



**DRAFT**

***CITY OF SUNNYVALE***

***CONSOLIDATED ANNUAL  
PERFORMANCE EVALUATION REPORT  
(CAPER)***

***For Fiscal Year 2015-16:  
July 1, 2015 - June 30, 2016***

***Community Development Block Grant (CDBG) and  
Home Investment Partnership Program (HOME)***

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## EXECUTIVE SUMMARY

The City of Sunnyvale's FY 2015-2016 *Consolidated Annual Performance Evaluation Report (CAPER)* describes the progress made towards achieving the housing and community development goals identified in the City's *Five-Year (2015-2020) Consolidated Plan*, focusing on the goals and programs identified in the FY 2015-16 Action Plan, and includes activities funded in previous fiscal years with accomplishments reported during FY 2015. The FY 2015-16 CAPER covers the time period starting July 1, 2015 to June 30, 2016 and is the first annual report of the Consolidated Plan period. This CAPER was prepared for the City of Sunnyvale by the Housing Division of its Community Development Department, in compliance with U.S. Department of Housing and Urban Development (HUD) requirements. The document is a tool used by HUD and the City to evaluate accomplishments and actions taken during the previous program year.

### Summary of the Consolidated Plan Process

The City of Sunnyvale receives annual grants of federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds from the United States Department of Housing and Urban Development (HUD). HUD provides these funds to the City for various activities benefiting low income persons and areas, such as affordable housing, public services, public improvements, and other community development activities.

As a recipient of these funds, the City is required to prepare a five-year strategic plan called a Consolidated Plan. The Consolidated Plan identifies the housing and community development needs of lower income persons and areas within the City, prioritizes these needs, identifies resources to address them, and establishes annual goals and objectives to meet the priority needs. As part of the Consolidated Plan Planning process, the City is required to produce an Action Plan for each fiscal year of the Consolidated Plan. The Action Plan establishes the community's objectives for meeting the needs described in the Consolidated Plan; identifies resources available within the community to meet Consolidated Plan goals; and describes a one-year plan and budget for the intended use of the City's CDBG and HOME funds, and any other HUD funds that may be available. After the end of the fiscal year, the City prepares a Consolidated Annual Performance and Evaluation Report (CAPER) to report the City's progress in meeting the goals and priorities in its Consolidated Plan.

In FY 2015-16, the City met most of the annual goals that were identified in its 2015-16 Action Plan and/or Strategic Plan.<sup>1</sup> The CAPER focuses on projects and programs funded with CDBG and HOME funds.

The City of Sunnyvale CAPER for FY 2015-16 was prepared with input from local non-profit agencies, the Housing and Human Services Commission, and interested members of the public. Written comments were encouraged and any comments submitted have been addressed within the CAPER.

### Federal Resources

The City received entitlement grants of \$989,453 in CDBG funds and \$281,021 in HOME funds for FY 2015-16. In addition, \$157,374 in disencumbered and/or reallocated prior year CDBG grant funds were allocated for FY 2015-16 projects. The City also received \$264,284 in CDBG

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<sup>1</sup> The Strategic Plan is a part of the City's Consolidated Plan, and it identifies the use of available resources to meet the needs identified in the Consolidated Plan.

program income (loan payments), of which \$127,936 was deposited into the City's established Housing Rehabilitation Revolving Loan Fund, and the balance was allocated to eligible CDBG activities in the City's FY 2015-16 Action Plan. A total of \$533,118 in HOME program income was received during the program year from HOME loan payments. These funds were allocated to eligible HOME activities.

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

**91.520(a)** This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Two of the most important goals in the 2015 ConPlan and the 2015 Action Plan were affordable housing and alleviation of homelessness. The highlights and initiatives described below are all designed to address one or both of these goals.

### **Highlights:**

During the Program Year (2015-16), the City and its partner agencies completed several major affordable housing projects funded in prior year Action Plans:

- Onizuka Crossing: new construction of an affordable rental project of 58 units, funded in part with City HOME funds and local City housing funds, that includes 29 supportive housing units for homeless applicants, including 6 units for homeless veterans supported with VASH vouchers. Developer/borrower was MidPen Housing Corp., a local non-profit affordable housing developer.
- Jackson Street Homes Renovation: rehabilitation of two transitional housing structures for homeless youth / young adults who are pregnant or parenting. A total of 5 apartments and one group home with 4 bedrooms was renovated with funding from the City's CDBG Revolving Loan Fund (RLF) and a match from the Housing Trust of Silicon Valley. Property owner/borrower was Bill Wilson Center, a local non-profit agency that is a national leader in addressing youth homelessness and also provides a variety of counseling services to the wider community.
- Senior Group Homes Renovation: rehabilitation of two group homes for formerly homeless and/or at-risk seniors, funded by the RLF and a match from the Housing Trust. These homes were recently acquired by Charities Housing Corp., a local community based housing developer (CHDO), after the prior non-profit owner was dissolved.

The accomplishment statistics for the three projects listed above are not included in Table 1, as they were funded and planned as goals under the prior ConPlan (2010-15) but not completed until FY 2015-16, so they are included instead in Table 1.A on Page 6, which summarizes the accomplishments of the 2010-2015 period and those of the final year of that period (2014-15).

### **Initiatives:**

- Tenant-Based Rental Assistance (TBRA) Program: the City's TBRA program, funded with HOME funds, provides rental assistance similar to a Section 8 voucher but only for a period of two years, to homeless clients and very low income households at immediate risk of homelessness. Clients must either be working, job-seeking, or have the ability to obtain employment or other sources of income after the two-year period ends, so that they can take over their full rent payment at that time. The clients are provided with case

management and housing search assistance by partnering non-profit agencies to help them find units, maintain or obtain employment and benefits, and address related needs. After several years as a pilot effort, the program is now operating at full capacity with as many clients leased up as the current funding allows. It is now administered directly by Abode Services, a non-profit agency, rather than the prior administrative agencies, and that has significantly improved program success, utilization rate, and effectiveness.

- WorkFirst Sunnyvale Program: this is the City's innovative program, funded by CDBG as an employment development activity, that provides workforce training, job-search skills, volunteer experience, career counseling, and case management to homeless clients, as well as supportive services such as food assistance, mainstream benefits enrollment, and housing assistance. The program is implemented by two agencies which also collaborate closely with the City on implementation of the TBRA program, Sunnyvale Community Services and Downtown Streets Team (DST). The two programs complement each other in the effort to help people get and maintain jobs and housing.

Through participation in volunteer activities, which included neighborhood clean-up efforts such as litter removal, the Sunnyvale DST Team Members (program clients) developed a sense of belonging and stewardship in their community, which is a difficult to measure but extremely important aspect of sustained recovery from homelessness. Some of the successes achieved by the program recently include convincing a couple that had been camping in a city park and resisting outreach efforts to participate in the program. One member of the couple was a decorated Air Force officer, and was determined eligible for HUD-VASH. The WorkFirst Sunnyvale program staff helped the couple apply for and move into the new Parkside Studios project, a HOME-assisted project completed in 2015, with the assistance of the VASH voucher. The veteran is now regularly advocating for affordable housing in regional venues and media platforms. Another recent graduate of the program is a 19 year-old young man who was homeless. After joining the WorkFirst Sunnyvale program, he completed job training, enrolled in the local Job Corps, and has since obtained employment in the security field and housing.

- Crescent Terrace Apartments Renovation: rehabilitation of a 48-unit affordable rental property for lower-income seniors, owned by MidPen Housing Corp. This project is currently in progress with a target completion date in February 2017.

Table 1 below summarizes major accomplishments achieved during the Program Year (2015-16) which was the first year of the new ConPlan period. Table 1A below that summarizes the accomplishments planned in 2014-15 but completed during the Program Year, which are attributable to the prior 5-year ConPlan period (2010-15).

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)** Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

**Table 1 Accomplishments: Program Year & Strategic Plan to Date (FY 2015-16 and 2015-2020 Plan Total to Date)**

| Goal                                 | Category                           | Amount Budgeted                    | Indicator                     | Unit of Measure      | 5-Year Goal | 5-year Results | % of 5-Y Goal | 1-Year Goal | 1-Year Result | % of 1-Y Goal    |
|--------------------------------------|------------------------------------|------------------------------------|-------------------------------|----------------------|-------------|----------------|---------------|-------------|---------------|------------------|
| <b>Affordable Housing</b>            | Rental Housing Rehabilitation      | CDBG: \$500,000<br>HOME: \$550,000 | Units rehabilitated           | <i>Housing Units</i> | 50          | 0              | 0%            | 10          | 0             | 0% (In Progress) |
| <b>Affordable Housing</b>            | Home Improvement Program           | CDBG: \$177,936                    | Owner-occupied homes improved | <i>Housing Units</i> | 50          | 13             | 26%           | 10          | 13            | 70%              |
| <b>Affordable Housing</b>            | Fair Housing                       | CDBG: \$20,000                     | Services Provided             | <i>Households</i>    | 100         | 31             | 31%           | 20          | 31            | 155%             |
| <b>Alleviate Homelessness</b>        | Tenant-based Rental Assistance     | HOME: \$270,000                    | Units leased                  | <i>Households</i>    | 50          | 27             | 54%           | 10          | 27            | 270%             |
| <b>Alleviate Homelessness</b>        | CBDO Economic Development Activity | CDBG: \$395,000                    | <i>Services provided</i>      | <i>Individuals</i>   | 300         | 54             | 18%           | 60          | 54            | 90%              |
| <b>Expand Economic Opportunities</b> |                                    |                                    | Jobs created or retained      | <i>Jobs</i>          | 60          | 34             | 57%           | 12          | 34            | 283%             |
| <b>Community Development</b>         | Public (Human) Services            | CDBG: \$215,000                    | Services Provided             | <i>Individuals</i>   | 2,670       | 434            | 16%           | 534         | 434           | 81%              |

**Table 2A: Prior 5-Year Plan (2010-2015)  
Year 5 (FY 2014-15) and Cumulative 5-Year Accomplishments**

| <b>Goal/Objective</b>  | <b>Unit of Measure</b>                                      | <b>Year 5 (FY 2014-15) Result</b> | <b>Cumulative Plan Results 2010-15</b> | <b>5-Year Plan Goal</b> | <b>% of 5-Year Goal Accomplished</b> |
|--|---|-----------------------------------|--|-------------------------|--------------------------------------|
| <b>Goal A: Affordable Housing</b>                              |   |                                   |  |                         |                                      |
| 1.a) Affordable rental housing for lower income households (E) | <i>Housing Units</i>  | 48                                | 298                                    | 100                     | 298%                                 |
| 3.a) Home Improvement Program (E)                              | <i>Housing Units</i>  | 13                                | 91                                     | 100                     | 91%                                  |
| 4.a) Fair Housing Services                                     | <i>Households</i>   | 3                                 | 164                                    | 150                     | 109%                                 |
| <b>Goal B: Alleviation of Homelessness</b>                     |   |                                   |  |                         |                                      |
| 1.b) Alleviate Homelessness                                    | <i>Households</i>   | 27                                | 108                                    | 50                      | 216%                                 |
| <b>Goal C: Other Community Development Efforts</b>             |   |                                   |  |                         |                                      |
| 1.c) Public (Human) Services                                   | <i>Households</i>   | 429                               | 8,707                                  | 9,850                   | 88%                                  |
| 2.c) Maintain / Expand Community Facilities and Infrastructure | <i>ADA curb cuts</i>  | 0                                 | 349                                    | 400                     | 87%                                  |
|  | <i>Linear Feet of Sidewalk</i>                              | 0                                 | 7,431                                  | 6,000                   | 124%                                 |
| <b>Goal D: Expand Economic Opportunities</b>                   |   |                                   |  |                         |                                      |
| 1.d) CBDO Employment Development                               | <i>Individuals</i>  | 54                                | 208                                    | 50                      | 432%                                 |
| <b>Goal E: Environmental Sustainability</b>                    |   |                                   |  |                         |                                      |
| 1.e) Support Energy Efficiency/Renewable Energy                | Addressed by various activities indicated with an (E) above |                                   |  |                         |                                      |

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

### **Assessment of One Year Goals – FY 2015-16**

The highest priority in Sunnyvale in recent years has been expanding affordable housing supply and addressing homelessness. Both of these issues are major challenges facing the greater region (Silicon Valley and larger San Francisco Bay Area) as well as in many major metro areas around the U.S. in recent years. Sunnyvale has a long tradition of innovative policies and actions designed to address affordable housing, homelessness, and related priorities. The 2015-2020 Consolidated Plan focuses on expanding and preserving the existing supply of affordable housing, improving neighborhoods and increasing accessibility for persons with disabilities, alleviating homelessness, and supporting programs that help lower-income and special needs residents meet their basic needs in order to thrive in the community. All of these have been identified as priority needs in Sunnyvale. The majority of funding covered by the Action Plan was used to address these affordable housing, homelessness, and related priority needs, as shown in the table above and described below.

### **Challenges Experienced in FY 2015-16**

The City was not able to fund the human services grants that had been awarded to Mayview Clinic, a federally qualified health care clinic serving low income and uninsured patients at the Columbia Neighborhood Center in Sunnyvale, for FY's 2014-15 and 2015-16. For this reason, staff had to disencumber Mayview's grant that had been planned for FY 2016-17 as well. This was due to guidance provided by CDBG grant representatives from HUD's San Francisco Field Office during the past year, following a monitoring of Mayview's earlier grants in 2013. HUD staff advised the Housing Division not to reimburse Mayview for the health care services it had provided to Sunnyvale clients in 2014-15, because HUD determined that Mayview's program costs were not eligible for reimbursement with CDBG funds based on the "Uniform Guidance Cost Principles Requirements".

After reviewing extensive cost documentation and service delivery data provided by Mayview for FY 2014-15, CPD advised City and Mayview staff that it could not adequately delineate costs incurred by Mayview for "fee for service" activities (e.g., patient care that was covered by MediCal, Medicare, Covered California insurers, etc.) from the actual costs to Mayview for patient care provided for the intended beneficiaries of the City's CDBG grant to Mayview, who were uninsured. This was the first year of Covered California operations, so not all patients had yet obtained insurance at that time. Most of Mayview's funding sources (MediCal, etc.) reimburse Mayview based on pre-negotiated rates for various types of services, like most insurance plans, and so they do not require the clinic to account for actual costs incurred for each patient visit, while the CDBG regulations do require that type of documentation. The documentation provided by Mayview, which City staff found acceptable as it was based on Mayview's actual costs from an extensive analysis conducted several years earlier to establish the billing rates for MediCal, etc., was not accepted as sufficient by HUD management staff at the Field Office. Mayview and City staff were disappointed by this determination. Mayview had provided the services it had agreed to provide to eligible Sunnyvale clients during the FY 2014-15 year in exchange for the CDBG grant which was slightly over \$15,000. The total amount of CDBG funding previously committed or planned for Mayview was slightly over \$65,000 in total for three years at issue (FY's 14, 15 and 16). This amount remains in the CDBG fund balance and will be reallocated to other activities in the FY 17-18 Action Plan.

## **AFFORDABLE HOUSING**

Funding for housing-related priority needs was provided in accordance with the FY2015-16 Action Plan, as follows:

### **1. Support affordable rental housing for lower income households**

- *Housing projects initiated or in progress in FY 2015-16:*

#### Crescent Terrace Rehabilitation Project (48 affordable senior rental units)

130 Crescent Avenue, Sunnyvale

*Borrower:* MidPen Housing Corp.

Loan of \$1.05 million: \$550,000 HOME; \$500,000 CDBG

This project is currently in progress. Escrow on this loan closed in May 2016. The rehabilitation work began in September and is planned for completion by February 2017.

- *Housing projects funded in FY 2014/15 or earlier and completed during the program year:*

#### Sunnyvale Senior Group Homes Rehabilitation Project (3 dwelling units, total of 9 tenants)

1230 Klee Court and 1675 S. Wolfe Road, Sunnyvale

*Borrower:* Sunnyvale Senior Homes, LLC, affiliate of Charities Housing

CDBG: \$165,000 in revolving loan funds (RLF)

Rehabilitation of a duplex and a single family home, both of which operate as group homes for a total of nine extremely low income seniors. This project was completed in June 2016.

#### Onizuka Crossing Housing Development (58 affordable rental units, including 10 HOME units)

620 E. Maude Avenue, Sunnyvale

*Borrower:* MP Armory Apartments, LP (affiliate of MidPen Housing Corp.)

HOME Loan: \$1.3 Million

This new affordable rental development serves very low income households, with 29 units reserved for homeless applicants, including 6 homeless veterans (VASH recipients). The project includes 10 HOME units and was completed in June 2016. HUD Secretary Julián Castro paid a visit to the site shortly before it was completed to attend a regional homeless summit hosted by Congressman Mike Honda. This project was the result of a 2005 Base Realignment and Closure (BRAC) process which set forth the closure of the former Onizuka Air Force Station (AFS) in Sunnyvale and included a "Homeless Housing Submission" to HUD for land at the former AFS, which was later swapped for the present project site, with HUD permission. The project was named in honor of late astronaut Ellison S. Onizuka, who trained at the Onizuka AFS (then named Sunnyvale AFS) for a brief time and later perished in the 1986 Space Shuttle Discovery disaster. See photos of the project on the next page.



*Interior courtyards at Onizuka Crossing*

Jackson Street Transitional / Maternity Homes Rehabilitation Project (6 units, 9 tenants)

1284 and 1294 Jackson Street, Santa Clara

*Borrower:* Bill Wilson Center

CDBG Loan: \$45,000 in RLF

Rehabilitation of a single family group home and a 5-unit apartment building, both of which are used as transitional homes for homeless pregnant or parenting young adults. This project was funded in FY 2014-15 and completed in July 2015.



*Jackson Street Homes (apartments on left, group home on right)*

- *Housing project disencumbered during the program year:*

#### Stoney Pine Apartments Rehabilitation Project

267 W. California Street, Sunnyvale

*Borrower:* Charities Housing

CDBG Commitment: \$199,000 in RLF for rehabilitation of 23 apartments for developmentally disabled tenants.

Charities Housing did not begin the project as soon as initially planned, due to workload issues related to other projects then underway (e.g., Parkside and the Senior Group Homes). When those projects were completed, construction costs had increased, and a slightly larger scope of work was needed, so Charities chose to decline the CDBG award and instead apply for a larger loan of \$403,000 in local (City) Below Market Rate In-Lieu Fee (BIF) funds. That request was recommended for approval by the Housing and Human Services Commission in July and was approved by Council on September 13. The CDBG funds will be disencumbered and returned to the RLF fund balance for reallocation during the FY 17 Action Plan process. Staff expects this project, with the new funding source, will be completed within twelve months or less.

## **2. Home Improvement Program (HIP)**

#### Owner-Occupied Housing Rehabilitation Loan Program

Housing rehabilitation is one of the priorities in the five-year Consolidated Plan. The HIP program, available city-wide, provides deferred loans of up to \$60,000 for rehabilitation of owner-occupied, single family homes and up to \$15,000 for mobile homes. During the reporting period, the City provided \$55,300 from its revolving loan fund to fund the substantial rehabilitation of 4 mobile homes. Continued efforts are underway to increase public awareness about the program in order to increase utilization. These efforts include staff attendance at neighborhood meetings and City events, and marketing the program to likely eligible homeowners through various outreach channels including newsletters, blogs, brochures, flyers, email and website postings, and through non-profit partners.

#### Home Access, Paint, and Emergency Repair Program

This program assists special needs and very low-income households, and is available city-wide. Nearly \$12,000 was expended to provide accessibility improvements at three homes occupied by disabled persons, including installation of electric wheelchair lifts at mobile homes. Approximately \$14,000 was issued in grants to provide paint and/or emergency repairs to six homes.

#### Energy Efficiency Matching Grant Program

This pilot program began in FY 2010 as an option typically combined with a rehabilitation loan on a single-family home. One matching grant of \$3,480 was provided to replace an aging air conditioning unit with a high efficiency unit. Staff continues to collaborate with the other City Departments and the County to market this program, in conjunction with similar efforts provided through the CA Energy Upgrade program.

## **3. Fair Housing Services**

#### Fair Housing

The Law Foundation of Silicon Valley provides fair housing services to Sunnyvale residents. These services include fair housing outreach and education, investigation of housing discrimination complaints, conciliation of fair housing disputes, and legal representation for those who need legal

redress for harms caused by housing discrimination. A total of 31 Sunnyvale clients received fair housing services funded by the CDBG grant to the Law Foundation during the program year.

The City continues to support fair housing efforts by providing information to the public about fair housing through the Housing Division's website and monthly e-newsletter, by posting flyers and brochures in various public facilities, sharing information with regional community organizations via listservs etc., and by organizing fair housing outreach events in April of each year.

## **ALLEVIATION OF HOMELESSNESS**

Programs designed to address this need aim to help people who are currently homeless or at imminent risk of homelessness to obtain employment or other sources of income, supportive services, and/or transitional rental assistance (TBRA) to obtain housing and achieve stability.

### Actions to Address the Needs of Homeless Persons

In the past several years, the City provided financial and related development assistance to enable development of 117 new permanent supportive housing units within the Parkside Studios and Onizuka Crossing projects, completed in 2015 and 2016 respectively.

The City also provided \$394,000 to Sunnyvale Community Services, a Community-Based Development Organization (CBDO) to implement the "Work First Sunnyvale" Workforce Development Program. The program provides job readiness training, job skills training, and job placement to individuals who are currently homeless or at imminent risk of homelessness, working with the local Downtown Streets Team.

The City's Tenant Based Rental Assistance (TBRA) Program, administered by Abode Services, expended \$222,554 in HOME funds during the program year to assist 27 households currently experiencing or at imminent risk of homelessness, to obtain and maintain rental housing through use of TBRA vouchers. Each tenant is provided up to two years of assistance through this program.

## **COMMUNITY DEVELOPMENT**

### **Removal of Architectural Barriers – (ADA Curb Retrofits to Sidewalks and Street)**

During FY 2014/15, the City provided CDBG funding to the Public Works Department to improve accessibility of local sidewalks by completing 60 ADA curb retrofits. Accomplishments were reported during FY 2014/15 and the balance of funds were expended during the program year.

### **Human Services**

The City provided CDBG funding for human services (charitable) programs that serve various special needs clients (seniors, at-risk youth, disabled people, homeless people, domestic violence survivors, etc.). The CDBG grants typically represent just a very small portion of these agencies' overall operating budgets, and they serve many other clients (in Sunnyvale or elsewhere) beyond the numbers noted below, which include only the clients served with the City's CDBG grants for the specific services described below.

**The Bill Wilson Center** provides family and individual counseling services to assist individual youth and their families with emotional and mental health issues. A CDBG grant of \$25,000 was provided to this agency to provide 238 counseling sessions to 42 clients during the year. Additionally, the Bill Wilson Center provides shelter, care, and transitional housing for at-risk youth using other funding sources.

**LifeMoves (formerly known as InnVision Shelter Network)** provides shelter and comprehensive supportive services for Sunnyvale homeless clients at several shelter facilities in San Jose, including one for homeless women with or without children, and two for single adults, one of which serves those with mental health conditions. LifeMoves received \$40,010 in CDBG funds to provide 913 bed nights to 11 homeless Sunnyvale residents. All residents received intensive case management and comprehensive supportive services.

**The Sunnyvale Senior Nutrition Program**, hosted by the First United Methodist Church, provides high-quality, cost effective, hot nutritious meals in a congregate setting, five days a week to Sunnyvale residents age 60 or older. The Senior Nutrition Program received \$15,000 in CDBG funds to provide 1,773 hot meals to 136 Sunnyvale unduplicated older adults.

**MayView Community Health Center** provides primary and preventive health care and childhood immunization to lower-income patients. The FY 2015-16 Action Plan had allocated a grant of \$25,000 to Mayview, but it was disencumbered as explained in the Assessment section above. A portion of the disencumbered Mayview grant was reallocated to the remaining FY 2016-17 human services programs, to offset a slight reduction that would have otherwise occurred (due to lower funding availability for that year) to match the amounts they were allocated in FY 2015-16. Mayview continues to serve lower-income clients in Sunnyvale as it has for many years, but is not reporting to the City as it is no longer a funded agency.

**Sunnyvale Community Services (SCS)** provides emergency financial assistance to households in crisis, as well as food, clothing, and other assistance. SCS received \$75,000 in CDBG funds to provide 1,847 bags of healthy, nutritious food to 182 lower-income clients through the Year-Round Food Assistance Program.

**YWCA Support Network** provides crisis counseling and related services to survivors of domestic violence living in Sunnyvale. This program received \$21,928 in CDBG funds from the City to provide a total of 269 sessions of individual counseling, group counseling, support groups, and/or children's play therapy to 66 Sunnyvale residents at its Sunnyvale office, and in other facilities in the City.

## **EXPAND ECONOMIC OPPORTUNITIES**

### "Work First Sunnyvale" Workforce Development Program (CBDO Activity)

Certified as a Community-Based Development Organization (CBDO), Sunnyvale Community Services (SCS) implements this program with the assistance of the Downtown Streets Team (DST), an organization committed to helping homeless men and women rebuild their lives through a volunteer work-readiness program. During the program year, 54 clients graduated from Job Search Skills classes, 34 obtained regular paid employment, and 8 obtained housing. Several program highlights are described in the Goals and Outcomes section above.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).  
91.520(a)

**Table 3 – Assistance provided, by race and ethnicity of household head, and by source of funds**

|   | <b>CDBG</b> | <b>HOME</b> |
|---|-------------|-------------|
| White                                     | 342         | 24          |
| Black or African American                 | 22          | 3           |
| Asian                                     | 86          | 2           |
| American Indian or American Native        | 3           | 2           |
| Native Hawaiian or Other Pacific Islander | 53          | 0           |
| American Indian/Alaskan Native & White    | 1           | 0           |
| Black or African American & White         | 1           | 1           |
| Other Multi-Racial                        | 16          | 5           |
| <b>Total</b>                              | <b>524</b>  | <b>37</b>   |
| Hispanic                                  | 234         | 11          |
| Not Hispanic                              | 290         | 26          |

### **Narrative**

As reflected in the table above, the City of Sunnyvale's programs served a diverse population generally representative of Sunnyvale residents. The City's outreach materials and agreements with subrecipient agencies require that funded programs be inclusive and accessible to all local populations in a non-discriminatory manner consistent with CDBG and HOME requirements.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Table 4: Resources Made Available

| Source of Funds | Resources Made Available | Amount Expended During Program Year |
|-----------------|--------------------------|-------------------------------------|
| CDBG            | \$2,862,840              | \$1,177,336                         |
| HOME            | \$1,427,830              | \$395,775                           |

### Narrative

Table 3 lists the amount of funding available in all CDBG and HOME accounts during FY 2015-16. Of that amount, the amounts shown in the right-hand column were spent during that year. The remaining funds are either being spent currently or will be spent soon on current projects and programs, or will be reallocated to new activities as part of the FY 2017-18 Action Plan.

### Identify the geographic distribution and location of investments

Table 5: Identify the geographic distribution and location of investments

| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|-------------|----------------------------------|---------------------------------|-----------------------|
| N/A         | N/A                              | N/A                             | See below             |

### Narrative

The City does not have any target areas for CDBG/HOME investments, as explained further in the ConPlan and Action Plans. Most of the CDBG and/or HOME-funded programs and services are provided on a city-wide basis to income-eligible and/or special needs households. Certain capital projects are assisted at a specific site, based on the location of the project, but projects may be proposed in any area of the City. There are no parts of the City suffering from “blight” or high poverty/unemployment rates that would warrant targeting efforts. Human services programs are delivered in a number of facilities and locations throughout the City, and in some cases just outside the City, as long as Sunnyvale residents are being served by the program. Affordable housing assistance is generally provided anywhere in the City, as opportunities arise, in order to avoid concentration of poverty, and to ensure fair access to affordable rental housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Federal funds are highly leveraged with other sources, as the amount of federal funding available typically constitutes just a small fraction of the total cost of the funded activities. The City encourages non-profit developers to seek private and State sources of funding, both including grants, loans, and/or tax credit financing. Furthermore, as opportunities arise, the City will use its local Housing funds (from impact and in-lieu fee revenues) as appropriate to leverage federal funds and to match HOME funds.

The City continues to support human service agencies with its General Fund, in addition to the CDBG public services funds it provides. This funding is provided through a competitive grant program. The City provided \$135,000 in General funds to human services agencies in 2015-16. The City of Sunnyvale used various sources to fund affordable and supportive housing activities this past year. The City provided federal funds from the following sources: CDBG, CDBG Revolving Loan Fund, and HOME. A number of non-profit agencies provide housing and supportive services in the City. They are partially funded through CDBG and City General funds, with the remainder of funding provided by private and/or other public sector funders. These activities are described under the Human Services Section of this CAPER.

**Table 6: Fiscal Year Summary HOME Match Report**

| <b>Fiscal Year Summary – HOME Match</b>  |              |
|--|--------------|
| 1. Excess match from prior Federal fiscal year                                 | \$18,058,153 |
| 2. Match contributed during current Federal fiscal year                        | \$2,201,859  |
| 3. Total match available for current Federal fiscal year (Line 1 plus Line 2)  | \$20,260,012 |
| 4. Match liability for current Federal fiscal year                             | \$80,266     |
| 5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) | \$20,179,746 |

| <b>Project No. or Other ID</b> | <b>Date of Contribution</b> | <b>Cash (non-Federal sources)</b> | <b>Foregone Taxes, Fees, Charges</b> | <b>Appraised Land/Real Property</b> | <b>Required Infrastructure</b> | <b>Site Preparation, Construction Materials, Donated labor</b> | <b>Bond Financing</b> | <b>Total Match</b> |
|--------------------------------|-----------------------------|-----------------------------------|--------------------------------------|-------------------------------------|--------------------------------|--|-----------------------|--------------------|
| various                        | Prior years                 |                                   | \$2,201,850                          |                                     |                                |  |                       | \$2,201,850        |

| <b>Program Income</b>                                   |  |  |                                 |   |
|---|--|--|---------------------------------|---|
| <b>Balance on hand at beginning of reporting period</b> | <b>Amount received during reporting period</b> | <b>Total amount expended during reporting period</b> | <b>Amount expended for TBRA</b> | <b>Balance on hand at end of reporting period</b> |
| \$65,636  | \$533,118                                      | \$236,062  | \$222,554                       | \$344,128   |

**HOME MBE/WBE report (next page)**

The data for the MBE/WBE report is collected for the federal fiscal year (October 1 through September 30). Since this report was prepared before that period, the data is not yet available, but will be inserted before staff submits the CAPER to HUD.

| <b>Table 8: Minority Business Enterprises and Women Business Enterprises</b> |                   |                                   |                           |                    |           |                    |
|--|-------------------|-----------------------------------|---------------------------|--------------------|-----------|--------------------|
|  | Total             | Minority Business Enterprises     |                           |                    |           | White Non-Hispanic |
|  |                   | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic  |                    |
| <b>Contracts</b>   |                   |                                   |                           |                    |           |                    |
| Number   | 16                | 0                                 | 2                         | 1                  | 0         | 13                 |
| Dollar Amount  | 22,724,166        | 0                                 | 30,185                    | 46,500             | 0         | 22,647,481         |
| <b>Sub-Contracts</b>   |                   |                                   |                           |                    |           |                    |
| Number   | 45                | 1                                 | 3                         | 0                  | 5         | 36                 |
| Dollar Amount  | 16,632,604        | 187,085                           | 814,830                   | 0                  | 1,562,242 | 14,068,447         |
|  | <b>Total</b>      | <b>Women Business Enterprises</b> | <b>Male</b>               |                    |           |                    |
| <b>Contracts</b>   |                   |                                   |                           |                    |           |                    |
| Number   | <b>16</b>         | <b>3</b>                          | <b>13</b>                 |                    |           |                    |
| Dollar Amount  | <b>22,724,166</b> | <b>193,817</b>                    | <b>22,530,349</b>         |                    |           |                    |
| <b>Sub-Contracts</b>   |                   |                                   |                           |                    |           |                    |
| Number   | <b>45</b>         | <b>7</b>                          | <b>38</b>                 |                    |           |                    |
| Dollar Amount  | <b>16,632,604</b> | <b>499,429</b>                    | <b>16,133,175</b>         |                    |           |                    |

**Table 8: Minority Owners of Rental Property [N/A]**

| <b>Minority Owners of Rental Property: Number of HOME-assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b> |       |                                   |                           |                    |          |                    |
|--|-------|-----------------------------------|---------------------------|--------------------|----------|--------------------|
|  | Total | Minority Property Owners          |                           |                    |          | White Non-Hispanic |
|  |       | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic |                    |
| Number   | 0     | n/a                               | n/a                       | n/a                | n/a      |                    |
| Dollar Amount  | \$0   | n/a                               | n/a                       | n/a                | n/a      |                    |

Not Applicable. All of the HOME funds used by the City to assist affordable rental developments was provided to properties owned and managed by non-profit entities, not individual investors.

Table 10: Relocation and Real Property Acquisition

Not Applicable. None of the projects funded with CDBG or HOME funds during this program year involved any tenant relocation or acquisition.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

**Table 9: Number of Households**

|  | <b>One-Year Goal</b> | <b>Actual</b> |
|--|----------------------|---------------|
| Number of homeless households to be provided affordable housing units *    | 10                   | 27            |
| Number of non-homeless households to be provided affordable housing units  | 47                   | In progress   |
| Number of special-needs households to be provided affordable housing units | 47                   | In progress   |
| <b>Total</b>   | <b>104</b>           | <b>27</b>     |

**Table 10: Number of Households Supported**

|  | <b>One-Year Goal</b> | <b>Actual</b> |
|--|----------------------|---------------|
| Number of households supported through rental assistance                 | 10                   | 27            |
| Number of households supported through the production of new units*      | 0                    | 0             |
| Number of households supported through the rehab of existing units*      | 57                   | 13            |
| Number of households supported through the acquisition of existing units | 0                    | 0             |
| <b>Total</b>   | <b>67</b>            | <b>50</b>     |

\* Does not include units completed at Onizuka Crossing, Senior Group Homes, or Jackson St., because those projects were goals from an earlier program years.

### **Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City provided a CDBG and HOME loans with a total of \$1,050,000 to MidPen Housing to rehabilitate Crescent Terrace. Escrow on this loan did not close until May 2016 and construction will begin shortly. The project is expected to be complete by February 2017.

### **Discuss how these outcomes will impact future annual action plans.**

The City anticipates that the Crescent Terrace rehabilitation project will be completed in early Spring 2017, and staff projects meeting all or virtually all of the goals in the 2015-2020 Consolidated Plan by the end of 2020, barring any major unforeseeable events that would prevent the City from doing so, and assuming that the federal funds for these grants continue to be appropriated annually by Congress.

### **Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine**

the eligibility of the activity.

**Table 11: Number of People Served**

| <b>Number of People Served</b>  | <b>CDBG Actual</b> | <b>HOME Actual</b> |
|---|--------------------|--------------------|
| Extremely Low Income (up to 30% of Area Median)   | 263                | 37                 |
| Very Low Income (30% - 50% of AMI)  | 227                | 0                  |
| “Moderate” Income (51% - 80% of AMI, generally referred to as “Low Income” in California) | 26                 | 0                  |
| <b>Total</b>  | <b>516</b>         | <b>37</b>          |

**Narrative Information**

In total, the CDBG and HOME funds expended by the City during the program year provided programs and services to 553 people. Of those beneficiaries, 300 had extremely low incomes, 227 had very low incomes, and 26 had low incomes (referred to as “moderate” by the federal CDBG program).

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

The WorkFirst Sunnyvale, West Valley Haven to Home, and LifeMoves programs include outreach to homeless clients and assessment of their needs.

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

Two of the human services grants (to LifeMoves and the YWCA) helped these agencies provide shelter, transitional housing, and services to homeless clients and victims of domestic violence. In addition, the TBRA is a transitional housing program for homeless households, providing assistance for up to two years.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Several of the Human Services grants supported the provision of services intended to prevent homelessness of Sunnyvale residents including the grants to Sunnyvale Community Services, LifeMoves (InnVision/Shelter Network), YWCA, and Bill Wilson Center. In addition, the fair housing services provided also helped tenants avoid eviction and/or homelessness by addressing discrimination practices. In addition to the activities funded with CDBG, the City also provided assistance to other programs that aim to prevent homelessness using local funds. These include grants to Senior Adults Legal Services, West Valley Community Services, and funding for tenant-landlord mediation programs. Last year, the City funded a new Homelessness Prevention and Rapid Re-Housing (HPRR) Program with \$250,000 in funds from the City's former redevelopment agency housing fund.

Last April, the City responded to a fire at the Twin Pines Manor Apartments and coordinated with Sunnyvale Community Services to assist 81 households displaced by the fire. The new HPRR Program was available to address some of the relocation needs of the affected residents.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Several of the activities funded helped homeless clients and families transition to permanent

housing, including: TBRA, WorkFirst Sunnyvale, and the human services grants to LifeMoves, West Valley Community Services, and YWCA. The total CDBG and HOME funding for these activities was \$740,000 in FY 2015-16, plus \$10,000 in General Funds for the grant to West Valley Community Services.

During the program year, the City provided a significant amount of funding (\$665,000) for activities that helped homeless people obtain housing and jobs (WorkFirst Sunnyvale and TBRA). In addition, the City continues to participate in the county-wide efforts, such as the CoC and Destination Home, to end homelessness throughout the County. In addition, in FY 2013-14, the City provided over \$10 million in local and HOME funds to assist the development of the Parkside and Onizuka projects, which includes 47 permanent supportive housing units for homeless clients.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

**Actions taken to address the needs of public housing**

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

**Actions taken to provide assistance to troubled PHAs**

This section is not applicable as there is currently no official public housing in Sunnyvale. The City collaborates with the Housing Authority of the County of Santa Clara (HACSC) on its efforts to provide Section 8 vouchers, mortgage credit certificates, supportive services and other assistance to Sunnyvale residents. The City also supports the HACSC in its efforts to increase federal appropriations for Section 8 and other affordable housing programs in Sunnyvale and in the County.

The City partnered with the Housing Authority on several efforts in recent years, including a joint TBRA program for clients on the Section 8 waiting list, and several Sunnyvale housing projects which were awarded project-based vouchers, including the Fair Oaks Senior Housing project, two senior group homes, and two new affordable rental projects recently completed (Parkside Studios and Onizuka Crossing).

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City does not impose any public policies that unreasonably constrain housing development. There are no growth limitations or rent control policies, and property tax policies are largely set by the State. The City's land use designations and zoning are supportive of development of a wide variety of housing types, including single- and multi-family housing, ownership and rental, mobile homes, manufactured/modular housing, and so on. The City follows the State building code, and its fees and charges are reasonable and consistent with prevailing prices in the region. Between 2005 and 2014, a total of 4,269 new housing units were permitted by the City, an average of 427 per year. Nearly half of these were in multi-family rental projects.

In 2014, the City updated the Constraints Analysis of its Housing Element, as required under California Housing Element law (Government Code 65580), to analyze city policies and land use regulations to determine if they had any negative effects on development. The State determined, with its recent certification in January 2015 of the City's 2015-2023 Housing Element, that the City does not currently implement policies that create barriers to affordable housing. Additional detail is available in the City's Housing Element<sup>2</sup>, which is provided in its entirety on the City's website and in the Library. As noted above, thousands of new dwelling units of various types and price points have been developed and additional units renovated in recent years, in most cases without any direct assistance from the City. This provides evidence that the City's policies do not unduly constrain residential development. In addition, the City has successfully assisted a number of affordable housing developments in recent years, which demonstrates that City policies do not have negative effects on assisted housing production.

Non-governmental barriers, primarily market factors such as high land costs, construction costs, and high prevailing market prices for housing, have been the primary challenges facing jurisdictions in the region, including Sunnyvale, in recent years, not public policies. These barriers are addressed, within the City's limited ability to address them, through the housing activities listed in the City's Action Plan and through the goals and policies listed in the Housing Element.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City continues to seek opportunities to provide housing in the community for underserved residents. These opportunities include local policies and funding commitments that support the development, maintenance, and improvement of affordable housing in Sunnyvale. For instance, in early 2015 the City made a conditional commitment of \$5 million in local housing funds for a new development of approximately 63 units, including at least three homeless units, affordable to lower income households. The City's FY 2016/17 Action Plan allocated \$626,520 in HOME funds towards construction. This project, Benner Plaza, will be located at 460 Persian Drive in Sunnyvale.

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<sup>2</sup> <http://HousingElement.inSunnyvale.com>

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City continues to provide lead-based paint testing and assessment services on all housing built before 1978 that receives CDBG or HOME funding for rehabilitation and/or acquisition. The City ensures that the requirements for notification, evaluation and reduction of lead-based paint hazards in projects receiving Federal assistance are met. Information regarding lead-based paint hazards is given to all property owners and residents prior to any rehabilitation work being undertaken. The City also requires that all contractors and owner participants view the “Safe Work Practices” video developed by the City and read the “Lead Paint Safety” field guide prior to participating in the Paint Program. Staff continues to keep abreast of any new developments in lead-safe housing regulations.

During the program year, two homes were tested for lead in conjunction with a rehabilitation loan. Both homes tested negative with no hazardous conditions.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Last April, the City adopted a new minimum wage ordinance to increase the minimum wage to \$15 by 2018, increasing the local minimum wage to \$11/hour beginning on July 1, 2016. The ordinance includes an annual adjustment based on inflation starting on January 1, 2019, and every January 1 thereafter. This action alone will help many workers increase their household incomes to above the federal poverty levels.

Employment Development Efforts

NOVA (North Valley Job Training Consortium)

Sunnyvale residents have access to employment development and training services provided by NOVA (North Valley Job Training Consortium). NOVA is funded entirely through federal, state and foundation grants, with the primary resources coming from the Workforce Innovation and Opportunity Act (WIOA). NOVA serves a consortium of seven cities in northern Santa Clara County (Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale), as well as all of San Mateo County. Many of the services and programs provided by NOVA target disadvantaged youth and adults who may have limited education or barriers to employment.

With unemployment continuing to decline, NOVA’s WIA funding for FY 2015–16 slightly decreased (4%) from FY 2014–15. NOVA provided 54,984 unique services to 4,345 job seekers over the course of the year, a 22% decrease in the volume of job seekers served, and indicative of the improving economy.

A total of 1,065 Sunnyvale adults accessed the NOVA Job Center (a 25% increase from the prior year) receiving 13,723 services. NOVA enrolled 38 Sunnyvale youth who received in-depth career guidance services and/or work experience.

NOVA responded to a large increase in layoffs experienced by companies in the region, with 78 layoff events at 50 companies, impacting about 6,000 individuals. Ten of the layoffs affected 1,077 employees in Sunnyvale.

In addition to NOVA’s regular WIOA grants, special grant investments and initiatives that benefit the Sunnyvale population included:

1. In January 2016 NOVA was awarded a \$3.2 million grant to serve job seekers laid off from the technology industry. The grant will provide career advising, job search workshops and resume assistance, and skills training where necessary for individuals to update their skills to be competitive in attaining new employment. It is planned that 920 participants will be served over the term of the grant, which operates through December 31, 2017.
2. In FY 2014–15 NOVA was awarded a \$5.3 million grant specifically to work with individuals who have been out of work for over six months. The grant focuses on providing training in technology occupations to mid- to high-skilled job seekers throughout the Silicon Valley region, including San Francisco, San Mateo and Santa Clara Counties, and southern Alameda County. Several strategies unique to this population will be piloted, included intensive career advising, work experience, and financial counseling as needed. Over 1200 participants will be served over the term of the grant, which ends October 31, 2018.
3. The LinkedIn for Good Foundation awarded NOVA a second \$30,000 grant to serve low-income disadvantaged youth. LinkedIn also selected NOVA as its local partner in Sunnyvale for its *Engage In* initiative to tackle the issue of global youth unemployment. As part of this collaboration with NOVA, LinkedIn has hosted special *InDay* events for youth in our community. Through Fremont High School, De Anza College, and Columbia Middle School, 100 local young people were able to participate in a special event at LinkedIn in May 2016 to learn more about leadership, future careers, and themselves.

#### Work First Sunnyvale

The City provided CDBG funding for a “Work First Sunnyvale” Workforce Development Program that also aims to reduce poverty, specifically among the homeless population, by increasing employment and access to housing. The program helps homeless clients obtain employment or other sources of income and adequate support services/networks to obtain housing and achieve stability. Activities included job readiness training, job skills training, and job placement.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The institutional structure includes private industry, non-profit organizations, and public institutions that deliver the programs outlined in the Consolidated Plan.

The institutional structure for carrying out the City’s housing and community development activities consists of the City’s cooperative relationships within its departments and other government agencies, non-profit organizations, and other institutions involved in the activities described herein.

The City works with the State, neighboring cities, and the County of Santa Clara, as well as with private agencies to coordinate efforts and use resources strategically. Collaboration with industry groups is accomplished through an ongoing relationship with the Silicon Valley Leadership Group’s Housing Action Coalition (HAC), which focuses on affordable housing, and any other interested industry partners, such as lenders, builders, and real estate industry associations.

The City works with the County and surrounding cities, the Housing Authority of Santa Clara County, and local non-profit organizations in an effort to provide adequate and affordable housing for residents of Santa Clara County and specifically for residents of Sunnyvale. The City participates in regional efforts to leverage private and local government resources with

federal resources for the provision of affordable housing and human services for residents of the region.

Most human service agencies funded by the City operate regionally. Sunnyvale cooperates with the other jurisdictions to avoid duplication of services and to ensure that an efficient delivery system is in place. The City continues to cooperate with the County and the County Housing Authority on various programs.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

**Coordination**

The City and other community development organizations in the County coordinate frequently on a variety of initiatives. The City Housing Division staff participates in a collaborative of HUD entitlement grantees within the County, which holds quarterly meetings to discuss activities, technical assistance issues, and identify future opportunities for coordination and cooperation between local governments, housing providers, social service agencies, and the Housing Authority.

The City also participates in the County's Continuum of Care (CoC), comprised of governmental agencies, homeless service and shelter providers, homeless persons, housing advocates, affordable housing developers, and various private parties, including businesses and foundations. The CoC prepares the Countywide Homelessness Continuum of Care Plan, which seeks to create a comprehensive and coordinated system of affordable housing and supportive services for the prevention, reduction, and eventual end of homelessness. The Plan provides a common guide for the County, cities, service providers, the faith community, the business sector, philanthropy, and the broader community to follow in addressing local housing and the goals and services needs for homeless people. The actions included in the City's FY 2015/16 Action Plan to address housing needs and homelessness are consistent with the CoC's plans and policies.

The City also coordinates with other regional agencies, such as the Housing Trust of Silicon Valley, Joint Venture Silicon Valley, NOVA, the County-wide Fair Housing Task Force, and the Valley Transportation Authority, and a number of other non-profit or public agencies, to achieve the goals described in the City's FY 2015/16 Action Plan.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Analysis of Impediments to Fair Housing Choice (AI)

The City's Analysis of Impediments to Fair Housing (AI) meets the requirements of 24 CFR 570.904(c)(1) for entitlement jurisdictions under the CDBG program administered by the U.S. Department of Housing and Urban Development (HUD).

An update to the City's AI was completed and presented to the Housing and Human Services Commission on September 28, 2011 using 2009 data provided in the 2015-20 Consolidated Plan and 2010 Census data. The AI is available on the City's website.

The Housing Division continues to follow any updates relating to the new Fair Housing Rule. The Housing Division understands that the Assessment of Fair Housing (AFH) is not due to HUD until 9 months prior to the start of a new consolidated plan.

Staff continues to make efforts to improve access to services, programs, and activities, including affordable housing opportunities, for all residents, including persons and households with Limited English Proficiency (LEP). The AI includes recommendations to: expand awareness of LEP clients, educate service providers on their obligations to LEP clients, and assess housing and service providers to evaluate the ability of LEP clients to access sponsored services, programs, and activities.

#### Actions to Affirmatively Further Fair Housing

Sunnyvale was involved in the following activities to affirmatively further fair housing during FY 2015-16:

- Provided accessibility improvement grants for 3 homeowners with physical disabilities.
- Provided translation and interpretation services for the City's housing and community development programs.
- Provided information on foreclosure prevention, tenancy rights, financial education, and other fair housing related topics.
- In honor of Fair Housing Month, the City of Sunnyvale partnered with Project Sentinel and held a "Fair Housing" presentation.
- Worked with MidPen Housing and other public agencies to complete development of Onizuka Crossing, which includes 29 units reserved for disabled individuals

The Fair Housing page on the City's website provides a link for residents to report discrimination complaints directly to HUD.

The City actively implements an affirmative marketing plan to inform the public about all housing programs and new housing opportunities, such as Onizuka Crossing. Housing programs are available to those who live or work in the City and the County, and minority and LEP participants are actively sought by reaching out to community organizations serving these communities. A number of program brochures are translated into Spanish. Last year, staff marketed housing programs in the Sunnyvale Quarterly newsletter, online, and via various electronic media. Staff also distributed housing brochures to the Sunnyvale Senior Center, Sunnyvale Public Library, Sunnyvale City Hall and the Sunnyvale Community Center. Staff also attended various community meetings and regional housing events to provide presentations on the City's programs.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

### Monitoring

The City reviews its progress toward the goals of the Consolidated Plan, and continues to monitor all federally funded activities as required by HUD and OMB.

All reporting requirements and HUD deadlines were met this program year. As of April 30, the City met HUD's "timeliness ratio" for expending the CDBG funds in a timely manner.

At the beginning of each program year, agreements are prepared with subrecipients outlining the responsibilities involved with the receipt of federal funds, and the performance standards to be met. During the program year, subrecipients are required to submit quarterly performance reports describing which program goals have been achieved on a quarterly basis. At least every two years, City staff conducts on-site programmatic and internal control monitoring, and visits its funding recipients to review the fiscal and program management of their federally funded programs. The subrecipient agencies maintain documentation of performance indicators available for inspection, with an audit trail from source documents to reports. At year's end, the City prepares biennial evaluations of these agencies. These evaluations are submitted to the Housing and Human Services Commission for review during the grant application process.

Staff inspected all HOME housing rental units due for inspection in FY 2015-16. Overall, 129 units were monitored. Staff also monitored annual reports and/or leasing files for compliance with rent and income limits. All projects were in compliance with the City's housing standards. A sample of 73 units were inspected for Housing Quality Standards (HQS) compliance.

### Outreach to Minority and Women-owned Business Enterprises (MBE/WBE)

The City continues to endeavor to contract with and/or hire MBE/WBE firms for its HOME-assisted projects. The City encourages City staff and CDBG/HOME sub-recipients to actively solicit minority and women-owned businesses in their procurement of goods and services related to HOME-funded projects.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

A notice informing the public of the availability of the CAPER was published in the Sunnyvale Sun on September 2, 2016.

The draft CAPER was available for public review and comment for a 15-day period, beginning September 5, 2016 and concluding on September 21, 2016. Copies of the draft report were available at the City's One-Stop Permit Center and on the City's website: [Housing.insunnyvale.com](http://Housing.insunnyvale.com). The Housing and Human Services Commission held a public hearing on Wednesday, September 21, 2016 to take public comment.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

Not Applicable

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

Not Applicable

## CR-50 - HOME 91.520(d)

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Staff inspected all HOME housing rental units due for inspection in FY 2015-16. Overall, 129 units were monitored. Staff also monitored annual reports and/or leasing files for compliance with rent and income limits. All projects were in compliance with the City's housing standards.

A sample of 73 units were inspected for Housing Quality Standards (HQS) compliance at the properties listed below:

| <u>Property</u>          | <u>Address</u>          | <u>Units/Inspected</u> |
|--------------------------|-------------------------|------------------------|
| ➤ Aster Park             | 1059 Reed Avenue        | 20                     |
| ➤ Carroll Street Inn     | 174 Carroll Street      | 10                     |
| ➤ Eight Trees Apartments | 183 Acalanes Avenue     | 4                      |
| ➤ Fair Oaks Plaza        | 660 S. Fair Oaks Avenue | 11                     |
| ➤ Homestead Park         | 1601 Tenaka Place       | 11                     |
| ➤ Momentum               | 1075 Duane Court        | 1                      |
| ➤ Momentum               | 202 W. Arbor            | 1                      |
| ➤ Moulton Plaza          | 1601 Tenaka Place       | 2                      |
| ➤ Orchard Gardens        | 245 W. Weddell Dr.      | 11                     |
| ➤ Plaza de las Flores    | 233 Carroll Street      | 2                      |

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.**

**92.351(b)**

The City's Analysis of Impediments to Fair Housing Choice includes Appendix A, *Affirmative Marketing Policies and Procedures for Affordable Housing*, which includes a detailed list of special outreach resources to ensure that outreach and marketing efforts will reach groups "least likely to apply," and to provide information to households with limited English proficiency, and/or "linguistically isolated" households. The City will continue to provide the Appendix to assisted housing developers for inclusion in their Marketing Plans.

The waiting lists of local affordable housing developments indicate that affirmative outreach efforts have been very successful in reaching various minority communities, as well as a broad range of household types. MidPen ensures that each of their projects perform outreach marketing in order to affirmatively further fair housing, pursuant to its commitment to non-discrimination and providing equal opportunity in housing, and the requirements and expectations of various regulatory and/or funding agencies. Local housing developers receiving City HOME funds follow a marketing plan that includes contacting local civic and community organizations representative of the ethnic and cultural diversity of the entire County in order to disseminate information about their projects. Both Charities Housing and MidPen Housing implemented a comprehensive affirmative marketing plan to lease the new units available at Parkside Studios and Onizuka Crossing, respectively. Groups representing disabled and elderly clients are also contacted.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

A total of \$533,118 was received in HOME program income. During the program year, over \$236,000 was drawn to fund expenditures for the Onizuka Crossing project and TBRA program.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k)**

Please see the activities described under the Affordable Housing Section (Crescent Terrace) and Actions to Address the Needs of Homeless Persons (TBRA) of this report.

**PR26 - CDBG  
Financial  
Summary Report**

Office of Community Planning and Development  
U.S. Department of Housing and Urban  
Development  
Integrated Disbursement and Information System  
PR26 - CDBG Financial Summary Report  
Program Year 2015, Sunnyvale, CA



**PART I: SUMMARY OF CDBG RESOURCES**

|   |              |
|---|--------------|
| 01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR  | 1,609,103.40 |
| 02 ENTITLEMENT GRANT                                      | 989,453.00   |
| 03 SURPLUS URBAN RENEWAL                                  | 0.00         |
| 04 SECTION 108 GUARANTEED LOAN FUNDS                      | 0.00         |
| 05 CURRENT YEAR PROGRAM INCOME                            | 364,328.65   |
| 05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE) | 0.00         |
| 06 FUNDS RETURNED TO THE LINE-OF-CREDIT                   | 0.00         |
| 06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT              | 0.00         |
| 07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE                  | (100,044.65) |
| 08 TOTAL AVAILABLE (SUM, LINES 01-07)                     | 2,862,840.40 |

**PART II: SUMMARY OF CDBG EXPENDITURES**

|  |              |
|--|--------------|
| 09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION | 943,208.36   |
| 10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT               | 0.00         |
| 11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)                       | 943,208.36   |
| 12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION                               | 234,127.97   |
| 13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS                                | 0.00         |
| 14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES                                    | 0.00         |
| 15 TOTAL EXPENDITURES (SUM, LINES 11-14)                                       | 1,177,336.33 |
| 16 UNEXPENDED BALANCE (LINE 08 - LINE 15)                                      | 1,685,504.07 |

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

|  |            |
|--|------------|
| 17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS | 0.00       |
| 18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING       | 57,575.00  |
| 19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES        | 885,633.36 |
| 20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT    | 0.00       |
| 21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)       | 943,208.36 |
| 22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)      | 100.00%    |

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

|   |                            |
|---|----------------------------|
| 23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION                         | PY: 2013 PY: 2014 PY: 2015 |
| 24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION | 2,988,795.30               |
| 25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS                 | 2,988,795.30               |
| 26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)               | 100.00%                    |

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

|  |              |
|--|--------------|
| 27 DISBURSED IN IDIS FOR PUBLIC SERVICES                       | 530,759.51   |
| 28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR  | 40,011.40    |
| 29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR | 0.00         |
| 30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS                  | (393,831.63) |

|   |              |
|---|--------------|
| 31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30) | 176,939.28   |
| 32 ENTITLEMENT GRANT  | 989,453.00   |
| 33 PRIOR YEAR PROGRAM INCOME                                    | 468,722.82   |
| 34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP                | 100,044.65   |
| 35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)                   | 1,558,220.47 |
| 36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)  | 11.36%       |
| <b>PART V: PLANNING AND ADMINISTRATION (PA) CAP</b>             |              |
| 37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION                | 234,127.97   |
| 38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR   | 0.00         |
| 39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR  | 0.00         |
| 40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS                   | 0.00         |
| 41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)  | 234,127.97   |
| 42 ENTITLEMENT GRANT  | 989,453.00   |
| 43 CURRENT YEAR PROGRAM INCOME                                  | 364,328.65   |
| 44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP                | (100,044.65) |
| 45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)                   | 1,253,737.00 |
| 46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)  | 18.67%       |