



**Council Meeting: December 16, 2008**

**SUBJECT: Consider Priority Funding Needs for Human Services for CDBG funding during FY 2009-10 and 2010-11**

**REPORT IN BRIEF**

The funding process for Community Development Block Grant (CDBG) eligible human service agencies begins a new two-year cycle in December 2008 for FY 2009-10 and 2010-11. The process begins with a recommendation by the Housing and Human Services Commission (HHSC) to the City Council of priority human service needs for the next two years. Following the HHSC's recommendation, Council will consider and prioritize human service needs and identify gaps in service for Sunnyvale residents. The recommendations for targeted services will be included, however not preclude other qualified CDBG eligible services, in the City's Request for Proposals when the City solicits applications from non-profit organizations serving Sunnyvale residents.

On October 22, 2008, after considering the existing services and needs, the HHSC discussed a variety of community needs including: additional services for at-risk youth; food services; transportation assistance; immigrant services; emergency rental assistance; and job education and training. The HHSC made a motion to recommend that a list that includes services for at risk youth; immigrant services; emergency rental assistance; job education and training; food services; and transportation assistance, be forwarded to City Council as the initial basis of the Commission's sense of unmet needs in the community, and with the understanding that there probably will be more added. (See Attachment G for HHSC Minutes.) The Commission's recommendation was based upon concerns that were expressed by service providers during the preparation of the 2005-2010 Consolidated Plan in 2004, and the responses to a recent survey of currently funded human service agencies, as well as emerging needs in the community as perceived by the Commissioners.

Staff concurs with the recommendation of the HHSC and recommends broadening the statement of needs by confirming the broad range of priority human service needs presented in the Consolidated Plan adopted on May 10, 2005, and targeting the following services that benefit low-income residents of Sunnyvale:

- a) Services for at-risk youth
- b) Food services to seniors and households at risk of homelessness

- c) Transportation services, not exclusive to seniors
- d) Emergency rental assistance for individuals and households at risk of homelessness
- e) Employment Training
- f) Housing and supportive services to immigrants

### **BACKGROUND**

For over thirty years Sunnyvale has provided supplemental support to its needy residents through funding various human service agencies. CDBG-eligible human service agencies are defined as outside groups, primarily non-profit organizations, which target services to a population group of which at least 51% are low and moderate income (less than 80% of area median income).

The City intends to continue its support of human service agencies over the upcoming two-year funding cycle (FY 2009-2011). The principal source of this funding has been Community Development Block Grant (CDBG) funding. The amount of this funding is limited by federal statute. A maximum of 15% of the annual CDBG entitlement grant plus prior year's program income received may be utilized for such purposes.

The Consolidated Plan is a five-year strategic planning document, required by the U.S. Department of Housing and Urban Development (HUD), that identifies Sunnyvale's overall housing and community development needs and outlines a strategy to address those needs. Council took action to approve the 2005-2010 Consolidated Plan on May 10, 2005. The next-five year strategy will be updated in FY 2009-10 that will include extensive research and public outreach to identify and evaluate significant community needs.

As part of the process to prepare the 2005-2010 Consolidated Plan, staff conducted eight community meetings during October and November 2004. Meeting locations were selected to encourage participation of various low-income and special needs groups, as well as to provide broad geographic distribution throughout the city. Staff met with various organizations serving low-income and special needs groups for input to understand the critical needs and identify existing gaps in human services in order to prioritize funding. Appendix A of the Consolidated Plan (**Attachment A**) provides a summary of service provider comments identifying gaps in human services and unmet needs. Based on this information and community input, the Consolidated Plan established priority needs by service, as shown in Table I.

During the last two-year funding cycle in December 2006, the Commission reviewed various sources of information including Appendix A of the Consolidated Plan, to evaluate unmet human service needs and identified three specific gaps in existing service within the adopted human service priorities in

the Consolidated Plan. The HHSC recommended to Council the following targeted services to benefit low-income residents of Sunnyvale for FY 2007-08 and 2008-09:

- a) After school programs for “at-risk youth”
- b) Transportation services for seniors
- c) Mental health services for households

These priority unmet human service needs were used to solicit proposals for targeted programs and services from human service agencies. The City received one new proposal to provide transportation services for seniors from the non-profit Outreach and Escort Services. The agency provides affordable, reliable and available transportation for low-income Sunnyvale seniors. Services include public transit and paratransit service rider’s fare subsidies and escorted taxi/non-taxi transportation in order to enable program participants to maintain or enhance their health, welfare and independence.

#### **EXISTING POLICY**

The allocation of resources to human service agencies is guided by Human Services Policy 5.1.3. which was established to ensure that human services provided on behalf of the City by outside groups are provided in the most efficient and cost-effective manner to meet the highest priority needs. The Human Services Policy describes the roles of staff, the HHSC and the Council in the implementation of this policy. It also describes the process through which outside groups can be funded, the methodology by which programs/services can be assessed, and an evaluation system that assures equity in the process of funding considerations by Council.

On April 11, 2006, City Council (RTC#06-112) took action to revise the Human Services Policy 5.1.3. (**Attachment B**). Under the revised policy, every two years the HHSC, following one or more public hearings, will recommend to City Council priority human service needs for the next two years. Following a public hearing, City Council will adopt a two-year priority of human service needs. Although the Consolidated Planning process requires that the City identify public service needs and funding goals once every five years for the upcoming five years, this secondary consideration beyond the Consolidated Plan process allows the City to identify needs and address gaps in service that were not apparent during development of the Consolidated Plan. This prioritization is used to determine and focus on gaps in current services and is intended to generate proposals for targeted programs and services by non-profit agencies. Following this identification of priority needs, staff will solicit proposals from human service agencies, evaluate the proposals, and audit their past performance. The HHSC will then make recommendations to Council for

allocation of CDBG funds and supplemental General Funds (if allocated by the Council).

**DISCUSSION**

The HHSC met on October 22, 2008 to evaluate unmet human service needs and to formulate its recommendation to the City Council. In preparation for the meeting, staff sent a survey to all of the currently funded human services agencies and asked them to identify critical issues and provide their concerns and suggestions regarding any emerging needs. Nine out of the 18 agencies sent back the survey (**Attachment C**) identifying critical issues such as the need for affordable housing, assistance to address the high cost of food, affordable transportation, and the increased need for services to seniors and at-risk youth. Many of the agencies shared concerns on the economic downturn and the reduction or elimination of government funding (State and federal).

Staff also discussed with the Commission the priority human service needs identified in the Consolidated Plan, which were adopted by City Council on May 10, 2005. The following table summarizes current funding levels reflecting these priorities (the actual funding by Agency is shown in **Attachment D**).

**Table I**

**Priority Needs by Service**

| <b>Human Services<br/>Need</b> | <b>Consolidated<br/>Plan Priority</b> | <b>Current CDBG Funding</b> |                |
|--------------------------------|---------------------------------------|-----------------------------|----------------|
|                                |                                       | <b>Dollars</b>              | <b>Percent</b> |
| Senior Services                | High                                  | 67,345                      | 29.0%          |
| Handicapped Services           | High                                  | 9,839                       | 4.2%           |
| Youth Services                 | High                                  | 41,561                      | 17.9%          |
| Child Care Services            | Medium                                |                             |                |
| Transportation Services        | Medium                                | 19,483                      | 8.4%           |
| Substance Abuse<br>Services    | High                                  |                             |                |
| Employment Training            | High                                  |                             |                |
| Health Services                | Medium                                |                             |                |
| Crime Awareness                | Low                                   |                             |                |
| Homeless Services*             | High                                  | 94,061                      | 40.5%          |
| Lead Hazard Screening          | Medium                                |                             |                |
| <b>Total</b>                   |                                       | <b>232,289</b>              | <b>100%</b>    |

*\* Includes emergency services provided by Sunnyvale Community Services and housing services which prevent homelessness provided by Catholic Charities – Shared Housing.*

The Commission also reviewed Appendix A of the Consolidated Plan (**Attachment A**), which describes the consultations undertaken with various outside agencies in 2004 and their perception of needs and gaps in service. To further assist the HHSC, specific data tables and goals of the Consolidated Plan (**Attachment E**) were also provided identifying priority needs for special needs sub-populations. Staff informed the Commission of a 5-year progress table (**Attachment F**) that the HHSC had previously reviewed. This table summarizes cumulative accomplishments in meeting the City's 5-year goals.

In addition to reviewing the various sources and data that were provided to the HHSC, further discussion centered on emerging needs in the community of which the Commissioners are currently aware of, specifically immigrant services. Although immigrant services was not identified as a specific priority, the HHSC made its recommendation to provide immigrant services, particularly housing and supportive services.

The Commissioners identified six specific targeted services based on the following: priority needs identified in the Consolidated Plan; previous service provider comments in the Consolidated Plan; current agency surveys where agencies addressed the cost of food, affordable transportation and the need for job training as critical issues; perceived needs by the Commissioners; and the City's 5-year cumulative goals.

The targeted services for priority funding needs are summarized below:

**1. Services for At-Risk Youth – Youth Service  
(High Priority)**

Service Provider Comments – Consolidated Plan

The Sunnyvale School District and City Parks Department expressed concern over the amount of gang related activities and affiliations. The problems begin in the park and spill over into the school. Children need constructive activities to occupy their time after school.

Current Agency Survey

Friends for Youth and Live Oak Adult Day Services addressed affordable youth services and services for at-risk youth as critical issues. A major concern is the elimination of after-school funding from donors such as the Silicon Valley Community Foundation.

Year 3 of 5-Year Cumulative Goal

Provide Services to Seniors, Youth, and Persons with Disabilities:

- Goal H.1.b – 895 persons

- Cumulative 2005-2010 Accomplishment – 495 persons, 55.31% of goal

## **2. Food services to seniors and households at risk of homelessness (High Priority)**

### Service Provider Comments – Consolidated Plan

Second Harvest expressed that families are in need of food assistance for longer periods of time.

### Current Agency Survey

Sunnyvale Community Services addressed this as one of the top three funding priorities of the Silicon Valley Community foundation. Several agencies identified the need for food as a critical issue, particularly with the economic downturn.

### Year 3 of 5-Year Cumulative Goal

#### A) Provide Supportive Housing Services

- Goal D.1.a – 5,092 senior households
- Cumulative 2005-2010 Accomplishment – 6,670, 76.34% of goal

#### B) Provide Homeless, Housing & Related Supportive Services:

- Goal G.a-d – To provide financial support of nonprofit organizations that provide support services such as food, housing, and emergency assistance
- Cumulative 2005-2010 Accomplishment – 20,774 households and 42 individuals

## **3. Transportation - Services for Families and Youth (Medium/High Priority)**

### Service Provider Comments – Consolidated Plan

This was identified as an unmet need of the community due to gaps in services available to residents, particularly for families and youth.

The Support Network for Battered Women indicated that the availability of bus passes or taxi vouchers is important because many victims do not have their own transportation. Friends for Youth expressed that families are forced to use public transportation, making it difficult to get children to services. A coordinated shuttle service for providers serving children would increase access to services.

### Current Agency Survey

Critical issues: Affordable, convenient, accessible and reliable transportation.

### Year 3 of 5-Year Cumulative Goal

- A) Provide Services to Seniors, Youth, and Persons with Disabilities:
- Goal H.1.b – 895 persons
  - Cumulative 2005-2010 Accomplishment – 495 persons, 55.31% of goal
- B) Homeless, Housing & Related Supportive Services (Families)
- Goal G.a-d – To provide financial support of nonprofit organizations that provide support services such as food, housing, and emergency assistance
  - Cumulative 2005-2010 Accomplishment – 20,774 households

#### **4. Emergency Rental Assistance (High Priority)**

##### Service Provider Comments – Consolidated Plan

Sunnyvale Community Services had indicated that funds for emergency rental aid are limited and insufficient. Catholic Charities also indicated that there is an increased need for emergency rental assistance from local programs for individuals because funds are typically targeted for families. The agency receives 3,000 referral calls per year for emergency rental assistance.

##### Current Agency Survey

Sunnyvale Community Services addressed emergency assistance for housing and food as one of the top three funding priorities of the Silicon Valley Community foundation, particularly with the economic downturn.

##### Year 3 of 5-Year Cumulative Goal

Not addressed

#### **5. Employment Training (High Priority)**

##### Service Provider Comments – Consolidated Plan

Community Association for Rehabilitation (CAR) identified job placement and training services as an unmet need/gap in service.

##### Current Agency Survey

Abilities United previously known as CAR reiterated job training as a critical issue specifically for adults with developmental disabilities. Live Oak Adult Day Services and Support Network for Battered Women identified employment as a critical issue.

##### Year 3 of 5-Year Cumulative Goal

Assist individuals with workforce training and development:

- Goal H.d – 300 persons

- Cumulative 2005-2010 Accomplishment – 2,573 persons, 857.67% of goal. The NOVA Program has provided these accomplishments on behalf of the City.

## **6. Housing and Supportive Services (to Immigrants) (High Priority)**

### Service Provider Comments – Consolidated Plan

Various agencies provide services to immigrants and have indicated a need for translation services to reach out to linguistically isolated Latino communities and a need for more culturally-sensitive outreach in languages appropriate for the community, with an expanded awareness of the changing ethnic composition of the area.

### Current Agency Survey

Not addressed

### Year 3 of 5-Year Cumulative Goal

Not addressed

## **FISCAL IMPACT**

Funding of human service agencies would continue to be supported with CDBG funds, up to the statutory limit of 15% of the annual grant plus prior year program income to the City. The Council may choose to provide supplemental General Funds as in prior years. The estimated allocation for FY 2009-2010 is based on no reduction of the current year's grant, which is \$1,223,626. The maximum CDBG amount for FY 2009-2010 available for support of public services may be adjusted due to the statutory limit per final appropriation and program income received during FY 2008-2009.

## **PUBLIC CONTACT**

The Housing and Human Services Commission held one public hearing on October 22, 2008 and made a motion to recommend that a list that includes services for at risk youth; immigrant services; emergency rental assistance; job education and training; food services; and transportation assistance, be forwarded to City Council as the initial basis of the Commission's sense of unmet needs in the community, and with the understanding that there probably will be more added. (**Attachment G**).

Public contact was made by posting the HHSC agenda on the City's official notice bulletin board, posting of the agenda and report on the City web page, and the availability of the report in the Library and the City Clerk's Office.

## **ALTERNATIVES**

1. Confirm the priority human service needs presented in the Consolidated Plan adopted on May 10, 2005, and identify the following targeted services for low-income residents of Sunnyvale:

- a) Services for at-risk youth
- b) Food services to seniors and households at risk of homelessness
- c) Transportation services, not exclusive to seniors
- d) Emergency rental assistance for individuals and households at risk of homelessness
- e) Employment Training
- f) Housing and supportive services targeted at immigrants

2. Confirm the priority human services needs presented in the Consolidated Plan adopted on May 10, 2005, and identify revised targeted services for low-income residents of Sunnyvale.

3. Adopt revised priority human service needs and direct staff to prepare an amendment to the Consolidated Plan and then identify the services as listed in Alternative 1, or a revised list.

### **RECOMMENDATION**

Staff recommends Alternative 1, to confirm the priority human service needs presented in the Consolidated Plan adopted on May 10, 2005, and identify the following targeted services for low-income residents of Sunnyvale:

- a) Services for at-risk youth
- b) Transportation services, not exclusive to seniors
- c) Emergency rental assistance for individuals and households at risk of homelessness
- d) Food services to seniors and households at risk of homelessness
- e) Employment Training
- f) Housing and supportive services targeted at immigrants

Current investigation, including a survey of the currently funded human service agencies, confirm that the priority needs set forth in the Consolidated Plan are still valid. The Housing and Human Services Commission held a public hearing in October and identified six specific service needs within the adopted human service priorities in the Consolidated Plan.

Staff will initiate a request for proposals based upon the human service priorities adopted by Council, and will specifically request proposals that address one or more of the identified services but will not exclude other qualified CDBG eligible services that are consistent with the Consolidated Plan.

Once proposals have been submitted, the staff and the Commission will undertake the normal review and evaluation process and make their recommendations to the City Council for funding for FY 2009/2010 and FY 2010/2011.

Reviewed by:



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Approved by:



 Gary Luebbers  
City Manager

**Attachments**

- A. Appendix A of 2005-2010 Consolidated Plan
- B. Council Policy 5.1.3 Human Services
- C. Agency Survey
- D. Data on Agencies and Services for FY 2008-09
- E. Data Tables and Goals of 2005-2010 Consolidated Plan
- F. Summary of Accomplishments
- G. Approved Minutes of the Housing and Human Services Commission Meeting of October 22, 2008

**ATTACHMENT A**

**APPENDIX A OF 2005-2010  
CONSOLIDATED PLAN**

# Appendix A

## Summary of Service Provider Comments

(Comments from Focus Groups held October 6, and 7, 2004)

### Affordable Housing/Housing Assistance, Fair Housing Services

**Housing Authority:** The Housing Authority of the County of Santa Clara (HACSC) provides rental subsidies and develops affordable housing for low-income families, seniors and persons with disabilities living in Santa Clara County. The large population and critical need for affordable housing in the Santa Clara Valley has made the agency one of the largest Housing Authorities in the country. The HACSC has indicated that, over the last three years, the number of units of subsidized rental housing has decreased considerably due to: 1) private owners of assisted rental housing opting out or paying off their loans, and 2) a decline in the number of Section 8 housing vouchers available in Santa Clara County and the difficulty of using those vouchers in the private rental market. HUD has separated Housing Authority operating funds from subsidy funds, which may disadvantage housing authorities. The Housing Authority has indicated that there will probably be no new Section 8 vouchers issued in the near future. In addition, low-income families cannot use a rental voucher if they lack a security deposit and the voucher could be lost if not used. The Housing Authority has indicated the need for a security deposit program.

The Housing Authority also stated that the recent drop in Fair Market Rents (FMR), the maximum amount of rent plus utilities costs that HUD uses to determine rent subsidies, by as much as \$497 for a three-bedroom unit in Santa Clara County, is a serious problem. Renters who occupy units with rents above the FMR may have to pay the difference between their actual rent and the FMR payment that HUD will allow. It is also difficult for renters or the Housing Authority to challenge the HUD decrease in rents. The HACSC indicated that programs for vouchers used for homeownership under the Self-Sufficiency Program should be expanded when possible. In addition, HACSC indicated that it is less expensive to provide "wrap-around" supportive services to keep a person with special needs in their home, instead of subsidizing the cost of shelter services.

**Sunnyvale Community Services:** Sunnyvale Community Services (SCS) is an independent, nonprofit emergency assistance agency founded in 1970. The mission of SCS is to prevent homelessness and hunger for low-income families and to help seniors remain independent. Sunnyvale Community Services provides financial aid, food, and other support services that prevent larger problems. Sunnyvale Community Services has indicated that security deposit assistance is one of the greatest needs in the community. Sunnyvale and Milpitas have the greatest growth in families living in poverty due to households overcrowding. Funds for emergency rental aid are limited and insufficient to cover the expanded needs. Many families who seek housing in shelters have enough money for rent but not for deposits. Housing should be the highest priority for the use of federal funds.

**Project Sentinel:** Project Sentinel (PS) is a non-profit agency providing services to help people resolve housing problems as well as dispute resolution and mediation on almost any topic. The agency assists home seekers as well as housing providers through fair housing counseling, complaint investigation, mediation, conciliation and education. These services are funded by

cities and counties in the greater Bay Area and Central Valley. Project Sentinel has indicated that one-time emergency rent or deposit assistance is a high priority need. Many PS clients live on the financial edge, and a one-time event such as a job loss, accident, or illness, can devastate a low-income family. If such an event occurs, many low-income families may need one or two months of assistance to get back on their feet. Project Sentinel also indicated that education and awareness campaigns are big needs in the community. These campaigns need to be more creative with consistent collaboration. In addition, PS expressed that multilingual support, both written and verbal, is also a high priority need.

**Catholic Charities:** Catholic Charities strives to empower the working poor to move beyond basic survival living to a state of meaningful, quality living through economic, family and emotional stability. Catholic Charities assists individuals and families to establish and maintain housing, employment, education and emotional health. To address these complex needs, Catholic Charities employs integrated services designed to address the multiple factors that impact one's ability to be self sufficient and stable. Also because these issues have intergenerational impact, Catholic Charities programs are geared to reach families across age groups:

- At-risk youth and their parents;
- Older adult caregivers and caregivers of older adults;
- Single parents;
- Individuals; and
- Newly arrived immigrants and refugees.

Catholic Charities has indicated that there is an increased need for emergency rental assistance from local programs for individuals because funds are typically targeted for families. In addition, individuals do not qualify if they live in subsidized housing. Catholic Charities receives 3,000 referral calls per year for emergency rental assistance. Catholic Charities indicated that there is an increased demand for supportive housing for individuals with special needs. In addition, Catholic Charities indicated that there is a need for more shelter beds especially for families with older boys.

**Neighborhood Housing Services Silicon Valley (NHSSV):** Neighborhood Housing Services works to improve the living environment of lower-income families in selected neighborhoods of the City of San José and its broader metropolitan area. In partnership with neighborhood residents, the business community, local government, financial institutions and community organizations, NHSSV provides programs and services that promote and support responsible home ownership as a means of revitalizing neighborhoods and engendering community pride and economic stability among residents. Neighborhood Housing Services has indicated that the housing stock and market prices are major issues. Once potential homebuyers are educated and qualified, there is limited housing stock that they can afford. Layered financing has been the key to providing more homebuyer options. Now that NHSSV has recently become an accredited lender, it can reach farther down the income scale.

## Homeless Services and Facilities

There is a small homeless population in the City, although the precise number is difficult to quantify. Individuals and families in shelters and transitional housing who have claimed Sunnyvale as their last permanent place of residence represent about 4.4 % of homeless persons in the countywide HMIS database. With rising housing costs in the City as well as Santa Clara

County, the homeless population is increasing. The need for homeless outreach, prevention, emergency, transitional, and supportive services has increased accordingly.

**Cupertino Community Services (CCS):** CCS is a private non-profit, community based agency that has been providing direct assistance and referral services to the community for more than 30 years. The organization provides a continuum of basic needs and housing services, including information and referrals, food, clothing, shelter, affordable housing, financial assistance and case management. The organization serves the West Valley communities of Cupertino, West San Jose, Los Gatos, Monta Sereno, Saratoga, and Sunnyvale. Cupertino Community Services provides rotating shelters in the Cupertino and Sunnyvale areas through participating churches. Clients are primarily adult males who are highly functional, but often come with criminal records and/or substance abuse problems. The homeless in Sunnyvale appear to congregate around El Camino Real Blvd., near public buildings and spaces. The expunging of criminal records is an issue and a barrier to employment. There is a lack of sufficient seasonal shelter capacity. Homelessness is a regional issue and there is a gap in connecting the homeless to mainstream services such as Temporary Assistance to Needy Families (TANF) and health services. CCS stated that the Santa Clara County 10 Year Plan to Abolish Chronic Homelessness is scheduled to be completed in about six months.

## Senior Services

**Project Match:** The mission of Project Match is to develop safe, affordable housing with supportive services for seniors, thus allowing seniors to live fully and well. Project Match's Senior Group Residence Program consists of nine homes in Santa Clara County. There are 37 seniors living in these homes. Project Match provides furnishings to the common areas of the home, cable TV and telephone service. Each resident has a private room. Project Match also provides case management services to the residents. These services include needs assessment, psycho-social support, conflict management and linkage to community services. Project Match has indicated that the City of Sunnyvale has not spent HOME funds on tenant-based rental assistance. Project Match suggests a regional approach to providing rental assistance through HOME funds, given the threat to the availability of Section 8 vouchers. In addition, Project Match indicated a problem with the HUD Super-NOFA process in that supportive services are targeted to persons with disabilities and not other types of special needs.

**The Health Trust/Meals On Wheels Program:** The Meals On Wheels Program delivers seven breakfasts and seven frozen meals, which may be used for lunch or dinner once a week, to homebound seniors unable to cook or shop for themselves. Deliveries are available throughout Santa Clara County. These meals are made available through a partnership between Santa Clara County Social Services Agency and the Council on Aging Silicon Valley (COA). Meals On Wheels expressed concern about community meetings because clients are homebound. Meals On Wheels has indicated that they are seeing more homebound non-seniors due to chronic illness, accidents and persons with disabilities. As society changes, individuals increasingly choose to live at home rather than of residential care facility or institution. Meals On Wheels also stated that there are increasing numbers of home-bound individuals with children, without adequate child care assistance.

The service provider volunteers are often the client's sole contact with society. Volunteers also deliver newspapers and do periodic simple health screenings. Meals On Wheels stated that a companionship program is a gap in service and that potential liability prevents them from extending this service. Meals On Wheels is starting a verbal companionship program of

“telephone buddies.” Clients often need other supportive services and Meals On Wheels could serve as a coordinator to link clients with other services. In addition, there are corporate programs that may also assist (such as Safeway’s program to provide free deliveries to homebound senior clients who are served by Meals On Wheels). Meals On Wheels indicated that an outreach/marketing effort is needed for mobile home park residents.

**Senior Nutrition Program (Methodist Church):** The Senior Nutrition Program of the Methodist Church is a community outreach program operated with funding from Federal, State, County and City governments. The program provides nutritional lunches that meet U.S. Department of Agriculture guidelines, five days a week Monday through Friday and serves close to 200 lunches daily with a minimum donation requested from participants. The Senior Nutrition Program has indicated that individuals who need the program the most are often the most difficult to reach out to. Ethnicity of clientele has shifted over the past 15 years from nearly all Caucasian to half Chinese. In addition, food choices and preparation has changed to reflect the new clientele. The Senior Nutrition Program has indicated that the income level of clients may be slightly higher now since the cost of living has forced the lowest-income clients to leave Sunnyvale. Most clients are in homes purchased years ago, subsidized rental housing, or mobile homes.

## Youth and Family Services

**Support Network for Battered Women (SNBW):** The mission of the Support Network is to empower a diverse community to live free from domestic violence. Services include a 24-hour toll-free crisis line, an emergency shelter, counseling, information and referrals, support groups, safety planning, legal services and community education presentations. Staff and volunteers contact victims of domestic violence to inform them of their rights and resources. Making services available to children is a priority for the Support Network, as well as, providing culturally competent services to the Latino community and providing support services to the whole family. The agency responds to approximately 560 crisis calls per year. Last year, about 25 Sunnyvale women and their children were served, The Support Network operates a teen violence prevention/education program. Last year 300 Sunnyvale youth participated.

Support Network has indicated that the need for domestic violence service is tremendous. Only 58 domestic violence shelter beds exist countywide. One in three women will experience domestic violence in their lifetimes. SNFBW has an 18-bed shelter. Last year SNFBW provided 270 women and children with shelter. Additionally, SNFBW provides hotel/motel vouchers. SNFBW is one of four agencies that meet monthly to coordinate strategic planning of the Santa Clara County Domestic Violence Council/Consortium.

SNFBW has indicated that one challenge in meeting the needs of battered women is that other service providers have little experience working with domestic violence victims. Therefore, other programs are not designed to help domestic violence victims. SNFBW has indicated that community education for helping professionals is not prioritized to address domestic violence. SNFBW has indicated that a lack of funding for credit reports and assistance in addressing credit issues is a problem in getting domestic violence victims housed. In addition, the time required to process food stamp applications and other types of assistance is a barrier to domestic violence victims. Obtaining affordable health care and prescription drugs for domestic violence victims is a challenge.. SNFBW has had to cut its community education program, due to decreased funding. Responsibility for participation and coordination in community education is now dispersed among the service provider staff, which is not the most effective way to promote community outreach and education.

SNFBW has indicated that lack of transportation is also a problem for domestic violence victims. Availability of bus passes or taxi vouchers is important because many victims do not have their own transportation. SNFBW tries to coordinate with other service providers to coordinate transportation. SNFBW has indicated that child care and legal assistance are also unmet needs. SNFBW has indicated a need for legal service providers with experience in domestic violence issues. The current economic climate has increased the barriers to obtaining affordable housing and supportive services. SNFBW has indicated that it needs translation services to reach out to isolated Latino communities. SNFBW has indicated that there is a shortage of such services and it is dangerous to use children as translators in domestic violence cases. SNFBW has a collaboration with AACI (Asian Americans for Community Involvement) to serve the Asian community.

**Catholic Social Services (CSS):** CSS provides after-school programs, gang prevention programs and operates a youth center in San Jose. The majority of its clients are Hispanic, however, a significant number are Vietnamese and Filipino. In addition, the Asian population is increasing in Sunnyvale. CSS has indicated that funding cuts have required them to reduce many youth programs and services. In addition to serving the growing number of Vietnamese and Filipino communities, CSS serves children of undocumented families. CSS has identified the areas of the City bounded by Wolfe and Lawrence, north of El Camino Real, as having an ongoing presence of youth gangs, creating fear among children walking through this area.

**DeAnza College Euphrat Museum of Art:** Serves at-risk youth in schools since it was founded 13 years ago. Funding allows them to offer classes taught by professional artists to serve 25 to 30 children per semester. The Euphrat program specializes in use of the arts for highlighting community issues and problems and problem-solving. Due to the popularity of the classes offered at DeAnza College Euphrat Museum of Art, they cannot meet all requests and currently maintain a waiting list for participation. They need more funding in order to hire more teachers and expand the program to meet demand. The program staff feel that busing at-risk youth to college campuses exposes them to college opportunities. DeAnza College Euphrat Museum of Art would like to expand inter-agency collaboration to outreach to more at-risk youth. DeAnza College Euphrat Museum of Art has indicated that there is a need for more culturally-based language appropriate community outreach with expanded awareness of the changing ethnic composition of the area.

## Health and Mental Health Services

**Friends for Youth, Inc. (at Columbia Neighborhood Center):** FY provides one-to-one mentoring of youth with adult mentors. Children are referred by youth professionals (school officials, law enforcement, youth counselors, etc.). The agency serves children ages eight to 17. The needs include additional funding, lack of volunteers and availability of professional counselors for special needs and other supportive youth services. Other services go hand-in-hand with FY programs. FY has indicated that there is a problem of "mini-gangs," small, informal groups of children who are "at-risk." FY's waiting list indicates that additional mentors are needed for all children to be served. Almost all children are from lower-income families. Youths from low-income families are at a greater risk of getting into trouble. Transportation is also a problem. Families are forced to use public transportation that have difficulties getting children to services. A coordinated shuttle service for providers serving children would increase access to services.

**Sunnyvale School District (Special Education and Student Support Services):** The Sunnyvale School District (SSD) has expressed concern over the amount of gang related activities and

affiliations. The problem begins in the park and spills over into the school. SSD indicated that the reduction in school counselors has limited their ability to address gang activities. Children need constructive activities to occupy them after school. Parental training and involvement is necessary, but many parents have to work two or more jobs to provide for the family thus leaving little time for training and supervision. SSD expressed a need for bi-lingual family liaisons located within the school district's resource center to network with families. Language and cultural differences are sometimes the greatest barriers to working with children and their families. SSD indicated that three elementary schools: Lakewood, Bishop, and Vargas have the greatest concentrations of children participating in the reduced and free-lunch programs. These schools all send students to the Columbia Middle school.

SSD stated that mental health screening and assessment resources are not easily accessible for children. In addition, there are no convenient and accessible adolescent mental health facilities with which the Sunnyvale schools can link. Health services have been reduced and Columbia Middle school has the only permanent on-site health aide. Other schools are served by rotating health aides. Child care is also a challenge for families who want to access services for special needs children.

In addition to the support services provided by the School District, there is a need to expand the Columbia Community Center to increase its capacity to deliver services to low- and moderate-income residents in Northern Sunnyvale.

### Agency - General Information<sup>1</sup>

| AGENCY                                      | Youth Services | Senior | Homeless | Persons with Disabilities | Immigrants | Victims of Domestic Violence | Low-Income Families | Substance Abusers | Affordable Housing | Homeless Shelter | Transitional Housing | Shared Housing/Rent Assistance | Nutrition Meals/Food Bank | Job/Educational Training | Fair Housing/Legal | Health/Mental Health | Senior/Youth Center |
|---|----------------|--------|----------|---------------------------|------------|------------------------------|---------------------|-------------------|--------------------|------------------|----------------------|--------------------------------|---------------------------|--------------------------|--------------------|----------------------|---------------------|
| Project Sentinel                            |                | x      | x        | x                         |            |                              | x                   |                   | x                  |                  |                      |                                |                           |                          | x                  |                      |                     |
| Support Network for Battered Women          | x              | x      | x        | x                         | x          | x                            | x                   |                   |                    | x                |                      |                                |                           |                          |                    | x                    |                     |
| Second Harvest Food Bank                    | x              | x      | x        | x                         | x          | x                            | x                   | x                 |                    |                  |                      |                                | x                         |                          |                    |                      |                     |
| Catholic Charities Youth Community Services | x              |        |          |                           | x          |                              | x                   |                   | x                  |                  |                      |                                |                           | x                        |                    |                      | x                   |
| Senior Nutrition Program                    |                | x      |          | x                         |            |                              |                     |                   |                    |                  |                      |                                | x                         |                          |                    |                      |                     |
| Housing Choices Coalition                   |                |        |          | x                         |            |                              |                     |                   | x                  |                  |                      | x                              |                           |                          |                    |                      |                     |
| Community Association for Rehabilitation    |                |        |          | x                         |            |                              |                     |                   |                    |                  |                      |                                |                           |                          |                    |                      |                     |
| Project Match                               |                | x      |          |                           |            |                              |                     |                   | x                  |                  | x                    |                                |                           |                          | x                  | x                    |                     |
| Junior Achievement of Silicon Valley        | x              |        |          |                           |            |                              |                     |                   |                    |                  |                      |                                |                           | x                        |                    |                      |                     |
| Friends for Youth, Inc.                     | x              |        |          |                           |            |                              | x                   |                   |                    |                  |                      |                                |                           |                          |                    |                      |                     |
| India Community Center                      | x              | x      | x        | x                         | x          | x                            |                     |                   |                    |                  |                      |                                | x                         | x                        |                    | x                    | x                   |

<sup>1</sup> This summary is based on service provider forms completed in October 2004 by public and private agencies.

## Summary of Agency Responses to Written Surveys

(Submitted September – October 2004)

### Support Network for Battered Women

#### Critical Issues

- Affordable health care
- Transportation
- Child care
- Credit reports for housing applicants

#### Unmet Needs/Gaps in Services

- Bi-Lingual service agencies
- Comments: Past 5 yrs and next 5 yrs
- N/A

#### Additional Concerns

The amount of time it takes to process applications for food stamps and aide

### Second Harvest Food Bank

#### Critical Issues

- Home delivered services
- Services for single adults without children
- Mobility issues for seniors and individuals with compromised health

#### Unmet Needs/Gaps in Services

- Limited home delivered services such as Meals On Wheels
- Comments: Past 5 yrs and next 5 yrs
- Families in need of food assistance for longer periods of time

Additional Concerns: N/A

### Catholic Charities Youth Community Services

#### Critical Issues

- Gangs
- Teen Pregnancy
- School Drop-outs

#### Unmet Needs/Gaps in Services

- Longer hours at the Washington Youth Center including Sundays
- Comments: Past 5 yrs and next 5 yrs
- N/A

Additional Concerns:

N/A

## **Senior Nutrition Program**

### **Critical Issues**

Balanced affordable nutrition  
Cost of living  
Transportation

### **Unmet Needs/Gaps in Services**

Transportation influences ability to help participants  
Comments: Past 5 yrs and next 5 yrs  
High cost of living, forcing seniors out of area

### **Additional Concerns:**

Need to develop a system to contact those who are in need of assistance

## **Housing Choices Coalition**

### **Critical Issues**

Affordable housing mainly 2-3 bdrm (20% of AMI)  
Funding to buy units for special needs groups  
Deposit assistance program for households when buying a unit

### **Unmet Needs/Gaps in Services**

Create a standard for evaluating non-traditional credit  
Non-traditional = those who do not have established credit.  
Educate property managers on financial programs  
Comments: Past 5 yrs and next 5 yrs  
N/A

### **Additional Concerns:**

Having the city invest in "non-traditional" homeownership strategies such as equality CO-OP, Investor Programs, Land Trusts  
Programs that are sustainable and reduce the cost of homeownership

## **Catholic Charities**

### **Critical Issues**

Affordable Housing "very very low-income individuals" (<30% of MFI)

### **Unmet Needs/Gaps in Services**

Affordable housing specifically rentals  
Comments: Past 5 yrs and next 5 yrs  
Increase awareness of the value of affordable housing for very low-income individuals and those with special needs

### **Additional Concerns:**

N/A

## **Project Sentinel**

### ***Fair Housing Education and Outreach***

#### **Critical Issues**

Providing timely and accurate information so consumers can make informed decisions.  
Affordable Housing

#### **Unmet Needs/Gaps in Services**

Under-educated housing providers and consumers  
Anti-predatory lending enforcement  
Legal action against housing providers who victimize low-income tenants  
Comments: Past 5 yrs and next 5 yrs  
N/A

#### **Additional Concerns:**

Education of social services agencies regarding services provided by organizations other than their own

### ***Landlord/Tenant Mediation***

#### **Critical Issues**

Low-Income Housing Opportunities  
Resolving disputes before the parties become legally or administratively engaged

#### **Unmet Needs/Gaps in Services**

Financial assistance for emergencies  
Multilingual Services for administrative or legal claims  
Encouraging Understanding of cultural diversity  
Improved coordination between non-profit services providers  
Comments: Past 5 yrs and next 5 yrs  
Understanding diversity  
Volunteer bank Important

#### **Additional Concerns: N/A**

## **Community Association for Rehabilitation**

#### **Critical Issues**

Early intervention services  
Family support services  
Affordable Housing  
Health Care  
State funding for services

#### **Unmet Needs/Gaps in Services**

Appendix A  
Agency Consultation

Affordable Housing  
Job placement and training services  
Comments: Past 5 yrs and next 5 yrs  
Increase in number of special needs results in a major challenge specifically Autism

**Additional Concerns:**

Special needs specifically seniors with disabilities needing health services  
Affordable housing

**Project Match**

**Critical Issues**

Affordable Housing "35% of median"  
Rent Subsidies for <30 % of MFI  
Affordable housing be converted to fair market  
Emergency services for seniors

**Unmet Needs/Gaps in Services**

Housing support services for <50% of MFI  
Comments: Past 5 yrs and next 5 yrs  
N/A

**Additional Concerns:**

Financing "TBRA" tenant based rental assistance through local funding

**Junior Achievement**

**Critical Issues**

Work force preparation for youth

**Unmet Needs/Gaps in Services**

N/A  
Comments: Past 5 yrs and next 5 yrs  
N/A

**Additional Concerns:**

N/A

**Friends for Youth, Inc.**

**Critical Issues**

Resources for at-risk adolescents and teens  
Resources for youth not able to participate in fee-based activities  
Resources for youth not able to participate in school-based programs  
At-risk youth, long term support  
Timely opportunities for support and services

**Unmet Needs/Gaps in Services**

Sufficient resources to serve all at-risk youth seeking services

Comments: Past 5 yrs and next 5 yrs

Economy has influenced financial resources to maintain service levels

Rebuild financial resources to return service levels to "norm"

**Additional Concerns:**

N/A

## AGENCY CONSULTATION LETTER

Dear \_\_\_\_\_:

The Housing Division of the Sunnyvale Community Development Department would like to invite you to a service providers meeting. The purpose of the meeting is to solicit input from your agency regarding current needs, services, outreach efforts and existing gaps in services to low- and moderate-income residents and communities.

The City of Sunnyvale is currently in the process of preparing a new housing and community development plan – the five-year Consolidated Plan. The Consolidated Plan is a federal Department of Housing and Urban Development (HUD) mandated plan that outlines existing and future needs and sets forth the strategies the City will undertake and prioritize for using federal funds to address those needs. Your input is important and will help us develop effective strategies, as well as target our limited funding to areas and groups where it will have the most impact.

Please see **Attachment A** to this letter for days, times and locations of the meetings. Each meeting will focus on a specific topic. Although you are invited to attend any of the meetings in which you have an interest, we would especially like you attend the meeting(s) that focus on the topic(s) that correspond with your primary mission. **Please RSVP to Katrina Ardina by mail, e-mail, telephone, or fax by at the contact information listed below by October 1, 2004. Please specify which of the meeting day(s) and time(s) you or your designee will attend.**

Katrina Ardina  
Sunnyvale Community Development Department, Housing Division  
456 West Olive Avenue, Sunnyvale, CA 94088  
Telephone: (408) 730-7250  
Fax: (408) 730-4906  
E-Mail: kardina@ci.sunnyvale.ca.us

In addition, we have enclosed a survey (**Attachment B**) that will be used to gather information about the services your agency provides and the needs of your clientele. Please take a few moments to complete the survey and **bring it with you to the meeting**. Please feel free to attach additional information about your agency or services to the survey. If you are not able to attend, please e-mail, fax, or mail the survey to Katrina Ardina at the contact information above. **If you intend to e-mail the information, please send it simultaneously to Ms. Ardina and to the City's consultant, Cotton/Bridges/Associates, to the attention of Jeff Goldman at jeff.goldman@cbaplanning.com.**

Please verify on the survey form that the contact information we have for your organization, and the individual to whom this letter is addressed, are correct. **We would also like your e-mail address, as we intend to use e-mail as much as possible for future communications.**

If you have any questions, please contact Ms. Ardina or the City's consultant, Cotton/Bridges/Associates, attn: Jeff Goldman, at (916) 649-0196, extension 206 or by e-mail at jeff.goldman@cbaplanning.com.

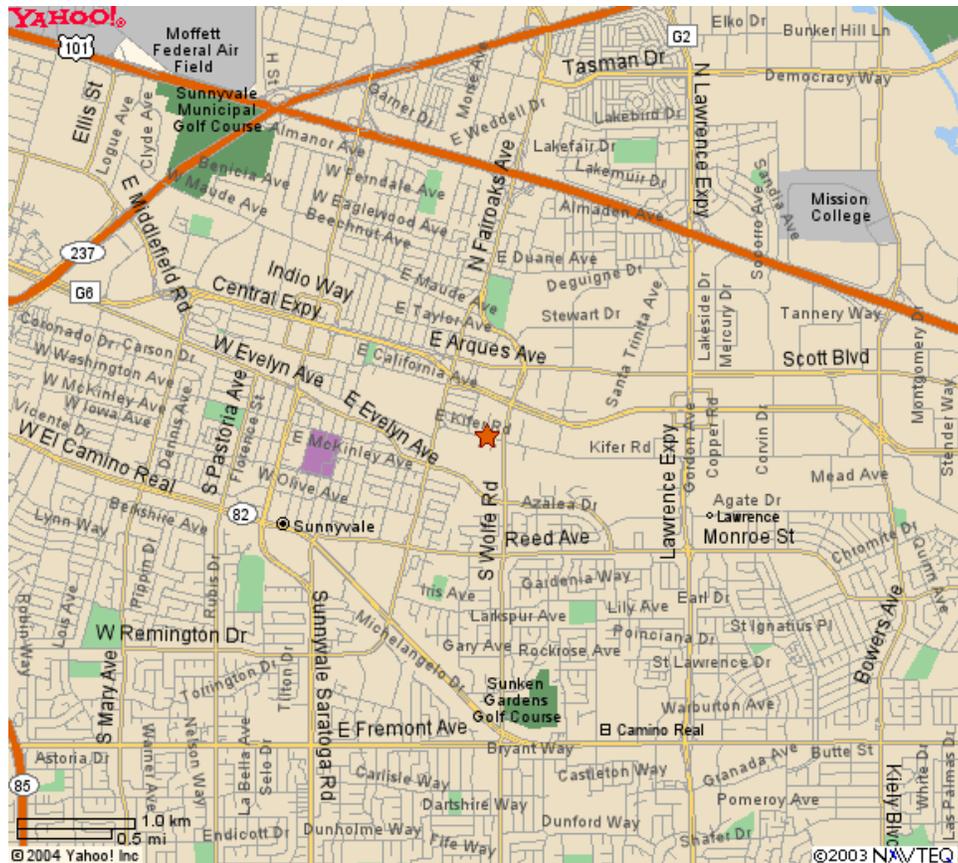
Thank you in advance for you participation in the City's Consolidated Plan update.

Sincerely,

## Attachment A Agency Meeting Schedule

| Topic   | Date      | Time                 |
|---|-----------|----------------------|
| Affordable Housing/Housing Assistance/<br>Fair Housing Services | October 6 | 9 a.m. – 10:30 a.m.  |
| Senior and Disabled Services                                    | October 6 | 11 a.m. – 12:30 p.m. |
| Youth and Family Services                                       | October 6 | 1 p.m. – 2:30 p.m.   |
| Homeless Services and Facilities                                | October 6 | 3 p.m. – 4:30 p.m.   |
| Health/Mental Health Services                                   | October 7 | 1 p.m. – 2:30 p.m.   |
| Adult Employment/Educational Services                           | October 7 | 3 p.m. – 4:30 p.m.   |

**Note:** All meetings will be held at Sunnyvale Community Services, 725 Kifer Road, Sunnyvale. The telephone number is (408) 738-4321. Below is a map of the location.



## **Attachment B**

### **Service Provider Questionnaire – Sunnyvale Consolidated Plan**

The City of Sunnyvale Housing Division is embarking on a new housing and community development plan for 2006-2010 that will replace and update the 2000-2005 ConPlan. We need your input to understand the critical needs and identify existing gaps in services in order to prioritize funding. Although we may have been funding your agency for many years and be very familiar with your services, it would help us to have the following information in a uniform format. We appreciate your time in completing this survey.

## *Agency Information*

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Multiple Office Locations:**      **Yes**    **No**   If Yes, provide information.

**Other Office Addresses:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Clientele:**

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Youth    | <input type="checkbox"/> Persons with Disabilities    | <input type="checkbox"/> Low Income Families |
| <input type="checkbox"/> Senior   | <input type="checkbox"/> Immigrants                   | <input type="checkbox"/> Substance Abusers   |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Other (specify)     |

**Type of Service/Facility Provided:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Affordable Housing   | <input type="checkbox"/> Shared Housing/Rent Assistance | <input type="checkbox"/> Fair Housing/Legal   |
| <input type="checkbox"/> Homeless Shelter     | <input type="checkbox"/> Nutrition/Meals/Food Bank      | <input type="checkbox"/> Health/Mental Health |
| <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> Job/Educational Training       | <input type="checkbox"/> Senior/Youth Center  |
| <input type="checkbox"/> Other (specify)      |   |   |

**Geographic Area Served:** \_\_\_\_\_

\_\_\_\_\_

### Critical Needs & Gaps in Service

**Critical Issues** (List in order of importance):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

### Unmet Needs/Gaps in Service:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments on Changes in Needs and Services in the Past 5 Years/Agencies  
Projected Changes in the next 5 years:

\_\_\_\_\_

\_\_\_\_\_

**Additional Concerns/Suggestions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* \* \* \* \*

**Please return this survey by OCTOBER 5, 2004 to Katrina Ardina, City of Sunnyvale Community Development Department, and Housing Division.**

**By Mail:**  
456 West Olive Avenue  
Sunnyvale, California 94088

**By Fax:**  
(408) 730-4906

**By E-Mail**  
kardina@ci.sunnyvale.ca.us  
jeff.goldman@cbaplanning.com

## AGENCY CONTACT LIST

| Organization                                    | Title 1 | First Name | Last Name      | Title2                                      | ADDRESS                       | City         | ST | Zip   |
|---|---------|------------|----------------|---|-------------------------------|--------------|----|-------|
| Adults Toward Independent Living                |         |            |                |   | 19147 Anne Lane               | Cupertino    | CA | 95014 |
| Asian Americans for Community Involvement       | Ms.     | Josephine  | Hawkins, Ph.D. | President and CEO                           | 2400 Moorpark Ave., Suite 300 | San Jose     | CA | 95128 |
| Bill Wilson Center - Children & Family Services | Mr.     | Sparky     | Harlan         | Executive Director                          | 3490 The Alameda              | Santa Clara  | CA | 95050 |
| Christian Church Homes                          | Mr.     | William    | Pickel         | Development Project Manager                 | 303 Hegenberger Rd STE 201    | Oakland      | CA | 94621 |
| Clara-Mateo Alliance Inc                        | Mr.     | Steve      | Chapralis      | Clinical Director                           | 795 Willow Rd Bldg 323D       | Menlo Park   | CA | 94025 |
| Community Assoc for Rehabilitation Inc          | Ms.     | Lynda J.   | Steele         | Executive Director                          | 525 E Charleston Rd           | Palo Alto    | CA | 94306 |
| Community Technology Alliance                   | Mr.     | Ray        | Allen          |   | 115 E Gish Rd STE 222         | San Jose     | CA | 95112 |
|   |         |            |                |   | 420 S Pastoria Ave            | Sunnyvale    | CA | 94086 |
| Cupertino Community Services                    | Ms.     | Erica      | Headley        | Director of Housing                         | 10104 Vista Drive             | Cupertino    | CA | 95014 |
| Cupertino Community Services                    | Ms.     | Jaclyn     | Fabre          | Executive Director                          | 10104 Vista Drive             | Cupertino    | CA | 95014 |
| Cupertino Unified School District               | Mr.     | Andy       | Mortensen      | Assistant Superintendent of Human Resources | 10301 Vista Dr                | Cupertino    | CA | 95014 |
| East San Jose Law Center                        | Ms.     | Margaret   | Stevenson      | Executive Director                          | 1765 Alum Rock Ave            | San Jose     | CA | 95116 |
| Emergency Hsg Consortium                        | Ms.     | Becky      | McGovern       | Compliance Manager                          | 2011 Little Orchard Ave       | San Jose     | CA | 95125 |
| Euphrat Museum of Art - DeAnza College          | Ms.     | Ms. Diana  | Argabrite      | Program Coordinator                         | 21250 Stevens Creek Bl        | Cupertino    | CA | 95014 |
| Family & Children Services                      | Ms.     | Denise     | Sandoval       | Interim Contracts Admin                     | 375 Cambridge Ave             | Palo Alto    | CA | 94306 |
| First Community Housing                         | Mr.     | Thomas     | Iamesi         | Director of Housing Development             | 2 N Second St STE 1250        | San Jose     | CA | 95113 |
| Fremont Union High School District              | Mr.     | Don        | Fox            | Director of Business Services               | 589 W Fremont Ave             | Sunnyvale    | CA | 94087 |
| Friends for Youth Inc                           | Ms.     | Michelle   | Smith          | Development Associate, Grants Manager       | 1741 Broadway                 | Redwood City | CA | 94063 |
| Health Trust Meals On Wheels                    | Mr.     | Gary B.    | Allen          | President & CEO                             | 1701-A S Bascom Ave           | Campbell     | CA | 95008 |
| Hindu Temple & Community Center                 | Mr.     | Naranji    | Patel          | President                                   | 420-450 Persian Dr            | Sunnyvale    | CA | 94089 |
| Housing Choices Coalition                       | Ms.     | Lisa       | Jackson        | Executive Director                          | 1777 Agnew Road               | Santa Clara  | CA | 95054 |
| Housing Trust of Santa Clara County             | Ms.     | Roccie     | Hill           | Executive Director                          | 1786 Technology Dr            | San Jose     | CA | 95110 |
| India Community Center                          | Mr.     | Pradeep    | Joshi          | Director, Senior Services                   | 285 N. Wolfe Road, Ste. #102  | Sunnyvale    | CA | 94085 |
| InnVision                                       | Ms.     | Christine  | Burroughs      | Chief Executive Officer                     | 974 Willow St                 | San Jose     | CA | 95125 |

Appendix A  
Agency Consultation

| Organization                                    | Title 1 | First Name        | Last Name   | Title2  | ADDRESS                       | City         | ST | Zip   |
|---|---------|-------------------|-------------|---|-------------------------------|--------------|----|-------|
| Lenders for Community Development               | Mr.     | Eric              | Weaver      | Executive Director                            | 111 W St John St STE 710      | San Jose     | CA | 95113 |
| Live Oak Adult Day Services                     | Ms.     | Coleen            | Hudgen      | Executive Director                            | 20920 McClellan Road          | Cupertino    | CA | 95014 |
| Maitri  | Ms.     | Indira            | Chakravorty | Coordinator/Administration                    | PO Box 60111                  | Sunnyvale    | CA | 94086 |
| Mid-Peninsula Alano Club                        | Ms.     | Cathy             | Emerson     | Administrative Assistant                      | PO Box 70802                  | Sunnyvale    | CA | 94086 |
| Mid-Peninsula Citizens for Fair Housing         | Ms.     | Marjorie          | Rocha       | Executive Director                            | 457 Kingsley Ave              | Palo Alto    | CA | 94301 |
| Mid-Peninsula Housing Coalition                 | Ms.     | Fran              | Wagstaff    |   | 658 Bair Island Rd STE 300    | Redwood City | CA | 94063 |
| Mid-Peninsula YWCA (Rape Crisis Center)         | Ms.     | Lorraine          | Phillips    | Executive Director                            | 4161 Alma St                  | Palo Alto    | CA | 94306 |
| Neighborhood Housing Services Silicon Valley    | Mr.     | Edward            | Moncrief    | Executive Director                            | 1156 N Fourth St              | San Jose     | CA | 95112 |
| North Valley Workforce Board                    | Ms.     | Tisha             | Johnson     | Assistant Director                            | 505 W Olive Ave STE 550       | Sunnyvale    | CA | 94086 |
| Project Match Inc                               | Mr.     | Bob               | Campbell    | Executive Director                            | 555 Meridian Ave STE C        | San Jose     | CA | 95126 |
| Project Sentinel                                | Ms.     | Ann               | Marquart    | Executive Director                            | 1055 Sunnyvale-Saratoga Rd #3 | Sunnyvale    | CA | 94087 |
| Project Sentinel                                | Mr.     | Martin            | Eischner    | Director of Dispute Resolution Programs       | 1055 Sunnyvale-Saratoga Rd #3 | Sunnyvale    | CA | 94087 |
| ProMatch  |         |                   |             |   | 420 S Pastoria Ave            | Sunnyvale    | CA | 94086 |
| Salvation Army                                  | Majors  | Kenneth & Deborah | Hood        |   | 1161 S Bernardo Ave           | Sunnyvale    | CA | 94087 |
| Santa Clara County Office of Affordable Housing | Ms.     | Susan             | Phillips    | Acting Director                               | 1735 N First St STE 265       | San Jose     | CA | 95112 |
| Santa Clara County Unified School District      | Mr.     | Roger             | Barnes      | Assistant Superintendent of Business Services | 1889 Lawrence Rd              | Santa Clara  | CA | 95051 |

# **ATTACHMENT B**

## **COUNCIL POLICY 5.1.3 HUMAN SERVICES**

### **Policy 5.1.3 Human Services**

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#### **POLICY PURPOSE:**

The City of Sunnyvale recognizes that the supportive human services programs of the Federal, State and County governments do not fully meet the needs of all its population. The City, therefore, shall make its best efforts to provide supplemental human services, which include but are not limited to the emergency services, senior services, disabled services, family services and youth services.

The City establishes this Human Services Policy to insure that Human Services are identified and provided in the most efficient and effective manner.

This policy establishes guidelines for funding programs/services that may be provided on behalf of the City by outside groups. The intent of this policy is to:

- A. Establish a process through which outside groups can be funded to provide needed human services cost-effectively.
- B. Establish a methodology by which programs/services proposed by outside groups can be assessed.
- C. Establish an evaluation system that assures equity in the process of funding considerations by Council.
- D. Establish the type and amount of funding commitment that the City will provide.

This policy does not apply to those outside groups with whom the City contracts to provide City services other than human services. Human Services Agencies are defined as those which provide supportive services to a specific group of people, at least 51% of whom are low and moderate income (80% or less than of area median income).

#### **POLICY STATEMENT:**

- I. The City will bi-annually, prior to adoption of the two-year Resource Allocation Plan, review prevailing conditions of human needs within the City and give appropriate attention to Human Services Policies in the City. The Housing and Human Services Commission, following one or more public hearings, will recommend to City Council priority human service needs for the next two years. Following a public hearing, City Council will adopt a two-year priority of human service needs.
- II. The City seeks to meet as many Human Service needs as possible using its limited available resources. The primary resource utilized for funding human services is the Federal Community Development Block Grant (CDBG) which permits up to 15% of the annual grant entitlement to be utilized for such purposes. The City Council may choose to supplement CDBG funding of human services through the annual Operating Budget process.
- III. The City assumes an advocacy role to manage the use of its resources to meet human service needs in Sunnyvale in the following ways:

## COUNCIL POLICY MANUAL

- Encourages and advocates coordination and cooperation among organizations providing Human Services in Sunnyvale
- Advocates, encourages and wherever possible, facilitates the co-location of human service providers
- Actively pursues the cooperation of Federal, State, County and other agencies to enhance the quality and availability of human services to residents of Sunnyvale.

IV. The City *may directly provide* needed Human Services when:

- Specifically targeted intergovernmental funds (such as CDBG) are available. The City is the most cost-effective or logical provider of the service, AND
- Provision of such services by the City is compatible with the City's General Plan, policies and/or action plans.

V. The City may *fund service providers* of needed human services when:

- Specifically targeted intergovernmental funds (such as CDBG) are available,
- Another agency is the most cost-effective or logical provider of the service, AND
- Provision of such services by the City is compatible with the City's General Plan, policies and/or action plans.

VI. PROPOSAL FUNDING CATEGORIES:

Programs requesting funding must qualify under one of the categories below:

Operational: Funding of programs and services to address identified community needs or problems as specified in the City's General Plans or other policies through direct financial support and/or in-kind contributions.

- Programs/services funded under this category must represent a service that can be more cost-effectively operated by the proposer than by the City, or
- Must be such that the proposer because of its role in the community is the most logical service provider.
- Funding may be provided on a multi-year basis but is not guaranteed. Continued funding is contingent upon City budget limitations and proposer's previous program performance.
- Proposer must demonstrate good faith efforts to secure funding for programs/service from other sources.

Emergency: Funding of operational programs offered in the community that meet an existing need for which normal funding is no longer available.

Proposers and programs qualifying under this category must demonstrate:

- Good performance of current programs;
- Current financial difficulties will largely curtail the services currently provided to City residents;
- Future funding to continue the program can be obtained from other sources with reasonable probability;
- Funding for programs qualifying under this category shall be limited to one year.

## COUNCIL POLICY MANUAL

Seed Program: Funding for start-up of new programs designed to meet a significant community need or problem.

- Proposers must demonstrate a high probability that funding can be sustained beyond the commitment of City funds;
- Initial funding for seed programs is limited to one year;
- Second year funding may be possible if the program demonstrated good performance or special factors related to the continued need for funding can be demonstrated;
- Prospect must demonstrate good faith efforts to secure funding for programs/services from other sources.

Project: Funding of capital or other one-time projects designed to address a significant community need or problem.

- Funding of such projects shall be limited to a specific time frame, usually not more than one year.

### VII. APPLICATION POLICY STATEMENT:

The City wishes to consider funding of needed and appropriate services. In order to determine which agencies should be awarded funding, the Council has adopted a formalized human services funding application procedure. All groups desiring to act as service providers, and requesting City funds to do so, must submit a complete application by specific due dates. Public notice of the availability of requests for proposals and the specified dates will be provided in ample time for applications to be prepared.

All applicants desiring a grant from the City to provide human and social services will be required to comply with the application procedure and time schedule. All applications will have to meet the following three criteria:

1. Provide a service consistent with an existing recognized City priority need, policy, goal or objective;
2. Request funds for a program or project that qualifies under one of the four previously identified funding categories;
3. Have completed the application process and the application has been determined to be accurate and complete.

### VIII. EVALUATION PROCESS:

To assure all applications for City funding of human services receive due consideration and to ensure Council is provided with the information it needs to make its funding decisions, the following evaluation process will be applied to requests received:

1. Applications not received by the due date will be rejected. Applicants submitting applications, which are materially incomplete, will have five working days from notification by staff to correct any deficiencies, or their applications will not receive further evaluation.

## COUNCIL POLICY MANUAL

2. Staff will determine proposal eligibility based on guidelines provided in this policy. Proposals not qualifying will not be recommended to Council for funding and will not receive further evaluation.
3. Staff will prepare a technical evaluation of the applications and make recommendations to the Housing and Human Services Commission based upon the priorities adopted by City Council and upon its evaluation of the applicant's ability to effectively deliver such services.
4. The Housing and Human Services Commission will conduct formal evaluations of the applications, including the opportunity for each group to present its program in public hearing for evaluation. The Commission will make recommendations to the City Manager and Council for allocation of available CDBG funds to outside groups to provide human services. The Commission may also notify the City Manager and City Council of applications where a significant need will remain unmet even if Council allocates CDBG funds as recommended. The City Manager may recommend, and the City Council may provide supplemental funding from the annual Operating Budget.
5. The City Manager will forward the Commission recommendation to Council with a staff recommendation thereon.

The Housing and Human Services Commission shall develop evaluation criteria, which criteria must be consistent with adopted Council policy. Staff and the Commission will apply these criteria uniformly to all applications reviewed. The following guidelines for general evaluation criteria include (but are not limited to):

Critical Evaluation Factors. Each of these factors must be met for the program to receive a recommendation for City funding.

- The organization must meet minimum eligibility standards to receive funding.
- The organization and its program must have demonstrated good performance and capability to effectively provide the program.
- The organization and its program must deliver services in a cost-effective manner.
- The organization must be an appropriate agency to deliver this program.
- The program must not be a duplication of services provided in the same service area.
- The organization and its programs must demonstrate strong financial management *and effective management controls*.
- The proposed program must have a contingency plan for funding if City support is limited or eliminated in the future.

Favorable Evaluation Factors. The proposed program must address one or more of the following factors to receive a positive recommendation.

- The proposed program addresses a priority adopted by the City Council and is related directly to a general plan policy.

## COUNCIL POLICY MANUAL

- The proposed program is a needed enhancement of any existing City program, and can be better performed by an outside group than by the City directly.
- The program has a diverse funding base and is not heavily reliant upon City funds to support its operation.
- The program has leveraged City funds with other funding sources to maximize service provision.

(Adopted: RTC 81-617 (10/13/1981); Amended: RTC 99-430 (10/19/1999); Amended: RTC 06-112 (4/11/2006))

Lead Department: Community Development Department

# **ATTACHMENT C**

## **AGENCY SURVEY**

**AGENCY SURVEYS FOR FY2009/10-FY2010/11**

| <b>AGENCY</b>               | <b>CLIENTELE</b>  | <b>TYPE OF SERVICE</b>                                | <b>CRITICAL ISSUES</b>   | <b>UNMET NEEDS/GAPS IN HOMELESS SERVICES</b> | <b>COMMENTS ON CHANGES IN NEEDS &amp; SERVICES OVER THE PAST 5 YEARS</b>   | <b>AGENCY'S PROJECTED CHANGES IN THE NEXT 5 YEARS</b>   | <b>CONCERNS/SUGGESTIONS</b>   |
|-----------------------------|---|---|--|--|--|---|---|
| Abilities United            | Youth, Senior, Families, Persons w/Disabilities, Adult single males/females | Health  | 1. Affordable rehabilitation and therapy for seniors/disabled<br>2. Job Training/placement for adults w/developmental disabilities<br>3. Early intervention/education for children w/developmental disabilities & autism<br>4. Afterschool care & respite for families | none   | 1. Rehab services for seniors, a growing need.<br>2. Increased needs for services to children w/autism & their families  | 1. Continued growth in needs of seniors and those w/disabilities<br>2. Increased needs for services to children w/autism & their families | none  |
| Friends for Youth           | Youth   | Mentoring   | 1. Affordable youth services and family support services<br>2. Convenient, accessible public transportation options<br>3. Affordable housing   | none   | 1. Cost of living continues to place additional pressure on families/children we serve.<br>2. Increasing need and importance of services for this population<br>3. Local economy places pressure on community volunteers & donors, negatively impacting their ability to assist. | Continue to sustain our level of involvement and services in Sunnyvale  | elimination of after-school funding from donors such as the Silicon Valley Comm. Foundation<br><br>The local economy is likely to impact all of our constituents. |
| Health Trust                | Seniors, Persons with Disabilities  | Nutrition/Meals/Food Bank                             | 1. Increase need for nutritious hot home-delievered meals to home-bound disabled individuals.<br>2. Increase need for social interaction among the homebound.  | none   | 1. Dramatic increase in senior population/ need in diverse communication<br>2. Increase in poverty<br>3. Increase in disabilities  | 1. 1% increase each yr in home delivered meals<br>2. Add'l staff, volunteers, & 1 each temperature controlled vehicle.                    | Concern: funding needs & recruiting volunteers<br>Suggest: Incr assistance w/local community resource outreach agencies.  |
| Live Oak Adult Day Services | Seniors   | Nutrition, Meals, Food Bank, Socialization Recreation | 1. Food & Shelter<br>2. Housing<br>3. Employment<br>4. Services for At-risk Youth<br>5. Homelessness   | none   | 1. More frail, more at-risk seniors served.<br>2. More low-income seniors<br>3. Multiple problems presented at time of intake.   | 1. Increased demand for services<br>2. Increase in elderly population 65+   | 1. Decrease in government funding<br>2. Economic downturn<br>3. Continued lay-offs<br>4. More families falling through healthcare cracks                          |

| AGENCY                         | CLIENTELE                             | TYPE OF SERVICE              | CRITICAL ISSUES  | UNMET NEEDS/GAPS IN HOMELESS SERVICES  | COMMENTS ON CHANGES IN NEEDS & SERVICES OVER THE PAST 5 YEARS   | AGENCY'S PROJECTED CHANGES IN THE NEXT 5 YEARS  | CONCERNS/SUGGESTIONS  |
|--------------------------------|---------------------------------------|------------------------------|--|--|---|---|---|
| Second Harvest                 | Seniors, Persons with Disabilities    | Nutrition/ Meals/Food Bank   | <ol style="list-style-type: none"> <li>1. Very low inc seniors on a fixed income needing to choose between medication &amp; food.</li> <li>2. Increased needs for services as the economy worsens &amp; job losses continue.</li> <li>3. Increased cost of food &amp; fuel</li> <li>4. Increased requests for home delivery.</li> </ol>  | none   | <ol style="list-style-type: none"> <li>1. Past year: increase in membership, evident that there is an increased need for food among very low inc. seniors.</li> <li>2. Increased income eligibility guideline from 185% of federal poverty guidelines to 200% of federal poverty guidelines.</li> <li>3. opened an additional site in June '07 to elevate overcrowding at the Brown Bag food distribution site in Sunnyvale.</li> </ol> | <ol style="list-style-type: none"> <li>1. Increased availability of fresh produce</li> <li>2. Need to increase capacity in warehousing and transportation</li> <li>3. Need to increase volunteer support for food sorting and home delivery.</li> </ol> | The cost of food and fuel are affecting both our clients with increased need for services and our ability to provide those services.  |
| Senior Housing Solution        | Seniors                               | Affordable Housing           | <ol style="list-style-type: none"> <li>1. Availability of affordable housing for seniors earning less than \$15,000 annually</li> <li>2. Adequate case management services for seniors trying to live at home incl in-home supt. Services</li> <li>3. Adequate affordable transportation services for seniors</li> <li>4. Gaps in health care &amp; especially dental &amp; vision services</li> <li>5. Caregiver support</li> </ol> | Housing w/rent set at 30% of seniors' income that serves seniors whose annual income is less than \$15,000 | As the economy has slowed and now is in crisis the number of people in need is increasing. At the same time we've seen a steep decrease in funding available for services of all kinds. Many nonprofits are cutting programs just as the need for services is on the rise.  | Our plan is to continue to develop two Senior Residences a year for the next 5 years.   | none  |
| Senior Adults Legal Assistance | Seniors, Victims of Domestic Violence | Legal Assistance for Seniors | <ol style="list-style-type: none"> <li>1. Services that support seniors to meet their basic needs e.g. legal assistance, transportation, nutrition ombudsman, home repairs, etc.)</li> <li>2. Prevention of elder abuse</li> <li>3. emergency Assistance with economic issues</li> <li>4. Services that support seniors to live independently as possible</li> <li>5. Fair Housing services/housing mediation</li> </ol>             | none   | <p>Requests for services continue to increase, even though funding was cut we had to reduce appointments at SCS.</p> <p>SALA continues to see clients that request legal assistance regarding matters related to basic needs or rights</p>  | <p>Increased need for our services as older population continues to increase.</p> <p>Biggest challenge will be to address the growing need for our services in this climate of reduced funding.</p>   | <p>lost ongoing funding from United Way in 2007-08 due to United Way' new funding strategy that emphasizes other priorities.</p> <p>loss has contributed to service reductions and/or the creation service gaps for this client group. We hope that Sunnyvale will help mitigate this impact by recognizing that services addressing the needs of seniors continue to be an important priority for funding.</p> |

| AGENCY                             | CLIENTELE   | TYPE OF SERVICE  | CRITICAL ISSUES  | UNMET NEEDS/GAPS IN HOMELESS SERVICES  | COMMENTS ON CHANGES IN NEEDS & SERVICES OVER THE PAST 5 YEARS  | AGENCY'S PROJECTED CHANGES IN THE NEXT 5 YEARS  | CONCERNS/SUGGESTIONS   |
|------------------------------------|---|--|--|--|--|---|--|
| Sunnyvale Community Serv.          | Youth, Senior, Families, Persons w/Disabilities, Victims of Domestic Viol, Adult Single males/female, substance abusers, homeless | Financial Aid, food, referrals   | 1. Affordable rental housing<br>2. Living wages and benefits (seniors and disabled)<br>3. Having enough food<br>4. Access to affordable medical care prescriptions<br>5. Affordable, reliable transportation | 1. Gaps in all the above (critical issues addressed)<br>2. Very limited shelter space insufficient to meet the needs in all categories: families, domestic viol., homeless, etc. | Our statistics are an accurate measure of increased need over the last 5 yrs.<br>1) 5 yrs. ago, we distributed \$370k in financial aid; last yr., \$610k.<br>2) 5 yrs. ago, we had 680 families in our food programs; last yr., over 1,300<br>3) 5 yrs. ago, distributed \$610k worth of in-kind assistances, primarily food; last year \$1.3 million.<br>4) Seniors on fixed incomes have been particularly hard hit. 5 yrs. ago, we had 80 seniors in our food program; now, 350 | Given the economy, we project greater difficulty in raising the funds necessary to provide the critically needed help.  | Silicon Valley Community fdn. recently released its funding priorities. One of the top three and first to be funded is emerg. assistance for housing & food. We hope the City will also make emergency assistance a top priority |
| Support Network for Battered Women | Youth, Senior, Families, Persons w/disabilities, victims of domestic viol, adult single males/females                             | Nutrition/ meals/food bank/, job/ educational training, crisis intervention and emergency shelter, | 1. Mental health resulting from domestic viol.<br>2. Affordable housing<br>3. Employment opportunities<br>4. Affordable child care<br>5. Culturally competent services to the diverse populations of Svl.    | Because of high cost of living, victims of domestic violence are left w/few options when they make the decision to leave. Homelessness is a serious issue tied to domestic viol. | The City has been an active supporter, crucial partner in providing services   | Goal to expand teen dating violence prevention to include all middle and high schools in Svl. Working closely w/law enforcement and the courts to provide services to clients | none   |

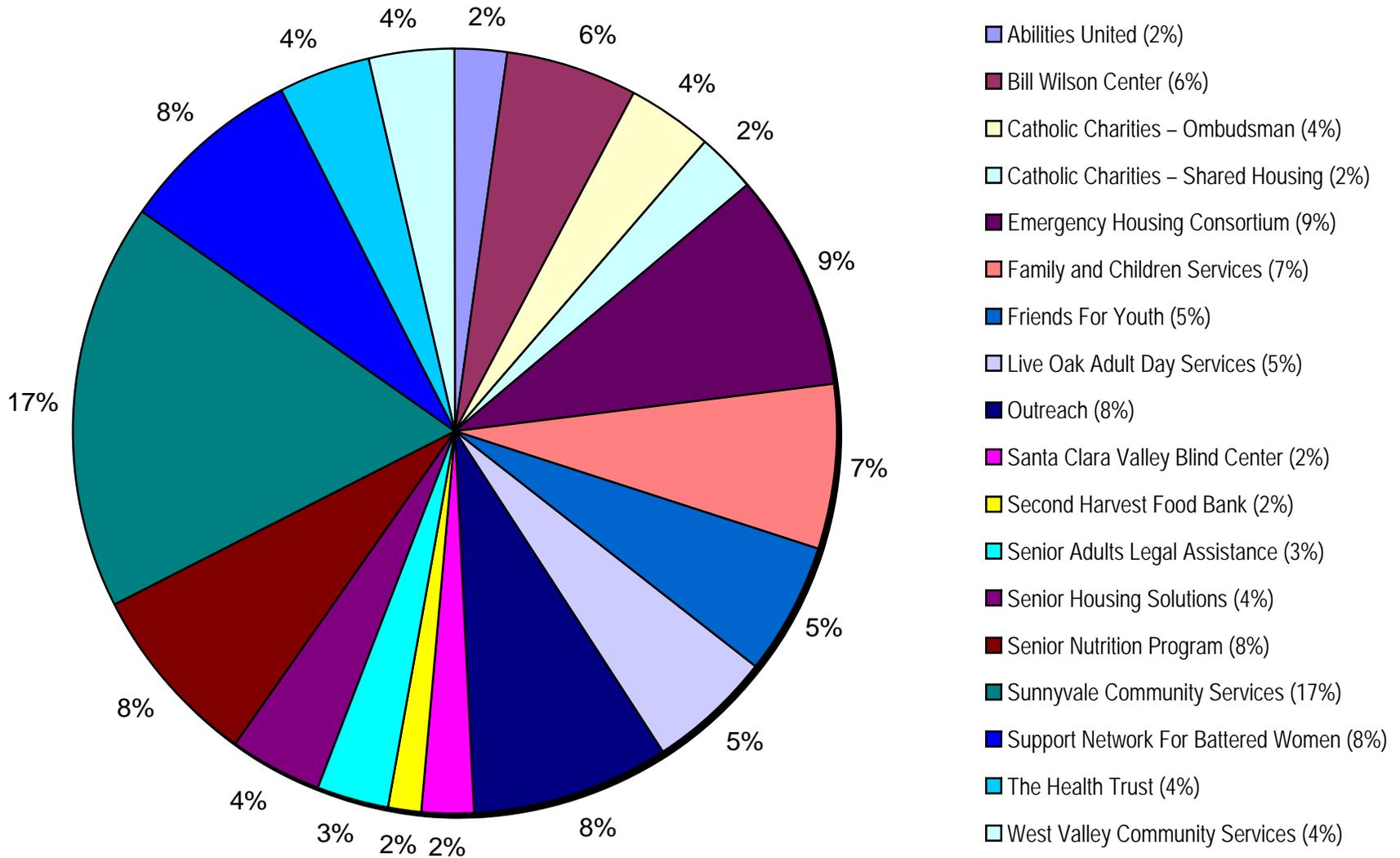
**ATTACHMENT D**

**DATA ON AGENCIES AND SERVICES FOR  
FY 2008-09**

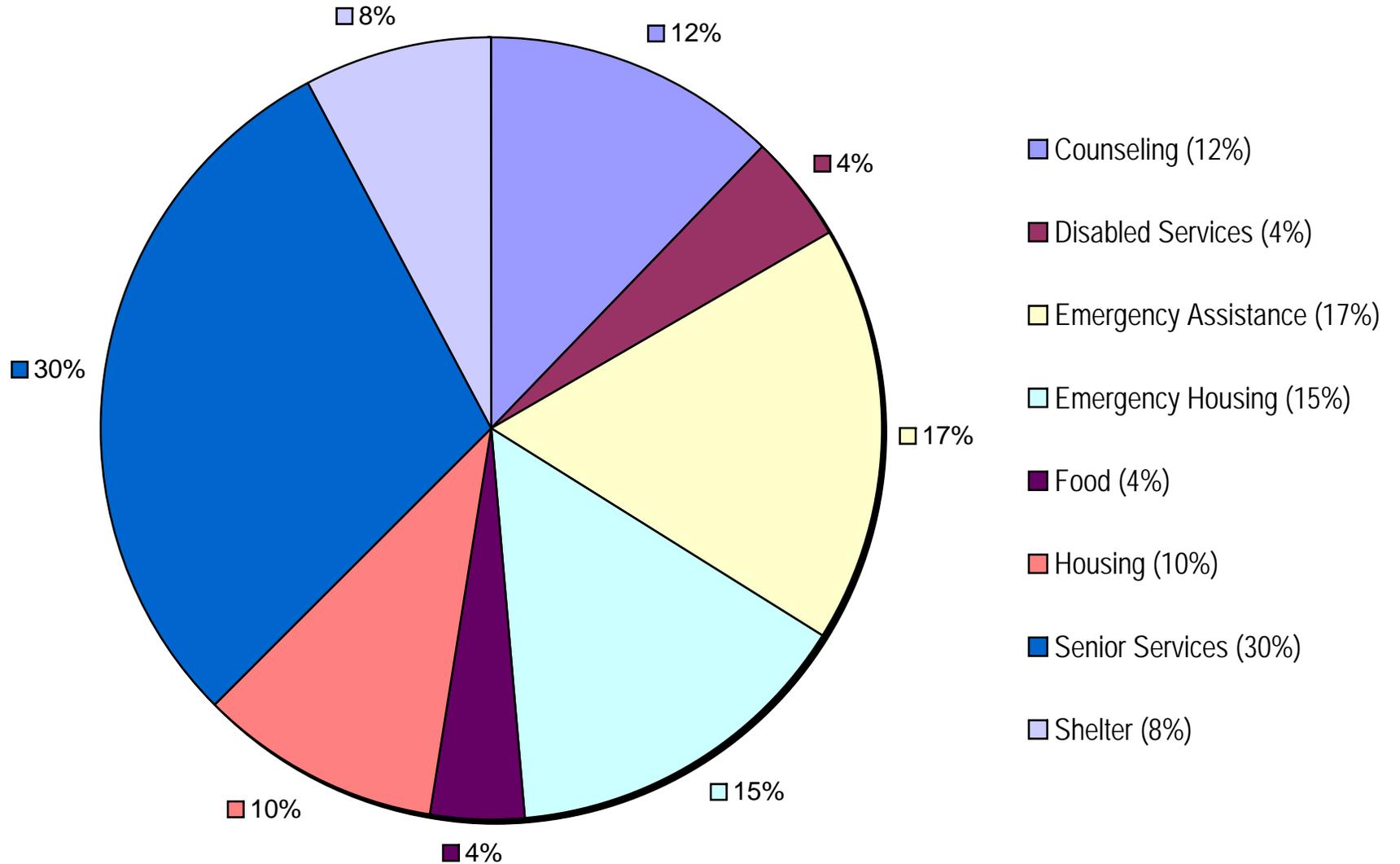
### FY 0809 CDBG Percentage of Funding Allocation Per Agency

| CDBG Funded Agencies                     |        | Targeted Beneficiaries | Services          | CDBG Funding     | CDBG %      |
|--|--------|------------------------|-------------------|------------------|-------------|
| Abilities United (2%)                    | 820641 | Disabled               | Respite Care      | \$4,968          | 2%          |
| Bill Wilson Center (6%)                  | 825920 | Youth                  | Emergency         | \$12,974         | 6%          |
| Catholic Charities – Ombudsman (4%)      | 804751 | Seniors                | Disputes          | \$8,545          | 4%          |
| Catholic Charities – Shared Housing (2%) | 800001 | Families               | Housing           | \$5,707          | 2%          |
| Emergency Housing Consortium (9%)        | 815151 | Homeless               | Emergency         | \$21,496         | 9%          |
| Family and Children Services (7%)        | 825880 | Families / Youth       | Counseling        | \$16,105         | 7%          |
| Friends For Youth (5%)                   | 824370 | Youth                  | Counseling        | \$12,482         | 5%          |
| Live Oak Adult Day Services (5%)         | 825870 | Seniors                | Adult Day Care    | \$12,590         | 5%          |
| Outreach (8%)                            | 827200 | Seniors / Disabled     | Transportation    | \$19,483         | 8%          |
| Santa Clara Valley Blind Center (2%)     | 827190 | Disabled               | Rehab/Therapeutic | \$4,871          | 2%          |
| Second Harvest Food Bank (2%)            | 811451 | Seniors / Disabled     | Food              | \$3,549          | 2%          |
| Senior Adults Legal Assistance (3%)      | 801851 | Seniors                | Legal             | \$6,777          | 3%          |
| Senior Housing Solutions (4%)            | 802451 | Seniors                | Housing           | \$9,056          | 4%          |
| Senior Nutrition Program (8%)            | 811351 | Seniors                | Food              | \$17,999         | 8%          |
| Sunnyvale Community Services (17%)       | 803601 | Families               | Food / Financial  | \$40,035         | 17%         |
| Support Network For Battered Women (8%)  | 800851 | Women                  | Housing           | \$18,262         | 8%          |
| The Health Trust (4%)                    | 824350 | Disabled               | Food              | \$8,829          | 4%          |
| West Valley Community Services (4%)      | 812901 | Homeless               | Housing           | \$8,561          | 4%          |
|  |        |                        | <b>TOTAL</b>      | <b>\$232,289</b> | <b>100%</b> |

## FY 0809 CDBG Percentage of Funding Allocation Per Agency



# FY 0809 Percentage of Funding Allocation Per Categorized Services



**FY 0809 Percentage of Funding Allocation per Categorized Services**

| <b>CDBG Funded Agencies</b>              | <b>Funding Award</b> | <b>CDBG Funding</b> | <b>CDBG %</b> | <b>Services</b>                       | <b>Targeted Beneficiaries</b> |
|--|----------------------|---------------------|---------------|---------------------------------------|-------------------------------|
| Family and Children Services (7%)        | \$19,533             | \$16,105            | 7%            | Counseling                            | Households/Youth              |
| Friends For Youth (5%)                   | \$12,813             | \$12,482            | 5%            | Counseling                            | Youth                         |
| <b>Counseling Services</b>               | <b>\$32,346</b>      | <b>\$28,587</b>     | <b>12%</b>    |                                       |                               |
| Santa Clara Valley Blind Center (2%)     | \$5,000              | \$4,871             | 2%            | Disabled Services - Rehab/Therapeutic | Disabled                      |
| Abilities United (2%)                    | \$5,100              | \$4,968             | 2%            | Disabled Services - Respite Care      | Disabled                      |
| <b>Disabled Services</b>                 | <b>\$10,100</b>      | <b>\$9,839</b>      | <b>4%</b>     |                                       |                               |
| Sunnyvale Community Services (17%)       | \$80,309             | \$40,035            | 17%           | Emergency Assistance - Food/Financial | Households                    |
| <b>Emergency Assistance Services</b>     | <b>\$80,309</b>      | <b>\$40,035</b>     | <b>17%</b>    |                                       |                               |
| Bill Wilson Center (6%)                  | \$13,318             | \$12,974            | 6%            | Emergency Housing                     | Youth                         |
| Emergency Housing Consortium (9%)        | \$24,955             | \$21,496            | 9%            | Emergency Housing                     | Homeless                      |
| <b>Emergency Housing Services</b>        | <b>\$38,273</b>      | <b>\$34,470</b>     | <b>15%</b>    |                                       |                               |
| The Health Trust (4%)                    | \$9,063              | \$8,829             | 4%            | Food                                  | Disabled                      |
| <b>Food Services</b>                     | <b>\$9,063</b>       | <b>\$8,829</b>      | <b>4%</b>     |                                       |                               |
| Catholic Charities – Shared Housing (2%) | \$5,858              | \$5,707             | 2%            | Housing                               | Households                    |
| Senior Housing Solutions (4%)            | \$9,296              | \$9,056             | 4%            | Housing                               | Seniors                       |
| <b>Housing Services</b>                  | <b>\$15,154</b>      | <b>\$14,763</b>     | <b>6%</b>     |                                       |                               |
| Live Oak Adult Day Services (5%)         | \$12,924             | \$12,590            | 5%            | Senior Services - Adult Day Care      | Seniors                       |
| Catholic Charities – Ombudsman (4%)      | \$8,772              | \$8,545             | 4%            | Senior Services - Disputes            | Seniors                       |
| Second Harvest Food Bank (2%)            | \$3,925              | \$3,549             | 2%            | Senior Services - Food                | Seniors / Disabled            |
| Senior Nutrition Program (8%)            | \$18,477             | \$17,999            | 8%            | Senior Services - Food                | Seniors                       |
| Senior Adults Legal Assistance (3%)      | \$6,957              | \$6,777             | 3%            | Senior Services - Legal               | Seniors                       |
| Outreach (8%)                            | \$20,000             | \$19,483            | 8%            | Senior Services - Transportation      | Seniors / Disabled            |
| <b>Senior Services</b>                   | <b>\$71,055</b>      | <b>\$68,943</b>     | <b>30%</b>    |                                       |                               |
| Support Network For Battered Women (8%)  | \$20,383             | \$18,262            | 8%            | Shelter - Housing                     | Women                         |
| West Valley Community Services (4%)      | \$8,788              | \$8,561             | 4%            | Shelter - Housing                     | Homeless                      |

# **ATTACHMENT E**

## **DATA TABLES AND GOALS OF 2005-2010 CONSOLIDATED PLAN**

**Table 4-3  
(HUD Table 1B)  
Special Needs (Non-Homeless) Populations**

| SPECIAL NEEDS SUBPOPULATIONS             | Priority Need Level<br>High, Medium, Low,<br>No Such Need | Unmet Need   | Anticipated Dollars to Fund (CDBG) | Goals      |
|--|---|--------------|------------------------------------|------------|
| Elderly*                                 | High  | 1,650        | 430,000                            | 175        |
| Frail Elderly*                           | High  | 1,030        | 165,000                            | 100        |
| Severe Mental Illness**                  | Low   | 400          | 0                                  | 10         |
| Developmentally Disabled                 | Medium  | 240          | 0                                  | 20         |
| Physically Disabled***                   | High  | 800          | 30,000                             | 80         |
| Persons w/ Alcohol/Other Drug Addictions | High  | 710          | 75,000                             | 70         |
| Persons w/HIV/AIDS                       | Medium  | 100          | 0                                  | 10         |
| Female Headed Households                 | High  | 760          | 443,000                            | 100        |
| Large Families                           | High  | 1,240        | 607,000                            | 330        |
| <b>TOTAL</b>                             |   | <b>6,930</b> | <b>1,750,000</b>                   | <b>895</b> |

\*Elderly excludes frail elderly to avoid double counting

\*\*Estimate of low- and moderate-income individuals with severe mental disabilities, which is less than the estimate of 1,900 individuals with all types of mental disabilities for Sunnyvale.

\*\*\*Physically disabled adults ages 16-64, excluding frail elderly with disabilities

**Table 4-4  
(HUD Table 1C - Part)  
Summary of Specific Homeless/Special Needs Objectives**

| Obj #  | Specific Objectives                          | Performance Measure | Expected Units** | Actual Units*** |
|--|--|---------------------|------------------|-----------------|
| <b>G-1</b>   | <b>Homeless Objectives</b>                   |                     |                  |                 |
| G-1  | Emergency Shelter – Individuals              | Beds                | 15               |                 |
| G-1  | Emergency Shelter – Families                 | Beds                | 4                |                 |
| G-1  | Transitional Housing Beds – Individuals      | Beds                | 50               |                 |
| G-1  | Transitional Housing Beds – Families         | Beds                | 11               |                 |
| G-1  | Permanent Housing Units – Individuals        | Units               | 30               |                 |
| <b>G-1</b>   | Permanent Housing Units – Families           | Units               | 5                |                 |
|  | <b>Special Needs Objectives (Units/Beds)</b> |                     |                  |                 |
|  | Elderly                                      | Units               | 175              |                 |
|  | Frail Elderly                                | Beds*               | 100              |                 |
|  | Severe Mental Illness                        | Beds*               | 12               |                 |
|  | Developmentally Disabled                     | Beds*               | 24               |                 |
|  | Physically Disabled                          | Units               | 80               |                 |
|  | Persons w/ Alcohol/Other Drug Addictions     | Beds*               | 70               |                 |
|  | Persons w/HIV/AIDS                           | Beds*               | 10               |                 |
|  | Female Headed Households                     | Units               | 100              |                 |
|  | Large Families                               | Units               | 330              |                 |
| *Residential care facilities (group homes)   |  |                     |                  |                 |
| **Expected Units are units currently available to Sunnyvale residents. This does not reflect what is actually in the City. |  |                     |                  |                 |
| ***Actual Units represent what may be added in each annual Action Plan   |  |                     |                  |                 |

**GOAL D: Provide Supportive Services in Combination with Special Needs Housing**

**Priority D-1: Provide Housing and Related Supportive Services (High Priority)**

Many special needs households need assistance with daily living activities. The City provides funding for supportive housing services for seniors and single-parent households.

**Five-Year Objectives**

- Assist 6,945 seniors and 300 single-parent households.

**Anticipated Funding Sources**

CDBG

**Dollars to Fund: \$856,915**

**Specific Actions**

To ensure the viability of all affordable housing projects, the City will continue to fund projects that provide housing-related support services. Specific programs that may be funded by the City include:

- **Long Term Care Ombudsman Program.** This program provides training, assignment, supervision, and support of volunteer ombudsmen who act as a voice and advocate primarily for the elderly residents of skilled nursing facilities and residential board and care homes.
- **Shared Housing.** This program facilitates single-parent households in making shared housing living arrangements.
- **Senior Group Residence Services.** This program provides services for seniors living in group homes, such as on-going case management to assess, refer and/or counsel low-income seniors in a group or individually, and referral to needed self-care, mutual care, and/or professional care services.
- **Meals on Wheels.** This program delivers hot meals plus supportive services to homebound seniors, disabled and chronically ill, enabling them to continue to live in their own homes.
- **Senior Adult Legal Assistance (SALA).** This program provides legal assistance and advocacy services to low-income seniors.
- **Senior Nutrition.** This program offers subsidized hot meals five day per week at the Senior Nutrition site located at First United Methodist Church.
- **Second Harvest Food Bank.** The Food Bank provides weekly food supplements (Brown Bag Services) to low-income seniors.

**GOAL E: Provide Housing and Supportive Services for Persons with HIV/AIDS**

**Priority E-1: Provide Housing and Related Supportive Services for Persons with HIV/AIDS (Low Priority)**

The primary source of funding for housing and supportive services is the federal program Housing Opportunities for Persons with AIDS (HOPWA). This program provides funds for the acquisition, rehabilitation, conversion, lease and repair of facilities to provide housing and services for persons with AIDS, including: new construction of single room occupancy dwellings and community residences, project or tenant-based rental assistance, short term rent, mortgage and utility payments to prevent homelessness, supportive services, operating costs and housing information services for persons with AIDS. Other federal programs (including HOME) can assist in the construction of housing, hospices, residential care facilities, and other types of housing or shelter for persons with HIV/AIDS.

The City of San Jose administers the HOPWA funds on behalf of the cities in the county including Sunnyvale. San Jose works directly with the Santa Clara County HIV Planning Council and the other entitlement jurisdictions in Santa Clara County to determine the appropriate allocation of funding according to need.

**Five-Year Objectives**

- Assist 25 persons in Sunnyvale with HIV/AIDS in accessing HOPWA funded programs administered by the City of San Jose.

**Anticipated Funding Sources**

Housing Opportunities for Persons with AIDS.

**Dollars to Fund:** \$3,680,000 (*Note: funding is anticipated to be provided through the City of San Jose.*)

**Specific Actions**

The City of Sunnyvale will continue to participate with other entitlement jurisdictions in Santa Clara County to implement a countywide collaborative approach to meeting the needs of persons with HIV/AIDS. Sunnyvale will continue to refer such individuals to service offered through HOPWA funds, including:

- Health Connections-AIDS Services (HCAS) formerly the Visiting Nurse Association's AIDS Project, which provides assistance to persons with HIV/AIDS in accessing private and public benefit/entitlement programs as well as housing subsidies and support services to obtain long term housing. VNA provides individual counseling, case management and psychosocial assessments to assure stable housing as well as short term emergency assistance with rent and utility expenses.

**GOAL F: Support Equal Housing Opportunity for All**

**Priority F-1: Support Fair Housing Services (High Priority)**

The City will continue to fund fair housing services for Sunnyvale residents, including landlord and tenant education and training workshops, fair housing events, investigation of housing discrimination complaints, use of local media to promote fair housing, landlord-tenant

mediation, and legal representation of tenants. The City may continue to support jointly funded programs and services with the cities of Mountain View and Palo Alto, when feasible, to reduce discrimination in housing regionally.

**Five-Year Objectives**

- Reduce discrimination in housing;
- Educate renters and rental property owners (including mobilehome park residents and owners) in Sunnyvale on rights and responsibilities; and
- Assist in resolving up to 150 housing discrimination complaints

**Anticipated Funding Sources**

CDBG

**Dollars to Fund:           \$150,000**

**Specific Actions**

Specific strategies and actions may include:

- Provide educational seminars and training workshops. Information shall be provided to homeowners and mobilehome owners, landlords/managers and property managers (particularly in neighborhood action areas).
- Participate in the ongoing efforts of a countywide Fair Housing Task Force to improve the provision of fair housing services on a regional basis. The Fair Housing Task Force will continue to gather information on fair housing activity and issues of regional importance in Santa Clara County.
- Support the efforts of the Sunnyvale Housing and Human Services Commission to participate in the City's fair housing activities and work with other local organizations.
- Educate Below-Market-Rate Program homebuyers and homeowners through workshops that inform them how to identify predatory lending practices.
- Educate potential renters and buyers regarding their rights under fair housing laws. Specifically, provide fair housing informational materials to households occupying or waiting to occupy BMR rental and BMR ownership units.
- Inform the public of fair housing services and resources utilizing local media through ongoing advertisements, including ethnic media and public service announcements and the activities to celebrate Fair Housing Month
- Provide legal assistance where appropriate to pursue housing discrimination complaints and monitor compliance with fair housing practices.

**Priority F-2:    Support Housing Mediation Services (High Priority)**

The City will continue to support landlord-tenant mediation and dispute resolution.

**Five-Year Objectives**

- Provide up to 1800 landlord-tenant mediation sessions.

**Anticipated Funding Sources**

General Fund

**Dollars to Fund:** \$0  
**Other (non-federal):** \$500,000

**Specific Actions**

Specific strategies and actions may include:

- Continue a Landlord-Tenant Dispute Resolution program to provide services to residents, landlords, property managers, and owners of property in the form of counseling, conciliation, mediation and general educational outreach.

**Priority F-3: Continue to Participate in Countywide Efforts to Promote Fair Housing (High Priority)**

Santa Clara County and the entitlement Jurisdictions within the County possess populations diverse in national origin, ethnicity, culture, disability, and economics. A significant effort, undertaken as a joint venture by the cities and the County, has been the initiation of a Santa Clara Countywide Fair Housing Task Force. The Task Force is comprised of a membership of federal, state and local government and social service agency staff, representative of the unique demographics and special needs of the residents of Santa Clara County. The Fair Housing Task Force goals are the review of various impediments identified as barriers to fair housing choice, that impact the County as a whole, and that when resolved will benefit the County and each participating city.

The continued efforts of the Fair Housing Task Force with the support of the member jurisdictions address the fair housing problems of Santa Clara County is vital and the available resources continue to be effectively utilized. Coordination among funders and service providers should produce enhanced and dynamic fair housing services.

These efforts are essential to expand public support for fair housing and to provide housing seekers with information about their rights and the services available to them.

**Five-Year Objectives**

To significantly reduce fair housing complaints and increase compliance with fair housing laws

**Anticipated Funding Sources**

CDBG

**Dollars to Fund:** \$20,000

**Specific Actions**

The following is a list of the identified impediments and planned actions by the Countywide Task Force to combat those impediments:

- **Maintain Countywide Fair Housing Collaborative Task Force** that will create priorities and proactive goals aimed at reducing fair housing problems, identify resources and provide assistance to the non-profit fair housing service providers for enhanced performance, and issue an annual report profiling the nature and extent of fair housing in Santa Clara County.

- **Provide enhanced education and outreach that includes:**
  - Support non-profit fair housing service providers to increase public awareness of and support for fair housing laws, to inform housing seekers of their rights and remedies, and to publicize the availability of the fair housing services on a coordinated county-wide basis.
  - Educational presentations to resident and community-based organizations, such as community centers, social services and health care providers, schools and senior centers, with targeted focus being to reach new immigrant populations.
  - Materials distribution and identification of existing resources to provide for the distribution of multi-lingual fair housing educational material on a coordinated countywide basis.
  - Media and public relations, including newspaper stories about specific fair housing issues and the availability of fair housing services; guidance and support to the non-profit fair housing service providers for the effective use of media and public relations resources throughout the county.
  
- **Support and Strengthen Enforcement Services through:**
  - Coordination of services between the various direct service providers. Develop and maintain a countywide reporting format that will accurately and easily describe services requested and services provided, and to develop fair housing enforcement profiles in Santa Clara County.
  - Support for fair housing audits to reflect dissemination of audit results to provide education to the community.
  - Seek a better understanding of the nature and extent of predatory lending in Santa Clara County. The Task Force will provide guidance and support to direct service providers to combat this impediment and provide a forum for developing a greater understanding of predatory lending in Santa Clara County.

### 4.3.3 Homeless Needs and Objectives

It is the goal of the jurisdictions within Santa Clara County, and the City of Sunnyvale, to coordinate services and facilities for the homeless through a regional, cooperative strategy, as a continuum of care. The goal of the continuum of care program is to help homeless residents get housing, job training, childcare, and other services. The continuum of care stresses permanent solutions to homelessness through comprehensive and collaborative community planning. The goal of a comprehensive homeless service system is to ensure that homeless individuals and families move from homelessness to self-sufficiency, permanent housing, and independent living.

The County adopted a Continuum of Care Strategy in 2004. In May 2005, the County Board of Supervisors is scheduled to adopt a "Ten Year Plan to End Chronic Homelessness." The Ten Year Plan will promote and support the "Housing First" model of assistance to the homeless and those at-risk of becoming homeless. The Housing First approach, piloted in other parts of the U.S., aims to get homeless people into permanent housing with supportive services as quickly as possible in lieu of the three tier system of placing people in temporary shelter, then transitional housing, then permanent housing.

Homelessness is a shared problem among Santa Clara County jurisdictions. Any attempt to quantify homeless needs must recognize that homeless individuals and families do not follow jurisdiction boundaries, nor do facilities and services for homeless persons. Based on the County’s Continuum of Care funding application to HUD, the cities and the County have agreed to a homeless needs and gaps analysis that assigns each jurisdiction a share of the countywide need based on homeless clients’ last reported place of residence in the Homeless Management Information System database.<sup>7</sup> According to the database, approximately 4.4% of homeless clients countywide who reported a permanent residence stated they last lived in Sunnyvale. **Table 4-5** summarizes the City’s homeless and special needs objectives.

**Table 4-5  
(HUD Table 1C – Part)  
Summary of Specific Homeless/Special Needs Objectives**

| Obj # | Specific Objectives                     | Performance Measure | Expected Units | Actual Units* |
|-------|---|---------------------|----------------|---------------|
|       | <b>Homeless Objectives</b>              |                     |                |               |
| G-1   | Emergency Shelter – Individuals         | Beds                | 15             |               |
| G-1   | Emergency Shelter – Families            | Beds                | 4              |               |
| G-1   | Transitional Housing Beds – Individuals | Beds                | 50             |               |
| G-1   | Transitional Housing Beds – Families    | Beds                | 11             |               |
| G-1   | Permanent Housing Units – Individuals   | Units               | 30             |               |
| G-1   | Permanent Housing Units – Families      | Units               | 5              |               |

\* *Actual Units* represent what may be added in each annual Action Plan

**Note:** Table 4-5 reflects upper portion of Table 4-4

**GOAL G: Provide Shelter, Housing, and Supportive Services to Homeless Individuals and Families**

**Priority G-1: Provide Homeless, Housing and Related Supportive Services for Sunnyvale Residents Who Are Homeless or At-Risk of Becoming Homeless (High Priority)**

Based on the HMIS data, it is estimated that there are 299 homeless persons in Sunnyvale and that 120 homeless persons (40.1%) have shelter. Homeless individuals comprise approximately 73.9% of the homeless population in Sunnyvale. Members of homeless families make up approximately 26.1% of the homeless population in Sunnyvale. Estimated homeless subpopulations in Sunnyvale include:

- Eight chronically homeless persons;
- 42 homeless persons who are seriously mentally ill;
- 36 homeless persons with chronic substance abuse problems;
- 12 homeless persons who are veterans; and
- Six homeless persons with HIV/AIDS.

Sunnyvale’s share of the gaps in facilities and services includes the following, measured in beds, to accommodate additional persons:

- For individual homeless: 73 in emergency shelter, 102 in transitional housing, and 62 in permanent supportive housing; and

<sup>7</sup> A federally-mandated recordkeeping system for tracking homeless clients.

- For persons in families: four in emergency shelter, 11 in transitional housing, and 15 in permanent supportive housing.

Homeless facilities and services in Santa Clara County are provided through the individual efforts of the cities and the County and through a collaborative effort. The Santa Clara Collaborative on Affordable Housing and Homeless Issues (the Collaborative) is the lead entity for the implementation of the countywide Continuum of Care process and official forum for planning and implementing a response to end chronic homelessness in the County. The work of the Collaborative is shared by its members with staffing support provided by the County Homeless Concerns Coordinator (located within the County Office of Affordable Housing). The Collaborative prepared a comprehensive Five Year Continuum of Care Plan in 2004 and has drafted a Ten Year Plan to End Chronic Homelessness in the spring of 2005, which includes specific goals, strategies and action steps to work toward ending homelessness in the community. Further details on the Collaborative, are contained in the Santa Clara County Continuum of Care Plan and the Santa Clara County Ten Year-Plan Plan to End Chronic Homelessness.

The City of Sunnyvale, as a participant in the Collaborative, supports regional efforts to address homelessness and will determine its role, after review of the County's Ten Year Plan.

#### **Five-Year Objectives**

See **Table 4-4** for specific homeless objectives.

#### **Anticipated Funding Sources**

Emergency Shelter Grant Program, Shelter Plus Care Program, CDBG, HOME, City Housing Fund, Housing Trust Fund of Santa Clara County.

**Dollars to Fund:           \$357,500**

#### **Specific Actions**

The City of Sunnyvale will continue to participate with other entitlement jurisdictions in Santa Clara County to implement a countywide collaborative approach to meeting the needs of homeless individuals and families. Strategies to address Sunnyvale's share of homeless needs and to eliminate chronic homelessness may include financial support of the following types of organizations and activities:

- Local nonprofit organizations that provide shelter, supportive services to individuals, couples, and families who are homeless or in crisis and at-risk of becoming homeless. The City will support programs that assist these individuals and families in obtaining stable housing and self-sufficiency. Some of the supportive services include emergency services, crisis intervention, peer counseling, money management, food and clothing assistance, and transportation vouchers.
- Local nonprofit organizations that arrange for "rotating shelters" for homeless individuals and to provide support services such as food, rental assistance, medical assistance, housing, job counseling, computer training, and gas vouchers for the shelter clients. The Rotating Shelter Program helps homeless individuals secure gainful employment and permanent housing.
- Emergency shelter providers included in the Collaborative's Continuum of Care plan who serve Sunnyvale residents and offer emergency shelter, transitional housing, and permanent supported housing.

- Emergency and on-going assistance to victims of domestic violence, including emergency shelter, family counseling, and legal guidance.
- Assistance in the development of housing facilities for homeless families and individuals.
- Assistance in the development of new housing for families graduating from transitional housing programs.
- Organizations that provide shelter, supportive services, and counseling for homeless youth.

#### **4.3.4 Public Service and Facility Needs and Objectives**

##### **Goal H: To Support Special Needs Individuals to Live Independently and Productively**

##### **Priority H-1: Provide Services to Seniors, Youth, and Persons with Disabilities (High Priority)**

Many Sunnyvale residents have special needs due to their age, physical or developmental capacities, home environment, or level of education or job skills. The City of Sunnyvale will continue to support services to special needs individuals that allow them to live full, productive, and independent lives.

##### **Five-Year Objectives**

- 275 seniors
- 100 persons with disabilities
- 895 at-risk youth
- 70 individuals with substance abuse
- 300 individuals assisted with workforce training and development

##### **Anticipated Funding Sources**

CDBG

**Dollars to Fund: \$541,710**

##### **Specific Actions**

The City may pursue any of the following actions for special needs individuals:

- **Supportive Services for Persons with Disabilities:** Support services to families and individuals who have developmental or other disabilities to allow persons with disabilities and their families to live as independently as possible. Among the activities that may be funded are infant support, recreation, respite services, specialized day care for adults, job training and placement for adults, and outreach and education for persons with disabilities.
- **Nutrition Services:** Daily nutrition services for seniors at a central location, nutrition services for homebound seniors and persons with disabilities, and weekly food supplements to seniors and persons with disabilities.

- **Mobile Wellness Services:** Meal deliveries to homebound seniors and persons with disabilities and that may also include supportive services such as newspaper delivery and wellness checks.
- **Youth Mentoring Program:** Mentoring programs that match at-risk youths with adult volunteers mentors to help them improve their lifeskills.
- **Substance Abuse Recovery:** Support programs that provide counseling, service and housing referrals, and other support for individuals seeking treatment and recovery from substance abuse.
- **Senior Adult Legal Assistance:** Legal and advocatcy services for seniors.
- **Workforce development:** Coordination of workforce training and development through the NOVA Workforce Board, which focuses both on assistance to job seekers in gaining skills and locating employment opportunities, and on assisting businesses in the management of their workforce development needs. The Community Development Department assists by connecting businesses to these services and by documenting changing business conditions and needs. NOVA also operates a Youth at Work initiative to assist students with career development and job searches and sponsors job fairs and programs that will guide and support the next generation of Sunnyvale’s workforce.<sup>8</sup>

**Priority H-2: Expand the Columbia Neighborhood Center for Greater Service Capacity (High Priority)**

The Columbia Neighborhood Center is the only family resource center in Sunnyvale serving low- and moderate-income youth and families. This collaborative project between the City and the Sunnyvale School District was developed to provide social, recreational and educational services targeted to North Sunnyvale residents. Among the services and activities at the Center are a health clinic, health insurance assistance, counseling, recreation activities, adult/parent education, after school program and mentoring program. The Center provides a variety of services and activities year round, five days a week, including evenings. The City, the School District, and the Community Advisory Committee have identified a need to expand the Columbia Neighborhood Center. A facility expansion will enable the Center to provide more effective health services and expand social, educational, and recreational services. New space will further enable the Center to house new service partners, thus leveraging additional needed services for the community. As the City continues to grow, demand for centers in other neighborhoods may increase.

**Five-Year Objective**

Expand the current Columbia Neighborhood Center

**Anticipated Funding Sources**

CDBG, Sunnyvale School District (e.g. state lottery funds for capital improvements), Section 108 Loan

**Dollars to Fund:           \$1,000,000**  
**Other (non-federal):   \$2,000,000**

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<sup>8</sup> Workforce training programs are funded through state and federal programs other than CDBG.

# **ATTACHMENT F**

## **SUMMARY OF ACCOMPLISHMENTS**

**ATTACHMENT F**

**SUMMARY OF ACCOMPLISHMENTS  
THIRD YEAR PROGRESS IN MEETING 5-YEAR HOUSING AND COMMUNITY DEVELOPMENT OBJECTIVES**

| Objective   | Performance Indicator | PY2007 Accomplishment | Cumulative 2005-2010 Accomplishment | 5 Year Objectives | Percent of Year Objective |
|---|-----------------------|-----------------------|-------------------------------------|-------------------|---------------------------|
| <b>HOUSING AND SUPPORTIVE SERVICES NEEDS AND OBJECTIVES</b>                               |                       |                       |                                     |                   |                           |
| <b>Goal A: Expand the Supply of Affordable Housing</b>                                    |                       |                       |                                     |                   |                           |
| 1. New Housing Construction   |                       |                       |                                     |                   |                           |
| Rental  | Housing Units         | 0                     | 11                                  | 200               | 5.50%                     |
| Ownership   | Housing Units         | 46                    | 123                                 | 445               | 27.64%                    |
| 2. Increase Homeownership Opportunities for Low and Moderate-Income Households            |                       |                       |                                     |                   |                           |
| First Time Homebuyer Program (FTHB)   | Loans                 | 9                     | 25                                  | 70                | 35.71%                    |
| Provide homebuyer education to first-time homebuyers                                      | Households            | 586                   | 1111                                | 200               | 555.50%                   |
| Provide funding matches for Independent Dev Accts (IDA's)                                 | Households            | 0                     | 15                                  | 30                | 50.00%                    |
| <b>Goal B: Preserve the Existing Supply of Affordable Housing</b>                         |                       |                       |                                     |                   |                           |
| 1. Acquisition and/or Rehab of Existing Assisted Rental Housing to Maintain Affordability | Housing Units         | 0                     | 120                                 | 299               | 40.13%                    |
| 2. Housing Improvement Program  |                       |                       |                                     |                   |                           |
| Rehab - Single Family   | Housing Units         | 5                     | 19                                  | 75                | 25.33%                    |
| Rehab - Rental  | Housing Units         | 24                    | 24                                  | 50                | 48.00%                    |
| Paint/ Emergency Program  | Housing Units         | 3                     | 12                                  | 100               | 12.00%                    |
| Home Access Program   | Housing Units         | 15                    | 60                                  | 150               | 40.00%                    |
| <b>Goal C: Provide Rental Assistance to Low-Income Households</b>                         |                       |                       |                                     |                   |                           |
| 1. Maintain Section 8 Certificates*   | Households            | 660                   | n/a                                 | 647               | 102.01%                   |
| 2. HPCC Rental Security Deposits  | Households            | 1                     | 7                                   | 50                | 14.00%                    |
| <b>Goal D: Provide Supportive Services in Combination with Special Needs Housing</b>      |                       |                       |                                     |                   |                           |
| 1. Supportive Housing Services  |                       |                       |                                     |                   |                           |
| Seniors   | Households            | 1,893                 | 5,092                               | 6,670             | 76.34%                    |
| Single Parents  | Households            | 8                     | 41                                  | 300               | 13.67%                    |
| <b>Goal E: Provide Housing and Supportive Services for Persons with HIV/AIDS</b>          |                       |                       |                                     |                   |                           |
| 1. HOPWA  | Persons               | 50                    | 69                                  | 25                | 276.00%                   |

| Objective  | Performance Indicator | PY2007 Accomplishment | Cumulative 2005-2010 Accomplishment | 5 Year Objectives | Percent of Year Objective |
|--|-----------------------|-----------------------|-------------------------------------|-------------------|---------------------------|
| <b>Goal F: Support Equal Housing Opportunity for All</b>   |                       |                       |                                     |                   |                           |
| 1. Support Fair Housing Services<br>Resolve up to 150 housing discrimination complaints  | Households            | 38                    | 101                                 | 150               | 67.33%                    |
| 2. Support Housing Mediation<br>Provide up to 1800 landlord-tenant mediation sessions  | Households            | 362                   | 1089                                | 1800              | 60.50%                    |
| 3. Analysis of Impediments (AI) Update   | Project               | Complete              | 1                                   | 1                 | 100.00%                   |
| <b>HOMELESS NEEDS AND OBJECTIVES</b>   |                       |                       |                                     |                   |                           |
| <b>Goal G: Provide Shelter, Housing, and Supportive Services to Homeless Individuals and Families</b>  |                       |                       |                                     |                   |                           |
| 1. Homeless, Housing & Related Supportive Services for Sunnysvale Residents who are Homeless or At-Risk of Becoming Homeless   |                       |                       |                                     |                   |                           |
| Emergency Shelter  | Beds                  | 0                     | 10                                  | 19                | 52.63%                    |
| Transitional Housing   | Beds                  | 0                     | 12                                  | 66                | 18.18%                    |
| Permanent Supportive Housing   | Housing Units         | 0                     | 9                                   | 35                | 25.71%                    |
| Strategies to address the City's share of homeless needs and to eliminate chronic homelessness which may include financial support of the following types of organizations and activities: |                       |                       |                                     |                   |                           |
| Local nonprofit organizations that provide shelter, supportive services to residents who are homeless or in crisis and at-risk of becoming homeless  | Households            | 6636                  | 20,090                              |                   |                           |
| Local nonprofit organizations that arrange for rotating shelters for homeless individuals and to provide support services such as food, housing, job counseling, etc.                      | Individuals           | 11                    | 42                                  |                   |                           |
| Emergency shelter providers  | Households            | 162                   | 633                                 |                   |                           |
| Emergency and on-going Assistance to victims of domestic violence  | Households            | 11                    | 51                                  |                   |                           |

| <b>PUBLIC SERVICE AND FACILITY NEEDS AND OBJECTIVES</b>                                       |           |          |       |     |         |
|---|-----------|----------|-------|-----|---------|
| <b>Goal H: Support Special Needs Individuals to Live Independently and Productively</b>       |           |          |       |     |         |
| 1. Provide Services to Seniors, Youth, and Persons with Disabilities                          |           |          |       |     |         |
| Seniors   | Persons   | 330      | 643   | 275 | 233.82% |
| At-Risk Youth   | Persons   | 148      | 495   | 895 | 55.31%  |
| Persons with Disabilities   | Persons   | 174      | 255   | 100 | 255.00% |
| Assist individuals with workforce training and development                                    | Persons   | 1921     | 2,573 | 300 | 857.67% |
| 2. Expand the Columbia Neighborhood Center (Underway)   | Facility  | Underway | 0     | 1   | 0.00%   |
| <b>COMMUNITY DEVELOPMENT NEEDS AND OBJECTIVES</b>   |           |          |       |     |         |
| <b>Goal I: Improve Neighborhoods and Increase Accessibility for Persons with Disabilities</b> |           |          |       |     |         |
| 1. Upper Borregas Sewer Repair  | Project   | Complete | 1     | 1   | 100.00% |
| 2. Pedestrian Light   | Project   | Complete | 1     | 1   | 100.00% |
| 3. Speed Radar Signs  | Project   | Complete | 1     | 1   | 100.00% |
| 4. ADA Curb Retrofit  | Curb Cuts | 30       | 106   | 275 | 38.55%  |
| <b>Goal J: Removal of Public and Private Barriers to Affordable Housing</b>                   |           |          |       |     |         |
| 1. Housing Element Update (Underway)  | Project   | Underway | 0     | 1   | 0.00%   |

**ATTACHMENT G**

**APPROVED MINUTES OF THE HHSC  
MEETING OF OCTOBER 22, 2008**



## **APPROVED MINUTES**

### **SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION**

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on October 22, 2008 at 7:05 p.m. with Chair Plant presiding.

#### **ROLL CALL**

**Commission Members Present:** Commissioners: Ann Andersen, Micki Falk, Jeremy Hubble, Patrick Meyering, Pat Plant, and Demi Yezgi.

**Commission Members Absent:** Commissioner Charles Keeler, Florence Tindle, and Vice Chair Gal Josefsberg.

**Staff Present:** Hanson Hom, Director of Community Development; Katrina Ardina, Housing Programs Analyst, and Edith Alanis, Housing Programs Technician.

#### **SCHEDULED PRESENTATION - NONE**

#### **PUBLIC ANNOUNCEMENTS**

A member of the public, D. Brooks, came to the meeting to inquire about rent control in the City of Sunnyvale. The resident is under the impression that the County of Santa Clara has rent control. She inquired why the City of Sunnyvale does not have rent control.

She was informed by a couple of commissioners, as well as staff, that in order for the City of Sunnyvale to have rent control, City Council would have to implement a City ordinance. Additionally, some members of the Commission as well as some staff expressed that they were not aware that the County of Santa Clara had any rent control.

Director Hom also expressed that City Council has not chosen to give any direction with regards to rent control. He also suggested that if this was something that the resident was interested in and felt strongly about attending a Council meeting would be a better venue for this inquiry. At the meeting she could voice her concerns and ask if City Council would be interested in sponsoring a study issue to address rent control in Sunnyvale.

She asked how long that process would take. Director Hom replied that it would be a lengthy process, but that would be a start.

She was also referred to Project Sentinel to address some of her other concerns with regards to rents being raised without the adequate notice

Commissioner Yezgi suggested that the City develops a document that explains why the City chooses not to have rent control and make it readily available to the public.

### **CONSENT CALENDAR**

Director Hom announced that Laura Simpson, Housing Officer is no longer with the City of Sunnyvale. He explained that Laura was offered a position much closer to home, that would afford her a better quality of life, and that she will be greatly missed by staff.

He also announced that the new Housing Officer will start on November 12<sup>th</sup>.

#### **1.A. Approval of Draft Minutes of September 24, 2008.**

Chair Plant asked for a motion to approve the minutes of September 24, 2008.

**Commissioner Yezgi moved and Commissioner Andersen seconded to approve the minutes of September 24, 2008.**

**Motion passed unanimously 6-0 with Commissioners Keeler, Tindle, and Vice Chair Josefsberg absent**

### **CITIZENS TO BE HEARD - None**

### **PUBLIC HEARINGS/GENERAL BUSINESS**

#### **1. Discussion and Recommendation of Priority Funding Needs for FY2009/10 and FY20010/11.**

Katrina Ardina, Housing Programs Analyst, explained that tonight's discussion and recommendation is in preparation for the upcoming two-year funding cycle. The Commissioners are invited to express if there is anything that they feel should be included in the priority needs list that will be forwarded to the City Council. This recommendation can be based on their personal knowledge and experience, or on their observations and perception of unmet needs in the community.

The Commission is being asked to define a list of unmet needs and to make a motion which will be included as part of a Report to Council (RTC) scheduled to be reviewed in December, prior to publishing the Request for Proposals (RFP) for human service agencies seeking Community Development Block Grant (CDBG) funds for the funding cycle.

Katrina went on to review the materials that were included in the Commissioners packets which contained data that was used two years ago to assist the Housing and Human Services Commission to develop the list that was used for current two-year funding cycle.

The Commissioners were reminded to keep in mind the goals that were adopted as part of the 2005-2010 Consolidated Plan that was submitted to the Department of Housing and Urban Development (HUD) because the City is still committed to meet those goals and the new priorities should be consistent with meeting those goals.

The Commissioners were informed that the agencies that are currently being funded were asked to complete a survey that asked for their input on unmet community needs from their perspective as service providers. The Commissioners were provided with a summary of the responses received. It was noted that a lot of the agencies pointed to the economic crisis that the country is experiencing as a whole.

Commissioner Falk asked what the outlook was on funds considering the current economic climate. Staff explained that even though the funds are not guaranteed the City still wants to set priorities. It was also asked if the City needed to apply for this grant since the five-year plan was coming to an end or if it was granted to the City automatically. Staff explained that the CDBG is automatic as long as you report your progress annually; however, the amount is never the same. It was asked if there is a penalty for not meeting these goals. Director Hom indicated that HUD takes into consideration if the projected goals are met based on the level of funding that the City actually received. They also balance the goals that were not achieved with that others exceeded expectations.

The Commission asked if there was any update or anything that gave them an indication of where the City is in terms of meeting the goals that were set. Staff referred to a table that was supplied as part of the Consolidated Annual Performance Evaluation Report (CAPER) that was reviewed at the last meeting. The table showed the current progress in meeting the City's goals. Staff added that this priority setting and identification of unmet needs process is also in preparation of the Consolidated Plan that will be developed to cover the five-year period beyond the current 2005-2010 Consolidated Plan.

This is the second year that the Commission is being asked to have input on setting priority needs and make a recommendation to the City Council.

The Commissioners discussed individual agencies in some details and asked how they have improved from the difficulties that they were experiencing during the prior year. There was also discussion with regards to the economic situation translating into a larger number of people in need and greater operating costs to the agencies. The Commissioners were reminded that the recommendation that staff was asking for needed to be broader and address the community needs as a whole, but consistent with the needs that had been identified in the Con Plan, in addition to any new needs that the Commissioners can identify.

After review of the materials and lengthy discussion the Commission narrowed down the list of unmet needs and priorities to the following:

- Transportation Assistance, not exclusive to seniors
- Services for At-Risk Youth
- Immigrant Services
- Emergency Rental Assistance
- Job Education and Training
- Food Services

Chair Plant asked for a motion.

**Commissioner Hubble moved and Commissioner Andersen seconded to recommend that a list that includes services for at risk youth; immigrant services; emergency rental assistance; job education and training; food services; and transportation assistance, be forwarded to City Council as the initial basis of the Commission's sense of unmet needs in the community, and with the understanding that there probably will be more added.**

**Motion passed 5-1 with Commissioner Meyering dissenting, and Commissioners Keeler, Tindle, and Vice Chair Josefsberg absent.**

Commissioner Yezgi requested that Commissioner Meyering explain why he voted against the motion. Commissioner Meyering expressed that it is his understanding of the objective was that the Commission was asked to define community needs not classes of people, and in his opinion the motion did not represent the needs adequately. This way, once the need is defined then anyone who has that need and needs that service can get it, based on their need and not on who they are, such as old or young, immigrant.

### **NON-AGENDA ITEMS AND COMMENTS**

- **BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS**

- Chair Plant announced that she is involved in a housing event in San Jose at First Christian Church from 9 a.m. to 1 p.m. on October 25<sup>th</sup> called "Reclaiming the Right to Housing". This event is being co-sponsored by approximately 20 organizations who are concerned with the growing homeless situation. The intent of this movement is to organize to lobby for more low- and extremely-low-income. She handed out a flyer with all the details of the event.

- **STAFF ORAL COMMENTS**

- Director Hom informed the Commission that the City is still negotiating the ground lease with the County for the Fair Oaks site. He clarified that the ground lease does not approve the senior housing project which will be reviewed later in the process, but it is getting very close.

### **INFORMATION ONLY ITEMS**

- Commissioner Meyering had requested a copy of the latest HUD assessment that staff had received. Staff handed a copy of the 05/06 assessment to the Commissioners. Katrina informed the Commissioners that staff had not received the 06/07 assessment yet.
- Director Hom reported on the Council Action on the housing strategy. Council adopted the housing strategy with some modifications. The most significant modification was that Council did not want to increase the percentage of BMR units for private developments as staff had recommended. Additionally, the City Council asked that before any of the changes move forward that they be incorporated into the Housing Element process since there is some overlap. Staff was directed to go back to City Council in three months with a work plan that shows how the Housing Strategy will be implemented relative to the process for the Housing Element.

### **ADJOURNMENT**

Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Hanson Hom  
Director of Community Development