing business plan to strengthen capacity, including considering merge w/ Sor Juana Ines. |
| 34. Clara-Mateo Alliance | Family Shelter VA Hospital grounds 795 Willow Road, 323-D, Menlo Park | Countywide | 30,000 | | | | |
| 35. Clara-Mateo Alliance | CMA Shelter VA Hospital grounds 795 Willow Road, 323-D, Menlo Park | Countywide | 53,000 | 100,000 for App. #'s 34, 35, 36, & 37 | 100,000 for App. #'s 34, 35, 36, & 37 | | Clara-Mateo to determine how to allocate the funding among the 4 programs - applications #34 and #35 are continuing requests and #36 & 37 are new requests. |
| 36. Clara-Mateo Alliance | Transitional Housing Program VA Hospital grounds 795 Willow Road, 323-D, Menlo Park | Countywide | 10,000 | | | | |
| 37. Clara-Mateo Alliance | Elsa Segovia Center VA Hospital grounds 795 Willow Road, 323-D, Menlo Park | Countywide | 125,000 | | | | |

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03**

| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HGD REC (\$) | CDC REC (\$) | Final HSA Rec (Only Modif. are noted) | NOTES |
|---|---|---------------------------|-----------------|-----------------|-----------------|--|---|
| 38. Homeless Veterans Emergency Housing | Expanded Outreach VA Hospital grounds 795 Willow Road, 323-B, Menlo Park | Countywide | 101,820 | 10,000 | 10,000 | | Provide seed money to help Sponsor attract other funds for program outreach. |
| 39. Samaritan House | Safe Harbor Shelter Operations | North County | 250,000 | 121,600 ESG | 121,600 ESG | | Sponsor to apply for McKinney Continuum of Care funds to supplement budget operations. County has budgeted \$500,000 General Funds for FY02-03. |
| 40. Shelter Network | Haven Family House 260 Van Buren Rd, Menlo Park | Urban County | 230,000 | 163,250 | 148,250 | | CDC felt Sponsor is an effective fundraiser and is encouraging Sponsor to seek more operating support from other sources. |
| 41. Shelter Network | Maple St. Shelter 1590 Maple St. RWC | Urban County | 50,000 | 35,000 | 35,000 | | Sponsor meeting performance goals. Slight decrease from FY01-02 funding. |
| 42. Shelter Network | First Step for Families 319 - 325 Villa Terrace, San Mateo | Urban County | 30,000 | 20,000 | 20,000 | | Sponsor meeting performance goals. Slight decrease from FY01-02 funding. |
| 43. Urban Ministry | Hotel de Zink Rotating Church Shelter Program | Countywide | 34,000 | 10,000 | -0- | | Program targets singles, but all participating churches are located outside County. |

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03**

| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REC (\$) | CDC REC (\$) | Final/HSA Rec. (Only Modif. are noted) | NOTES |
|-------------------------------------|--|--|-----------------|-----------------|-----------------|---|--|
| 44. Child Care Coordinating Council | Homeless Prevention Child Care Subsidy Program | Urban County | 40,000 | -0- | -0- | | CDBG priority for child care is capacity bldg thru rehab/ expansion of child care centers versus child care subsidies, available thru other resources. |
| 45. City of Menlo Park | Belle Haven After School Program 415 Ivy Drive, Menlo Park | Urban County | 38,000 | -0- | -0- | | Referred to Peninsula CDBG priority for child care is capacity bldg thru rehab/ expansion of child care centers versus child care subsidies, available thru other resources. |
| 46. City of Millbrae | Recreational Scholarship Prgm | Millbrae | 8,200 | -0- | -0- | | Sponsor encouraged to seek other resources, such as foundations & service organizations. |
| 47. San Mateo County Public Works | Graffiti Abatement | North Fair Oaks; Belle Haven (Menlo Park) - CT 6118 & 6119; East Palo Alto - CT 6118, 6119 6120, 6121 87,990 | 87,990 | -0- | -0- | | Low CDBG priority. Refer to law enforcement resources for consideration. |
| 48. ELLIPSE | HIV/ AIDS Women's Project 173 South Blvd, San Mateo | Urban Countywide | 20,000 | -0- | 0 | | Referred to County Health Dept. resources for consideration. |

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
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| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REC. (\$) | CDC REC. (\$) | Final HSA Rec. (Only Modif. are noted) | NOTES |
|---|---|---------------------------|--------------|---------------|---------------|--|--|
| 49. EPA CAN DO | EPA Anti-Predatory Lending Program | East Palo Alto | 50,000 | -0- | 15,000 | | Sponsor encouraged to seek other funding to supplement request. |
| 50. EPA CAN DO | Capacity Building Program | East Palo Alto | 15,000 | -0- | -0- | | Request is \$15,000 for 3 years, or \$45,000 total. Refer to HOME program for consideration under CHDO operating expenses. |
| 51. Episcopal Charities/ Interfaith Hospitality Network (IHN) | Rotating Church Program | Countywide | 50,000 | -0- | -0- | | Program targets families. Referred to CalWorks for funding. |
| 52. Family Connections | Parent Participation Preschool | Menlo Park + South County | 30,000 | -0- | 10,000 | | CDBG priority for child care is capacity bldg thru rehab/ expansion of child care centers versus child care subsidies, available thru other resources. |
| 53. Free at Last | Drop In Center (East Palo Alto) | EPA, South County | 25,000 | -0- | -0- | | Program does not meet CDBG priority. |
| 54. Garfield Charter School Early Learning Center | Tuition Subsidy for Preschool 3600 Middlefield Rd | North Fair Oaks | 50,000 | -0- | -0- | | Request is to replace private fundraising with CDBG funds, not an effective use of CDBG funds. |

Table 3

| SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03 | | | | | | | |
|--|--|---------------------------|-----------------|------------------|------------------|---|--|
| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REC. (\$) | CDC REC. (\$) | Final/HSA Rec. (Only Modif. are noted) | NOTES |
| 55. Goodwill Industries | Homeless Employment Services | Urban County | 42,500 | -0- | -0- | | Program duplicates Peninsula Works. |
| 56. Human Investment Project (HIP) | Homesharing Program 364 Railroad Ave., San Mateo | Urban County | 114,000 | 105,000 | 105,000 | | Sponsor meeting performance goals. Fund at slight decrease from FY01-02 funding. |
| 57. International Institute | Community Education/ Legal | Urban County | 30,000 | -0- | -0- | | CDC encouraged Sponsor to seek funding from other sources. Not a CDBG priority. |
| 58. La Raza Centro Legal | Homeless Prevention/ Eviction | Urban County | 25,000 | 20,000 | 20,000 | | Sponsor meeting performance goals. Fund at slight decrease from FY01-02 funding. |
| 59. Legal Aid Society of San Mateo County | Homesavers/ Homebuilders | Urban County | 50,000 | 20,000 | 20,000 | | Sponsor meeting performance goals. Funding to be equalized with LaRaza. |
| 60. OICW | Activities for Better Career Devt Emerg | Menlo Park + EPA | 35,280 | -0- | -0- | | Program duplicates Peninsula Works. |
| 61. Pacifica Youth Services | Child Abuse Prevention Program | Pacifica | 17,095 | -0- | -0- | | Sponsor encouraged to seek funding from other resources. |

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03**

| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REC. (\$) | CDC REC. (\$) | Final HSA Rec. (Only Modif. are noted) | NOTES |
|------------------------------|--|---------------------------|--------------|---------------|---------------|--|--|
| 62. PARCA | Home Coalition Affordable Housing | Urban County | 50,000 | -0- | -0- | | Not cost effective use of CDBG funds. Sponsor encouraged to consult with Housing Authority regarding its house finding services. |
| 63. Peninsula Family YMCA | Brisbane Childcare Program | North County | 44,062 | -0- | -0- | | CDBG priority for child care is capacity bldg thru rehab/ expansion of child care centers versus child care subsidies, available thru other resources. |
| 64. Second Harvest Food Bank | Operation Brown Bag 1051 Bing Street San Carlos | Urban County | 12,033 | -0- | -0- | | Food program aimed at seniors. Referred to FY02-03 General Fund. |
| 65. Second Harvest Food Bank | Family Harvest 1051 Bing St. San Carlos | Urban County | 12,033 | -0- | -0- | | Funding referred to FY02-03 General Fund. |
| 66. Service League | F.A.R. Program (Freedom & Recovery) 1152 Ruby Redwood City | Urban County | 42,000 | -0- | -0- | | 6-bed transitional home for male ex-offenders. Funding referred to FY02-03 General Fund. |
| 67. Sor Juana Ines | Services for Abused Women | Urban County | 22,000 | 15,000 | 15,000 | | Funding to be conditioned on sponsor developing a business plan to strengthen capacity, including considering merge w/ CDVP. |

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03**

| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REC. (\$) | CDC REC. (\$) | Final/HSA Rec. (Only Modif are noted) | NOTES |
|-------------------------------|--|---------------------------|------------------|----------------|----------------|---------------------------------------|--|
| 68. Volunteer Center | School To Career Program | Urban County | 50,000 | -0- | -0- | | Not a CDBG priority. Program also duplication of Peninsula Works. |
| 69. Volunteer Center | Online Profile/ Referral Program | Urban County | 35,000 | -0- | -0- | | Not a CDBG priority. Sponsor encouraged to seek funding from foundations and high tech businesses. |
| 70. Youth & Family Assistance | Daybreak Shelter 639 Douglas Ave. Redwood City | Urban County | 20,000 | 15,000 | 15,000 | | Sponsor meeting performance goals. Fund at slight decrease from FY01-02 funding. |
| SUBTOTAL | | | 1,969,013 | 548,250 | 548,250 | 548,250 | CDBG Subtotal |
| | | | | 121,600 | 121,600 | 121,600 | ESG Subtotal |

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03**

| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REC. (\$) | CDC REC. (\$) | Final HSA Rec. (Only Modif. are noted) | NOTES |
|--|--|------------------------------------|----------------|-------------------------|---------------|--|---|
| ECONOMIC DEVELOPMENT | | | | | | | |
| 71. City of EPA | First Source Hiring Local Enterprise - Job Placement Program | East Palo Alto | 35,000 | No Recommendation (N/R) | -0- | | Funding available through Ikea project proposed for EPA. |
| 72. City of EPA | Small Business Incubator Program | East Palo Alto | 110,000 | -0- | -0- | | Premature application. No site identification, therefore costs cited in application are tentative. City encouraged to apply to local foundations for funding. |
| 73. Legal Aid Society | FirstStop Program | Urban County | 30,000 | N/R | -0- | | Sponsor to seek other employment-related resources. |
| 74. Start-Up (EPA Micro-Business Initiative) | Self-Employment Training for EPA/East Menlo Park residents | East Palo Alto/ East Menlo Park | 60,000 | N/R | 30,000 | | Effective program, but as continuing program which could begin to leverage from other sources, including successful graduates, Sponsor encouraged to seek less from County over time. |
| SUBTOTAL | | | 235,000 | -0- | 30,000 | 30,000 | |
| HUD MANDATES | | | | | | | |
| 75. Midpeninsula Citizens for Fair Housing | Fair Housing Services | Urban Countywide (South County) | 31,500 | 30,400 | 30,400 | | Fair Housing services required by HUD. Slight decrease from FY01-02 funding. |

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03**

| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REG. (\$) | CDC REG. (\$) | Final HSA Rec. (Only Modif. are noted) | NOTES |
|--|---|--|----------------|----------------|----------------|--|--|
| 76. Project Sentinel | Fair Housing Services/ Default Delinquency Counseling | Urban Countywide (North County/ Coastsides) | 55,000 | 49,100 | 49,100 | | Slight decrease from FY01-02 funding. |
| 77. San Mateo County Office of Housing | HMIS (Homeless Management Information System) | County | 45,000 | 45,000 | 45,000 | | New HUD mandate to be implemented by the end of 2003. Will req. add'l funding from McKinney Continuum of Care. |
| SUBTOTAL | | | 131,500 | 124,500 | 124,500 | 124,500 | |
| SECTION 108 LOAN REPAYMENT | | | | | | | |
| 78. East Palo Alto | Gateway 101 Infrastructure | Former Ravenswood High School site, East Palo Alto | 265,432 | 265,432 | 265,432 | | On-going Sec. 108 loan repayment commitment includes FY01-02 payment reduction in addition to interest. |
| SUBTOTAL | | | 265,432 | 265,432 | 265,432 | 265,432 | |

Table 3

**SAN MATEO COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
SUMMARY OF PROPOSED CDBG/ESG ACTION PLAN- FY 2002-03**

| SPONSOR | PROJECT DESCRIPTION | LOCATION/ SERVICE AREA | REQUEST (\$) | HCD REG. (\$) | CDG REG. (\$) | Final/HSA Rec. (Only Modif. are noted) | NOTES |
|--|--|---------------------------------|--------------|---------------|---------------|--|--|
| PLANNING & PROGRAM MANAGEMENT | | | | | | | |
| 79. San Mateo County Office of Housing | HCD Program Management | N/A | 1,175,000 | 1,075,000 | 1,075,000 | | Program implementation, technical assistance, monitoring & evaluation. |
| | | | 6,400 | 6,400 | 6,400 | | |
| SUBTOTAL | | | 1,175,000 | 1,075,000 | 1,075,000 | 1,075,000 | CDBG only. |
| TOTAL CDBG/ESG | | | 13,163,821 | 5,681,203 | 5,681,203 | 5,681,203 | CDBG |
| | | | | 128,000 | 128,000 | 128,000 | ESG |
| TOTAL BUDGET | | | 5,809,203 | 5,809,203 | 5,809,203 | 5,809,203 | Combined CDBG/ESG |
| PRE-COMMITMENT FROM FY 03-04 | | | | | | | |
| Shelter Network | First Step for Families Reconstruction (Project - 15 transitional units & 24 emergency shelter SRO's.) | 319-325 Villa Terrace San Mateo | | | | 400,000 | This amount would supplement funding shortfall - Sponsor requested \$650,000, but only \$250,000 is recommended (see App. # 18). |
| | | | | | | 400,000 | |

Table 3

FY 2002-03 CDBG / ESG FUNDS SUMMARY

| | |
|---|---------------------------|
| <u>AVAILABLE FUNDS</u> | |
| FY 2002-03 Grant | 3,655,000 |
| <i>Program Income:</i> | |
| San Mateo County Rehab Program Income | 1,200,000 |
| Menlo Park Rehab Program Income | 300,000 |
| Section 108 Loan Proceeds for Repayment | 265,432 |
| Reprogrammed Funds (Middlefield Rd/ Sch. Wisdom/Know) | 55,289 |
| Unprogrammed Funds | <u>205,483</u> |
| TOTAL CDBG | <u>\$5,681,203</u> |
| <hr/> | |
| FY 02-03 ESG Allocation | <u>128,000</u> |
| TOTAL CDBG/ ESG (Avail. For NOFA) | <u>\$5,809,203</u> |
| Add: Prg Inc (Main St. II/ Moonridge) | <u>602,069</u> |
| TOTAL CDBG/ ESG RESOURCES | <u>6,411,272</u> |

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and

Sample HUD Certifications

- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

Sample HUD Certifications

- 3: It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title: Director, San Mateo County Office of Housing

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan --Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority**. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit**. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2000, 2001 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments**. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the

Sample HUD Certifications

property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title: Director, San Mateo County Office of Housing

Sample HUD Certifications

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Title: Director, San Mateo County Office of Housing

**LOCAL GOVERNMENT GRANTEE
EMERGENCY SHELTER GRANTS PROGRAM
CERTIFICATIONS BY THE CHIEF EXECUTIVE OFFICER**

I, _____, as Designee for Chief Executive Officer of County of San Mateo, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 CFR.576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

- (1) The requirements of 24 CFR 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices of notices of termination of utility services will meet the requirements that (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not be supplant funding for preexisting homeless prevention activities from any other source.
- (2) The requirements of 24 CFR 576.53 concerning the continued use of buildings for which emergency shelter grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless, or when funds are used solely for operating cots or essential services.
- (3) The building standards requirements of 24 CFR 576.55;
- (4) The requirements of 24 CFR 576.56, concerning assistance to the homeless; and
- (5) The requirements of 24 CFR.576.57, other appropriate provisions of 24 CFR Part 576, and other applicable Federal laws concerning nondiscrimination and equal opportunity.
- (6) The requirements of 24 CFR 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- (7) The requirements 24 CFR 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
- (8) The requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988.

Sample HUD Certifications

- (9) The requirements of 24 CFR 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
- (10) The requirements that recipients involve, to the maximum extent practicable, homeless individuals and families in policymaking, renovating, maintaining and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 CFR.576.56.
- (11) The requirements of 24 CFR 576.57(e) are met dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under State and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the Department of Housing and Urban Development.

Name and Title

Director of Housing, County of San Mateo,
as Designee for Chief Executive Officer

Date

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

Sample HUD Certifications

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

262 Harbor Blvd., Bldg A

Belmont, CA 94002

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).