

**Council Meeting: May 12, 2009**

SUBJECT: Consider Approval of Substantial Amendment to FY 2008-09 Action Plan, **continued from May 5, 2009 Council Meeting**

REPORT IN BRIEF

This report submits for approval by City Council an amendment to the FY 2008-09 Action Plan in accordance with requirements of the U.S. Department of Housing and Urban Development (HUD). The amendment shall incorporate two stimulus grants awarded by the American Recovery and Reinvestment Act of 2009 (ARRA or "the Recovery Act").

Community Development Block Grant Recovery Program (CDBG-R)

This funding, referred to as "CDBG-R," is separate from the regular, entitlement CDBG grants that the City receives every year. The Recovery Act allocated \$332,405 in CDBG-R funds to the City. CDBG enables local governments to undertake a wide range of activities intended to create suitable living environments, provide affordable housing and create economic opportunities, primarily for persons of low and moderate income. Under the Recovery Act, grantees shall give priority to projects that can award contracts based on bids within 120 days of the grant agreement. Further guidance about special Recovery Act requirements for use of these funds is forthcoming from HUD.

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

The City also received an award of \$508,191 under the Homelessness Prevention and Rapid Re-Housing Program (HPRP), created by Congress under Title XII of Division A of the Recovery Act. The purpose of the program is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are homeless.

Substantial Amendment

HUD is allowing grantees to consolidate the two amendment processes and to submit the CDBG-R substantial amendment simultaneously with the HPRP substantial amendment by the HPRP submission deadline of May 19, 2009.

In order to receive these stimulus grants, the City must adopt and submit a substantial amendment to its 2008 Action Plan to HUD no later than May 18, 2009. The substantial amendment for both grants shall specify the City's plan for administration, use, and oversight of the grants and ensuring consistency

with the Consolidated Plan. The HPRP funds will be made available subject to final HUD approval of the Plan in July, by means of a grant agreement executed by HUD and the grantee in September 2009. The grantee will have three years to expend funds.

At present, HUD has not issued any guidance regarding CDBG-R other than allowing grantees to incorporate the CDBG-R grant into the substantial amendment along with the HPRP grants, by the HPRP submission deadline of May 18, 2009. Upon receipt of the substantial amendment, HUD will review the content, provide grant agreements and make funds available in each grantee's line of credit.

The HHSC and staff recommend that City Council approve the proposed Substantial Amendment to FY 2008-09 Action Plan.

BACKGROUND

The American Recovery and Reinvestment Act of 2009 ("Recovery Act") was signed into law by President Obama on February 17, 2009. The Act includes measures to modernize our nation's infrastructure and invest in our homes and communities. The Recovery Act includes \$13.61 billion for projects and programs administered by HUD to generate jobs and help families and communities hardest hit by the economic crisis. Of this amount, \$1.5 billion has been appropriated for the Homeless Prevention Fund. Funding for this program, called the Homelessness Prevention and Rapid Re-Housing Program (HPRP), is a new program to help families who are either homeless or at imminent risk of becoming homeless. This program will provide financial and other assistance to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. The funds will provide for a variety of assistance, including: short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as security or utility deposits, utility payments, moving cost assistance, and case management.

The Recovery Act also includes Community Development Block Grant – Recovery Funds. Under the Recovery Act, CDBG-R recipients shall give priority to projects that can award contracts based on bids within 120 days of the grant agreement. It is unclear if these contracts are presumed to involve construction, or if service contracts may also be eligible. Staff awaits further guidance from HUD on this award.

EXISTING POLICY

2005-2010 Sunnyvale Consolidated Plan:

Goal C: Provide rental assistance to very low and extremely low-income households

Goal G-1: Provide homeless, housing and related supportive services for Sunnyvale residents who are homeless or at-risk of becoming homeless

Goal I: To Improve Neighborhoods and Increase Accessibility for Persons with Disabilities

Housing and Community Revitalization Sub-element:

Goal F.1.d: Continue to provide non-general fund moneys to support countywide efforts to assist the homeless

Goal F.1.e: Continue to provide non-general fund moneys to organizations that help to prevent homelessness.

DISCUSSION

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

The proposed Substantial Amendment to FY 2008-09 Action Plan is included as **Attachment A**. The Substantial Amendment provides a description of the activities to be undertaken during the next three years, including distribution and administration of funds, a plan for a competitive process for awarding funds to private non-profits to carry out activities, collaboration with other local organizations receiving Recovery Act funds, and ensuring consistency with the Consolidated Plan. There are four categories of eligible activities for the use of HPRP funds, all of which are focused on housing.

Financial Assistance:

To be eligible for financial assistance from HPRP, clients must be at or below 50% of the Area Median Income (AMI). Assistance is limited to the following: short-term rental assistance (1-3 months); medium-term rental assistance (up to 18 months total); up to 6 months of rental arrears, security deposits, utility deposits, utility payments, moving cost assistance; and motel vouchers, as described in more detail in the proposed substantial amendment.

Housing Relocation and Stabilization:

These services include case management, outreach, housing search and placement, legal services, mediation, and credit repair.

Data Collection and Evaluation:

Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems (HMIS) for purposes of

collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds. Data collection and reporting must be conducted through HMIS or a comparable client-level database.

Administrative Costs:

No more than 5% of the total HPRP grant may be spent on administrative costs. All administrative costs must be incurred, and all funds for administrative costs must be drawn down, prior to the 3-year deadline. Allowable administrative costs include pre-award administrative costs: costs associated with preparing the application for submission to HUD, starting with the publication of program guidance and ending with the submission of the Substantial Amendment and any subsequent revisions. This includes, but is not limited to, staff costs for preparing the substantial amendment and publication, other costs related to the public comment process, and other costs associated with participating in HUD-sponsored HPRP training.

Two populations are targeted for the use of these funds:

- Individuals and families currently in housing but who are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless, or assistance to move to another housing unit (Prevention).
- Individuals and families who are experiencing homelessness and need temporary assistance in order to obtain housing and retain it (Rapid Re-Housing).

The program is not intended to provide long-term financial support. The assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability. The purpose of the Homelessness Prevention and Rapid Re-Housing Program is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are homeless.

HUD expects that HPRP funds will be targeted and prioritized to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, outside of HPRP after the program concludes. The program is focused on housing for households who are currently homeless or at risk of becoming homeless and is designed to provide temporary financial assistance and housing relocation and stabilization activities to individuals and families who are homeless, or who would be homeless but for this assistance.

Community Development Block Grant Recovery Program (CDBG-R)

The proposed Substantial Amendment also describes how the CDBG-R funds will be used for CDBG eligible activities, upon further guidance from HUD. The CDBG-R funds must be used quickly, giving priority to activities that can be under contract within 120 days of grant award.

Public Facilities

CDBG-R funds may be used for eligible activities that primarily serve a clientele documented to be lower-income, or are located within eligible lower income areas of the City, as identified in the Action Plan. The proposed Substantial Amendment includes two primary public facilities activities: accessibility retrofits, which include sidewalk and related pedestrian facility ADA retrofits, and may also include ADA retrofits of non-compliant, older public facilities such as parks or community centers (restrooms, exits, etc.); and other capital improvements in income-eligible neighborhoods, which may include infrastructure repairs (streets, sewer, sidewalks), parks improvements, and other improvements to public facilities.

FISCAL IMPACT

Approval of the Substantial Amendment to FY 2008-09 Action Plan will not impact the General Fund. If the City fails to approve and submit a substantial amendment to the 2008 Action Plan, HUD will disencumber its HPRP and CDBG-R awards and proceed to reallocate the funds to other agencies.

PUBLIC CONTACT

The Consolidated Plan requires that the residents of Sunnyvale be notified about the types of activities that will be funded with HUD grants. The rules for the HPRP process specify a minimum time period of 12 days for citizens to comment on the substantial amendment. A public notice was printed in the Sunnyvale Sun newspaper on April 15, 2009 indicating the start of a review and comment period. The draft Substantial Amendment to the FY 2008-09 Action Plan was made available for public review at the One Stop Counter at City Hall, at the Sunnyvale Library, and on the City of Sunnyvale website: <http://sunnyvale.ca.gov/housing>.

Part of the public outreach on the Substantial Amendment included a public hearing before the Housing and Human Services Commission (HHSC), which was held on April 29, 2009. Regional human services agencies were notified of the meeting and of the public notice by email, and a number of human services agencies attended this meeting and made oral comments. Their comments are summarized in the draft minutes of the HHSC meeting, provided in **Attachment B**. Following the public hearing, the HHSC recommended approval of the Draft Substantial Amendment. Additional written public comments regarding the HPRP funding were received from two non-profit

agencies: Community Technology Alliance and Sunnyvale Community Services; and from one Housing and Human Services Commissioner. These written comments are included as Exhibit I of **Attachment A**. The proposed budget for HPRP funds within the Draft Substantial Amendment (**Attachment A**) incorporates the suggestions made in those comments, following the discussion at the HHSC meeting.

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

ALTERNATIVES

1. Approve the Substantial Amendment to FY 2008-09 Action Plan for the \$508,191 Homelessness Prevention and Rapid Re-Housing Program Grant and \$332,405 Community Development Block Grant – Recovery program Grant (**Attachment A**).
2. Approve the Substantial Amendment to FY 2008-09 Action Plan, with modifications as determined by the City Council.
3. Change the amount or proposed activities in the recommended Substantial Amendment to FY 2008-09 Action Plan.
4. Do not take action at this time and forfeit Recovery Act funds from HUD.

RECOMMENDATION

Staff and the HHSC recommend Alternative 1, Approve the Substantial Amendment to FY 2008-09 Action Plan for the \$508,191 Homelessness Prevention and Rapid Re-Housing Program Grant and the \$332,405 Community Development Block Grant – Recovery Program Grant.

In order to receive these grants, the City must submit the substantial amendment to HUD by May 18, 2009. The draft Substantial Amendment to FY 2008-09 Action Plan in Attachment A is consistent with the 2005-2010 Consolidated Plan, which was prepared following a thorough analysis of community needs, with extensive public input. The Plan is also consistent with City policy as expressed in the Housing and Community Revitalization Sub-element.

Reviewed by:



Hanson Hom Director, Community Development

Suzanne Ise', Housing Officer

Prepared by: Katrina L. Ardina, Housing Programs Analyst

Approved by:



Gary M. Luebbers

City Manager

Attachments

- A. Substantial Amendment to FY 2008-09 Action Plan
- B. Draft minutes for the HHSC meeting of April 29, 2009

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ATTACHMENT A

**SUBSTANTIAL AMENDMENT
TO
FY 2008-09 ACTION PLAN**

PART I

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	CITY OF SUNNYVALE
Name of Entity or Department Administering Funds	COMMUNITY DEVELOPMENT, HOUSING DIVISION
HPRP Contact Person (person to answer questions about this amendment and HPRP)	SUZANNE ISE'
Title	HOUSING OFFICER
Address Line 1	456 W. OLIVE AVENUE
Address Line 2	P.O. BOX 3707, SUNNYVALE, CA 94088-3707
City, State, Zip Code	SUNNYVALE, CA, 94086
Telephone	(408) 730-7698
Fax	(408) 737-4906
Email Address	sise'@ci.sunnyvale.ca.us
Authorized Official (if different from Contact Person)	GARY LUEBBERS
Title	CITY MANAGER
Address Line 1	456 W. OLIVE AVENUE
Address Line 2	P.O. BOX 3707, SUNNYVALE, CA 94088-3707
City, State, Zip Code	SUNNYVALE, CA, 94086
Telephone	(408) 730-7242
Fax	
Email Address	gluebbers@ci.sunnyvale.ca.us
Web Address where this Form is Posted	http://sunnyvale.ca.gov/housing

Amount Grantee is Eligible to Receive*	\$508,191
Amount Grantee is Requesting	\$508,191

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

Consistent with the City's Citizen Participation Plan, Sunnyvale has undertaken several activities to provide reasonable notice of and an opportunity to comment on this proposed substantial amendment. Notice of the proposed substantial amendment and the opportunity for public comment was published in summary form in the Sunnyvale Sun, on April 15, 2009. The notice included a description of the contents and the purpose of the amendment. In addition to having copies available in the City Hall lobby and library, a copy of the proposed amendment was also made available on the City and Santa Clara County Office of Affordable Housing websites. The public comment period was open for a minimum 12-day period through May 5, 2009 (consistent with federal regulations this period was reduced from the typical 30-day public comment period). Any public comments received will be taken into consideration prior to adoption of this amendment. The Housing and Human Services Commission met on April 29, 2009 to consider this proposed amendment and to make a recommendation to the City Council. The public will have a final opportunity to comment on this proposed amendment on May 12, 2009 when the City Council considers adoption of this amendment at a public meeting.

Citizen participation is strongly encouraged. All meetings take place in accessible locations and access to information is available through the internet and local newspaper.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

Comments attached as **Exhibit I**. Written comments received and accepted from the identified parties: Community Technology Alliance; Sunnyvale Community Services; and Housing and Human Services Commissioner Meyering.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

As per the comments received, the draft budget on page 10 has been modified to incorporate those comments.

1. Specifically, rather than a 50-50 split between Financial Assistance and Housing Relocation and Stabilization Services, 75% shall be budgeted to Financial assistance and 25% to Housing Relocation/Stabilization.
2. In response to a comment received from the Community Technology Alliance, the original budget of 2% for Data Collection and Evaluation has been increased to 5% or \$25,410, consistent with other agencies receiving HPRP funds.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

Subject to final approval from HUD in July, the City of Sunnyvale will utilize a competitive Request for Proposals (RFP) process to solicit sub-grantees (private non-profit agencies) for the homeless prevention, rapid re-housing and housing stabilization activities. These activities will target two populations described below for the use of HPRP funds

- 1) Individuals and families currently in housing but who are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless, or assistance to move to another housing unit (Prevention).
- 2) Individuals and families who are experiencing homelessness and need temporary assistance in order to obtain housing and retain it (Rapid Re-Housing).

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

The RFP criteria will be developed upon community outreach conducted to identify and clarify an inventory of potential subgrantees providing services eligible for HPRP funding, and to allow the community to prioritize which types of programs should be implemented locally through this new program.

The City will announce the RFP to the public through various media including email, newspaper, and the Internet. The City maintains a list of potential public service agencies all of whom will receive a copy of the RFP. The City will place a public notice in the Sunnyvale Sun. The RFP will also be available for download from the City's website.

The City will recommend to Council award allocation(s) to subgrantee(s) based upon specific criteria that will be clearly listed in detail in the forthcoming RFP. Preliminary criteria for subgrantee selection include applicant's capacity to provide eligible and effective services, ability to network with other providers in the community, reporting capabilities, and staff capacity. The City expects additional program ranking criteria will be defined through the community outreach process during the months prior to releasing the RFP.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantee(s) by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

Subgrantee(s) selected through the process will be required to execute an agreement with the City in order to begin incurring costs and receiving reimbursement. The City will work with the City Attorney's office to develop a Subgrantee Contract during the period prior to September 30, 2009 that will include all specific regulatory requirements HUD has established for the HPRP program.

The City will require each subgrantee to demonstrate their capacity to collect all required data to complete HUD reporting requirements for HPRP purposes and client specific data to be entered into the HMIS. This demonstration of preparedness to comply with reporting requirements will happen during the contracting period so that program implementation can begin in a timely manner once subgrantee(s) sign agreements. This will ensure that the city will effectively, accurately and in a timely fashion meet all reporting and transparency requirements pursuant to HPRP.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantee(s) (limit 500 words).

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response:

The City recognizes the importance of timely and effective use of HPRP grant funds. Planning activities are underway so that implementation of program activities may begin as soon as possible after execution of the grant agreement with HUD. Planning will include reviewing national and local prevention and rapid re-housing models, and consistency with CoC prevention strategies and federal requirements. The City will ensure timely submission of quarterly and annual reports, monitor and evaluate HMIS data, provide program technical assistance and compliance with HPRP implementing regulations, the ARRA, and other federal regulations.

As required in the HUD Guidance, the City plans to use a minimum of 60% of the funds within the first 2 years of the program. The City will draw down 60% of its HPRP grant funds within 2 years of the date that HUD signs the grant agreement and 100% of funds within three years of this date. The City will ensure that funds are drawn down quarterly in compliance with the Timeliness Standards, of the HUD Guidance.

The City will monitor internal programmatic activities and sub-grantee programmatic activities to ensure that established goals for the number served and quarterly expenditures are met.

The City will closely monitor that all subgrantee(s) document a schedule of how their programs will expend funds, what services they will provide, and how many people they will assist with these funds.

The City will require subgrantee(s) to submit all HUD required reports on a quarterly basis. The City will monitor all subgrantee(s) at least twice annually over the three-year implementation phase.

The City also proposes to report to the SCC Collaborative on Homelessness, the lead entity for the Continuum of Care. The local 10-Year plan to End Homelessness identifies strategies and solutions for addressing homeless prevention and the HPRP funding will be subject to their oversight and review as well.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

The City's Housing Division of the Community Development Department will collaborate with local agencies that serve similar target populations, which may receive ARRA funds during the program planning stage and ongoing program implementation and program delivery. Collaboration will take place through a variety of methods including telephone conversations, written communications, and meetings.

Housing staff has initiated planning by referencing information on the Housing website regarding other funds available under the ARRA and possible collaboration opportunities. Housing staff has also begun contacting local agencies that might receive ARRA funding in order to set the stage for future communications and meetings that will help identify how HPRP housing assistance might be coordinated with other services.

Housing staff will coordinate with other local agencies that receive ARRA funds to become knowledgeable of assistance and eligibility requirements, and to develop referral processes that may assist HPRP program participants obtain appropriate supportive services to assist them in achieving and maintaining housing stability. Coordination with other services funded under the ARRA may include: healthcare, child care, and other public assistance, employment services, unemployment benefits, domestic violence services, low-income housing and other services. As more information becomes available from federal, state, and local agencies regarding use of these funds locally, Housing staff will continue its collaboration efforts to determine whether program participants may benefit through coordination of services and establish a process for connecting participants to ARRA funded services.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

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 Santa Clara County Collaborative is the lead entity for the Continuum of Care (CoC) process and official forum for planning and implementing a response to end homelessness in Santa Clara County. The Collaborative members consist of over 250 representatives from 159 mainstream, faith-based and homeless directed supportive service and housing providers. The work of the Collaborative is shared by its members with staffing support by the County Homeless Concerns Coordinator of the Office of Affordable Housing.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Collaboration will take place through a variety of methods including telephone conversations, written communications and meetings. Housing staff will coordinate closely with mainstream providers to identify and establish referrals processes to link HPRP participants with mainstream opportunities such as employment, veteran's services, Section 8, health care and other services. Housing staff will assess participants to identify needs for mainstream services and assist participants in linking with the appropriate services.

Collaboration began with the Santa Clara County collaborative in April. Housing staff will continue to participate with major stakeholders on program design, including screening, referral, services coordination, and strategies for an effective program. Coordination will include planning and process for coordinating existing prevention and rapid re-housing activities that are implemented in the community.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The City of Sunnyvale's 2005-2010 Consolidated Plan identifies needs and strategies for assisting persons who are homeless or at risk of homelessness to achieve housing stability through prevention and re-housing strategies. HPRP funds will be used to address these needs and to help meet current five-year strategies and objectives.

The Consolidated Plan places a high priority for these types of activities:

Priority C-2: Take part in a regional partnership to work with non-profit organizations to support programs for emergency rent and utility payment assistance and security deposits.

The Consolidated Plan states that an emergency rental assistance program that provides funding for households with little or no cash reserves can shorten the period of homelessness or avoid a potential crisis resulting in homelessness

Priority G-1: Provide Homeless, Housing and Related Supportive Services for Sunnyvale Residents who are Homeless or At-Risk of Becoming Homeless

The City 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.

The Consolidated Plan also states that there is a serious need for Permanent Supportive and Transitional Housing to address the needs of the homeless and the

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

extremely low, very low, and low-income individuals and families who are at imminent risk of becoming homeless. Therefore, activities carried out with HPRP funding which provide financial assistance and housing relocation/stabilization services will be consistent with the Consolidated Plan.

DRAFT

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary: \$508,191			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$171,515	\$171,515	\$343,030
Housing Relocation and Stabilization Services ²	\$ 57,170	\$ 57,171	\$114,341
Subtotal (add previous two rows)	\$228,685	\$228,686	\$457,371
Data Collection and Evaluation ³			\$25,410
Administration (up to 5% of allocation)			\$25,410
Total HPRP Amount Budgeted⁴			\$508,191

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

Budget utilizes 5% consistent with other agencies receiving HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title

DRAFT

PART II

SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN 2008 ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT – RECOVERY PROGRAM (CDBG-R)

Web Address where this amendment is posted:

<http://sunnyvale.ca.gov/housing>

Contact: Suzanne Ise', Housing Officer
Housing Division

Community Development Department

456 W. Olive avenue

Sunnyvale, CA 94086

Telephone: 408.730-7698

Fax: (408) 737-4906

Email: sise@ci.sunnyvale.ca.us

**AMENDMENT TO THE CITY OF SUNNYVALE'S
2008 CONSOLIDATED ACTION PLAN AND NOTICE OF PUBLIC REVIEW
AND PUBLIC HEARINGS**

**Homeless Prevention and Rapid Re-Housing Program and
Community Development Grant Recovery Program**

The City of Sunnyvale is proposing to amend its approved FY 2008 Consolidated Action Plan. The Consolidated Plan regulations at 24 CFR 91.505 state that a jurisdiction shall amend its approved plan whenever it makes one of the following decisions:

- (1) To make a change in its allocation priorities or a change in the method of distribution of funds;
- (2) To carry out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan; or
- (3) To change the purpose, scope, location, or beneficiaries of an activity.

In March of 2009, the U.S. Department of Housing and Urban Development (HUD) announced the allocation \$1.5 billion in Homelessness Prevention and Rapid Re-Housing (HPRP) Program funds. The City of Sunnyvale expects to receive \$508,191 in HPRP funds during FY 2008. The purpose of this program is to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. Eligible entities include local governments and non-profit organizations.

The City also expects to receive \$332,405 in Community Development Block Grant (CDBG-R) funds. Under the Recovery Act, grantees shall give priority to projects that can award contracts based on bids within 120 days of the grant agreement. Further guidance about special Recovery Act requirements for use of these funds is forthcoming from HUD.

The City of Sunnyvale must submit its action plan amendment detailing how it plans to manage the HPRP and CDBG-R funds to HUD by May 18, 2009. HPRP funds must be obligated by September 30, 2009.

Citizen Participation and Public Comment

The City of Sunnyvale is following its Citizen Participation Plan to ensure the opportunity for public review and comment on this substantial amendment to the 2008 Action Plan. A public notice was posted on April 15, 2009, inviting the public to review and comment on the draft substantial amendment and participate in a Public Hearing on April 29, 2009. The substantial amendment is posted on the City's Housing website.

Comments on the draft substantial amendment are accepted until May 5, 2009, and all comments will be considered. A summary of the public comments regarding this substantial amendment will be provided to HUD, including a summary of any comments or views not accepted and the reasons for non-acceptance.

PUBLIC REVIEW PERIOD

The proposed Amendment regarding the use of these funds will be available for public review **beginning April 22, 2009 and concluding May 5, 2009**. Copies of the Amendment will be available at the following locations: 1) Sunnyvale City Hall: One-Stop Center in the Community Development Department, at 456 West Olive Avenue, Sunnyvale, CA 2) Sunnyvale Public Library, 665 W. Olive Avenue, Sunnyvale, CA and 3) on the City of Sunnyvale website, <http://sunnyvale.ca.gov/housing>. To request a copy of the Amendment, or for more information, please call (408) 730-7254. Interested parties are encouraged to submit written comments on the proposed Amendment during the review period, or to comment at the public hearings described below. Written comments should be sent to the City of Sunnyvale, Housing Division, Attn: Katrina Ardina, P.O. Box 3707, Sunnyvale, CA 94088-3707. Comments will be incorporated into the draft FY2008 Consolidated Plan Amendment, as appropriate.

PUBLIC HEARINGS

- 1) A public hearing will be held before the Housing and Human Services Commission during a special scheduled meeting for Wednesday, April 29, 2009 at 7:00 p.m. in the West Conference Room at Sunnyvale City Hall, 456 West Olive Avenue, Sunnyvale, California.
- 2) A public hearing will be held before the City Council at their regular meeting on Tuesday, May 5, 2009 at 7:00 p.m. in the Council Chambers at Sunnyvale City Hall, 456 West Olive Avenue, Sunnyvale, California.

PARA RESIDENTES QUE HABLAN ESPAÑOL: Esta información sobre los Programas de Desarrollo de Comunidad de la Ciudad de Sunnyvale puede ser muy importante para usted. Por favor traduzca esta noticia.

CŨ DÂN NÓI TIẾNG VIỆT: Bản thông báo này cho những người cư ngụ tại thành phố Sunnyvale. Chương trình này có thể liên quan đến quý vị. Xin chú ý đến bản thông báo này.

PARA SA MGA MAMAMAYANG PILIPINO: Ang paalalang ito ay patungkol sa Departamento ng Kaunlaran para sa Pamayanan ng Lungsod ng Sunnyvale. Ito ay maaaring makatulong sa inyo kaya maaari po lamang na ipaabot at ipamahagi sa inyong kasamahan.

此通知是關於 Sunnyvale 的社區發展計劃,可能對您非常重要。
請將這一信息提供給他人。

The City of Sunnyvale does not discriminate on the basis of race, color, religion, national origin, sex (including sexual harassment), handicap, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, or treatment or employment in, the City of Sunnyvale programs and activities.

Special Needs: The session locations are accessible to persons with physical disabilities. Pursuant to the Americans with Disabilities Act, the City of Sunnyvale will make reasonable efforts to accommodate persons with qualified disabilities. Persons who need special accommodations or auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact staff at (408) 730-7451 no less than five days prior to the public hearing so that appropriate arrangements can be made. Individuals using TTY/TDD machines may access the City at (408) 730-7501. If you have inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the City's grievance procedures, please contact the Housing Division at (408) 730-7254 at least five days in advance of the meeting.

Background

This funding, referred to as “CDBG-R,” is separate from the regular, entitlement CDBG grants that the City receives every year. The Recovery Act allocated \$332,405 in CDBG-R funds to the City. CDBG enables local governments to undertake a wide range of activities intended to create suitable living environments, provide decent affordable housing and create economic opportunities, primarily for persons of low and moderate income. Under the Recovery Act, grantees shall give priority to projects that can award contracts based on bids within 120 days of the grant agreement. Further guidance about special Recovery Act requirements for use of these funds is forthcoming from HUD.

The CDBG program enables local governments to undertake a wide range of activities intended to create suitable living environments, provide decent affordable housing and create economic opportunities, primarily for persons of low and moderate income. The Recovery Act directs that priority be given to projects that can award contracts based on bids within 120 days from the date the funds are made available.

The City of Sunnyvale is eligible to receive \$332,405 in Community Development Block Grant-Recovery (CDBG-R) funding from the United States Department of Housing and Urban Development (HUD) through the American Recovery and Reinvestment Act of 2009 (ARRA or “the Recovery Act”). The administering department for these funds is the City of Sunnyvale’s Community Development Department. The City of Sunnyvale is required to amend its FY 2008 Consolidated Action Plan to include the CDBG-R funds.

The City is also receiving \$508,191 in Homeless Prevention and Rapid Re-Housing Program (HPRP) funds under the Recovery Act. In order to ease the administrative burden associated with preparation and submission of a substantial amendment to the Consolidated Plan, HUD is allowing the City to consolidate the two amendment processes and to submit the CDBG-R substantial amendment simultaneously with the HPRP substantial amendment by the HPRP submission deadline of May 18, 2009.

HUD is expected to issue a “CDBG-R Notice” to provide additional guidelines and requirements for the use of CDBG-R funding. This Notice has not yet been issued; however, it is anticipated to be issued in the near future. Therefore, the proposed activities under this amendment may be modified in accordance with the Notice for the use of CDBG-R funding.

The proposed Substantial Amendment describes how the CDBG-R funds will be used for CDBG eligible activities, upon further guidance from HUD.

CDBG-R Funding

- Priority Areas

In accordance with federal guidelines and requirements for the use of CDBG-R funding, the City will give priority to eligible activities within CDBG-eligible, currently-approved Capital Improvement Project areas. These areas will be given priority so that the City

can expend funds quickly in accordance with CDBG-R guidance and in consideration of local competitive procurement practices and other federal and local requirements.

CDBG regulations require CDBG funds for capital improvements (public facilities) to be “targeted” to low income areas of the City and/or areas of “racial/minority concentration”, unless the particular facilities are serving primarily “limited clientele” (i.e., a majority of the facility users are verified low income persons/households). The City of Sunnyvale contains certain eligible low income areas (“Block Groups” as defined by the Census) that had at least 41% low-income residents, according to household income estimates from the 2000 Census, scattered somewhat randomly throughout the City. These areas are shown on the Map of Income-Eligible Block Groups in **Exhibit II**.

Investment of capital funds for accessibility retrofitting of public facilities, such as older sidewalks and crosswalks, to comply with the Americans with Disabilities Act (ADA), may be provided throughout the City, according to CDBG regulations.

- Eligible Activities

- Public Facilities:

- Public facilities projects may be funded by CDBG if they primarily serve a clientele documented to be lower-income, or are located within eligible lower income areas of the City. The proposed substantial amendment to the FY 2008 Action Plan includes two primary public facilities activities: accessibility retrofits, which include sidewalk and related pedestrian facility ADA retrofits, and may also include ADA retrofits of non-compliant, older public facilities such as parks or community centers (restrooms, exits, etc.); and other capital improvements in income-eligible neighborhoods, which may include infrastructure repairs (streets, sewer, sidewalks), parks improvements, and other improvements to public facilities.

- CDBG-R money will be used to fund improvements in conjunction with other public and private initiatives. Specific activities will be determined as eligible based on guidance to be provided by HUD in the “CDBG-R Notice.”

- Proposed Budget

The City proposes a 50-50 split between Accessibility Improvements and Pedestrian Infrastructure Replacement so that all intersections in the City conform to ADA requirements and/or Improvement activities to fund the reconstruction and/or improvement of substandard sidewalks, crosswalks and related pedestrian infrastructure in income-eligible block groups.

- Other Considerations

- The City will continue the ongoing collaboration with other agencies and departments expecting to receive Recovery Act funds to maximize all available resources.
- The City recently announced an accelerated capital projects program that will leverage local funds with grants and federal stimulus monies to put more than \$60 million in projects into action. Some of the projects are expected to start work in as little as six weeks and could create as many as 600 jobs.
- The City plans to oversee and monitor the administration and use of CDBG-R in accordance with practices currently in place and approved by HUD for use in the CDBG program. These include: affirmatively furthering fair housing, conducting environmental reviews, complying with financial management requirements, and with all applicable Federal Labor Standards.

**City of Sunnyvale
CDBG-R FY 2008-09 Action Plan Substantial Amendment**

CDBG-R Activity Detail

Activity Name	ADA Curb Retrofit Program
Activity Description	Curb cuts at intersections to bring older sidewalks into compliance with the Americans with Disabilities Act in order to improve the accessibility to persons using wheelchairs and other persons with mobility limitations
CDBG-R Budget	\$300,000
Eligibility Category	Removal of Architectural Barriers; Presumed Benefit; Provide suitable living environment/accessibility
National Objective Citation	570.208(a)(2)
Additional Recovery Act Funds from Other Programs	\$0
Total Activity Budget	\$300,000

Activity Name	Administration of CDBG-R Program
Activity Description	Allowable administrative expenditures including federal overlay compliance activities, fiscal and reporting tasks
CDBG-R Budget	\$32,000
Eligibility Category	Administration
National Objective Citation	N/A
Additional Recovery Act Funds from Other Programs	\$0
Total Activity Budget	\$32,000

Required CDBG-R Recovery Act Narrative

- i. No other Recovery Act funding will be used for the CDBG-R activities
- ii. The proposed uses of the CDBG-R funds meet the requirements of Title XII of Division A and Section 1602 of the Recovery Act as follows:
 - a. The selected activity can award contracts based on bids within 120 calendar days from the date the funds are made available to the City
 - b. The activity is a project that can be started and completed expeditiously, including a goal of using at least 50% of the funds for activities that can be initiated not later than 120 calendar days after February 17, 2009 due to the availability of a bid package template and engineering designs from similar activities funded with prior CDBG entitlement grants.
- iii. The use of CDBG-R funds for the ADA curb retrofit program will maximize job creation and economic benefit by:
 - a. Preserving and/or creating jobs for regional construction contractors that are qualified to complete the activity;
 - b. Assisting those most impacted by the recession (i.e., construction workers, among others);
 - c. Investing in transportation infrastructure (pedestrian facilities) that will provide long-term economic benefits to the City by making it more accessible to all.
- iv. The city estimates that approximately three to four construction jobs will be created or retained for a period of approximately six months by this activity.
- v. This activity supports smart growth and reduced pollution emissions by allowing persons in wheelchairs to travel more widely throughout the city's pedestrian network, thus reducing the need for driving or para-transit van trips.
- vi. Citizens may contact the City of Sunnyvale program administrators for additional information:

City of Sunnyvale Housing Division

Attn: Suzanne Isé, Housing Officer
Address: 456 W. Olive Avenue / PO Box 3707
Sunnyvale, CA 94088-3707
Tel: 408-730-7250
Email: housing@ci.sunnyvale.ca.us
Web: www.sunnyvale.ca.us/housing

EXHIBIT I

PUBLIC COMMENTS

From: "Ray"
To: <kardina@ci.sunnyvale.ca.us>, <hhom@ci.sunnyvale.ca.us>
Date: 4/27/2009 1:32 PM
Subject: Sunnyvale's Consolidated Action Plan for HPRP and HMIS

Katrina

I have just seen the Sunnyvale revisions to the Consolidated Plan to take account of the HPRP stimulus money.

I note that \$15,000 has been budgeted for Data Collection and Evaluation
- specifically related to HMIS.

Community Technology Alliance are the custodians of the HMIS system on behalf of the Santa Clara County Collaborative and we have attempted to make contact with Sunnyvale on numerous occasions to talk about HMIS needs relating to HPRP. I now note that you have set a budget and set aside \$15,000 for HMIS. I was wondering how you arrived at this figure?

I also note from the draft Plan that Sunnyvale is committing to provide timely submission of quarterly and annual reports and to monitor and evaluate HMIS data. I would like to place on record that Community Technology Alliance have NOT agreed to provide this information to the City of Sunnyvale for the amount arbitrarily placed in the budget. We consider that this is insufficient for reporting, licensing and training requirements. Although a lot of the reporting will fall to whatever agency you decide to allocate money to, there are other reporting, licensing, administrative and training requirements that will fall to Community Technology Alliance relating to the use of HMIS.

Community Technology Alliance receives no funding from the City of Sunnyvale for the running and administration or training of Sunnyvale agencies for HMIS and Sunnyvale have not entered into any discussions with us relating to the City of Sunnyvale's needs despite our requests for such discussions.

We are unable to attend the public hearing on Wednesday April 29, 2009 but would like to make our position very clear from the outset that Community Technology Alliance takes no responsibility for meeting Sunnyvale's HMIS requirements of HPRP without the necessary funding to support such involvement.

Ray Allen

Ray Allen
Executive Director
Community Technology Alliance
www.CTAGroup.org
www.HelpSCC.org
www.HousingSCC.org
www.HMISscc.org

From: Nancy Tivol
To: Suzanne Ise <sise@ci.sunnyvale.ca.us>
CC: Hanson Hom <hhom@ci.sunnyvale.ca.us>, Katrina Ardina <kardina@ci.sunnyva...>
Date: April 30, 2009 10:26 AM
Subject: HPRP funds
Attachments: HPRP comments.doc

Suzanne,

Thanks for the opportunity to provide input on the draft regarding HPRP funds. I really appreciate it. Please share my comments with the commissioners.

Nancy

First, thank you for moving the staff report before the public hearing. Your handouts which included General Fund recommendations eliminated many questions. About a year ago, I had to address an issue that wasn't yet discussed by the staff, and that was very difficult. The Commissioners didn't know what I was talking about. I also appreciate the opportunity to submit comments about the HPRP proposal. I have three.

1. **“Split” of available funds.** I agree with Commissioner Meyering's comment that more of the funds be allocated to financial aid than the current proposal to split the funds 50-50 between Financial Assistance and Housing Relocation and Stabilization. All funds for financial assistance will pay bills for clients to remain in their homes preventing eviction, poorer credit ratings, homelessness, utility disconnections, and the need for deposits once new housing is found. Funds for Housing Relocation and Stabilization are, for the most part, for staffing costs to provide services, very important services; however, even with the best of intentions and efforts, those activities may not result in positive outcomes.

The representative from Catholic Charities made two comments that support my opinion. In discussing the proposed CDBG funding, she mentioned that despite hard work all year long, her program helped only 7 people in Sunnyvale to find housing. She said that the program referred many people to SCS for financial aid. She also mentioned that the landlords won't make concessions and can ask for whatever rent they want. When SCS caseworkers call landlords, they have more bargaining power for two reasons. First, they know that we have verified the client's budget to our satisfaction to prove that the client will be able to make payments in the future. Second, they know that “the check is in the mail,” that we will, in fact, pay the past due rent or the deposit. In discussing the HPRP funds, she herself said that SCS should get the largest portion of the funds. Should SCS be granted HPRP funds, we would use every cent to pay bills, not for staff costs to facilitate those payments.

2. **Target population for financial aid.** While I understand the reasons for the suggestion that families with children and seniors be the “targeted population” to benefit from the HPRP funds, I have three concerns.

The first was raised by Georgia Bacil last night, that prioritizing or even targeting certain populations might be viewed as discriminatory.

Second, I could give you many examples of very compelling cases of people who do not have minor children or are not seniors but who desperately need financial aid. For example, we just paid rent for a man who experienced very rapid kidney failure, can no longer work, requires multiple dialysis treatments each week, and was denied disability benefits. (So are at least 95% of our clients who apply for disability. He will probably get the benefits, but there is now a four month period to consider appeals, so there is no income during this period.) His wife was laid off as was his 25 year-old son who moved back in with his parents. We had a woman with stage 4 breast cancer in the same situation. Another woman suffered complications after a leg amputation and required equipment and services that were not covered by her insurance. A self-employed carpenter's truck broke down, and without it, he couldn't work. He paid for the repairs and had nothing left for rent. And I could go on and on.

My third concern involves process. People come to us in emergency situations: rent needs to be paid within a day to prevent eviction; PG&E or City water bills need to be paid sometimes within hours to prevent shut offs. Though clients get some notice, they usually try to find any possible solution before coming to us. We conduct a thorough intake process, then verify all information provided. In most cases, we can get that verification within hours if not immediately (or the next day at the latest), and we can cut and mail the check immediately (or the client can take it to the vendor). We are the only emergency assistance agency in the county that has raised enough to keep up with exploding need, not turning anyone away because we lacked the resources to help them. (However, after record amounts of aid and \$2.7 million of expenses last year, excluding depreciation, we had a year-end surplus of \$5,750.) So we act upon each case immediately. If we had to prioritize cases or target certain populations, we would have to hold cases for some time period, rate them, and develop criteria to prioritize them. If this were the case, our clients could have their utilities shut off (then have to pay additional fees later), be evicted, or miss out on obtaining housing (which usually go to the first person bringing in a valid check).

- 3. Amount of aid given.** The amounts of aid per client authorized by the legislation are much more than agencies currently give in financial aid. Most emergency assistance agencies give help one time per person, lifetime, period. Most set limits, such as \$300 per case (which, we believe, are not only insufficient but actually create more debt for the clients who borrow the remainder of what they need). For example, we helped a woman who received \$80 from another agency for her PG&E bill five years before, and that agency refused to help her after five years when she was seriously ill and couldn't work for 6 weeks. While we say we help once, we have a very liberal exception policy used, in fact, in a majority of cases. If someone continues to exceed their budget for no real reason, we don't help again. However, when the circumstances are beyond their control, we certainly do help multiple times, for example, a lost job one time, an illness, perhaps another layoff, then major car repairs. My "poster case" to illustrate these exceptions is a family we helped six times, and I usually challenge someone to tell me which time we should have denied aid. First, the couple adopted their two grandchildren when their son and daughter-in-law were killed in an accident. The couple could pay for a larger apartment but not the required deposits. Then the woman got stomach cancer and missed work for two months. Then her husband lost his job, found another, but couldn't pay rent as unemployment benefits were far short of his salary. Next, the grandson was seriously ill resulting in high out-of-pocket expenses. Next, they were broadsided by an uninsured driver and needed help with the deductible they had just increased to \$1,000 to save on premiums. And last time, her cancer came back. She missed some work, but within months she would be eligible for Medicare. And moving to a smaller apartment once the grandchildren were in college helped the couple become financially solid in the future.

If we were to receive funds, in most cases we would probably do what we do now—pay up to several months' bills at one time, then ask people to come back if they need more assistance. I have one request which would benefit any agency receiving HPRP funds. Please do not publicize the maximum amounts available to any individual or family. We are the fiscal agent for Santa Clara County for the San Francisco Chronicle's Season of Sharing

Fund (\$500,000+ a year). The Chronicle raises funds from foundations and its readers through stories about clients helped with their funds. They featured a Sunnyvale family for whom we paid two months rent. Within a week, over 400 families who received one-month's rent called the Chronicle and the nonprofit agencies administering the funds to ask for a second month's rent. In another article, the Chronicle listed the amount paid for one case after which it received over 300 calls in a few days from clients who received less. Needless to say, no longer does the Chronicle publish how much any family received, either the dollar amount or number of months rent.

And word of mouth also is a very effective way of conveying such information. About 10 years ago, we funded one family for the 6th grade science camp. Within 72 hours, we had 69 other families from the same school call for similar assistance. I called the principal, gave her \$500, and had her deal with the cases. We also wrote to the Superintendent suggesting as this was a school activity, the district develop ways to make 100% participation possible to all students. And "in the old days" when we received USDA cheese and milk, we would receive hundreds of calls from families that hadn't come for food that month who called specifically about those products.

Edith Alanis - HHSC April meeting

From:
To: <EAlanis@ci.sunnyvale.ca.us>
Date: April 28, 2009 8:43 PM
Subject: HHSC April meeting
CC: <edith.alanis@gmail.com>

Hi Edith,

I'm scheduled to teach an adult education course on Wednesday, April 29th from 6:30 - 9 p.m. It was set up months ago.

I have the following comments/questions for the meeting:

1. The minutes for March 25, 2009 don't contain the reasons why I thought the Report on Absentee Policy should be put on the Agenda of every Board and Commission. It's clearly germane to the activities of Boards to discuss/comment on Policies that directly affect them. Not putting it on the Agendas minimizes input from the residents who have volunteered and have 1st hand experience with the operation of Boards. It requires volunteers to get a baby-sitter and make another trip down to city hall to comment on the proposed policy. Stripping my reasons from the minutes renders my comment meaningless. My reasons should be included in the minutes before they are approved.

2. The report includes only CDBG funding recommendations for support of nonprofit agencies.

Will the commission's recommendations for the total funding amount (including General Fund expenditures) for each nonprofit agency be presented to the City?

If there is any change to the total funding recommended for any nonprofit, what are they, and why were they made?

3. Housing Relocation and Stabilization Services include activities like case management, outreach, housing search and placement, and mediation.

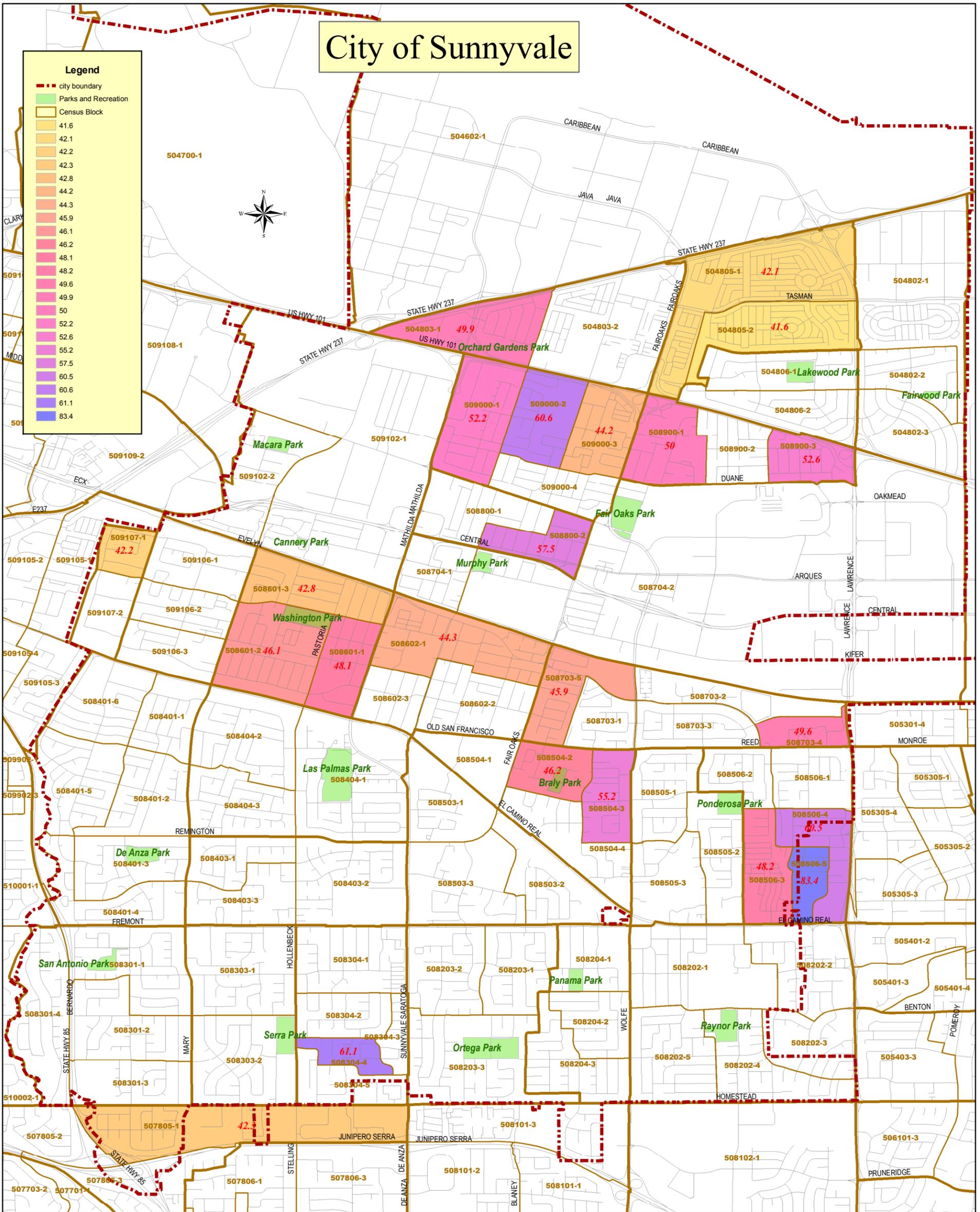
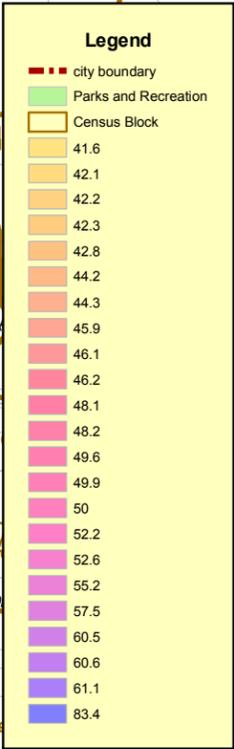
I think it would be best to spend the funds on direct Financial Assistance to homeless residents rather than on more staff intensive services that might not result in people getting actual shelter.

Pat

EXHIBIT II

MAP OF INCOME-ELIGIBLE BLOCK GROUPS

City of Sunnyvale



ATTACHMENT B

DRAFT MINUTES FOR THE HHSC MEETING OF APRIL 29, 2009



DRAFT MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, APRIL 29, 2009

The Housing & Human Services Commission met in a special session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on April 29, 2009 at 7:08 p.m. with Chair Andersen presiding.

ROLL CALL

Commission Members Present: Ann Andersen, Jeremy Hubble, and Charles Keeler.

Commission Members Absent: Micki Falk, and Patrick Meyering.

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

Others Present: Representatives from various human services agencies; Maritza Henry, Georgia Bacil, Ben Kong, Lynn Nguyen, Kathleen King, Nancy Tivol, Yolanda Ungo, Joan Smithson, and a couple of others that were not identified. Sunnyvale residents; Sue Muller and Buranda Martinez.

SCHEDULED PRESENTATION

NONE

PUBLIC ANNOUNCEMENTS

NONE

Director Hom added later in the meeting that the Public Hearing items scheduled for the May 5, 2009 Council meeting dealing with the 2009-10 Action Plan and the Substantial Amendment to the 2008 Action Plan have been postponed to the May 12, 2009 Council meeting.

CONSENT CALENDAR

1. Draft Minutes of March 25, 2009.

Chair Andersen had a correction to page 2. She also read comments that were received from Commissioner Meyering via e-mail with regards to page 4 along with his suggested corrections, and asked for a motion to approve the minutes if there were no other comments.

Commissioner Keller moved and Commissioner Hubble seconded to approve the minutes of March 25, 2009 as corrected on pages 2 and 4.

Motion passed unanimously 3-0.

PUBLIC COMMENTS

Sue Muller came before the Commission to ask for CDBG funding for traffic calming measures at the Orchard Gardens and Cape Cod mobile home parks neighborhood. Boranda Martinez added that she had been in contact with Jack Witthaus, Transportation/Traffic Manager, who advised her to start a petition, which she did, in order to start the process. However, at a later date, she was informed that there was a budget deficit and there was nothing that could be done at this time.

Director Hom informed the residents that the City is aware of the residents' concerns and efforts. He also added that the Neighborhood Preservation Division of Community Development is focusing in that neighborhood for improvements. Furthermore, he explained that part of the Action Plan that was to be discussed during this meeting includes a portion of the CDBG funding that will be allocated for qualifying public facilities projects such as pedestrian and ADA improvements as part of the City's efforts under Sunnyvale Works! to implement capital improvement projects.

He also pointed out that the Commission now had an opportunity to give recommendations on the criteria used to select the type of projects to be funded with CDBG, within the federal guidelines.

PUBLIC HEARINGS/GENERAL BUSINESS

1. Discussion and Recommendation of the Draft FY2009/10 Action Plan.

Housing Officer Suzanne Isé gave a brief staff presentation on the content of the Action Plan. She gave some background on the origin of these funds as well as how they can be allocated. She explained that staff was asking for a recommendation to approve the Action Plan either as presented or with any changes suggested by the Commission, to be adopted by City Council at their May 12, 2009 meeting.

She pointed out that the City has not received the official grant amount from HUD and that the amounts being used are only estimates based on last year's grant amount.

She reviewed some of the tables included in the Draft Action Plan to show how staff proposed to allocate the funds.

It was also noted that the breakdown for the non-profit agencies appeared to be very different from what had been recommended at the meeting of March 25, 2009. Staff explained that the recommended grant amounts in the Draft Action Plan included the CDBG funds only and did not include the anticipated General Fund supplement of \$100,000. Staff explained the methodology used to arrive at the CDBG funding amounts.

There was some discussion among the Commissioners with regards to some alternatives to how to come up with a formula to apply reductions or increases in funding.

Chair Andersen open the public hearing at 7:48pm

Kathleen King spoke in support of the Healthy Kids Program and pointed out that the dollars that Sunnyvale allocates for this program will be matched by El Camino Hospital.

She also mentioned that there are 600 Sunnyvale children that need insurance and for the first time the agency may have to drop children from the program because of the decreasing funding

available.

She asked that staff show both funding recommendations in the Report to Council since the original recommendation that included the General Fund supplement cannot be included in the Action Plan.

Yolanda Ungo spoke in support of Catholic Charities Housing Search and Stabilization program.

She pointed out that people are leaving Sunnyvale because they cannot afford to live here. Rents are high and landlords charge whatever they want.

Georgia Bacil spoke in support of Senior Adults Legal Assistance (SALA) and in support of the efforts that agencies are making to collaborate with one another. More specifically, she acknowledged the collaboration with Sunnyvale Community Services where SALA is able to have meetings with seniors that need legal assistance. In addition to providing a meeting room, SCS staff makes and confirms the appointments on behalf of SALA.

Nancy Tivol spoke in support of Sunnyvale Community Service. She gave many examples of how much the need for emergency assistance has increased and how they have increased the amount of financial aid provided.

She spoke in support of the new City policy that was passed in December of 2008, which simplified the process and allocated \$100,000 in General Fund support for Human Service agencies.

Joan Smithson spoke in support of the Senior Nutrition Program, and announced that it lost its van service due to County budget cuts.

Chair Andersen closed the public hearing at 8:03pm

Chair Andersen asked for a motion to recommend approval of the Draft FY2009/10 Action Plan funding recommendations to be presented to City Council.

Commissioner Keeler moved and Commissioner Hubble seconded to commend the City Council for simplifying the budgeting process as much as they have and for their commitment of \$100,000 in General Funds to fund the human services grants.

Motion passed unanimously 3-0.

Commissioner Hubble moved and Commissioner Keeler seconded to approve the Draft FY2009/10 Action Plan with the funding recommendations adjusted proportionately from the original Housing and Human Services Commission recommendations as needed based on the actual CDBG grant award to the City.

Motion passed unanimously 3-0.

2. Discussion and Recommendation of the Substantial Amendment to the 2008 Action Plan.

Katrina Ardina gave a staff report on the Substantial Amendment to the 2008 Action Plan. She explained that in order to get these funds, the City needs to submit the Substantial Amendment to HUD by May 18, 2009.

She explained that this is the first time that the City has been awarded this type of funds. She added that HUD has given very specific direction on how the funds can be used. She gave some background on the two sources of funding: the Homelessness Prevention and Rapid Re-housing

Program (HPRP) and the CDBG Recovery (CDBG-R).

Staff will include the Draft RFP for competitive grant awards of the HPRP funds to qualified homeless services agencies on the Housing and Human Services Commission's June meeting agenda.

Katrina also reviewed the proposed breakdown and asked for feedback from the Commissioners on the various proposed activities and distributions.

Chair Andersen opened the public hearing at 8:22 p.m.

Yolanda Ungo spoke on behalf on the Catholic Charities Housing Search and Stabilization program which focuses on helping people find affordable housing. She also spoke in support of Sunnyvale Community Services. She expressed that she sends a lot of her clients to Sunnyvale Community Services to receive assistance. And, although she would ask for a portion of this funding for her own agency, she would recommend that the majority go to Sunnyvale Community Services.

Chair Andersen read Commissioner Meyering's comments on this item: he wrote that Housing Relocation and Stabilization Services include activities like case management, outreach, housing search and placement, and mediation.

He also added that it would be best to spend the funds on direct Financial Assistance to homeless residents rather than on more staff-intensive services that might not result in people getting actual shelter.

Chair Andersen closed the public hearing at 8:29 p.m.

Chair Andersen asked for a motion to approve the Substantial Amendment to the 2008 Action Plan.

Commissioner Keeler suggested that priority be given to families with children and seniors.

Commissioner Keeler moved to approve the substantial amendment with the addition of prioritization of families with children, and or seniors.

There was no second to his motion.

Commissioner Hubble moved and Commissioner Keeler seconded to approve the Draft Substantial Amendment to the 2008 Action Plan, with the inclusion of all the public comments as an exhibit.

Motion passed unanimously 3-0.

3. Discussion and Recommendation on Housing and Human Services Commission Work Plan

Officer Isé explained that there were some tentative items to be added to the agenda of the June meeting.

1. The Draft of the 2009-2014 Housing and Community Revitalization Sub-element.
2. Review of the revised First Time Homebuyer Program guidelines to comply with HOME requirements and to incorporate the HPCC program.
3. The Draft RFP for HPRP and CDBG-R funding.

Commissioner Hubble asked if it was necessary to meet in May.

After some discussion the Commissioners agreed not to meet.

Chair Andersen asked for motion to formally cancel the meeting of May 27, 2009

Commissioner Keeler moved and Commissioner Hubble seconded to cancel the Housing and Human Services Commission meeting of May 27, 2009.

Motion passed unanimously 3-0.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

NONE

- STAFF ORAL COMMENTS

NONE

INFORMATION ONLY ITEMS

- Abilities United forwarded an invitation to tour their facilities and learn about their programs.
- Officer Isé explained that per direction of the City Clerk's office and given that their terms were expiring soon, it was requested that the Commissioners return any unused business cards for recycling as well as any other name tags or binders that related to the Commission.
- Chair Andersen asked about the additional handout that they received with regards to the Senior Housing Solutions funding request. Officer Isé replied that it was only for their information.

ADJOURNMENT

Commissioner Keeler moved and Commissioner Hubble seconded to adjourn the meeting.

Motion passed unanimously 3-0.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer