



STAFF REPORT

AGENDA NO: 9f

MEETING DATE: July 6, 2026

To: Honorable Mayor and City Council
Date: July 6, 2026

From: Neda Zayer, Community Development Director – (650) 558-7253
Joseph Sanfilippo, Economic Development & Housing Specialist

Subject: Adoption of a Resolution Authorizing the City Manager to Execute a Second Amendment to the City of Burlingame’s Community Development Block Grant Cooperation Agreement with the County of San Mateo to Continue Participation in the San Mateo County Urban County Program for Federal Fiscal Years 2027, 2028, and 2029

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a Second Amendment to the City of Burlingame’s Community Development Block Grant (CDBG) Cooperation Agreement with the County of San Mateo to continue participation in the Urban County Program for Federal Fiscal Years 2027, 2028, and 2029.

BACKGROUND

In September 2017, the County of San Mateo and the City of Burlingame entered into a Cooperative Agreement allowing the City, a public entity that would not be eligible for Community Development Block Grant (CDBG) funds on its own, to participate in the San Mateo County Urban County Program in order to access CDBG funding (Resolution No. 102-2017). The term of the Agreement was for Fiscal Years 2018, 2019, and 2020. The Cooperation Agreement provides for automatic renewals every three years unless an amendment to the Agreement is required, which is the case for this program cycle. The parties entered into a First Amendment to the Agreement, effective July 1, 2024, to implement then-new federal regulations.

Benefits of participation include eligibility to apply for CDBG funds through the Urban County’s annual CDBG funding cycle as well as participation in the Emergency Solutions Grant and HOME Investment Partnership (HOME) programs, since the Urban County is a member of the San Mateo County HOME Consortium. The [2026-2027 Action Plan](#) for the HOME Consortium and Urban County highlights that Burlingame specifically benefits from CDBG funding allocations to local organizations providing food pantry, legal aid, and housing services (CALL Primrose).

The CDBG Cooperative Agreement between the County of San Mateo and the City requires renewal for Federal Fiscal Years 2027, 2028 and 2029. Per the Department of Housing and Urban Development’s (HUD) Urban County Qualification Notice (CPD-26-08), this is the second and final step in the Urban County requalification process, which requires an amendment to the CDBG Cooperative Agreement. HUD has updated its processing requirements to mandate Amendment

approval by the governing body and execution (signature) by the Chief Executive Officer. Even though the HUD-required updates to the Cooperative Agreement are minor, the two levels of authorization are required now and moving forward. Previously, this was done at a staff level.

Because Burlingame is otherwise ineligible for federal funding programs like CDBG due to its population being less than 50,000, staff recommends that the amendment be executed.

FISCAL IMPACT

There is no fiscal impact anticipated with amending the CDBG Cooperation Agreement and continuing to participate in the Urban County program.

Exhibits:

- Resolution
- Amendment
- Original Resolution and Agreement