

**Council Meeting: May 12, 2009**

**SUBJECT:** Consider Adoption of FY 2009-10 Action Plan: Recommendations for Use of Community Development Block Grant (CDBG) and HOME Funds, **continued from May 5, 2009 Council Meeting**

**REPORT IN BRIEF**

This report presents the draft FY 2009-10 Action Plan for public hearing, consideration and approval. The draft Action Plan was prepared in accordance with federal requirements governing the use of CDBG and HOME funds, including citizen participation requirements. The U.S. Department of Housing and Urban Development (HUD) is the federal agency authorized to administer and regulate these funds.

Each year the City must submit an Action Plan to HUD in order to receive its entitlement grants from the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Programs. The draft FY 2009-10 Action Plan (hereinafter referred to as 2009 Action Plan, consistent with HUD practice) sets forth the proposed uses of the funds estimated to be available in FY 2009-10. HUD has awarded the City 2009 entitlement grants of \$1,660,074 in CDBG funds and \$761,634 in HOME funds. These funds may be used in accordance with the community development activities and needs established under the 2005-2010 Consolidated Plan.

The draft 2009 Action Plan proposes funding the following activities in 2009 with CDBG and HOME funds: public services (human services provided by qualified agencies); housing rehabilitation; subsidies for affordable lower-income housing (acquisition, development and/or rehabilitation), first-time homebuyer assistance; public facilities projects, including accessibility retrofits of sidewalks city-wide, and public facilities/infrastructure replacement or improvement in income-qualified areas; and program administration, which includes compliance activities (environmental, labor, and other federal requirements), monitoring, fiscal tasks, and fair housing services.

Staff recommends that City Council hold a public hearing, consider and adopt the 2009 Action Plan, and authorize the City Manager to execute all required assurances and forms for submittal to HUD for its approval.

## **BACKGROUND**

The CDBG program was established under Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; and is regulated by 42 USC §5301 *et seq.* The program provides annual grants to entitlement cities and counties, including Sunnyvale, to enable them to develop viable urban communities by providing affordable, safe and sound housing, a suitable living environment, and expanding economic opportunities, principally for “low and moderate” income persons. The CDBG definition of “low and moderate” income is equivalent to what most California and many other federal programs refer to as “very low and low” or simply “lower” income, that is, households earning not more than 80% of area median household income. The income figures are established annually by HUD for each metropolitan area or county in the U.S. To avoid confusion between state, federal and CDBG terms, this report will use the “lower” income term throughout to refer to this group.

The City is also an entitlement grantee under the HOME Investments Partnership Program, established by the National Affordable Housing Act of 1990. Unlike the CDBG program, which funds a variety of community development activities, the HOME program provides funding solely for affordable housing production, rehabilitation, acquisition, and homebuyer and/or tenant assistance for lower income households.

CDBG entitlement grants may be used for a wide range of community development activities, provided that they principally benefit lower income households and meet the goals of: revitalizing lower-income neighborhoods, providing improved community facilities and services, and/or creating jobs. These activities may include, but are not limited to, the following items specified in federal regulations: property acquisition, relocation and demolition; rehabilitation of residential and non-residential structures; construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and conversion of school buildings for eligible purposes; public services (not to exceed 15% of the annual CDBG budget); activities relating to energy conservation and renewable energy resources; and provision of assistance to profit-motivated businesses to carry out economic development and/or job creation/retention activities.

CDBG regulations list the following activities as generally ineligible for CDBG funding: acquisition, construction or reconstruction of buildings for the general conduct of government (i.e., city halls, etc.); political activities; certain income payments; and construction of new housing by units of general local government, except for homeless shelters and certain types of special needs housing, which are considered public facilities.

HUD requires entitlement grantees to submit a single, consolidated application, referred to as a Consolidated Plan, for its approval prior to disbursing these

grants. These plans must describe the grantees' relevant community needs and proposed uses of CDBG, HOME, and other available funds. HUD also requires grantees to adopt and submit an Action Plan every year, with annual updates regarding funding availability, any changes in community needs, and activities proposed to be funded with the new grant funds. Upon HUD approval, the annual Action Plans are appended to the Consolidated Plan, which is drafted and submitted to HUD every five years. The 2009 Action Plan will be the fifth and final Action Plan to be added to the 2005-2010 Consolidated Plan, and a new Consolidated Plan must be adopted and submitted to HUD by May 2010. Staff is working in cooperation with the staff of other entitlement grantees within Santa Clara County to jointly obtain data and complete related tasks required for preparation of each jurisdiction's 2010-15 Consolidated Plans, such as recent demographic and economic data available only at the county level, in order to minimize costs.

### **HUD Grants from the Federal Stimulus Bill of 2009**

Sunnyvale has received CDBG and HOME entitlement grants for a number of years, however the City was recently awarded a new type of entitlement grant of Homeless Prevention Funds (HPRP), as well as additional CDBG funds (CDBG-R) as part of the American Recovery and Reinvestment Act of 2009 (ARRA). HUD has directed its grantees to incorporate the ARRA grants into their 2008 Action Plans by adopting a substantial amendment to the 2008 Action Plans, rather than into their 2009 Action Plans. The ARRA grants are discussed in more detail in a separate report to the Commission, also on this meeting agenda.

### **EXISTING POLICY**

Many city policies relate to the wide range of topics discussed in the Action Plan, such as community development, housing, infrastructure, and public services. Most of the relevant city policies are contained in two City documents: the 2005-2010 Consolidated Plan and the General Plan (primarily the Socio-Economic and Community Development Elements). For brevity's sake, we list only a few of the policy goals most relevant to the draft 2009 Action Plan below, as many of the other policies have been addressed in prior Plan years, or are addressed with funding sources other than those allocated through the Action Plan.

### **2005-2010 Consolidated Plan**

- Priority H-1: Provide Services to Seniors, Youth, and Persons with Disabilities (High Priority)*
- Priority I-1: Provide Public Improvements in Low and Moderate Income Neighborhoods (Medium Priority)*
- Priority I-2: Improve Accessibility in Public Rights-of-Way for Persons with Disabilities (High Priority)*

**Community Development Element**

***Housing and Community Revitalization Sub-element:***

- *Policy E.2:* Continue to use local, State, and federal financing programs to reduce the costs of construction, or costs to the resident, in order to make housing affordable to low and middle income families, seniors, and the disabled.
- *GOAL F:* Improve housing conditions for people with special needs.

***Socio-Economic Element:***

- *Policy A.2:* Strive to assure that all residents have equal access to City services.
- *Policy A.5:* Maintain City neighborhoods as safe, healthy places to live.
- *Policy H.6:* Support the provision of emergency shelter to Sunnyvale residents.
- *Policy H.11:* Encourage the adequate provision of social services to Sunnyvale residents.
- *Policy J.5:* The City may provide limited financial assistance to qualified outside groups if: The program proposed for funding does not duplicate existing services, addresses a significant community need or facilitates the co-location of human service providers in the City of Sunnyvale; augments (but does not duplicate) service provided directly by the City, provides the service at a cost lower than the City can provide or is the most logical service provider; and provision of such services is compatible with the City's General Plan, policies or action plans; and the program for which funding is requested is qualified under the City's Outside Groups Funding Policy.

**DISCUSSION**

**CDBG Program**

As shown in **Table I**, the City anticipates a total of \$1,660,074 in CDBG funds to be available for use during FY 2009-10. This includes the 2009 grant of \$1,237,184, approximately \$150,000 in anticipated 2009 program income, and \$272,890 in unexpended CDBG funds from prior year grants.

**TABLE I: CDBG Funds Available in FY 2009-10**

FY 09-10 CDBG Entitlement Grant	1, 237,184
Estimated FY 2009-10 Program Income	150,000
Unexpended funds from prior years	<u>272,890</u>
<b>Total</b>	<b>\$ 1,660,074</b>

The CDBG regulations prohibit grantees from spending more than 20% of the CDBG funds received in a given fiscal year (i.e., program income plus new grant funds) on defined administrative expenditures. For FY 2009-10, the 20% limit on administrative expenditures is \$277,437, based on current estimates of program income to be received during FY 2009-10. Ultimately, the city is monitored for compliance with the administrative expenditure limit calculated using the actual program income receipts, not the estimate, following the close of the fiscal year. Somewhat similarly, CDBG regulations limit spending on public services to no more than 15% of available CDBG funds in a given year, however this limit is based on 15% of the sum of the current year's entitlement grant and the *prior* year's (FY 2008-09) actual program income receipts. For FY 2009-10, the limit on public services expenditures is \$208,077.

**Proposed Uses of Community Development Block Grant Funds**

The Draft 2009 Action Plan is included as **Attachment A**. The Action Plan provides a description of the activities to be undertaken during the program year, a summary of funding resources available, and related content. The activities proposed to be funded in 2009 are described below and summarized in **Table II** below. A brief description of each activity type follows.

**Table II: FY 2009-10 Proposed CDBG Budget**

<b>Activity Type</b>	<b>Proposed Budget</b>
<b>PROGRAM ADMINISTRATION</b>	<b>\$277,437</b>
Administration (includes indirect costs)	257,437
Fair Housing Services	20,000
<b>HOUSING REHABILITATION</b>	
Emergency Repair/Paint/Accessibility Grants	<b>\$ 50,000</b>
<b>PUBLIC FACILITIES</b>	<b>\$1,124,560</b>
ADA Retrofits to Sidewalks, Public Facilities	624,560
Public Facility Improvements in Eligible Neighborhoods (Sidewalk reconstruction or improvements and related work)	500,000
<b>PUBLIC SERVICES</b> (Outside Group Funding)	<b>\$208,077</b>
<b>TOTAL CDBG BUDGET</b>	<b>\$1,660,074</b>

Program Administration:

Administration include costs for planning (plan preparation), fiscal management, monitoring, budgeting, and otherwise administrating the Community Development Block Grant. The proposed budget for administration is equal to the 20% limit established by HUD. Program administration also

includes fair housing services, compliance with federal requirements (i.e., environmental, labor, anti-discrimination, and other laws), compliance monitoring, and City indirect and overhead costs.

### Housing Rehabilitation

The City operates a Housing Rehabilitation Program that offers several types of grants and loans for housing rehabilitation, energy efficiency improvements, emergency repairs and accessibility improvements. The primary source of funding for this program is the City's Revolving Loan Fund (RLF). Expenditures from the RLF are not required to be included in the Action Plans, which focus on new CDBG revenues, and therefore are not included on **Table II**. However, an allocation of \$50,000 from the 2009 entitlement grant is proposed for housing rehabilitation activities that do not generate future program income to the RFL (ADA accessibility, paint, and emergency repair grants).

### 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, as identified in the Action Plan. The proposed Action Plan includes two primary public facilities activities: accessibility retrofits, which include sidewalk and related pedestrian facility ADA retrofits; and other capital improvements in income-eligible neighborhoods, which may include infrastructure improvements (streets, sewer, sidewalks), and other improvements to public facilities. CDBG funds may not be used to replace other sources of funding that would otherwise be available for the selected projects, therefore the projects selected for CDBG funding are those that are currently unfunded in the City's Capital Improvement Plan.

### Public Services:

To be eligible for CDBG funding, public services may include a wide variety of public services, so long as a majority of the clients are lower-income persons, and as long as the services address the priority needs of the income-eligible community identified in the Consolidated Plan. The services may be provided by the City itself, or sub-granted to qualified service providers in accordance with CDBG regulations. The City has established a policy and competitive process for awarding all of its CDBG funding available for public services to eligible non-profit agencies, through its adoption of "Outside Group Funding" policies in prior years.

The 2009 competitive grant process for Outside Groups was undertaken by staff beginning in December 2008, followed by public hearings before the Housing and Human Services Commission in early 2009, consistent with City policies and the Citizen Participation requirements in the Consolidated Plan. A

total of 20 agencies applied for these grants, all were determined eligible, and the Housing and Human Services Commission made its recommendation of grant awards on March 25, 2009. The recommended grant awards are shown in **Attachment B** to this RTC. The final approval of human services agency grants is subject to Council adoption of the 2009 Action Plan, final HUD approval of the Action Plan, and adoption of the FY 2009-10 City budget. The recommended awards allocate the human services funding available in 2009 to address the adopted Priority Needs as shown in **Table III**.

**Table III Recommended Funding for Priority Human Services Needs**

<b>Consolidated Plan Priority Need or Council Priority Unmet Need</b>	<b>Recommended Funding</b>	<b>Percent of Available Funds</b>
Emergency Rental Assistance for Households at risk of Homelessness	58,326	28%
<i>Homeless Services (Shelter)</i>	35,807	17%
Services for At-Risk Youth	31,011	15%
<i>Senior Services</i>	28,713	14%
Food for Seniors and Households at risk of Homelessness	22,570	11%
<i>Health Services</i>	16,447	8%
Transportation Services	11,721	6%
Disabled Services	3,482	2%
<b>TOTAL</b>	<b>208,077</b>	<b>100%</b>

**HOME Program**

*Available Funds*

The City has been awarded a grant of \$761,634 in HOME funds for housing activities implemented in FY 2009-10. No program income is anticipated for FY 2009-10, however the City will begin to receive program income in future years from currently outstanding loans. HOME funds may be used to assist the production, rehabilitation, and/or acquisition of affordable housing for lower-income households, and related activities, such as first-time homebuyer assistance. The HOME regulations limit administrative expenditures of HOME funds to no more than 10% of the annual grant amount. **Table IV** below shows the proposed uses of HOME funds available in 2009.

**TABLE IV  
 FY 2009-10 HOME Funds and Proposed Budget**

<b>FY 2009-10 Funds Available</b>	
FY 09-10 HOME Grant	\$761,634
Anticipated Program Income	0
<b>TOTAL</b>	<b>\$761,634</b>
<b>Proposed Uses of Funds</b>	
Program Administration (10% Limit)	76,163
First-Time Homebuyer Program	300,000
Affordable (Lower-Income) Housing Acquisition, Construction and/or Rehabilitation	385,471
<b>TOTAL</b>	<b>\$761,634</b>

**FISCAL IMPACT**

Approval of the 2009 Action Plan will not impact the General Fund. Approval of the Plan will allow the City to receive its federal entitlement grants. The draft 2009 Action Plan as shown in Attachment A complies with federal requirements and limits regarding use of the grants.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, 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.

A public notice was printed in the Sunnyvale Sun newspaper on April 8, 2009 announcing the preparation of the Action Plan and the beginning of the public review period, which ends on May 8, 2009. A draft copy of the FY 2009-10 Action Plan was made available for public review at the One Stop Counter at City Hall and at the Sunnyvale Library. The HHSC also held public hearings in February, March and April regarding the human service agency grants. Following the April 29, 2009 public hearing, the HHSC recommended adoption of the 2009 Action Plan. Public comments received regarding the Draft Action Plan are included as Exhibit I to the Action Plan (**Attachment A**). **Attachment C** includes the approved minutes of the February 25, 2009 and March 25, 2009 HHSC meetings, and the draft minutes of the HHSC April 29, 2009 meeting.

### **ALTERNATIVES**

1. Approve the 2009 Action Plan as shown in Attachment A, appropriating \$1,660,074 in CDBG funds and \$761,634 in HOME funds for use in FY 2009-10 (Attachment A), and authorizing the City Manager to execute all required assurances and forms for submittal with the 2009 Action Plan to HUD for approval.
2. Approve the 2009 Action Plan as shown in Attachment A, with modifications as may be determined by the City Council, appropriating \$1,660,074 in CDBG funds and \$761,634 in HOME funds for use in FY 2009-10, and authorizing the City Manager to execute all required assurances and forms for submittal with the 2009 Action Plan to HUD for approval.
3. Do not submit an Action Plan for FY 2009-10, cease all HUD-funded activities in 2009 and forego all HUD funds that may have been awarded during FY 2009-10.

### **RECOMMENDATION**

Staff and the HHSC recommend Alternative 1, Approve the 2009 Action Plan as shown in Attachment A, appropriating CDBG and HOME funds for use in FY 2009-10.

Approval of the Action Plan will allow the City to receive its FY 2009-10 entitlement grants following HUD approval of the Action Plan. The Action Plan is consistent with the 2005-2010 Consolidated Plan, which was prepared following a thorough analysis of the priority needs of lower income households in the City, with extensive public input, and has been approved by HUD. The Plan is also consistent with City policies contained in the Socio-Economic and Community Development Elements of the General Plan. The Draft 2009 Action Plan addresses priority community needs and principally benefits lower income and/or special needs income persons, as set forth in the adopted Consolidated Plan.

**Reviewed by:**

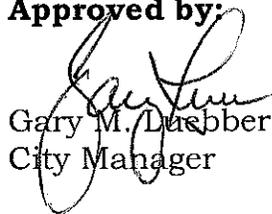


Hanson Hom, Director, Community Development Department

Prepared by: Suzanne Isé, Housing Officer and

Katrina Ardina, Housing Programs Analyst

**Approved by:**



Gary M. Dusbbers  
City Manager

**Attachments**

- A. Draft FY 2009-10 Action Plan
- B. Recommended Human Services Agency Grants for FY 2009-10
- C. Approved Minutes of the HHSC meetings of February 25, 2009 and March 25, 2009, and Draft Minutes of the HHSC April 29, 2009 meeting.

MAY 12 2009 10:11:30  
CITY OF HOUSTON  
CLERK OF COURTS

# **ATTACHMENT A**

## **DRAFT FY 2009-10 ACTION PLAN**



## City of Sunnyvale Fifth Program Year Draft 2009 Action Plan

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## City of Sunnyvale Fifth Program Year Draft 2009 Action Plan

### I. EXECUTIVE SUMMARY

In 2005, the City completed a Consolidated Plan for program years 2005-2010 that provides a detailed description of the City's five-year strategy. In FY 2007-08, the City amended its 2005-2010 Consolidated Plan to comply with new HUD regulations effective March 13, 2006.

A majority of the narrative responses required for the Action Plan replicate the narrative responses for the 5-year Strategic Plan (Exhibit II). Accordingly, under each of the narrative headings, the City will refer to responses contained in the Consolidated Plan or Strategic Plan, or provide specific detail regarding the City of Sunnyvale's planned actions for fiscal year 2009.

The 2009 Program Year Action Plan details the specific actions to be taken to implement those objectives, strategies and goals during the program year beginning July 1, 2009 and ending June 30, 2010, using Federal funds granted to the City of Sunnyvale by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs. Programs and activities described in this plan are intended to primarily benefit low-income and moderate-income residents of the City of Sunnyvale.

#### **Summary of 2009 CDBG Objectives and Outcomes**

CDBG funds must be used to develop viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for low- and moderate-income persons, defined as those earning at or below 80% of area median income as determined by HUD. CDBG funds may also be used to aid in the prevention or elimination of slums or blight, or in rare cases, to address major threats to the health and welfare of the community (i.e., a major natural disaster), if other funds are not available to the community. Funds for the 2009-10 program year will be allocated among the nationally reportable outcomes shown on the Table I below, all of which will benefit low- and moderate-income persons:

#### **Geographic Targeting of Assistance**

Most of the CDBG and/or HOME-funded programs and services are provided on a city-wide basis to income-eligible and/or special needs households. Housing projects are located throughout the City based on opportunities for acquisition, rehabilitation, and/or preservation that may arise. Public facilities projects proposed for funding in 2009 will be located in those CDBG-eligible lower income block groups (neighborhoods) which currently require public improvements (see Figure A). Removal of architectural barriers will be provided on a city-wide basis. In this manner, approximately 100% of the HUD funds available in 2009 will be used to benefit lower-income households or eligible special needs (i.e., disabled) households presumed to be lower-income.

**Table I: Addressing National Objectives and Desired Outcomes in 2009**

<b>CDBG National Objective(s)</b>	<b>Activity</b>	<b>Proposed Funding</b>	<b>Desired Outcome(s)</b>
Create a Suitable Living Environment	Public Facilities Improvements	\$1,124,560 CDBG	Accessibility Sustainability
	Public Services	\$208,077 CDBG	Accessibility Affordability
Provide Decent Affordable Housing	First Time Homebuyer Program	\$300,000 HOME	Affordability
	Fair Housing Program	\$20,000 CDBG (Admin)	Accessibility
	Housing Rehabilitation Program	\$50,000 CDBG	Sustainability Accessibility
	Affordable Housing Acquisition, Construction and/or Rehabilitation	\$385,471 HOME	Accessibility Affordability Sustainability
<b>TOTAL *</b>		<b>2,088,108</b>	

*\* Note: Total above does not include funds for program administration allowed by the CDBG and HOME programs.*

All of the activities listed above will be provided to principally benefit low and moderate income persons, either through provision of limited-clientele services and programs (public services and housing programs); presumed benefit (i.e., accessibility improvements); or geographic targeting (public facilities) to low- and moderate-income neighborhoods, identified using HUD and Census data.

**Evaluation of Past Performance: FY 2007-08**

The City has historically allocated CDBG funds to activities that benefit low and moderate income persons, with the top priority being affordable housing. The City has contributed to the purchase, preservation and/or rehabilitation of existing units as well as development of new units (with HOME funds) to increase or improve the affordable housing stock.

The Housing Rehabilitation program assists low-income homeowners to rehabilitate their homes, and also offers grants to remove architectural barriers and improve accessibility of homes occupied by persons with disabilities. In FY 2007-08, the program rehabilitated and/or removed architectural barriers from 47 homes. Public facilities projects completed in 2007-08 included 26 sidewalk curb cuts to improve accessibility for persons with disabilities.

The City has consistently used its federal resources to address the needs of its most vulnerable residents, including those who are chronically homeless, seniors, disabled people, and those in poverty and/or at risk of homelessness. CDBG funds have been used to support a local social service network that provides basic human services to

those most in need. The City has consistently spent the maximum allowable portion (15 percent) of its CDBG funds on human services for those in need, including special needs and very low income households. In FY2007-08, nearly ten thousand households were assisted by programs offering nutrition and support services for the elderly and disabled, emergency and transitional shelter, adult day care for seniors and/or those with disabilities, counseling for youth and families, shelter and support for battered persons, and emergency aid for very low income households.

**Table II: Community Development Accomplishments in 2007-2008**

ACTIVITIES	CDBG Expenditures	Units Proposed	Units Accomplished
<b>PUBLIC FACILITIES</b>		<b>Projects Completed</b>	
ADA Curb Retrofit Program (Curb cuts)	82,816	40	26
Columbia Neighborhood Center Expansion	3,946	1	(1 in progress)
<b>Sub-total</b>	<b>\$86,762</b>	<b>41</b>	<b>26</b>
<b>PUBLIC SERVICES</b>		<b>Households Assisted</b>	
Abilities United	5,100	80	157
Bill Wilson Center	13,318	35	88
Shared Housing Program (Catholic Charities)	5,858	8	8
Long Term Care Ombudsman	8,772	439	1,120
EHC Shelter Services	22,067	125	162
Family & Children Services	16,533	36	34
Friends for Youth Mentoring Services	12,813	13	14
Meals on Wheels	9,063	13	13
Live Oak Adult Day Care	12,924	21	28
Santa Clara Valley Blind Center	5,000	5	17
Second Harvest Food Bank	3,645	158	470
Senior Adults Legal Assistance	6,957	100	138
Senior Housing Solutions	9,296	9	9
Sunnyvale Community Services	60,218	124	6,636
Sunnyvale Senior Nutrition Program	18,477	243	294
Support Network for Battered Women	18,747	15	11
West Valley Community Services Rotating Shelter Program	8,788	8	11
<b>Sub-total</b>	<b>\$257,576</b>	<b>1,502</b>	<b>9,361</b>
<b>FAIR HOUSING SERVICES</b>	<b>\$30,000</b>	<b>30</b>	<b>32</b>
<b>HOUSING PROGRAMS</b>		<b>Housing Units Assisted</b>	
Single Family Rehabilitation	123,641	20	5
Multi-Family Rehabilitation	303,403	24	24
Home Access, Paint and Emergency Repair	73,744	30	18
<b>Sub-total</b>	<b>\$500,788</b>	<b>74</b>	<b>47</b>
<b>TOTAL</b>	<b>\$875,126</b>		

**II. FUNDING SOURCES**

The City pursues and encourages local non-profit housing and public service agencies to pursue all available public and private funding sources in order to achieve the goals of the Consolidated Plan. Most projects and activities secure funding from a variety of sources including private donations, charitable foundations, and church and community fundraising to leverage federal, state and local funding.

**Federal Resources**

The federal resources anticipated in FY 2009-10 year are shown in **Table III**.

The City of Sunnyvale's One-Year Action Plan for the 2009 Program Year addresses the priority needs of the City's lower-income residents and of the community as a whole, as set forth in the 2005-2010 Consolidated Plan. The Action Plan is based on the 2009 Community Development Block Grant (CDBG) entitlement to the City of \$1,237,184, and a Home Investment Partnerships Act Program (HOME) grant of \$761,634, which the City anticipates receiving from the federal Department of Housing and Urban Development (HUD).

The City anticipates receiving approximately \$150,000 in CDBG program income during PY 2009, generated by payments of interest and principal on prior loans to homeowners for housing improvements, and approximately \$272,890 in prior year CDBG grants is estimated to be available for programming in FY 2009. This Action Plan proposes to fund a number of activities in 2009, utilizing all of the CDBG funds available this year, estimated at \$1,660,074 total.

In addition to CDBG and HOME funds, an affordable senior housing project in Sunnyvale (Fair Oaks) was recently awarded an allocation of 120 federal Section 8 project-based vouchers, in addition to receiving a City commitment of HOME and Housing Mitigation funds (see below).

**City Resources**

The City has a local Housing Mitigation Fund for the development, rehabilitation and/or acquisition of affordable housing. The unencumbered balance in the fund as of July 1, 2009 is anticipated to be approximately \$1.2 million. This does not include funds reserved for several housing projects (Onizuka, Fair Oaks) which have been committed but not fully disbursed.

**State Resources**

Low-income housing tax credits and other state housing programs funded by the recently passed Proposition 1C bond measure, as well as other state housing programs, are available to finance affordable housing projects in California, including Sunnyvale. The non-profit developer of the Fair Oaks affordable senior housing project will apply for tax credits as well as other state funding sources, in addition to the federal and local funding it has already secured.

**County Resources**

The Santa Clara County Board of Supervisors established the Affordable Housing Fund (AHF) with initial funding of \$18.6 million in July 2002. The main purpose of the AHF was to assist in the development of affordable housing, especially for extremely low income and special needs people throughout Santa Clara County. The County's McKinney-Vento Homeless Assistance fund benefits programs assisting the homeless people on a countywide basis living throughout Santa Clara County.

**Private Resources**

The City will pursue sources of private financing when appropriate and available for local affordable housing and/or other community development or economic development projects. The City will encourage the participation of local lenders in its housing and/or community development projects as needed.

**Table III: Federal Resources and Proposed Activities in 2009**

<b>Resources</b>	<b>CDBG</b>	<b>HOME</b>
2009 Entitlement Grant	\$1,237,184	\$761,634
2009 Program Income	\$150,000	0
Disencumbered Prior Year Balance	\$272,890	0
<b>Total Resources</b>	<b>\$1,660,074</b>	<b>\$761,634</b>
<b>Proposed Uses</b>		
<b>Housing Programs</b>		
Housing Rehabilitation Grants	\$50,000	
First Time Homebuyer Program		\$300,000
Affordable Housing Acquisition/ Rehabilitation/ Construction		\$385,471
<b>Subtotal</b>	<b>\$50,000</b>	<b>\$685,471</b>
<b>Public Facilities</b>		
ADA Retrofits (Curb Cuts)	\$624,560	n/a
Repair/Replace Pedestrian Infrastructure and related improvements (Low Income Areas)	\$500,000	n/a
<b>Subtotal</b>	<b>\$1,124,560</b>	n/a
<b>Public Services</b>		
Human Services Sub-grants	\$208,077	n/a
<b>Administration</b>		
Fair Housing Services	\$20,000	n/a
Program Administration and Monitoring	\$257,437	\$76,163
<b>Subtotal</b>	<b>\$277,437</b>	<b>\$76,163</b>
<b>TOTAL</b>	<b>\$1,660,074</b>	<b>\$761,634</b>

**III. ADDRESSING PRIORITY NEEDS****A. Affordable Housing**

The activities proposed for 2009 are intended to maintain, preserve, or increase the supply of affordability housing in Sunnyvale. Affordable housing is a priority need. In response to both the need and the City's resources to address the problem, renters and owners who are very low and low-income receive the highest priority under the plan. These activities include: housing rehabilitation programs, subsidies for acquisition, rehabilitation, and/or construction of affordable (rental) housing, and assistance to first-time buyers. All housing programs will be available city-wide.

***Housing Rehabilitation Program***

According to the City's Housing and Community Revitalization Sub-Element and Community Development Strategy, approximately 8% of the housing stock, or 4,300 units, was potentially in need of rehabilitation in 2002. Substandard housing is concentrated in neighborhoods with concentrations of low and moderate income households and concentrations of older, multi-family rental housing (which is often located in the same areas as concentration of low and moderate income households). The Housing Rehabilitation Program provides substantial rehabilitation loans for energy efficiency and standard rehabilitation work, including lead hazard stabilization, if needed. The Program's new loans are proposed to be funded by the City's CDBG Revolving Loan Fund in 2009.

The 2009 CDBG grant is proposed to fund the Program's minor rehabilitation grants for accessibility improvements, emergency repairs and/or exterior painting for lower-income homeowners (and for accessibility improvements, tenants). The program provides ADA modifications needed in the homes of disabled and/or elderly persons, including the installation and maintenance of wheelchair lifts and ramps as needed. The program objective is to assist 30 households during the 2009 program year.

***Multi-Family Acquisition, Rehabilitation, and/or Construction***

The City will use HOME funds to provide subsidies for housing acquisition, rehabilitation and/or construction to maintain, preserve or create housing affordable to lower-income households. The City may use its HOME funds to provide loans to nonprofit agencies for these activities. During the upcoming year, the City will continue to work with non-profit developers to complete several affordable housing projects in progress or in the predevelopment stage (Fair Oaks and Onizuka projects) and will assist these and possibly others to obtain state, federal, and/or private funds for affordable housing projects. Objective: assist at least one affordable housing project during 2009.

***Assistance to First-Time Homebuyers***

The First-Time Homebuyer Program operates in tandem with the BMR Homeownership Program to assist qualified renters (at 80% or below AMI) to buy their first homes. The program includes extensive pre-purchase and post-purchase homebuyer education workshops, down payment loans up to \$50,000, and a below-market rate home. For participants buying BMR homes, the resale (to another lower income buyer) option will be used to meet HOME program requirements. If the program is expanded to include

market-rate homes, the recapture option (shared equity) will be utilized to meet HOME program requirements. Program objective: assist six or more first-time homebuyers in 2009.

### ***Housing-Related Supportive Services***

To support the viability of lower-income housing and/or shelter facilities, housing-related supportive services are funded through the human services agency grants program (see Public Services section), with priority to services for very low income and/or special needs households. Please see the Public Services section for more detail.

### ***Needs of Public Housing***

There are no traditional public housing facilities (i.e., developed and owned by the Housing Authority) located in Sunnyvale, although there are a number of privately owned housing projects subsidized by federal, state, or other programs. Please see the 2005-2010 Consolidated Plan for additional detail. The subsidized housing in Sunnyvale is generally in good condition. The City has assisted several of the older housing projects with funding for preservation, acquisition, rehabilitation and/or redevelopment activities, such as Plaza de las Flores in downtown Sunnyvale.

### ***Support Equal Housing Opportunity***

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 continues to support jointly funded programs and services with the cities of Mountain View and Palo Alto, when feasible, to reduce discrimination in housing regionally. An allocation of \$20,000 from the City's Program Administration portion of the 2009 CDBG grant is proposed to fund this activity, in accordance with CDBG regulations.

The City completed its Analysis of Impediments (AI) to Fair Housing Choice in May 2006. This analysis provided information on fair housing issues in the City and described the City's ongoing efforts to further fair housing choice. In 2009, the City will take appropriate actions to overcome the effects of any impediments identified in its analysis by pursuing recommended actions, strategies and activities to further fair housing choice and opportunities.

### ***Barriers to Affordable Housing***

The primary barriers to affordable housing in Sunnyvale are the high costs of land and construction, relative to the ability to pay of those with low to moderate incomes, particularly with the current high unemployment rate; the limited supply of available land for new housing, and the current difficulties in obtaining financing for the development of new housing. The City has limited ability to significantly reduce these barriers, and it is difficult to provide adequate housing affordable lower-income households in quantities sufficient to meet regional demand. The City has attempted to increase the supply of land for residential development through its zoning powers, including a new zone, "Industrial to Residential" (ITR) created several years ago to address the surplus of economically obsolete industrial sites and the shortage of residential sites. A number of

new housing projects have been built in these new zones. However, this trend may be nearing its end, as new green tech and related industries are beginning to take new interest in the ITR sites for industrial activities. The city also provides density bonus incentives to developers to provide low-income affordable units and units for seniors.

## **B. Public Facilities**

Public facilities improvements benefit low-income persons and persons presumed to be low-income, such as the disabled, based on their design objectives and/or geographic location. The two activities proposed to be implemented in 2009 address a high priority need identified in the 2005-10 Consolidated Plan: Sidewalks (including accessibility improvements).

### ***Accessibility Improvements***

The City will continue to retrofit as many curbs as possible each year so that all intersections in the City conform to ADA requirements. \$624,560 in CDBG funds has been allocated towards this activity. Objective: 100 or more curb cuts.

### ***Pedestrian Infrastructure Replacement and/or Improvement***

This activity will fund the reconstruction and/or improvement of substandard sidewalks, crosswalks and related pedestrian infrastructure in income-eligible block groups. \$500,000 has been allocated for this activity. Objective: Substantial reconstruction and/or improvement of sidewalks and related facilities in one or more eligible block groups.

## **C. Public Services**

The public services proposed for 2009 would serve extremely low and low-income households. Public services in general are a high priority for the City, and generally the available funding is not adequate to assist all those in need of such services. The priority needs and needs determined to be unmet in 2009 include (in random order):

1. Services for Seniors
2. Services for Homeless People
3. Services for At-Risk Youth
4. Food for Seniors and Households at risk of Homelessness
5. Employment Training
6. Transportation Services
7. Services for Disabled People
8. Health Services
9. Housing and Supportive Services for Immigrants

After notifying the community and interested groups of the availability of public services funding, and issuing a request for proposals, the City received twenty applications for public services grants in 2009. The applications were evaluated by staff and the Housing and Human Services Commission in accordance with the Consolidated Plan and related City policies. All applications were determined to be eligible for funding, and

the funding is proposed to be awarded to the grantees as shown in the **Table IV** below, pursuant to the Commission's recommendation, and subject to funding availability:

**Table IV: Proposed Public Services for FY 2009-10:  
Sub-recipient Grants for Human Services**

<b>Program Name: Agency Name</b>	<b>Proposed CDBG Grant Amount</b>	<b>Sunnyvale Residents Served *</b>
<b>Maximizing Independence and Employment Training:</b> Abilities United	\$3,482	18
<b>Youth Shelter and Counseling Services:</b> Bill Wilson Center	\$10,504	24
<b>Long-Term Care Ombudsman:</b> Catholic Charities	\$5,966	291
<b>Shared Housing Search and Stabilization:</b> Catholic Charities	\$3,400	5
<b>Day Break III:</b> Catholic Charities	\$3,875	70
<b>Homeless Shelter Services:</b> EHC LifeBuilders	\$16,197	110
<b>Youth Counseling Services:</b> Family & Children Services	\$13,281	18
<b>Youth Mentoring Program:</b> Friends for Youth	\$7,226	12
<b>Meals on Wheels:</b> The Health Trust	\$5,642	8
<b>Live Oak Adult Day (Care) Services</b>	\$8,369	31
MayView Community Health Center	\$7,048	20
<b>Senior Transportation Services:</b> Outreach & Escort	\$11,721	41
<b>Healthy Kids Program:</b> Santa Clara Family Health Foundation	\$9,399	11
<b>Brown Bag Program:</b> Second Harvest Food Bank	\$3,399	136
Senior Adults Legal Assistance	\$4,527	63
<b>Senior Group Residence Services:</b> Senior Housing Solutions	\$5,976	6
<b>Emergency Assistance:</b> Sunnyvale Community Services	\$54,926	709
<b>Sunnyvale Senior Nutrition Program</b> First United Methodist Church	\$13,529	121
<b>Safe Shelter Program:</b> Support Network for Battered Women	\$12,476	4
<b>Rotating Shelter Program:</b> West Valley Community Services	\$7,134	5
<b>Total</b>	<b>\$208,077</b>	<b>1,725</b>

\* Unduplicated number of Sunnyvale residents proposed to be served by proposed grant amount.

***Public Services Program Descriptions***

Maximizing Independence and Employment (Abilities United)

This agency assists families and individuals who have developmental or other disabilities. Abilities United provides an infant program, a recreation program, respite services, specialized day care for adults, job training and placement for adults and outreach and education.

Youth Shelter and Counseling Services (Bill Wilson Center)

The Center provides individual, family, group and couples counseling for very low-income Sunnyvale residents. Counseling services help individuals, youth and families with various problems including family conflict, depression, suicidal thoughts, anxiety, marital and family violence, school and behavioral problems, stress, substance abuse, eating disorders and identity issues.

Long Term Care Ombudsman Program (Catholic Charities)

This program provides advocacy, complaint investigation, including allegations of abuse and neglect, and problem resolution services for the elderly and other residents with disabilities in the City's nursing care, assisted living, and residential care facilities for the elderly.

Housing Search and Stabilization (Catholic Charities)

This program helps very low to low income single parents, seniors, and emancipated youth, persons with disabilities, and refugees, many of whom are at risk of homelessness, to obtain suitable shared housing options.

Day Break III (Catholic Charities)

This program provides respite and support services to family caregivers and dependent seniors. Services include state-licensed adult day care, in-home respite, escorted transportation, caregiver support groups/education, and information and referral services.

Homeless Shelter Services (EHC LifeBuilders)

Sunnyvale HOMES is an existing program that will provide food, emergency shelter, transitional housing and affordable permanent housing for Sunnyvale's homeless families, single adults and youth.

Youth Counseling Services (Family and Children Services)

This program provides mental health counseling services to disadvantaged Sunnyvale youth and their families.

Youth Mentoring Program (Friends for Youth)

This program offers one-to-one mentoring services for Sunnyvale youth, matching disadvantaged young people with an adult volunteer mentor to help them stay in school and out of trouble.

Meals on Wheels (The Health Trust)

Meals on Wheels provides hot meals delivered weekdays to homebound low income seniors and disabled adults. Clients also benefit from a weekday wellness check that the drivers conduct along with the meal delivery.

Adult Day Care (Live Oak Adult Services)

This program provides day care for frail elderly and dependent seniors. Program activities provide social and recreational opportunities for functionally impaired seniors as well as respite and support services for caregivers.

Health Care for At-Risk Youth (MayView Community Health Center)

This clinic, a joint effort of MayView, the City and the local school district, provides access to affordable health care services (primary care, immunizations, prenatal, and adult and well child visits) to disadvantaged children and families.

Sunnyvale Senior Nutrition Program (First United Methodist Church of Sunnyvale)

This program provides meals to approximately 120 senior residents in Sunnyvale, five days per week, 249 days a year, and van transportation services for those unable to travel independently to the facilities where meals are provided.

Senior Transportation Services (Outreach & Escort Inc.)

This agency provides affordable, reliable and available transportation for Sunnyvale seniors who would not otherwise be able to access needed health care, and other basic goods and services.

Healthy Kids Program (Santa Clara Family Health Foundation)

This program provides comprehensive health coverage for children who are not eligible for other available public insurance programs, and whose parents cannot afford private health insurance.

Operation Brown Bag (Second Harvest Food Bank)

The Brown Bag program provides weekly food supplements to low-income seniors.

Senior Adult Legal Assistance (SALA)

This program provides free legal and advocate services to Sunnyvale seniors.

Sunnyvale Senior Group Residence Services (Senior Housing Solutions)

Senior Housing Solutions provides case management and support services to seniors living in group homes, consisting of: ongoing interviews, assessments, counseling and referrals to needed self-care, mutual care, and/or professional care services.

Emergency Assistance (Sunnyvale Community Services)

This program provides emergency financial assistance, food and/or clothing for low-income residents in crisis or at risk of becoming homeless.

Safe Shelter Program (Support Network for Battered Women)

This agency provides emergency and ongoing assistance to victims of domestic violence. Services include emergency shelter, family counseling, and legal guidance. Community education and training programs are also provided.

Rotating Shelter Program (West Valley Community Services)

The Rotating Shelter Program helps homeless men secure gainful employment and permanent housing.

**D. Efforts to End Homelessness**

Sunnyvale provides CDBG funds to agencies providing preventative services, shelter and supportive services in order to end homelessness. The City's efforts are described in further detail in the Consolidated Plan. Programs related to homelessness proposed for funding in 2009 under the Public Services category include the following:

Emergency Housing Consortium LifeBuilders:

Emergency shelter and support services in several locations within the County, and the winter shelter program at the Sunnyvale Armory.

Sunnyvale Community Services:

Emergency services, counseling, financial as well as food and clothing for low-income residents in crisis, or at risk of becoming homeless.

Support Network for Battered Women:

Shelter and support services for victims of domestic violence.

Rotating Shelter Program (West Valley Community Services)

This program provides a rotating shelter for homeless men, located within various churches, with support services such as food, rental assistance, medical assistance, housing, gas vouchers, job counseling, and computer training for the shelter clients.

***Discharge Coordination Policy***

The City of Sunnyvale collaborates with the City of San Jose, the State and other county agencies to create a strategy to house former offenders within the community. This discharge placement planning directs the placement of prisoners released from jails, hospitals, and other facilities in order to prevent homelessness.

**E. Non-Homeless Special Needs Housing*****HOPWA (Housing Opportunities for People with 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 Health Trust and other applicable agencies to identify effective service strategies and determine the appropriate allocation of funding to meet the housing and support service needs of individuals and families living with HIV/AIDS. Of the \$767,000 HOPWA Granted received from HUD by the City of San Jose, approximately \$743,470 will be distributed to housing and service providers and the remaining amount will be used by the City of San Jose to administer the program.

***HOPWA SPNS (Special Project of National Significance)***

In partnership with the Health Trust, the City of San Jose anticipates continuing administration of the Shared Housing Assistance Placement and Support Services Program (SHAPSS). This three-year (FY2007-2010) program will provide affordable housing opportunities and supportive services to very low- and low-income Santa Clara County residents disabled by HIV/AIDS. The funds will be disbursed in three equal

amounts for each program year. Of the \$1,226,500 granted for FY2007-2010, \$1,193,050 has been allocated to the Health Trust to provide long-term rental subsidies in shared housing and supportive services to persons with HIV or AIDS in Santa Clara County, and \$33,450 is budgeted for the City of San Jose for administrative costs.

#### **IV. OTHER ACTIONS**

##### ***Managing the Process***

The Housing Division of the Community Development Department is the lead agency for overseeing the development of the Consolidated Plan and Annual Action Plan. Please refer to the 2005-2010 Consolidated Plan for additional detail regarding administration of the HUD-funded programs described in this Action Plan.

##### ***Institutional Structure***

The institutional structure of the City's affordable and supportive housing strategy includes private industry, non-profit organizations, and public institutions that deliver the programs outlined in the housing strategy. The City coordinates with other agencies in the County as well as private parties involved in housing development, property management, and housing finance. For additional detail please refer to section 4.6 of the Consolidated Plan.

##### ***Affirmative Marketing***

As part of the HOME monitoring process, the City will implement affirmative marketing plans for the leasing of available HOME assisted units in rental projects with 5 or more units. The City continually strives to affirmatively market all of its housing programs through use of local media, contact with community and neighborhood organizations, and the internet.

##### ***Minority- and/or Women-Owned Business Enterprises (MBE/WBE)***

The City plans to ensure that minority and women business enterprises have the maximum opportunity to compete for contracts funded wholly or in part with federal funds. The City will generate and maintain a list of local businesses identified as MBE/WBE as a source to perform outreach. Furthermore, the City will be updating its contractors' bidders list, which will provide an opportunity to minority and women-owned businesses to participate in HOME-funded affordable housing activities.

##### ***Lead-based Paint Hazard Reduction***

The City provides financial assistance to income-eligible residents and property owners to abate lead-based paint hazards through its Housing Rehabilitation Program. Paint grants and loans, as well as rehabilitation loans, are provided, as well as lead-based paint testing and education services.

**Anti-poverty Strategy**

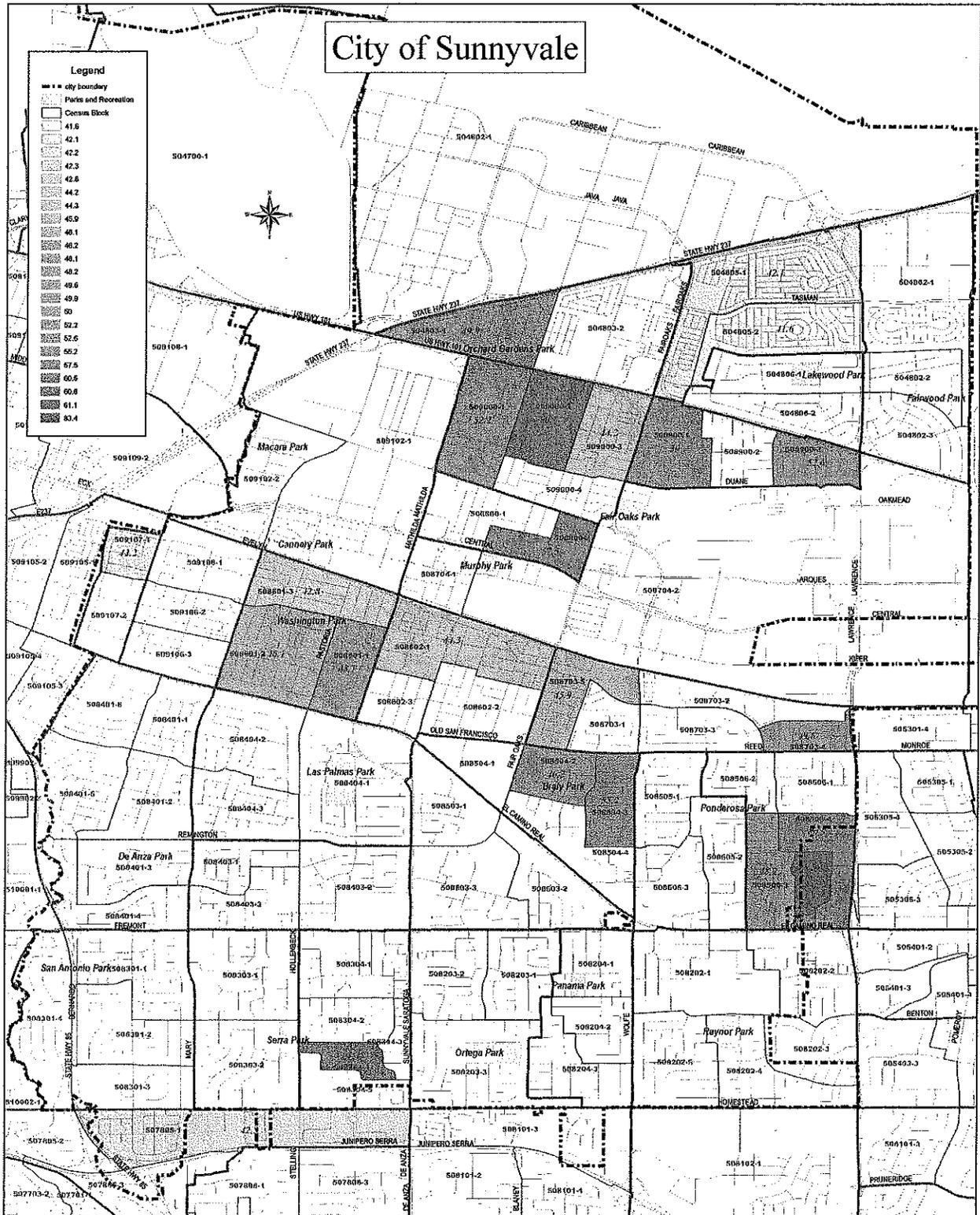
The City continues to operate the multi-agency collaborative “NOVA” job training center to assist lower income and any unemployed residents to obtain living wage employment. In addition, the public services provided through the CDBG grants to human services agencies assist in helping impoverished families meet their basic needs in the short term, or until they can achieve living-wage employment. The current economic downturn has increased the level of need and demand for assistance with employment services as well as basic needs. The City will continue its ongoing efforts to strengthen the local economy, support local small businesses, and provide economic opportunities for all of its residents.

**V. Citizen Participation**

Preparation of the 2009 Action Plan began with a public notice of the opening of the public review period through publication of an ad in the Sunnyvale Sun newspaper, and posting of the notice on the City website and on city official notice boards. . In addition to the public notice, email notification of the hearing was made to all non-profit human service agencies for the purpose of informing the agencies that CDBG funding may be available for FY 2009-10 proposed activities. Public hearings were held before the Housing and Human Services Commission (HHSC) on March 25, 2009 regarding the human services grants, and on April 29, 2009 to review and receive public comments on the Draft 2009 Action Plan. Two advertised public hearings were or will be held on the 2009 Action Plan: on April 29, 2009 before the HHSC and on May 5, 2009 before the Council. The Annual Plan 30 day public review period began April 8 and ended May 8, 2009.

**VI. Monitoring Plan**

The City has established a monitoring process that includes annual on-site monitoring and review of its subrecipients’ administration, fiscal management, and program management for those receiving federal funds through the City. The city audits each agency annually and requires submittal of quarterly performance reports and reimbursement requests prior to disbursing any grant funds committed to the subrecipients. Further detail regarding the monitoring procedures and policies implemented by the City is available in the Consolidated Plan.



**ATTACHMENT B**

**RECOMMENDED  
HUMAN SERVICES  
AGENCY GRANTS  
FOR  
FY 2009-10**

**ATTACHMENT B**

**Community Development Block Grant FY 2009-10 Public Services Funding:  
Human Services Grants**

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>
<b>Agency: Program</b>	<b>HHSC- Recommended Grant Amount (4/29/09)</b>	<b>Final Recommended Grant Amount *</b>	<b>Recommended CDBG Portion</b>	<b>General Fund Supplement **</b>
Abilities United: Maximizing Independence & Employment Training	\$ 5,121	\$ 5,258	\$ 3,482	\$ 1,776
Bill Wilson Center: Youth Shelter & Counseling Services	\$ 15,450	\$ 15,864	\$ 10,504	\$ 5,360
Catholic Charities: Long-Term Care Ombudsman	\$ 8,775	\$ 8,775	\$ 5,966	\$ 2,809
Catholic Charities: Housing Search & Stabilization	\$ 5,000	\$ 5,134	\$ 3,400	\$ 1,734
Catholic Charities: Day Break III	\$ 5,700	\$ 5,853	\$ 3,875	\$ 1,978
EHC LifeBuilders: Homeless Shelter Services	\$ 23,823	\$ 24,461	\$ 16,197	\$ 8,264
Family & Children Services: Youth Counseling	\$ 19,534	\$ 20,057	\$ 13,281	\$ 6,776
First United Methodist Church: Sunnyvale Senior Nutrition Program	\$ 19,899	\$ 20,432	\$ 13,529	\$ 6,903
Friends for Youth: Youth Mentoring Program	\$ 10,628	\$ 10,913	\$ 7,226	\$ 3,687
Live Oak Adult Day Services: Adult Day Care	\$ 12,309	\$ 12,639	\$ 8,369	\$ 4,270
MayView Community Health Center	\$ 10,366	\$ 10,644	\$ 7,048	\$ 3,596
Outreach & Escort: Senior Transportation Services	\$ 17,240	\$ 17,702	\$ 11,721	\$ 5,981
Santa Clara Family Health Foundation: Healthy Kids Program	\$ 13,824	\$ 14,194	\$ 9,399	\$ 4,795
Second Harvest Food Bank: Brown Bag Program	\$ 5,000	\$ 5,134	\$ 3,399	\$ 1,735
Senior Adults Legal Assistance	\$ 6,658	\$ 6,836	\$ 4,527	\$ 2,309
Senior Housing Solutions: Senior Group Residence Services	\$ 8,789	\$ 9,025	\$ 5,976	\$ 3,049
Sunnyvale Community Services: Emergency Assistance	\$ 80,787	\$ 77,019	\$ 54,926	\$ 22,093
Support Network for Battered Women: Safe Shelter Program	\$ 18,350	\$ 18,842	\$ 12,476	\$ 6,366
The Health Trust: Meals on Wheels	\$ 8,298	\$ 8,520	\$ 5,642	\$ 2,878
West Valley Community Services: Rotating Shelter Program	\$ 10,493	\$ 10,774	\$ 7,134	\$ 3,640
<b>Total</b>	<b>\$ 306,044</b>	<b>\$ 308,077</b>	<b>\$ 208,077</b>	<b>\$ 100,000</b>

\* Adjustments per HHSC recommendation to adjust proportionally based on actual CDBG grant to City; and to maintain grant limits in RFP: \$5,000 minimum and maximum of 25% of total funding available (\$77,019).

\*\* Pending final adoption of FY 2009-10 City Budget (for General Fund supplement)

# **ATTACHMENT C**

**APPROVED MINUTES OF THE  
HHSC MEETINGS OF  
FEBRUARY 25, 2009 AND  
MARCH 25, 2009,  
AND DRAFT MINUTES OF THE  
HHSC APRIL 29, 2009  
MEETING**

## APPROVED MINUTES

### SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION

WEDNESDAY, FEBRUARY 25, 2009

#### CALL TO ORDER

The meeting was called to order at 7:02 by Housing Officer Suzanne Isé.

Officer Isé introduced herself and other housing staff and asked for the roll call in order to go into the elections of officers and have a Chair to run the meeting.

#### ROLL CALL

Commission Members Present: Ann Andersen, Micki Falk, Jeremy Hubble, Charles Keeler, Patrick Meyering, and Demi Yezgi.

Commission Members Absent: Florence Tindle, unexcused

Staff Present: Suzanne Ise, Housing Officer, Katrina Ardina, Housing Programs Analyst, and Edith Alanis, Housing Programs Technician.

Others Present: Robert Walker, Assistant City Manager, Ron Swegles, Councilmember, Renee Kellythorne, Meals On Wheels Program Director, Shamima Hasan, MayView Community Health Center Chief Executive Officer

#### 1. Election of Officers for remainder of FY 2008-2009

Commissioner Hubble nominated Commissioner Andersen to become Chair

Commissioner Meyering suggested an amendment to the motion. He mentioned that other Commissions rotate the role of Chair among the members. Furthermore, he suggested a compromise since Commissioner Falk has not had an opportunity to serve as Chair that the remainder of the fiscal year be split among Commissioner Falk and Commissioner Andersen.

There was no second to the amendment.

**Commissioner Hubble moved and Commissioner Keeler seconded to nominate Commissioner Andersen to be the Commission's Chair for the remainder of this fiscal year.**

**Motion passed 3-1-2 with Commissioner Meyering dissenting, and Commissioners Andersen and Falk abstaining.**

From this point on Chair Andersen presided over the meeting.

Chair Andersen nominated Commissioner Falk to become Vice Chair and asked if there were any other nominations.

Chair Andersen called for a second to her motion and a vote.

**Chair Andersen moved and Commissioner Meyering seconded to nominate Commissioner Falk to be the Commission's Vice Chair for the remainder of this fiscal year.**

**Motion passed 4-1-1 with Commissioner Yezgi dissenting with no indication of cause, and**

Commissioner Falk abstaining.

## **SCHEDULED PRESENTATION**

Human Service Agencies seeking CDBG funding for FY2009/10 and FY2010/11

<b>AGENCY</b>	<b>PROGRAM</b>	<b>FUND REQUEST</b>
The Health Trust <i>Renee Kellythorne,</i> <i>Program Director</i>	The Meals on Wheels program delivers hot meals to very low income, homebound, frail, Sunnyvale elderly and disabled adults.	\$10,140.00
MayView Community Health Foundation <i>Shamima Hasan,</i> <i>Chief Executive Officer</i>	Health Care Access for at-risk Youth and their Families	\$32,130.00

## **PUBLIC ANNOUNCEMENTS**

NONE

## **CONSENT CALENDAR**

1. A. Approval of Draft [Minutes of January 28, 2009](#)

**Commissioner Keeler moved and Commissioner Meyering seconded to approve the minutes of January 28, 2009.**

**Motion passed 5-0-1 with Commissioner Yezgi abstaining.**

## **PUBLIC COMMENTS**

Karen Sepahmansour, Wanda Hale, and Helen Hughes spoke in support of the Ombudsman program.

## **PUBLIC HEARINGS/GENERAL BUSINESS**

1. Discussion of Outside Group Funded Agencies

Katrina Ardina, Housing Programs Analyst, reviewed the historical and mid-year performance reports that the commissioners received in their packets and explained that it was another resource to assist them in making their funding recommendations for the Outside Groups in May, 2009.

Commissioner Yezgi recommended guidestar.org as a resource to research the individual agencies that are requesting funding, among other comments.

2. Presentation of Proposals Requesting Capital Funding for FY 2009/10

Bob Campbell Executive Director of Senior Housing Solutions requested \$77,893 for rehabilitation activities at the Klee Court Senior Residence. The rehabilitation project includes a kitchen remodel and correction of some unsafe situations in the back yard and the sidewalk for the benefit and welfare of the residents.

3. Discussion of technical review of proposals

Katrina Ardina, Housing Programs Analyst went over a two-page summary of all the agencies that requested funding, which the Commissioners can use as an aid in ranking the applications and recommending funding amounts at the March meeting.

Additionally, Katrina reviewed staff's technical evaluation and ranking of agencies and explained the methodology used.

Commissioner Falk suggested site visits to the agencies. No motions were made regarding this idea.

**NON-AGENDA ITEMS AND COMMENTS**

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

NONE

- STAFF ORAL COMMENTS

1. Katrina Ardina announced that Sunnyvale received good news from HUD and will be receiving some funds from the stimulus package that was passed by Congress.
  - a. A CDBG grant that on first review appears to be for Capital Improvements, and
  - b. An Emergency Shelter/Homelessness Prevention grant.
2. Reminder of the March 10 Joint Study Session with City Council on the Housing Element Update

**INFORMATION ONLY ITEMS**

NONE

**ADJOURNMENT**

**Commissioner Falk moved and Commissioner Meyering seconded to adjourn the meeting.  
Motion passed unanimously 6-0.**

Meeting adjourned at 9:26 p.m.

Respectfully submitted,

Suzanne Isé  
Housing Officer



## **APPROVED MINUTES**

### **SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, MARCH 25, 2009**

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 March 25, 2009 at 7:03 p.m. with Chair Andersen presiding.

#### **ROLL CALL**

Commission Members Present: Ann Andersen, Micki Falk, Jeremy Hubble, Charles Keeler, and Patrick Meyering.

Commission Members Absent: None

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: Councilmember David Whittum, known representatives from various human services agencies; Georgia Bacil, Becky Cooper, Wanda Hale, Amy Andonian, Ben Kong, Bob Campbell, Lynn Nguyen, Kathleen King and a couple of others that were not identified.

Director Hom announced that Ms. Demi Yezgi had just informed him of her decision to resign from the Commission.

#### **SCHEDULED PRESENTATION**

NONE

#### **PUBLIC ANNOUNCEMENTS**

Amy Andonian, Program Director, spoke in support of the Catholic Charities Day Break III program and asked staff for some clarification regarding the application scoring methods used to produce staff's funding recommendations.

#### **CONSENT CALENDAR**

1. A. Approval of Draft Minutes of February 12, 2009.
1. B. Approval of Draft Minutes of February 25, 2009.

**Commissioner Hubble moved and Commissioner Keeler seconded to approve the minutes of February 12, 2009 and February 25, 2009 as presented.**

**Motion passed unanimously 5-0.**

#### **PUBLIC COMMENTS**

Kathleen King spoke in support of Santa Clara County Family Health Foundation – Healthy Kids Program. Furthermore, she wanted to highlight that El Camino Hospital would be matching any funding from the City of Sunnyvale dollar for dollar.

**PUBLIC HEARINGS/GENERAL BUSINESS**

## 1. Discussion and Recommendation of CDBG Outside Group Funding for FY 2009/10.

Staff noted that this was the final step of a process that started in October 2008 with the Commission's discussion and recommendation of Priority Funding Needs to City Council. It continued in November with the review and opportunity for input on the Draft Request for Proposals (RFP) for Agencies seeking Community Development Block Grant (CDBG) funding for Human Services in FY 2009/2010 and FY 2010/2011. The RFP was published in the local newspaper, and was available online on the Housing Division home page. Additionally, it was directly sent via USPS and electronic mail to various interested non-profits on December 24, 2008. Proposals were due to the City by January 30, 2009. Staff held a pre-funding workshop in mid-January for the agencies to have an opportunity to ask questions about the application and the documentation being requested.

Also in January 2009, the Commissioners had the opportunity to review and give input on staff's proposed method for scoring the applicants, and were advised that they were at liberty to decide what scoring methods they wanted to use as a Commission to arrive at their funding recommendations.

In February, the Commissioners received a binder with all the applications that were received in response to the RFP along with additional information from staff to assist the Commissioners in making their scoring and funding recommendations. Two meetings were held in February to allow all the agencies to come and speak before the Commission and have an opportunity to answer questions and give additional input. Additionally, the Commissioners were provided with staff's technical evaluation and funding recommendations as a starting point for their discussion tonight, but were also reminded that they were free to make their own recommendations that could differ from the staff recommendation.

After discussion, the Commissioners agreed to average their individual recommendations as a starting point, compare these to staff's recommendations, have further discussion, and then finally modify these totals in order to fully utilize the estimated available funding. The final recommendations are shown below as the "Modified Totals."

<b>Agency Name</b>	<b>Average of Commissioners' Recommendations</b>	<b>Modified Totals</b>
Abilities United	\$ 5,121	\$ 5,121
Bill Wilson Center	\$ 13,450	\$ 15,450
Catholic Charities-LTO	\$ 7,944	\$ 8,775
Catholic Charities-Housing Search & Stabilization	\$ 4,680	\$ 5,000
Catholic Charities-Day Break III	\$ 5,700	\$ 5,700
EHC LifeBuilders	\$ 23,823	\$ 23,823
Family & Children Services	\$ 19,534	\$ 19,534
First United Methodist Church	\$ 19,899	\$ 19,899
Friends for Youth	\$ 10,628	\$ 10,628
Live Oak Adult Day Services	\$ 12,309	\$ 12,309
MayView Community Health	\$ 10,366	\$ 10,366
Outreach & Escort	\$ 17,240	\$ 17,240

<b>Agency Name</b>	<b>Average of Commissioners' Recommendations</b>	<b>Modified Totals</b>
Santa Clara Family Health Foundation-Healthy Kids Program	\$ 13,824	\$ 13,824
Second Harvest	\$ 4,600	\$ 5,000
Senior Adults Legal Assistance	\$ 6,658	\$ 6,658
Senior Housing Solutions	\$ 8,789	\$ 8,789
Sunnyvale Community Services	\$ 80,666	\$ 80,787
Support Network for Battered Women	\$ 18,350	\$ 18,350
The Health Trust	\$ 8,298	\$ 8,298
West Valley Community Services	\$ 9,293	\$ 10,493
	<b>Total Funding</b>	<b>\$ 306,044</b>

Chair Andersen asked for a motion to accept the modified totals as the funding recommendations to be presented to City Council.

**Commissioner Hubble moved and Commissioner Meyering seconded to use the modified totals as their funding recommendations to City Council.**

**Motion passed unanimously 5-0.**

Staff asked that the Commissioners consider a method or formula to address the possibility that the actual CDBG award to Sunnyvale could be higher or lower than the estimate, depending on federal budget appropriations for CDBG

After some discussion, the Commissioners agreed to not make any decisions or recommendations and deferred this issue to their meeting in April.

2. Discuss and Recommendation of Proposals Requesting CDBG & HOME Capital Funding for FY 2009/10.

Bob Campbell, Executive Director, Senior Housing Solutions, was present at the meeting to answer questions about their proposed senior housing remodel costs and their revised funding request. The rehabilitation project would include a kitchen remodel, conversion of utility room for two new bathrooms, and correction of unsafe conditions in the back yard and the sidewalk. After some discussion Chair Andersen asked for a motion to recommend approval of the request for \$156,178 in Capital Funds.

**Commissioner Falk moved and Commissioner Hubble seconded to recommend approval of the request by Senior Housing Solutions for \$156,178 in CDBG Capital funds for rehabilitation of the Klee Court Senior Residence.**

**Motion passed unanimously 5-0.**

**NON-AGENDA ITEMS AND COMMENTS**

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

1. Commissioner Keeler commented that all current Commissioners' terms will be expiring in June.
2. Commissioner Hubble commented that sometimes it seemed unnecessary to have meetings every month. He suggested having bi-monthly meetings. Housing Officer Isé suggested adding that topic to the April 22 meeting agenda.
3. Commissioner Meyering commented on a memo from the City Manager's Office dated March, 3 that addressed the review of the attendance policy for board members and how the City Manager's Office determined that it was not germane to put this item on all the Boards and Commissions agendas for review. Instead, boards and Commissions members were informed that they could attend the Council Meeting tentatively scheduled for May 12 to address this topic. Commissioner Meyering expressed his opinion that he felt the draft policy should be scheduled before the Boards and Commissions for comments. Not putting it on the Agendas minimizes input from the residents who have volunteered and have 1st hand experience with the operation of Boards. In addition, it requires volunteers to get a baby-sitter and make another trip down to city hall to comment on the proposed policy.

- STAFF ORAL COMMENTS

1. Housing Officer Isé reminded the Commissioners of the invitation that they received in their packets from Sunnyvale Community Services and encouraged them to RSVP if they planned to attend.
2. Director Hom and Housing Officer Isé gave a brief update on the federal award of Economic Stimulus funds for homelessness preventions (ESG)

### **INFORMATION ONLY ITEMS**

NONE

### **ADJOURNMENT**

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

**Motion passed unanimously 5-0.**

Meeting adjourned at 8:52 p.m.

Respectfully submitted,

Suzanne Isé  
Housing Officer



## **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