

**Council Meeting: May 10, 2011**

SUBJECT: Approve Housing and Urban Development (HUD) Action Plan for FY 2011-12. **Public Hearing**

REPORT IN BRIEF

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. This Draft Action Plan has been 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 that administers and regulates these funds.

The Draft FY 2011-12 Action Plan (hereinafter referred to as 2011 Action Plan), sets forth the proposed uses of the funds estimated to be available in FY 2011-12. The latest estimates provided by HUD are that the City's entitlement grants will include approximately \$1,118,115 in CDBG funds and \$670,431 in HOME funds for FY 2011-12. This equals a reduction of 17% and 12%, respectively, from the FY 2010 amounts. These funds may be used in accordance with the community development activities and priority or unmet needs described in the City's 2010-2015 Consolidated Plan.

The 2011 Action Plan allocates funds to the following activities in 2011-12: public (human) services; housing rehabilitation; subsidies for affordable lower-income housing (acquisition, development and/or rehabilitation), first-time homebuyer assistance; rental assistance; public facilities, such as accessibility retrofits of sidewalks city-wide, sidewalk replacement or improvement in income-qualified areas, and the final CDBG contribution to the Columbia Neighborhood Center expansion; and program administration, which includes compliance activities (environmental, labor, and other federal requirements), monitoring, fiscal tasks, and fair housing services. The Housing Commission considered the requests received for CDBG and/or HOME funds for human services or capital projects at its March meeting, and recommended funding 18 human services proposals and 2 capital projects. Their recommendations are included in the 2011 Action Plan and are summarized in this Report. At their April meeting, the Commission approved the Action Plan as shown as Attachment A, and made two additional recommendations (see Discussion).

Staff recommends **Alternative 1:** Approve the 2011 Action Plan as shown in

Attachment A, and authorize the City Manager to execute all required assurances and forms for submittal to HUD for its approval; and **Alternative 2**: Provide \$100,000 in supplemental General Funds for Human Services grants, to agencies listed and in the amounts shown in the far-right column of Table IV of the Action Plan (**Attachment A**).

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 decent 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 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. 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 businesses for 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 approved the City's 2010-2015 Consolidated Plan in August 2010. 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 2011 Action Plan will be the second Action Plan to be added to the 2010-2015 Consolidated Plan.

EXISTING POLICY

2010-2015 Consolidated Plan:

- Goal A Assist in the creation, improvement, and preservation of affordable housing for lower-income and special needs households.
- Goal B Alleviation of Homelessness
Objective: Help people who are currently homeless or at imminent risk of homelessness.
- Goal C Community Development
Objective: Support provision of essential human services, particularly for special needs populations.
- Goal E Sustainability
Objective: Support energy efficiency/renewable energy programs.

Housing and Community Revitalization Sub-element:

- Goal A Assist in the provision of adequate housing to meet the diverse needs of Sunnyvale's households of all income levels.
- Goal B Maintain and enhance the condition and affordability of existing housing in Sunnyvale.
- Goal E Promote equal housing opportunities for all residents, including Sunnyvale's special needs populations, so that residents can reside in the housing of their choice.
- Goal F Maintain sustainable neighborhoods with quality housing, infrastructure and open space that fosters neighborhood character and the health of residents.

Human Services Policy 5.1.3

The City shall make its best efforts to provide supplemental human services, which include but are not limited to emergency services, senior services, disabled services, family services, and youth services.

DISCUSSION

CDBG Program

As shown in **Table I**, the City anticipates a total of \$1,590,615 in CDBG funds to be available for use during FY 2011-12. This includes the 2011 grant of \$1,118,115, approximately \$150,000 in anticipated 2011 program income, and \$322,500 in disencumbered and/or reallocated CDBG funds from the prior year (disencumbered \$177,500 from Youth Jobs, which was determined ineligible by HUD and \$120,000 from the Façade program, due to lack of interest; and reallocated \$25,000 from Energy Efficiency grants, due to insufficient number of applications).

TABLE I: CDBG Funds Available in FY 2011-12

FY 2011-12 CDBG Entitlement Grant	1,118,115
Estimated FY 2011-12 Program Income	150,000
Disencumbered/Reallocated funds	<u>322,500</u>
Total	\$ 1,590,615

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 2011-12, the 20% limit on administrative expenditures is estimated to be \$253,623. 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. 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 2010-11) actual program income receipts. For FY 2011-12, the limit on public services expenditures is estimated to be \$197,717.

Proposed Uses of Community Development Block Grant Funds

The Draft 2011 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 2011 are described below and summarized in **Table II**:

Table II: FY 2011-12 Proposed CDBG Budget

Activity Type	FY 2011-12 Proposed Budget
PROGRAM ADMINISTRATION	\$253,623
Administration (includes indirect costs and Fair housing compliance)	244,131
HOUSING IMPROVEMENT PROGRAMS	\$ 250,000
Emergency Repair, Accessibility, Paint and Energy-Efficiency grants	100,000
Transfer of Program Income to Revolving Loan Fund (RLF) for housing improvement loans	150,000
PUBLIC FACILITIES	\$889,275
ADA Retrofits to Sidewalks and Street and Sidewalk Improvements in Eligible Neighborhoods	492,755
Columbia Neighborhood Center Expansion	396,520
PUBLIC SERVICES	\$197,717
TOTAL CDBG BUDGET	\$1,590,615

Program Administration:

Administration includes costs for planning (plan preparation), fiscal management, monitoring, budgeting, and otherwise administrating the Community Development Block Grant. Program administration also includes compliance with federal requirements (such as, environmental, labor, anti-discrimination, and fair housing regulations), compliance monitoring of subrecipients, and indirect costs.

Housing Improvement Programs:

The City operates a Home Improvement Program that offers 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. However, an allocation of \$100,000 from the 2011 entitlement grant is proposed for home improvement grants, which do not generate future program income to the RLF (i.e., accessibility, paint, emergency repair and energy efficiency grants).

- Emergency Repair Grant (\$2,500)
In the past, the City has provided an emergency repair loan of up to \$5,000 to fund critical health and safety repairs, at 3% interest, fully

deferred. However, the administrative expense to record and service these small loans is relatively high; therefore, staff recommends converting the emergency repair loan to a grant of up to \$2,500, another form of assistance available through the City's Home Improvement Program. Staff proposes to provide a grant up to \$2,500 to single family homeowners with household incomes at or below 80% using CDBG funds. The funds will be used for life-threatening building hazards, as determined by City staff. Life threatening hazards are those causing an immediate threat to the life of an individual, such as electrical system failures, unsound structures, plumbing system failures, and/or other conditions which could result in an explosion of unsafe situation in the immediate future.

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 Consolidated Plan. The proposed Action Plan includes two primary public facilities activities:

1) Accessibility Retrofits (Curb cuts) and Sidewalk Repair/Replacements in Eligible Neighborhoods

This activity includes accessibility retrofits citywide and sidewalk repair/replacement in CDBG-eligible neighborhoods. 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.

2) Columbia Neighborhood Center Expansion

In 2008 the City and the Sunnyvale School District entered into an agreement to jointly fund the expansion of the Columbia Neighborhood Center on the Columbia Middle School campus. The expansion of approximately 3,500 square feet will enable the Center to provide more effective health services and expand social, educational, and recreational services. The cost of the project was estimated to be \$3 million, which the City and the School District agreed to share equally. The City pledged a portion of its CDBG grants over a five-year period to cover its share of this cost. To date, the City has provided \$1,103,480 towards the City's share of \$1.5 million. The proposed allocation of \$396,520 from the FY 2011-12 CDBG grant will provide the final portion of the City's contribution to fund the construction of the project. The project is scheduled to be completed in September 2011.

Public Services (Human Services):

CDBG funds may be allocated for a wide variety of public services, so long as a majority of the clients are lower-income persons, and the services address the priority needs 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 “Human Services” policy and competitive process for awarding CDBG public service funds to eligible non-profit agencies.

The 2011 competitive process for human services grants began with issuance of a Request for Proposals (RFP) by staff in January 2011, followed by public hearings before the Housing and Human Services Commission (HHSC) in February and March 2011, consistent with City policies and the citizen participation requirements in the Consolidated Plan. A total of 29 proposals were received. One agency was determined ineligible for funding. The HHSC recommended awarding grants to 18 of the proposals, as shown in **Table III**. A summary of the proposal evaluations and initial staff recommendations to the Commission are included as **Attachment B** to this RTC.

The amount of CDBG funding for human services was more uncertain this year than in most years, as there was considerable debate in Congress this year about eliminating and/or cutting the federal budget for CDBG. Until the City’s estimated FY 2011-12 grant amount was provided by HUD, staff had estimated that the City’s grant would be reduced by anywhere from 10% to 30% from the FY 2010 amount. Such cuts would limit the City’s CDBG funding for public services for next year to a range of approximately \$158,000 to \$203,000. Staff was recently informed by HUD staff that they estimate the City’s CDBG grant will be reduced by 17%. This means a total of \$197,717 in CDBG funds would be available for public services. With the additional \$100,000 in supplemental General Funds, a total of \$297,717 would be available, assuming that HUD confirms this amount as final.

The Commission’s recommendations made at the March meeting differed slightly from staff’s initial recommendations, however staff concurs with their recommendations, which are included in **Alternative 1** recommended by staff in this RTC. The HHSC used a maximum funding amount of \$347,000 to determine “ideal” award amounts for the 18 selected proposals, and directed staff to reduce the award amounts as needed based on the actual amount of funds available, keeping the percentage of funds awarded to each proposal constant, or in other words to pro-rate the awards based on the amount of funding reduction. The actual grants to human services agencies are awarded conditionally, subject to the final allocation from HUD and City Council action.

Table III: HHSC-RECOMMENDED GRANTS FOR HUMAN SERVICES

Applicant	Program	Amount Requested	Recommended Award (full funding)	Pro-rated Award (17% CDBG Cut)
Sunnyvale Senior Nutrition / First United Methodist Church	Senior Lunch Program	\$21,286	\$18,000	\$15,444
Sunnyvale Community Services	Emergency Assistance	\$85,000	\$75,000	\$64,348
YWCA Silicon Valley	Domestic Violence Support Network	\$35,000	\$21,000	\$18,017
Friends for Youth	Positive Alternatives for Sunnyvale Youth	\$13,960	\$10,000	\$8,580
Family & Children's Services	Youth Counseling	\$32,000	\$24,000	\$20,591
Mayview Community Health Center	Primary Health Care & Disease Prevention	\$20,580	\$20,000	\$17,159
Senior Adult Legal Assistance	Legal Assistance to Sunnyvale Elders	\$10,000	\$8,000	\$6,864
EHC Lifebuilders	Services for Sunnyvale Homeless People	\$25,000	\$25,000	\$21,449
Outreach & Escort	Senior Transportation & Resources (STAR)	\$40,000	\$35,000	\$30,029
Catholic Charities	Long-Term Care Ombudsman	\$12,000	\$10,000	\$8,580
West Valley Community Services	Haven to Home	\$15,000	\$9,000	\$7,722
The Health Trust	Meals on Wheels	\$8,840	\$8,000	\$6,864
Bill Wilson Center	Family & Individual Counseling	\$35,000	\$26,000	\$22,307
Abilities United	Services for Disabled Sunnyvale Residents	\$14,150	\$10,000	\$8,580
Santa Clara Family Health Foundation	Healthy Kids Program	\$20,138	\$18,000	\$15,444
Catholic Charities	Daybreak III Respite & Caregiver Support	\$15,000	\$12,000	\$10,296
Live Oak Adult Day Services	Live Oak Cupertino	\$13,271	\$11,000	\$9,438
Generations Community Wellness Centers	Education taught through Movement	\$10,800	\$7,000	\$6,005
TOTAL		\$578,290	\$347,000	\$297,717

The HHSC made two additional recommendations at their April 27 meeting:

- 1) Provide additional funding from the Budget Stabilization fund to increase the total human services funding to the 18 agencies to the recommended award amounts, up to the total of \$347,000 as shown on Table III; and
- 2) Fund two additional agencies not originally recommended for funding, to provide \$8,000 for Senior Housing Solutions, and \$4,000 for Maitri.

These two recommendations amount to just over \$61,000 in recommended funding from the Budget Stabilization Fund for human services grants. Please see the April HHSC minutes in Attachment D for more detail.

Capital Project Awards:

The City released a Request for Proposals in January 2011 to solicit proposals for affordable housing and/or community facility capital projects from eligible non-profit agencies. In response, the City received four proposals to develop or rehabilitate CDBG- or HOME-eligible housing in FY 2011-12. The proposals were evaluated and scored by Housing staff in accordance with the method set forth in the RFP. A summary of the proposal evaluations and recommended action is included as **Attachment C**. Staff recommended, and the Commission concurred, funding two of the proposals:

- 1) **Orchard Gardens Apartments – First Community Housing: Applicant** requested \$50,000 to repair the aging plumbing of 62 units of affordable family rental housing occupied by 185 low-income tenants. Staff recommends funding this project from the City’s CDBG Revolving Loan Fund (RLF). Expenditures from the RLF are not required to be included in the Action Plan, which focus on activities funded with new CDBG revenues; however, the project is included here for purpose of Council approval for inclusion in the City budget.
- 2) **Momentum for Mental Health:** Applicant requested \$211,312 to rehabilitate a residential group home built in 1920 that provides supported housing for individuals with mental illness. However, staff has proposed that Momentum consider the cost-effectiveness and long-term benefits of a demolition/rebuild project rather than rehabilitation. Staff estimates this approach would cost roughly \$425,000 for construction and permits, versus an estimate of \$280,000 for rehabilitation. Staff and the Commission recommend conditional approval of a loan of HOME funds of up to \$265,889 and CDBG RLF funds of up to \$53,000 if Momentum can secure commitments for the

25% match by June 30, 2011. Staff has received notice from Momentum that they anticipate securing commitments for the match by that date.

HOME Program

The City anticipates a grant of \$670,430 in HOME funds for housing activities in FY 2011-12. Although no HOME program income is anticipated for FY 2011-12, 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 and/or tenant-based rental assistance. The HOME regulations limit administrative expenditures to no more than 10% of the annual HOME grant amount. The activities proposed to be funded in 2011 are described below and summarized in **Table IV**:

First Time Homebuyer Program (FTHB)

HOME funds will be used to fund up to three down-payment assistance loans to eligible lower income households (at or below the HOME low-income "80%" AMI limit) for purchase of eligible homes in Sunnyvale. For more detail, please see the Action Plan.

Tenant Based Rental Assistance (TBRA)

HOME funds will be used for a tenant-based rental assistance and Security Deposit Assistance program for Sunnyvale clients on the Section 8 Voucher waiting list experiencing or at risk of homelessness. For more detail, please see the Action Plan.

Table IV: FY 2011-12 Proposed HOME Budget

Activity Type	FY 2011-12 Proposed Budget
PROGRAM ADMINISTRATION (includes indirect costs)	\$67,043
FIRST-TIME HOMEBUYER PROGRAM	\$ 150,000
RENTAL HOUSING ACTIVITIES	\$285,475
TENANT BASED RENTAL ASSISTANCE (TBRA)	\$167,912
TOTAL HOME BUDGET	\$670,430

FISCAL IMPACT

Approval of the 2011 Action Plan will not impact the General Fund except for the \$100,000 allocation for public services. Approval of the Plan will allow the

City to receive its federal entitlement grants. The draft 2011 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 website.

Notice of public hearings, including a 30-day public comment and review period, was published in the Sunnyvale *Sun* newspaper on April 8, 2011.

A draft of the 2011 Action Plan was made available for public review at the One Stop Counter at City Hall, at the Sunnyvale Library, and was posted on the City Housing website during the 30-day review period.

The HHSC held two public hearings in February and March regarding the human service agency grants and capital projects. Following the April 27, 2011 public hearing, the HHSC recommended adoption of the 2011 Action Plan.

Attachment D includes the approved minutes of the HHSC for the February 23, 2011 and March 23, 2011 meetings, and the draft minutes of the HHSC April 27, 2011 meeting.

ALTERNATIVES

1. Approve the Action Plan for FY 2011-12 as shown in **Attachment A**, which allocates a total of \$1,590,615 in CDBG funds and \$670,430 in HOME funds for housing and community development activities in FY 2011-12, including \$197,717 in CDBG funds for public services; and authorize the City Manager to execute all required assurances and forms for submittal with the 2011 Action Plan to HUD for approval.
2. Provide \$100,000 in supplemental General funds for human services grants to agencies listed and in the amounts shown in the far-right column of Table IV of the Action Plan (**Attachment A**); and
3. Reduce the supplemental General funding for human services to an amount less than \$100,000 to be determined by Council, in light of the current economic situation facing the City, and pro-rate funding awards amongst the 18 selected grantees according to the proportional amounts determined by the Commission in March.
4. In addition to Alternatives 1 and 2 above, provide approximately \$61,300

from the Budget Stabilization fund to: a) increase the total funding for the 18 human services agencies listed in the Action Plan to \$347,000, and b) provide additional grants of \$8,000 to Senior Housing Solutions and \$4,000 to Maitri, as recommended by the HHSC at their April meeting.

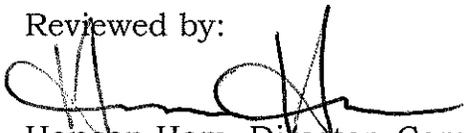
RECOMMENDATION

Staff recommends **Alternative 1**: Approve the 2011 Action Plan as shown in Attachment A, allocating available CDBG and HOME funds for use in FY 2011-12; and **Alternative 2**: Provide \$100,000 in supplemental General funds for human services grants to agencies listed and in the amounts shown in the far-right column of Table IV of the Action Plan.

Approval of the Action Plan will allow the City to receive its FY 2011-12 entitlement grants estimated at \$1,118,115 in CDBG funds and \$670,430 in HOME funds, following HUD approval of the Plan. Once staff receives HUD notice of the City's actual CDBG and HOME grant amounts for FY 2011-12, staff will adjust the program allocations appropriately in the budget. The Action Plan is consistent with the 2010-2015 Consolidated Plan and the Housing Sub-Element. The Draft 2011 Action Plan addresses priority community needs and principally benefits lower income and/or special needs people, as required by the conditions of the grants. Provision of up to \$100,000 in supplemental General funds for human services is consistent with Council Policy 5.1.3: Human Services Funding.

Current Council Policy and the adopted 20-year Resource Allocation Plan (RAP) limit the amount of supplemental General Fund assistance for human service agencies to a maximum of \$100,000 annually. Staff cannot support **Alternative 4**, as it is inconsistent with Council Policy 5.1.3, which does not specify use of the budget stabilization fund for human services, and with the 20-year RAP. Council may consider **Alternative 3** in light of the City's current fiscal situation.

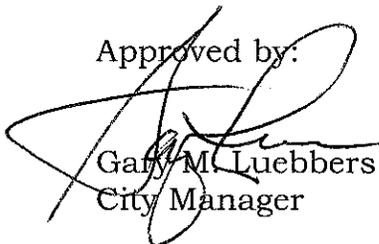
Reviewed by:



Hanson Hom, Director, Community Development
Suzanne Isé, Housing Officer

Prepared by: Katrina L. Ardina, Housing Programs Analyst

Approved by:



Gary M. Luebbers
City Manager

Attachments

- A. Draft FY 2011-12 Action Plan
- B. Summary of Proposal Evaluations and Staff Recommendations for Human Services Funding
- C. Summary of Proposal Evaluations and Recommended Action for Capital Projects
- D. Approved Minutes of the HHSC meetings of February 23, 2011 and March 23, 2011, and Draft Minutes of the HHSC April 27, 2011 meeting.

ATTACHMENT A

Draft FY 2011-12 Action Plan



City of Sunnyvale 2011 Action Plan

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City of Sunnyvale FY 2011-12 Action Plan



This Annual Action Plan is based on a template provided by HUD, and includes the SF 424 and Narrative Responses to Action Plan questions that CDBG and HOME grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. It is due on or before May 15 of each year. HUD does not accept plans between August 15 and November 15.

Narrative Responses

A. Executive Summary

91.220(b) ¹

Program Year 1 (FY 2011-12):

This Action Plan covers the fiscal year beginning July 1, 2011 and ending June 30, 2012, the second year of the City's 2010-2015 Consolidated Plan (ConPlan) period. The Action Plan describes the eligible activities that the City intends to undertake in FY 2011-12 to address the priority needs and implement the strategies identified in the Plan, using the City's Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) grants. The activities described in this plan are intended to primarily benefit the lower-income residents of Sunnyvale, affirmatively further fair housing choice, and meet priority needs.

Summary of 2011 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 lower income persons (those earning at or below 80% of "area median income" which is determined annually 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, such as a major natural disaster, if other funds are not available to the community. The City's CDBG funds available in 2011-12 will be allocated to achieve the nationally reportable outcomes shown on Table I, below.

All of the activities listed on Table I will principally benefit lower-income persons, either through provision of limited clientele or presumed benefit activities (public services, curb cuts, and housing programs), or targeting assistance (i.e., Columbia Neighborhood Center Expansion) to lower-income neighborhoods, which are identified using HUD methods to document "area benefit".

Evaluation of Past Performance

The City has historically allocated nearly 100% of its CDBG funds to activities that benefit lower-income persons. During most of the last Consolidated Plan period (2005-2010), the primary focus was on affordable housing activities, including housing acquisition, preservation and/or rehabilitation as well as development of new housing (with HOME funds) to increase or improve the affordable housing stock. In FY2009-10, the City rehabilitated and/or removed architectural barriers from 24 homes and completed 244 curb cuts to improve accessibility.

¹ All statutory references are to Title 24 Code of Federal Regulations (CFR), Subtitle A, §91

Table I: Addressing National Objectives and Desired Outcomes in 2011

CDBG National Objective(s)	Activity (Eligibility Code*)	Funding Type	Proposed Funding	Desired Outcome(s)
Create a Suitable Living Environment	ADA Curb Retrofits and Street and Sidewalk Improvements in Eligible Neighborhoods (PB)	CDBG	\$492,755	Accessibility
	Columbia Neighborhood Center Expansion (PB)	CDBG	\$396,520	Accessibility
	Public Services (LC)	CDBG	\$197,717	Accessibility Affordability
Provide Decent Affordable Housing	First Time Home Buyer Program (LC)	HOME	\$150,000	Affordability
	Tenant Based Rental Assistance (LC)	HOME	\$167,912	Affordability
	Housing Improvement Program (LC)	CDBG	\$100,000	Accessibility Sustainability
	Rental Housing Rehabilitation (LC)	HOME	\$285,475	Affordability Sustainability
TOTAL*			\$1,790,379	

Note: Total above does not include funds for program administration, which includes Fair Housing compliance.

* **Eligibility Codes:** Low Income Benefit: AB (Area Benefit); PB (Presumed Benefit) or LC (Limited Clientele); Other Benefit: EB (Eliminate Blight)

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, by spending the maximum of 15% of its CDBG funds on human services for those in need. In FY2009-10, over 1,400 special needs and/or lower-income households were assisted by City-assisted human services programs. In summary, the City has a history of successful implementation of a variety of CDBG and HOME activities. In Fall 2011, the City will release a draft 2010-11 Consolidated Annual Performance Evaluation Report (CAPER) describing its accomplishments in Program Year 2010-11.

Table II: Summary of FY 2009-10 Community Development Accomplishments

Priority Need Category	CDBG	Units	
	Expended	Proposed	Accomplished
PUBLIC FACILITIES			
ADA Curb Retrofit Program (curb cuts)	\$ 310,272	187	244
Pedestrian Infrastructure Replacement - CDBG eligible neighborhoods (linear feet)	\$ 422,622	686 linear feet	686 linear feet
Columbia Neighborhood Expansion (Multi-year project)	\$ 165,459	3,500 sq. ft. addition	Underway
PUBLIC SERVICES			
Human Services Agencies (Households)	\$ 208,077	1,426	1,426
FAIR HOUSING SERVICES (Households)	\$ 20,000	20	20
REMOVAL OF ARCHITECTURAL BARRIERS & OTHER MINOR REHAB (Home Access, Paint Grants/Loans, and Emergency Loans) (Housing Units)	\$ 56,438	30	19

B. Citizen Participation**91.220(b)****Program Year 2 (2011-12)**

As required by HUD, the City provides multiple opportunities for public review and comment on the Action Plan and on any substantial amendments to it. Citizens were engaged through public hearings held on February 23, 2011, March 23, 2011, and April 27, 2011. A notice of public hearings, including a 30-day public comment and review period, was published in the Sunnyvale *Sun* newspaper on April 8, 2011. An initial draft of the Action Plan was released on April 8, 2011, and comments were accepted through May 8, 2011.

It is the policy of the City of Sunnyvale to encourage and engage residents to participate in planning, implementation, and evaluation of its housing and community development programs.

Description of the Citizen Participation process implemented for development of the FY2011-12 Action Plan and the 2010-2015 Consolidated Plan, as well as the full text of the City's "Citizen Participation Plan", adopted concurrently with the 2005-2010 Consolidated Plan, are provided in the 2010-2015 Consolidated Plan.

Summary of Efforts Made to Broaden Public Participation

The City actively encourages low- and moderate-income residents, minorities, those with disabilities, and non-English-speaking residents to attend community meetings and/or provide written comments on its plans. The City provides a statement in the languages identified in its Language Access Plan on all public notices regarding HUD-funded activities, and sends public notices to organizations representing the groups listed above. In accordance with the Citizen Participation Plan, the City will provide translation services to any resident who requests the need for those services at such hearings and meetings.

Public Notice and Availability of the Action Plan

A summary of the Plan was published on April 8, 2011 in the *Sunnyvale Sun* for the 30-day review period. The public was able to submit comments on the Plan through May 9, 2011. The proposed Plan was available for review at the library, City Hall, and on the City's website.

C. Available Resources**91.220(c)(1 - 2)**

The City pursues, and also encourages its partner 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 public and private sector donations, grants, loans, and in-kind materials and services.

Federal Resources

There has been much Congressional debate this year regarding funding for CDBG and HOME. The federal resources estimated to be available to the City in FY2011-12 are shown in **Table III**. The latest estimates provided by HUD are that the City's entitlement grants will include approximately \$1,118,115 in CDBG funds and \$670,431 in HOME funds for FY 2011-12. This equals a reduction of 17% and 12%, respectively, from the FY 2010 amounts. The City anticipates receiving approximately \$150,000 in CDBG program income during PY 2011, generated by payments on prior loans to homeowners for housing improvements, and approximately \$322,500 in disencumbered and/or reallocated prior year CDBG grants is estimated to be available for re-programming in FY 2011. This Action Plan proposes to fund a number of activities in 2011, utilizing all of the CDBG funds available this year, estimated at \$1,590,615 total.

Table III: Federal Resources and Proposed Activities in 2011

RESOURCES	CDBG	HOME
2011 Entitlement Grant	\$1,118,115	\$670,430
2011 Program Income	\$150,000	0
Disencumbered/ Reserve Fund Balance	\$322,500	0
TOTAL RESOURCES	\$1,590,615	\$670,430
Proposed Uses		
Housing Programs		
Housing Improvement (Accessibility, Paint, Emergency Repair, and Energy-Efficiency)	\$100,000	0
Transfer of Program Income to Revolving Loan Fund (RLF) for housing improvement loans	\$150,000	
First Time Homebuyer Program (FTHB)		\$150,000
Tenant Based Rental Assistance (TBRA)		\$167,912
Rental Housing Activities		\$285,475
Community Development		
ADA Retrofits to Sidewalks and Street and Sidewalk Improvements in Eligible Neighborhoods	\$492,755	0
Columbia Neighborhood Center Expansion	\$396,520	
Public Services		
Human Services	\$197,717	0
Administration		
Administration, Planning, and Monitoring (CDBG-includes Fair Housing compliance)	\$253,623	\$67,043
TOTAL	\$1,590,615	\$670,430

Local (City) Resources

The City has a local Housing Mitigation Fund for the development, rehabilitation and/or acquisition of affordable housing. Most of the housing mitigation funds are currently obligated for several major housing projects (Onizuka, Fair Oaks) which have not yet been completed.

Other Public Resources

The following is a list of potential financial resources that may be available to the City and/or housing providers in the area to address priority needs and specific objectives identified in the five-year plan. The amount and availability of funding from these funding programs varies.

Low-Income Housing Tax Credit Program (LIHTC)

The LIHTC program provides federal and state tax credits for developers and investors who agree to set aside all or a percentage of their rental units for low-income households for no less than 30 years. Tax credits may also be used on rehabilitation or preservation projects. Developers and investors apply for an allocation of federal and State tax credits from the California Tax Credit Allocation Committee (CTCAC). The award of tax credits in California is usually extremely competitive. To be successful, applicants often have to provide 100% affordable projects serving mostly extremely low- to very low-income households. The City obtained tax credits for the Fair Oaks senior housing project.

Homeless Emergency and Rapid Transition to Housing (HEARTH) and Emergency Shelter Grants (ESG)

Santa Clara County serves as lead agency in the County's Continuum of Care (CoC), which receives Hearth Act, ESG, and similar federal grants to provide shelter, housing, and supportive services to homeless people residing anywhere in the County. The City has contributed some of its local funds to various county-wide projects that often receive CoC support as well, such as shelter facilities, transitional housing, and supportive services.

Private Resources

Most of the City's housing and human services programs leverage various sources of private financing. The City encourages the participation of local lenders in its housing and/or community development projects as needed. Tax credit projects such as the Fair Oaks Housing project require tens of millions in private equity and financing for construction and related costs. Currently, it is more difficult to obtain private financing, grants, and charitable contributions due to the economic downturn. The City is a founding member of the Housing Trust of Santa Clara County, which raises voluntary contributions from the public and private sectors for affordable housing projects within the County. The City has contributed some of its local (non-federal) housing funds to the Trust, which then uses those seed funds to seek matching contributions from corporations and various other sources.

D. Annual Objectives

91.220(c)(3)

(See also HUD Table 3A)

Goals and objectives to be carried out during the action plan period are indicated as marked below:

Objective Categories:

<input checked="" type="checkbox"/> Decent Housing Which includes:	<input checked="" type="checkbox"/> Create a Suitable Living Environment Which includes:	<input checked="" type="checkbox"/> Expanded Economic Opportunities Which includes:
<input checked="" type="checkbox"/> Assisting homeless persons obtain affordable housing	<input checked="" type="checkbox"/> Improving the safety and livability of neighborhoods	<input type="checkbox"/> Job creation and retention
<input checked="" type="checkbox"/> Assisting persons at risk of becoming homeless	<input checked="" type="checkbox"/> Eliminating blighting influences and the deterioration of property and facilities	<input type="checkbox"/> Establishment, stabilization and expansion of small business (including micro-businesses)
<input checked="" type="checkbox"/> Retaining the affordable housing stock	<input checked="" type="checkbox"/> Increasing the access to quality public and private facilities	<input type="checkbox"/> The provision of public services concerned with employment
<input checked="" type="checkbox"/> Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	<input type="checkbox"/> Reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	<input type="checkbox"/> The provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan
<input type="checkbox"/> Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence	<input type="checkbox"/> Restoring and preserving properties of special historic, architectural, or aesthetic value	<input checked="" type="checkbox"/> Availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices
<input type="checkbox"/> Providing affordable housing that is accessible to job opportunities	<input checked="" type="checkbox"/> Conserving energy resources and use of renewable energy sources	<input type="checkbox"/> Access to capital and credit for development activities that promote the long-term economic social viability of the community

See Table I for a summary of specific objectives that will be addressed during the program year.

E. Description of Activities

91.220(d - e)

The following activities are planned for implementation during FY2011-12 to meet the objectives specified below:

AFFORDABLE HOUSING AND ALLEVIATION OF HOMELESSNESS

Housing programs are intended to prevent and/or end homelessness, improve the quality, affordability, and/or accessibility of housing, and preserve, maintain, and extend the useful life of existing affordable housing. In addition, objectives related to energy efficiency also improve the affordability by lowering utility costs, and extend the useful life of existing housing. Those housing activities listed below that aim to alleviate homelessness and/or prioritize homeless applicants are indicated below with an “H”.

Priority Housing Needs

Housing assistance is proposed to be prioritized for those who cannot currently afford market rate housing, as follows: 1) Rental assistance for lower (including very low and extremely low) income households, and 2) Homebuyer assistance for lower- and moderate-income households.

Highly detailed prioritization and income targeting is not proposed for most programs, as identifying a very narrow range of priority household types and/or income levels often makes it difficult to achieve program objectives and meet expenditure deadlines for HOME and CDBG within the planned time frames, and/or increases the risk of fair housing complaints by those not equally represented within narrowly defined priority groups.

Affordable Housing and Homeless/Special Needs Households Objectives:

As described in the ConPlan, the Housing First model, developed over in the past decade and now adopted by the County Continuum of Care, prioritizes moving chronically homeless people off the streets or out of shelters and into housing as soon as possible, in order to avoid much more costly public interventions, as explained in more detail in the ConPlan. Priority is also given to preventing families with children, unaccompanied youth, and other vulnerable people from becoming homeless in the first place, and getting them into housing as soon as possible if they do become homeless. The Tenant-Based Rental Assistance program and group home rehabilitation project (Objectives 1 and 2) are intended to alleviate homelessness and assist very low income or at-risk renters to maintain stable housing. In addition, Objective 8 below includes funding for a number of supportive services and shelter operations to address homeless objectives. Objectives 1, 2, 4(a-b), and 8 address special needs objectives.

1. Tenant Based Rental Assistance (TBRA) and Security Deposit Program (H)

As set forth in the HOME Program guidelines, assist residents currently experiencing or at imminent risk of homelessness, and other very low income households, to obtain and maintain rental housing. Include security deposit assistance as needed to assist program participants or other at-risk or currently homeless people to move into permanent housing.

Goal: Assist at least 5 households in FY2011-12.

2. Rental Housing Rehabilitation

Provide financial assistance for rehabilitation of affordable rental housing projects, pursuant to the City's Request for Proposals (RFP) for Capital Project Funding in FY2011-12. The City received two proposals in response to the FY2011-12 RFP, both of which requested funding for rental housing rehabilitation projects:

Orchard Gardens: Replace the failing plumbing system of a 62-unit affordable multi-family rental housing structure housing 62 lower-income households. (62 units).

Momentum for Mental Health Group Home: Complete rehabilitation (rebuild) of a small group home that provides supported rental housing for five individuals with mental illness (1 unit) **(H)**.

Goal: Assist with rehabilitation of two projects with a total of 63 housing units.

3. First Time Home Buyer Assistance

Provide first-time homebuyer loans to help lower-income households buy their first homes. This program provides “silent second” down payment loans up to \$50,000, for purchase of either below-market rate (BMR) or market-rate homes. For participants buying BMR homes, the “resale” method, as defined in the HOME regulations, will be used to meet HOME program requirements. For purchase of market-rate homes, the “recapture” option (shared equity) will be utilized to meet HOME program requirements. It is anticipated that most lower-income buyers (earning up to 80% of area median income) will purchase BMR homes, but a few may be able to purchase a market-rate home.

Goal: Assist three lower-income homebuyers during the Program Year.

4. Housing Improvement Program (HIP)

The Housing Improvement Program includes the following types of assistance:

- a) Home Access (ADA Retrofit) Grants
- b) Paint Grants/Loans & Emergency Repair Grants
- c) Energy Efficiency Retrofit Matching Grants

Many of the clients of the HIP program, and all of the Home Access clients, are lower-income disabled and/or elderly households. The Home Access program provides ADA retrofits often needed by disabled people and/or seniors, such as the installation and maintenance of wheelchair lifts and ramps, grab bars, and accessible plumbing and other fixtures. Demand for the Home Access Grants exceeded the funding allocation last year; therefore, this Action Plan includes a slightly higher amount with greater flexibility to allow staff to respond to demand for any type of HIP grant with the allocated funds. Paint grants and loans include funding and assistance for lead hazard assessment and reduction services, as well as for repainting homes.

Energy efficiency retrofits provide assistance to low-income homeowners in conjunction with the national effort to improve residential energy efficiency, in order to reduce greenhouse gas emissions, energy consumption, and utility costs. These matching grants help homeowners to complete Tier II and III energy-efficiency retrofits (and install renewable energy devices if desired). Tier III energy retrofits can reduce household energy use by up to 70%, compared to Tier II retrofits or standard rehabilitation work, which reduce energy use by an average of about 10%. Completing Tier III retrofits prior to installing renewable energy devices, such as solar panels or small wind turbines, can greatly reduce the size of renewable energy system needed. Staff has provided two energy-efficiency grants this year. One project has been completed and one is in progress.

The retrofit matching grants are designed to motivate eligible homeowners to undertake Tier III energy retrofits and to serve as a model for their neighbors and the rest of the community, to encourage widespread participation in regional energy efficiency retrofit efforts. The City is participating in the Bay Area Retrofit regional programs, which will make incentives and technical assistance available to all property owners (of any income level) in the County, including rental and owner-occupied properties. Staff will leverage technical assistance through these regional programs as much as possible when implementing the energy retrofit projects.

The City also provides loans for major rehabilitation of single family and/or manufactured/mobile homes, using funds from its CDBG Revolving Loan Fund (RLF), however these RLF-funded activities are not included in Action Plan tables, in accordance with HUD guidance.

Goal: Assist at least 20 households with housing improvement grants.

COMMUNITY DEVELOPMENT OBJECTIVES

5. Removal of Architectural Barriers (ADA Curb Retrofits) and Sidewalk and Pedestrian Improvements/Replacement

This activity will 1) address some areas of the city which have sidewalks which were built prior to enactment of the federal Americans with Disabilities Act (ADA) in 1990. Therefore, many city sidewalks are not yet ADA-compliant and 2) fund the reconstruction and/or improvement of substandard sidewalks, crosswalks and related pedestrian and/or bicycle infrastructure in income-eligible block groups. This is a priority non-housing community development need in the City.

Goal: Improve accessibility of city sidewalks and crosswalks (170 curb cuts) and provide substantial reconstruction and/or improvement of sidewalks and related facilities in one or more eligible block groups to improve neighborhood safety.

6. Columbia Neighborhood Center Expansion

The expansion of approximately 3,500 square feet will enable the Center to provide more effective health services and expand social, educational, and recreational services. The \$396,520 allocation will provide the final portion of the City's total commitment of \$1.5 million over several years to fund the construction of the project which is scheduled to be completed in September 2011.

Goal: Expansion of the Community Facility will provide access to health and human services for more low-income households.

7. Priority Human Services (Seniors, Youth, Homeless & Other Special Needs)

Public services are a high priority for the City, and generally the amount of funding available is not adequate to assist all those in need of such services. The City has a well-established policy for providing supplemental funding to various agencies for human services that help vulnerable residents meet their basic daily needs. The funding allocations for FY2011-12 are shown in **Table IV** of this Action Plan under Public Services.

After notifying the community and interested groups of the availability of public services funding, and issuing a request for proposals, the City received twenty-nine applications for public services grants in 2011. The applications were evaluated by staff and the Housing and Human Services Commission (HHSC) in accordance with the Consolidated Plan and related City policies. One agency was determined ineligible for funding. The HHSC recommended funding 18 of the proposals. The HHSC used a maximum funding amount of \$347,000 to determine "ideal" award amounts for the 18 selected proposals, and directed staff to reduce the award amounts as needed based on the actual amount of funds available, keeping the percentage of funds awarded to each proposal constant, or in other words to pro-rate the awards based on the amount of funding reduction as shown in **Table**

IV below. With an additional \$100,000 in supplemental General Funds, a total of \$297,717 is estimated for public services.

These programs assist special needs populations such as: seniors, disabled people, homeless people, children, youth, victims of domestic violence, and other mostly very low-income clients with basic needs (such as food, shelter, transportation, health & mental health care, employment assistance/training, etc). The objectives and outcomes of these services are described in Table V. The accomplishments reported to HUD in the CAPER include only those programs funded with CDBG, pursuant to HUD direction.

Goal: Assist at least 737 individuals and/or households with human services

ENVIRONMENTAL SUSTAINABILITY OBJECTIVES

The City, like many Bay Area jurisdictions, has been implementing and developing policies and initiatives to protect the environment and improve sustainability since the early 1970's. In January 2010, the City adopted a Green Building ordinance, using the "GreenPoint" rating system developed by "Build It Green" for residential construction, and has developed green building requirements and incentives for new residential, office, retail and industrial projects developed within the City. Housing Objective 4, above, includes energy efficiency retrofit grants, a new program intended to address sustainability objectives. The rental rehabilitation projects listed in Objective 2 will also greatly improve energy efficiency in the rehabilitated units.

F. Other Required Topics

91.220 (d-j)

Geographic Distribution/Allocation Priorities 91.220(d) and (f)

This topic is discussed in more detail in the Consolidated Plan. Most of the CDBG and/or HOME-funded programs and services are provided on a city-wide basis to income-eligible and/or special needs households. Certain community development activities, such as façade improvements of neighborhood serving retail businesses, may only be provided within certain CDBG-eligible census block groups, in accordance with HUD's method for determining "area benefit." The map provided on page 20 of this Action Plan shows these eligible block groups for FY2011-12.

Human services are supported in a number of facilities and locations throughout the City, and in some cases just outside the City, in proportion to the number of Sunnyvale residents documented as being served by the program. Public facilities, infrastructure, and non-housing activities are supported only within the City limits. Affordable housing assistance is generally provided anywhere in the City, as opportunities arise, in order to avoid concentration of poverty, and to ensure fair access to affordable rental housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods.

Obstacles to Meeting Underserved Needs

As explained in the needs assessment of the ConPlan, the number of households in need, particularly of very low-income households struggling to afford decent housing in the region as a whole, including Sunnyvale, is far greater than the number of households than can be assisted with the resources currently available to any single local jurisdiction. The high costs of land, materials, and labor, and/or the deep subsidies required to assist the lowest income groups,

create obstacles to meeting all of the underserved need. The City aims to use its available resources to meet as many needs as it can by striving for cost-effective methods of providing assistance.

Annual Affordable Housing Goals

See Housing Objectives listed in Section E, above and also HUD Table 3B, Annual Housing Completion Objectives.

Needs of Public Housing

This section is not applicable as there is currently no official public housing in Sunnyvale. The City collaborates with the Housing Authority of the County of Santa Clara (HACSC) on efforts to provide vouchers, mortgage credit certificates, supportive services and other assistance to Sunnyvale residents. The City also supports the HACSC in its applications for funding to increase Section 8 vouchers and provide additional funding for affordable housing or services in the County. The City will also continue to collaborate with the HACSC to administer its TBRA program. Currently, the City is coordinating with the HACSC on the Fair Oaks Senior Housing project, to be completed in October 2011. This project received an allocation of project-based vouchers from the HACSC.

Needs of Homeless People and/or those with Special Housing Needs

Please see also discussion in Section E, above.

Staff continues to participate in the county-wide efforts, such as the CoC and Destination Home, to end homelessness throughout the County, including continuing to provide operating assistance for homeless services and emergency rental assistance through the City's human services grants program and/or other mechanisms. The City's Housing Analyst serves on the Steering Committee of the CoC in order to participate in policy-making and funding decisions that affect the county-wide homeless population.

Barriers to Affordable Housing

This topic is addressed more in detail within the Consolidated Plan. As noted in Chapter 4 of the ConPlan, in 2008-09, the City completed a detailed "Constraints Analysis" pursuant to California Housing Element law (Government Code 65580), and the State determined, with its compliance certification of the City's housing element, that the City does not currently implement policies that create barriers to affordable housing, and the City is currently implementing several minor code amendments to maintain this State certification. Additional detail is available in the City's Housing Sub-Element, which is provided in its entirety on the City's website and in the Library. Non-governmental barriers (market factors), such as high land costs, construction costs, home prices, rents and financing difficulties, are addressed, within the City's limited ability to address them, through the housing activities listed above.

G. Other Actions

91.220(k)

Institutional Structure

The Institutional structure for carrying out the City's housing and community development activities consists of the City's cooperative relationships within its departments and other government agencies, non-profit organizations, and other institutions involved in the activities described herein. For additional detail, please refer to section 5.6 of the Consolidated Plan.

Lead-based Paint Hazard Reduction

The City provides financial assistance to income-eligible homeowners to abate lead-based paint hazards through its Home Improvement Program. Paint grants and loans, as well as rehabilitation loans, are provided, as well as free lead-based paint testing and education services.

Anti-poverty Strategy

The City partners with the North Valley Workforce and Investment Board (“NOVA”) to assist lower-income and many unemployed residents to obtain living wage employment. NOVA provides employment and training services to low-income and dislocated professionals within Sunnyvale and the surrounding region under the federal Workforce Investment Act (WIA) with a goal of placing these individuals in jobs with employers. In addition, many of the human services supported by the City help impoverished families meet their basic needs in the short term, or help them 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, and increase economic opportunities for all of its residents.

Coordination

The City and other community development organizations in the County coordinate frequently on a variety of initiatives. The City Housing Division staff participates in a collaborative of HUD entitlement grantees within the County. Quarterly meetings are held to discuss activities, technical assistance issues, and identify future opportunities for coordination and cooperation.

As mentioned above, the City also participates in the CoC, also known as the “Santa Clara County Collaborative on Housing and Homelessness,” comprised of governmental agencies, homeless service and shelter providers, homeless persons, housing advocates, and affordable housing developers. The Collaborative prepares the Countywide Homelessness Continuum of Care Plan, which seeks to create a comprehensive and coordinated system of affordable housing and supportive services for the prevention, reduction, and eventual end of homelessness. The Plan provides a common guide for the County, Cities, service providers, the faith community, the business sector, philanthropy, and the broader community to follow in addressing local housing and the goals and services needs for homeless people.

The City coordinates with other regional agencies, such as the Housing Trust of Santa Clara County, Joint Venture Silicon Valley, NOVA, the County-wide Fair Housing Task Force, and the Valley Transportation Authority, among others, to achieve the goals described within this Action Plan.

Transportation

The City encourages development of housing near public transit, especially for those dependent on transit. The City also encourages the Valley Transportation Agency (VTA) and Caltrain to maintain safe and efficient transit service between affordable housing and employment centers. The Senior Transportation Program, a paratransit-type service provided by Outreach, has been funded for a number of years with the City’s CDBG public services funds to ensure that frail seniors can access health care, food, and social services.

Equal Opportunity Efforts

The City makes efforts to ensure that minority and women business enterprises (MBE/WBE) have the maximum opportunity to compete for City contracts funded wholly or in part with federal funds. The City generates and maintains a list of local businesses identified as

MBE/WBE as a source to perform outreach. Furthermore, the City regularly updates its bidders list, which provides opportunities to minority and women-owned businesses to contract with the City.

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.

H. CDBG Funding Details**91.220(I)(1)**

Program Income

The City anticipates receiving \$150,000 in program income from housing loan repayments in FY2011-12 and will deposit these funds into the City's established Housing Rehabilitation RLF.

Miscellaneous

The City has no proceeds from Section 108 loan guarantees, urban renewal surplus funds, float-funded income or other types of CDBG income that will be used during the year to address the priority needs and specific objectives identified in its strategic plan.

Of the total estimated CDBG funds available in FY 2011 (\$1,590,615), at least 85% of the funds are allocated by this Action Plan to activities that will benefit lower-income persons.

I. HOME Details

91.220(I)(1)

First Time Homebuyer Program

The City's First Time Homebuyer Program has guidelines for both resale and recapture. The provisions of the City's Promissory Note and Loan Agreement comply with the resale provisions and recapture requirements set forth in 24 CFR 92.254(a)(4)(5). For participants buying BMR homes, the resale (to another lower income buyer) option will be used to meet HOME program requirements and for the purchase of market-rate homes, the recapture option (shared equity) will be utilized to meet HOME program requirements.

Tenant Based Rental Assistance (TBRA)

Current market conditions that led to the use of HOME funds for Tenant Based Rental Assistance (TBRA) include increasing rental vacancy rates, decreasing rents, and a high number of unemployed residents at risk of losing their housing due to temporarily decreased incomes. The TBRA program targets homeless or at-risk households who currently cannot afford rental housing, but can be reasonably expected to regain a stable income within the maximum two-year period for TBRA assistance.

Affirmative Marketing

The City monitors all HOME-assisted projects for compliance with its affirmative marketing requirements for assisted units in housing projects with 5 or more units. In addition, the City will continue to require as a condition of providing assistance, compliance with its *Affirmative Marketing Policies and Procedures for Affordable Housing*, which describes outreach and marketing efforts to reach a variety of applicants. The City also requires housing providers to market units to households with limited English proficiency, to reach "linguistically isolated" households with appropriate language access tools.

J. Housing Opportunities for People with AIDS/HIV (HOPWA)

The City of San Jose administers the HOPWA funds on behalf of the entire County, including Sunnyvale. San Jose works directly with the Health Trust and other relevant agencies to identify effective service strategies and determine appropriate ways to meet the housing and support service needs of people living with HIV/AIDS.

K. Additional Tables and Figures

- Table IV:** FY2011-12 Public Services Funding
Table V: FY2011-12 Human Services Objectives and Outcomes
HUD Table 3A: Summary of Specific Annual Objectives
Figure A: Map of Income-Eligible Block Groups

Table IV: CDBG FY 2011-12 Human Services Grants

Agency	Program	HHSC Recommended Award (if Full Funding)	Recommended Pro-rated Awards (with 17% CDBG Cut)
CDBG			
Sunnyvale Community Services	Emergency Assistance	\$75,000	\$64,348
Outreach	Senior Transportation & resources (STAR)	\$35,000	\$30,029
Bill Wilson Center	Family & Individual Counseling	\$26,000	\$22,307
EHC Lifebuilders	Services for Sunnyvale Homeless People	\$25,000	\$21,449
Family & Children's Services	Youth Counseling	\$24,000	\$20,591
YWCA Silicon Valley	Domestic Violence Support Network	\$21,000	\$18,017
Mayview Community Health	Primary Health Care & Disease Prevention	\$20,000	\$17,159
General Fund			
Sunnyvale Senior Nutrition / First United Methodist Church	Senior Lunch Program	\$18,000	\$15,444 (CDBG portion- \$3,817)
Santa Clara Family Health Foundation	Healthy Kids Program	\$18,000	\$15,444
Catholic Charities	Daybreak III Respite & Caregiver Support	\$12,000	\$10,296
Live Oak Adult Day Services	Live Oak Cupertino	\$11,000	\$9,438
Friends for Youth	Positive Alternatives for Sunnyvale Youth	\$10,000	\$8,580
Catholic Charities	Long-Term Care Ombudsman	\$10,000	\$8,580
Abilities United	Services for Disabled Sunnyvale Residents	\$10,000	\$8,580
West Valley Community Services	Haven to Home	\$9,000	\$7,722
Senior Adult Legal Assistance	Legal Assistance to Sunnyvale Elders	\$8,000	\$6,864
The Health Trust	Meals on Wheels	\$8,000	\$6,864
Generations Community Wellness Centers	Education taught through Movement	\$7,000	\$6,005
TOTAL		\$347,000	\$297,717

*Upon final CDBG allocation, awards will be distributed accordingly subject to CDBG/GF availability

**Total human services funding includes \$197,717 in CDBG funds and \$100,000 in General Funds.

Table V: CDBG-Funded Human Services: FY 2011-12 Objectives and Outcomes

Program Name: Agency Name	Grant Amount	Sunnyvale Residents Served*	Objective Category**	Outcome Category
Emergency Assistance Sunnyvale Community Services	\$64,348	328	SLE	Availability/ Accessibility
Senior Transportation Services: Outreach & Escort	\$30,029	100	SLE	Availability/ Accessibility
Family & Individual Counseling: Bill Wilson Center	\$22,307	42	SLE	Availability/ Accessibility
Homeless Shelter Services: EHC LifeBuilders	\$21,449	102	SLE	Availability/ Accessibility
Youth Counseling Services: Family & Children Services	\$20,591	21	SLE	Availability/ Accessibility
Domestic Violence Support Network: YWCA Silicon Valley	\$18,017	97	SLE	Availability/ Accessibility
Primary Health Care & Disease Prevention: Mayview Community Health Center	\$17,159	47	SLE	Availability/ Accessibility
Sunnyvale Senior Nutrition Program: First United Methodist Church*** (CDBG Portion only)	\$3,817	17	SLE	Affordability
Total	\$197,717	754		

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

** **DH** = Decent Housing, **SLE** = Suitable Living Environment

*** Sunnyvale Senior Nutrition Program: Remaining funding from General Funds for a total award of \$15,444.

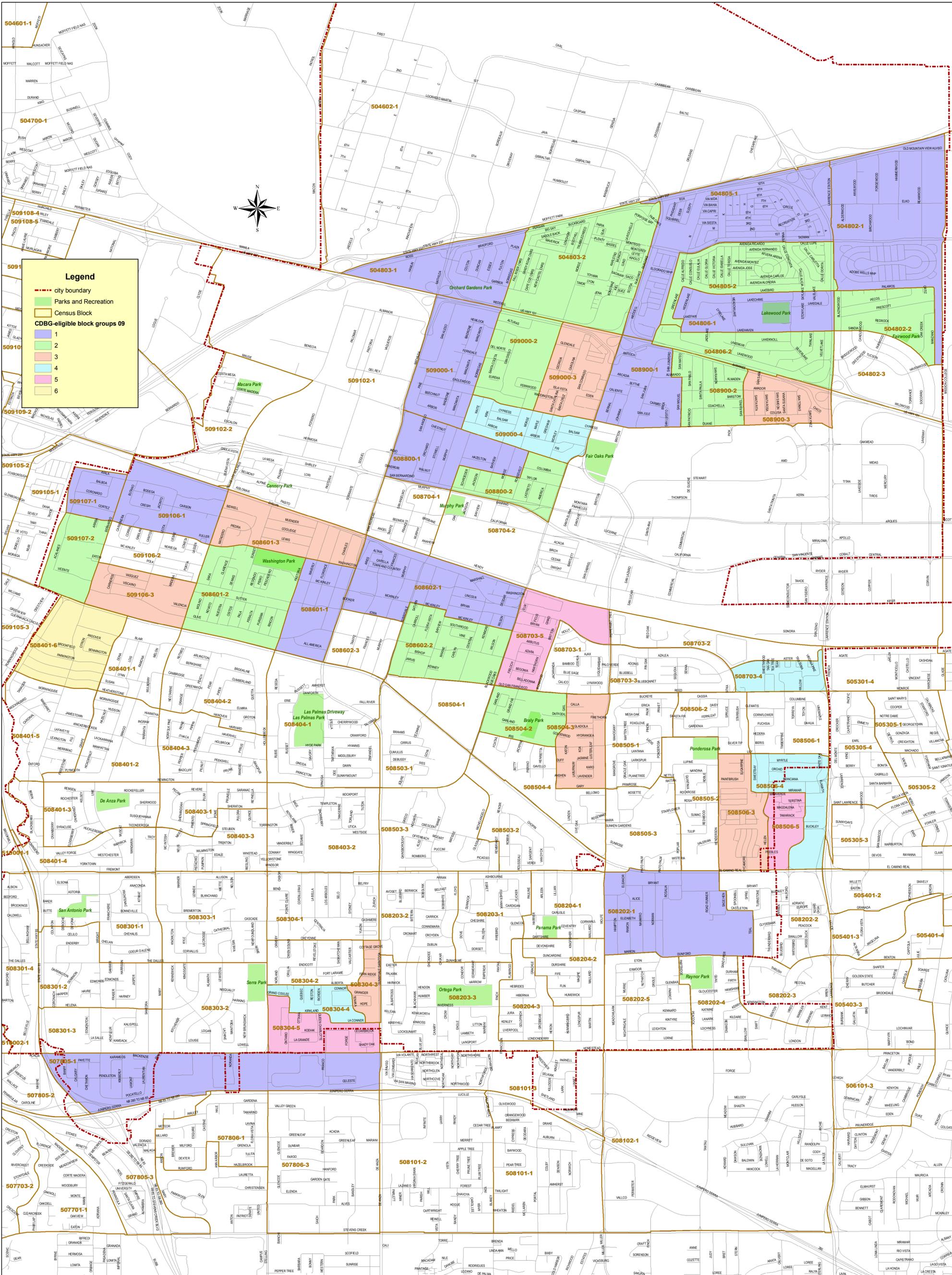
HUD Table 3A: Summary of Specific Annual Objectives

Specific Objectives	Funding Source	Performance Measure (Type of Units)	Goal	Achieved*	Outcome/Objective**
Rental Housing Objectives					
1. Tenant-Based Rental Assistance & Security Deposit Program	HOME	Households	5	TBD	DH-2
2. Rental Housing Activities <i>Includes Orchard Gardens (62 units) and Momentum Home (1 unit)</i>	CDBG & HOME	Housing Units	63	TBD	DH-3
Owner-Occupied Housing Objectives					
3. First Time Home Buyer Assistance	HOME	Households	3	TBD	DH-2
4. Housing Improvement Program <i>Includes the following:</i> a) Home Access Grants b) Paint & Emergency Repairs c) Energy Efficiency Retrofits	CDBG	Housing Units	20	TBD	DH DH-1 DH-3 DH-2, 3
Homeless Objectives: Objectives # 1, 2, and 8 address homeless objectives.					
Special Needs Objectives: Objectives 1, 2, 4(a-c), and 7 address special needs objectives.					
Community Development Objectives					
<i>Infrastructure/Public Facilities/Other Community Development</i>					
5. Removal of Architectural Barriers (ADA Curb Retrofits), and Sidewalk and Pedestrian Improvements/Replacement	CDBG	Curb cuts, Street/Sidewalks	170	TBD	SL-1
6. Columbian Neighborhood Center Expansion	CDBG	Community Facility expansion	3,500 sq. ft. addition	TBD	SL-1
<i>Public Services Objectives</i>					
7. Priority Human Services (Seniors, Youth, Homeless & Other Special Needs)	CDBG	Households	737	TBD	DH-2, SL-1, 2

* TBD: To be determined at end of Program Year.

** HUD's National Outcome/Objective Codes

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3



ATTACHMENT B

Summary of Proposal Evaluations and Staff Recommendations for Human Services Funding



**COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING DIVISION**

DATE: April 21, 2011
TO: Housing and Human Services Commission
FROM: Suzanne Isé, Housing Officer
RE: Evaluation of FY 2011-12 Human Services Proposals

Background:

The City received 29 proposals for human services funding in response to the Request for Proposals issued in January 2011. Staff evaluated the proposals using the requirements and evaluation criteria contained in the Council Policies 5.1.3, Human Services, as well as the unmet and priority needs described in the Consolidated Plan, and applicable CDBG funding regulations. Staff found one proposed activity ineligible for funding, due to the faith-based nature of the proposed activity, as described in the applicant's bylaws which define the sole purpose for the organization as providing "faith-based mentoring".

The amount of CDBG funding for human services is more uncertain this year than most, as there has been a good deal of debate in Congress this year about eliminating and/or cutting the federal budget for CDBG. Until the appropriations are final and the City's FY 2011-12 grant amount has been determined by HUD, staff is estimating that the City's CDBG grant may be reduced by anywhere from 10% to 30% from the FY 2010 amount. Such cuts would limit the City's CDBG funding for public services for next year to a range of approximately \$158,000 to \$203,000, due to the CDBG regulations limiting public services funding to no more than 15% of the City's total CDBG grant amount. With the additional \$100,000 in supplemental General Funds, a total of \$258,000 to \$303,000 is estimated to be available for human services next year. The final amount could be more or less than these estimates, however staff will not find out until some time in May, therefore staff recommends making preliminary awards based on this estimated range.

In accordance with the RFP, the minimum grant amount for each agency is \$10,000, and the maximum shall not exceed 25% of the total funding available (estimated at between \$64,500 to \$75,750).

Evaluation Summary:

Staff evaluated the eligible proposals using the scoring categories included in the Request for Proposals, with a maximum of twenty (20) points for each category. Housing Analyst Katrina Ardina and Housing Technician Edith Alanis independently scored each proposal, and the two

scores for each proposal were then averaged. Staff then ranked the proposals by average score (**Attachment 1**). This table also shows the requested funding and the staff-recommended funding amounts for each proposal. The range of available funding explained above is delineated by two different shades of grey, to show which agencies would and would not receive funding in the two sample scenarios of either a 10% or 30% cut to CDBG funding.

For reference purposes, staff has also provided a table in **Attachment 1** organizing the proposals by the type of assistance provided (i.e., food, shelter, health care, supportive services, etc.), as well as pie charts showing the distribution of funding by these categories if the staff-recommended grant amounts were awarded. Two pie charts are provided, one showing the funding availability if the CDBG grant is reduced by 10%, and the second one if it is reduced by 30%.

Commissioners may independently rank the agencies using the blank scoring sheet provided in **Attachment 2**. Staff can tabulate the average of all the Commissioners' scores (or the Commission may opt to develop scores by consensus) and then rank the proposals according to the Commission's scores during the meeting. Alternatively, the Commission could concur with the ranking provided by staff, but modify the recommended funding amounts for each agency recommended for funding, or develop an alternative method for determining funding amounts. For historical context, staff has provided a list of the human services awards made in the last two funding cycles on **Attachment 3**.

Staff Recommendation:

- 1) Recommend conditional funding awards as shown in **Attachment 1** for inclusion in the Draft FY 2011 Action Plan, subject to federal appropriations for CDBG.
- 2) If the CDBG funding amount is greater or less than the range estimated by staff as shown on **Attachment 1**, add or remove proposals to or from the funding recommendation in the order they are ranked thereon.

Alternatives:

The Commission may develop alternative funding recommendations and/or alternative methods for handling funding shortfalls or increases other than those listed above.

The Draft FY 2011 Action Plan will include the Commission's funding recommendations and will be considered by the Commission at their April meeting and by Council on May 10th, 2011, following public hearings on the Plan at each meeting. Staff hopes to have more information regarding federal appropriations prior to the May 10th meeting.

**City of Sunnyvale FY2011/12
ELIGIBLE HUMAN SERVICES PROPOSALS RANKED BY SCORE**

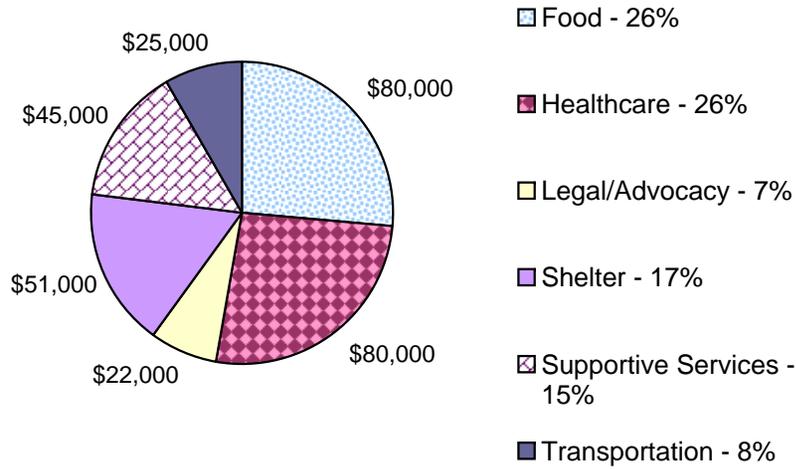
	Agency Name	Program	Amount Requested	Funding Recommendation	Rating	Target Group	Need Addressed
1	Sunnyvale Senior Nutrition	Sunnyvale Senior Nutrition	\$ 21,286	\$ 20,000	98	Seniors	Senior Services-food
2	Senior Adults Legal Assistance	Legal Assistance to Sunnyvale Elders	\$ 10,000	\$ 10,000	97	Seniors	Senior Services-legal
3	Outreach & Escort	Senior Transportation and Resources (STAR)	\$ 40,000	\$ 25,000	95	Seniors-Disabled	Senior Services-transportation
4	MayView Community Health Center (MCHC)	Access to Primary Health Care & Disease Prevention	\$ 20,580	\$ 20,000	94	Youth	Youth Services-healthcare
5	Catholic Charities-LTO	Long-term Care Ombudsman	\$ 12,000	\$ 12,000	93	Seniors	Senior Services-Advocacy
6	EHC LifeBuilders	Services for Sunnyvale Homeless	\$ 25,000	\$ 25,000	92	Homeless	Shelter and supportive services
7	Bill Wilson Center (BWC)	Family & Individual Counseling	\$ 35,000	\$ 12,000	92	At-risk youth	Youth Services-counseling
8	Sunnyvale Community Services	Emergency Assistance	\$ 85,000	\$ 50,000	91	Very Low-income Households	Food
9	Shelter Network of San Mateo County	Haven Family House	\$ 24,000	\$ 10,000	91	Homeless families	and supportive services
10	The Health Trust	Meals on Wheels	\$ 8,840	\$ 10,000	91	Seniors-Disabled	Senior Services-food
11	Catholic Charities-Day Break	Daybreak Respite & Caregiver Supt. Services	\$ 15,000	\$ 14,000	90	Seniors	Senior Services -day care
12	Family & Children Services	Youth Counseling Services	\$ 32,000	\$ 24,000	90	At-risk youth	Youth Services-counseling
13	Abilities United	Developmentally/Physically Disabled Sunnyvale	\$ 14,150	\$ 10,000	89	Disabled	Disabled Services
14	YWCA Silicon Valley	Domestic Violence-Support Network	\$ 35,000	\$ 16,000	89	Domestic Violence	Shelter and supportive services
15	Friends for Youth	Positive Alternative for Sunnyvale Youth	\$ 13,096	\$ 11,000	89	At-risk youth	Youth Services-mentoring
16	Santa Clara Family Health Foundation-Healthy Kids Program	Healthy Kids Program	\$ 20,138	\$ 14,000	87	Very Low-income Children	Youth Services-health coverage
17	Senior Housing Solutions	Case Management Services (SSRCMS)	\$ 12,800	\$ 10,000	87	Seniors	Senior Services-case management
18	Generations Community Wellness Centers	Spring Chickens	\$ 15,000	\$ 10,000	87	Seniors	Senior Services-healthcare
19	InnVision the Way Home	InnVision Short-term Shelter & Stabilization Services	\$ 13,000	\$ 10,000	86	Homeless	Shelter and supportive services
20	Next Door Solutions to Domestic Violence	The Shelter and Supportive Services Program (SSSP)	\$ 5,000	\$ 7,500	86	Domestic Violence	Shelter and supportive services
21	West Valley Community Services	Haven to Home (HTH)	\$ 15,000	\$ 10,000	85	Homeless	Housing and supportive services
22	Shelter Network of San Mateo County	Maple Street Shelter	\$ 25,000	\$ 10,000	85	Homeless singles	Shelter and supportive services
23	Live Oak Adult Day Services	Live Oak Cupertino	\$ 13,271	\$ 7,500	84	Seniors-Disabled	Senior Services-day care
24	Generations Community Wellness Centers	Education taught through Movement	\$ 10,800	\$ 10,000	83	At-risk youth	Youth Services-healthcare
25	Generations Community Wellness Centers	Girls on the Move	\$ 15,300	\$ 10,000	81	At-risk youth	Youth Services-gang intervention
26	Catholic Charities-Hsg Search	Hsg Search & Stabilization	\$ 7,029	\$ 5,000	75	At-risk of homelessness	Housing
27	Maitri	The Maitri Transitional House (TH)	\$ 5,000	\$ 2,500	75	Domestic Violence	Housing and supportive services
28	Healthcare Foundation of No/Central California	New Directions: Sunnyvale Project	\$ 30,000	\$ 10,000	68	homelessness-Disabled	Case management

**Total Requested \$ 578,290 \$ 303,000 Total Funding with 10% Reduction
\$ 258,000 Total Funding with 30% Reduction**

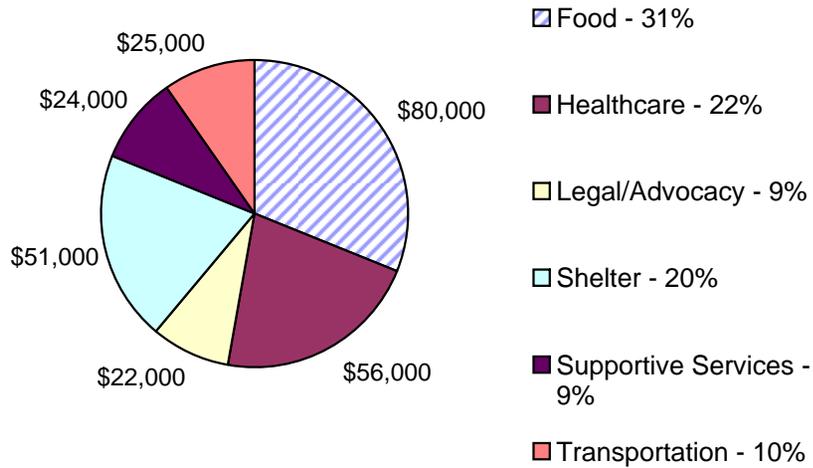
Excluded at 10% CDBG Reduction

Additional Excluded at 30% CDBG Reduction

Proposed Funding at 10% Reduction



Proposed Funding at 30% Reduction



Food	Sunnyvale Senior Nutrition	\$ 20,000
	Sunnyvale Community Services	\$ 50,000
	The Health Trust - Meals On Wheels	\$ 10,000
Subtotal		\$ 80,000
Healthcare	MayView Community Health Center (MCHC)	\$ 20,000
	Bill Wilson Center (BWC)	\$ 12,000
	Family & Children Services	\$ 24,000
	Generations Community Wellness Centers - Spring Chickens	\$ 10,000
	Generations Community Wellness Centers - Movetrition	\$ -
	Santa Clara Family Health Foundation-Healthy Kids Program	\$ 14,000
Subtotal		\$ 80,000
Legal / Advocacy	Senior Adults Legal Assistance	\$ 10,000
	Catholic Charities-LTO	\$ 12,000
Subtotal		\$ 22,000
Shelter	EHC LifeBuilders	\$ 25,000
	Shelter Network of San Mateo County - Haven Family House	\$ 10,000
	InnVision the Way Home	\$ -
	Shelter Network of San Mateo County - Maple Street Shelter	\$ -
	YWCA Silicon Valley	\$ 16,000
	Next Door Solutions to Domestic Violence	\$ -
	Maitri	\$ -
	Subtotal	
Supportive Services	Catholic Charities-Day Break III	\$ 14,000
	Friends for Youth	\$ 11,000
	West Valley Community Services	\$ -
	Senior Housing Solutions	\$ 10,000
	Live Oak Adult Day Services	\$ -
	Abilities United	\$ 10,000
	Generations Community Wellness Centers - GOTM	\$ -
	Catholic Charities-Hsg Search	\$ -
	Healthcare Foundation of No/Central California	\$ -
Subtotal		\$ 45,000
Transportation	Outreach & Escort	\$ 25,000
Subtotal		\$ 25,000

Total Funding at 10 % Reduction \$ 303,000

Total Funding at 30 % Reduction \$ 258,000

	Agency Name	Evidence of Need for Program (Section 2a and d)	Organizational Capacity and Experience (Section 2c)	Statement of Work/Project Plan/Project Readiness (Section 2a-d)	Budget Narrative and Financial Management (Sections 1c and 3)	Leveraging (Sections 1c and 3c)	Total Score (maximum 100)
1	Abilities United						
2	Bill Wilson Center						
3	Catholic Charities-Day Break III						
4	Catholic Charities-Hsg Search						
5	Catholic Charities-LTO						
6	EHC LifeBuilders						
7	Family & Children Services						
8	Friends for Youth						
9	Generations Community Wellness Centers - Girls on The Move						
10	Generations Community Wellness Centers - Movetriton						
11	Generations Community Wellness Centers - Spring Chickens						
12	Healthcare Foundation of No/Central California - New Directions						
13	InnVision the Way Home						
14	Live Oak Adult Day Services						
15	Maitri - Transitional House						
16	MayView Community Health Center (MCHC)						
17	Next Door Solutions to Domestic Violence						
18	Outreach & Escort						
19	Reach Potential Movement						
20	Santa Clara Family Health Foundation- Healthy Kids Program						
21	Senior Adults Legal Assistance						
22	Senior Housing Solutions						
23	Shelter Network of San Mateo County - Maple Street Shelter						
24	Shelter Network of San Mateo County - Haven Family House						
25	Sunnyvale Community Services						
26	Sunnyvale Senior Nutrition						
27	The Health Trust - Meals on Wheels						
29	West Valley Community Services						
30	YWCA Silicon Valley - Support Network						

**City of Sunnyvale FY 2011/12
HUMAN SERVICES PRIOR YEARS FUNDING**

	Agency Name	Amount Request	FY 2010 Funding-CDBG	FY 2010 Funding-General Fund	FY 2008 Funding	Priority Category	Program
1	Abilities United	\$ 14,150		\$ 5,258	\$ 5,100	Disabled Services	Services for Developmentally/Physically Disabled Sunnyvale Residents
2	Bill Wilson Center (BWC)	\$ 35,000	\$ 15,864		\$ 13,318	Youth Services	Family & Individual Counseling
3	Catholic Charities-Day Break	\$ 15,000		\$ 5,853	\$ -	Senior Services	Daybreak Respite & Caregiver Supt. Services
4	Catholic Charities-Hsg Search	\$ 7,029		\$ 5,134	\$ 5,858	Homeless Services	Hsg Search & Stabilization
5	Catholic Charities-LTO	\$ 12,000	\$ 18,775		\$ 8,772	Senior Services	Long-term Care Ombudsman
6	EHC LifeBuilders	\$ 25,000	\$ 24,461		\$ 24,955	Homeless Services	Shelter and Supportive Services for Sunnyvale Homeless
7	Family & Children Services	\$ 32,000	\$ 20,057		\$ 19,533	Youth Services	Youth Counseling Services
8	Friends for Youth	\$ 13,096	\$ 10,913		\$ 12,813	Youth Services	Mentoring Services: A Positive Alternative for Sunnyvale Youth
9	Generations Community Wellness Centers	\$ 10,800	\$ -	\$ -	\$ -	Youth Services	Movetrition-Nutrition Education taught through Movement
10	Generations Community Wellness Centers	\$ 15,000	\$ -	\$ -	\$ -	Senior Services	Spring Chickens
11	Generations Community Wellness Centers	\$ 15,300	\$ -	\$ -	\$ -	Youth Services	Girls on the Move
12	Healthcare Foundation of No/Central California	\$ 30,000	\$ -	\$ -	\$ -	Homeless/Disabled Services	New Directions: Sunnyvale Project
13	The Health Trust	\$ 8,840		\$ 8,520	\$ 9,063	Senior Services	Meals on Wheels
14	InnVision the Way Home	\$ 13,000	\$ -	\$ -	\$ -	Homeless Services	InnVision Short-term Shelter & Stabilization Services
15	Live Oak Adult Day Services	\$ 13,271	\$ 12,639		\$ 12,924	Senior Services	Live Oak Cupertino

**City of Sunnyvale FY 2011/12
HUMAN SERVICES PRIOR YEARS FUNDING**

Attachment 3

16	Maitri	\$ 5,000	\$ -	\$ -	\$ -	Homeless/ Domestic Violence	The Maitri Transitional House (TH)
17	MayView Community Health Center (MCHC)	\$ 20,580		\$ 10,644	\$ -	Youth Services	Access to Primary Health Care & Disease Prevention
18	Next Door Solutions to Domestic Violence	\$ 5,000	\$ -	\$ -	\$ -	Homeless/ Domestic Violence	The Shelter and Supportive Services Program (SSSP)
19	Outreach & Escort	\$ 40,000	\$ 17,702		\$ 20,000	Senior/ Disabled Services	Senior Transportation and Resources (STAR)
20	Reach Potential Movement	\$ 14,900	\$ -	\$ -	\$ -	Youth Services	Sunnyvale Youth Mentoring
21	Santa Clara Family Health Foundation- Healthy Kids Program	\$ 20,138		\$ 14,194	\$ -	Youth Services	Healthy Kids Program
22	Senior Adults Legal Assistance	\$ 10,000	\$ 2,896	\$ 3,940	\$ 6,957	Senior Services	Legal Assistance to Sunnyvale Elders
23	Senior Housing Solutions	\$ 12,800		\$ 9,025	\$ 9,296	Senior Services	Sunnyvale Senior Residence Case Management Services (SSRCMS)
24	Shelter Network of San Mateo County	\$ 24,000	\$ -	\$ -	\$ -	Homeless Services	Haven Family House
	Shelter Network of San Mateo County	\$ 25,000	\$ -	\$ -		Homeless Services	Maple Street Shelter
25	Sunnyvale Community Services	\$ 85,000	\$ 77,019		\$ 80,309	Homeless Services	Emergency Assistance
26	Sunnyvale Senior Nutrition	\$ 21,286	\$ 20,432		\$ 18,477	Senior Services	Sunnyvale Senior Nutrition
27	West Valley Community Services	\$ 15,000		\$ 10,774	\$ 8,788	Homeless Services	Haven to Home (HTH)
28	YWCA Silicon Valley	\$ 35,000	\$ 18,842	\$ -	\$ 20,383	Homeless/ Domestic Violence	Domestic Violence-Support Network

Total **\$ 593,190** \$239,600 \$ 73,342 \$ 276,546

ATTACHMENT C

Summary of Proposal Evaluations and Recommended Action for Capital Projects



**COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING DIVISION**

DATE: April 21, 2011
TO: Housing and Human Services Commission
FROM: Suzanne Isé, Housing Officer
RE: **Evaluation of FY 2010-11 CDBG/HOME Capital Project Proposals**

In January 2011, the City released a Request for Proposals (RFP) for affordable housing and/or community facility capital project proposals to be funded with HOME and CDBG funds in FY 2011-12. The RFP and scoring was conducted by a panel of three Housing staff members: Ernie De Frenchi, Affordable Housing Manager; Richard Gutierrez, Rehabilitation Specialist; and Katrina Ardina, Housing Programs Analyst. Proposals were scored in accordance with the method set forth in the RFP.

The City received four proposals in response to the RFP, all of which requested funds for rehabilitation of affordable rental housing in Sunnyvale:

- First Community Housing applied for \$50,000 in CDBG funds to replace galvanized plumbing of a 62 unit apartment building that serves very low and low-income families.
- Momentum for Mental Health applied for \$211,312 in HOME funds to rehabilitate a small group home that provides supportive housing for individuals with mental illness who are often at risk of homelessness, or have experienced homelessness.
- Mid-Peninsula Housing Coalition applied for \$183,280 in CDBG funds to rehabilitate one apartment building at a large rental property that serves lower income families and seniors.
- Global Premier Development applied for \$750,000 in HOME funds to acquire and renovate one 12-unit apartment complex and convert it to senior housing.

Proposal Evaluations:

1. First Community Housing's proposal received an average score of 87 out of 100. First Community Housing had a 50% match ratio, twice the amount of match required, and requested a low dollar amount for improvements. Although the rehabilitation of the plumbing will not have a visible impact, the existing piping has reached its projected life

expectancy and replacement is an urgent need. First Community Housing did not provide a formal estimate for the cost of the work, so staff has asked them to submit an estimate from a qualified third party as soon as possible. Staff recommends approval of a loan of \$50,000 from the City's CDBG Revolving Loan Funds (RLF) for this project.

2. Momentum for Mental Health's proposal scored an average of 83 out of 100. However, the house was built in 1920 and there is extensive work to be done in rehabilitating the house. Staff has proposed that Momentum consider the cost-effectiveness and long-term benefits of a demolition/rebuild project rather than rehabilitation. Staff estimates this approach would cost roughly \$425,000 for construction and permits, versus an estimate of \$280,000 for rehabilitation. The risk of additional work items becoming apparent during rehabilitation work, and possibly higher ongoing maintenance and operational costs in the long term, may outweigh the initial lower costs of rehabilitation. The demolition/rebuilding cost estimates include new construction costs of approximately \$400,000 for a similarly sized home, plus approximately \$25,000 in building permit, sprinkler, and school fees. Architecture costs are not included, however Momentum may be able to find an architect willing to provide such services pro-bono. Momentum has agreed to evaluate the feasibility of raising sufficient matching funds to enable them to rebuild rather than rehabilitate before the Commission's April meeting. Staff recommends conditional approval of a loan of HOME funds of up to \$265,889¹ and CDBG funds of up to \$53,000 if they choose to rebuild, or the original request of \$211,312 if it is determined prior to the April meeting that Momentum cannot raise sufficient matching funds of 25% of the cost to rebuild (\$106,250).
3. Mid-Pen Housing's proposal scored an average of 81 out of 100. The proposed rehabilitation work would make the building more energy efficient, with new windows, sliders, and a roof, as well as improving the building exterior by replacing the siding to preserve the building. However, their proposal did not adequately demonstrate an immediate, urgent need for rehabilitation of the building at this particular time. In addition, Mid-Pen Housing is currently working on two major rehabilitation projects (Aster Park and Homestead) and construction and lease-up of the new Fair Oaks project. Due to this lack of urgency, as well as concerns about capacity to carry out the work in a timely manner given other local projects, and serious concerns about adequate CDBG funding availability in FY 2011, staff recommends not approving this project at this time, but encourages MidPen Housing to resubmit the proposal next year.
4. Global Premier Development's proposal scored an average 69 out of 100. Global Premier Development did not have an independent financial audit available for their firm nor for their non-profit partner, The Pate Foundation. They did not provide firm commitment letters for most of their proposed matching funds for the project. The proposal did not adequately demonstrate that how it would make significant improvements to the affordability or physical condition of the City's housing stock. The rents at the apartment complex are already affordable and would not decrease after the

¹ Due to the HOME 221(d)(3) subsidy limits, this is the maximum amount of HOME funds that can be provided for a 4-bedroom home. Staff is seeking additional information from HUD regarding the limit for a 5-bedroom home.

project, and the proposed rehabilitation work involves mostly cosmetic improvements and/or deferred maintenance items. Due to the senior age restrictions that would be imposed by the developer, this project would likely displace 12 current tenants, who are quite likely to be low-income, from the property. The relocation plan uses rent estimates that appear to be unrealistically low to calculate the relocation costs, if such displacement were to occur, resulting in an inadequate budget for relocation. Staff estimates of relocation cost using more realistic local rents would indicate that the federally-required permanent relocation costs would absorb most of the requested City funding. In addition, the amount of funding requested is significantly more than the City anticipates will be available next year, particularly if the two highest-ranked proposals are funded. Therefore staff does not recommend funding this proposal.

Recommended Action:

Include funding for the following capital projects in the Draft FY 2011 Action Plan:

1. A loan of \$50,000 from the CDBG RLF to First Community Housing, pending provision of cost estimates prior to the Commission's April meeting.
2. A loan of HOME funds of up to \$265,889 and of CDBG funds of up to \$53,000 to Momentum for Mental Health, subject to Momentum's determination of financial feasibility of rebuilding the home no later than April 18, 2011, and subject to reduction to \$211,312 in HOME funds only if Momentum determines the rehabilitation approach to be most cost-effective.

The Draft FY 2011 Action Plan will include the final capital project funding recommendations and will be considered by the Commission at their April meeting and by Council on May 10th, 2011, following public hearings on the Plan at each meeting.

ATTACHMENT D

**Approved Minutes
of the HHSC meetings of
February 23, 2011, and
March 23, 2011, and
Draft Minutes of the HHSC
April 27, 201 meeting.**



DRAFT MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, FEBRUARY 23, 2011

The Housing & Human Services Commission met in a regular session in the Council Chambers at 456 West Olive Avenue, Sunnyvale City Hall, Sunnyvale, CA 94087 on February 23, 2011 at 7:00 p.m. with Chair Anderson presiding.

ROLL CALL

Commission Members Present: Eric Anderson, Hannalore Dietrich, Fred Fowler, Dori Hailu, Younil Jeong, Anna Ko, and Mathieu Pham.

Commission Members Absent: None.

Staff Present: Suzanne Isé, Housing Officer and Edith Alanis, Housing Programs Technician.

Others Present: Various agency representatives.

SCHEDULED PRESENTATION

CDBG/HOME Human Services and Capital Project Funding Proposals (presented by applicants).

Housing Officer Suzanne Isé gave a brief introduction and explained that agencies were invited to give a presentation to give the Commissioners an overview of their proposals.

Commissioner Fowler arrived at 7:05 p.m.

Commissioner Dietrich arrived at 9:05 p.m.

29 applicants gave brief presentations and answered questions about their 32 proposals.

PUBLIC ANNOUNCEMENTS

None.

CONSENT CALENDAR

1.A. Approval of Draft Minutes of January 12, 2011.

1.B. Approval of the Calendar Year 2011 Draft Work Plan.

Commissioner Fowler requested to pull item 1.B Approval of the Calendar Year 2011 Draft Work Plan off the consent calendar

Chair Anderson asked for a motion to approve the draft minutes of January 12, 2011.

Commissioner Fowler moved and Commissioner Hailu seconded to approve the draft minutes of January 12, 2011 as presented.

Motion passed unanimously 7-0-0.

Chair Anderson opened the discussion for item 1.B.

Commissioner Fowler expressed that he thought it was necessary for the Commissioners to discuss it the Master Work Plan since it was their opportunity to decide what the Commission wanted to accomplish during the year. He reminded the Commissioners that because of the items that they added to their calendar for the prior year they were able to visit many of the agencies that presented tonight, and got involved in other projects, such as discussions for the toolkit for mixed-use development

Commissioner Fowler suggested that the approval of the Work Plan be tabled for a month and that a subcommittee be appointed to look at possible items to add. He suggested as an example of an item to add, that the Commission work with the VTA to get some bus lines re-routed to provide better access to facilities like the CNC and Sunnyvale Community Services which provide many services to low-income residents.

After some minor discussion and clarification from Officer Isé that the Master Plan generally contains routine annual items required of all Boards and Commissions, such as elections, etc., and study issues referred to their Commission by Council, Commissioner Fowler agreed to move forward with the proviso that the Commission would have further discussion with regards to the work plan and the formation of a subcommittee to add items to it. Officer Isé also reminded the Commissioners that they can always add items to future meeting agendas if there was a majority vote.

Chair Anderson asked for a motion to approve item 1.B.

Commissioner Fowler moved and Commissioner Ko seconded to approve the draft work plan with the stated stipulations.

Motion passed unanimously 7-0-0.

After minor discussion regarding the presentations, the Commissioners noted that there were 7 new agencies applying for human services grants, and determined that it would only be fair to visit them as well, since they had already visited the agencies that are currently funded. The Commissioners verbally created pairs and divided up the new agencies to plan visits. Staff agreed to forward the contact information to facilitate scheduling their visits.

Commissioner Fowler handed out a spreadsheet with a list of all the applications that they had received. He briefly explained the categories he had developed and suggested that it would be a helpful tool for discussion and that it be part of the record of materials distributed at this meeting.

Chair Anderson asked if there were two or three individuals interested in being a subcommittee to look at the Master Work Plan to come up with items that the Commission would like to accomplish during the year.

After some discussion Chair Anderson asked for a motion to approve that Commissioners Fowler, Pham, and Ko become a subcommittee that will look at potential items for the Commission to look at and add to the 2011 calendar.

Officer Isé expressed Brown-Act related concerns about whether the Commission could take action at this meeting to appoint a subcommittee since it had not been listed as an item on their meeting agenda. Commissioner Fowler explained he believed it was allowed since it was essentially an administrative item. The subcommittee members agreed to meet before the next Commission meeting to develop their recommendations regarding the work plan. He also suggested that the item be added to the following meeting agenda in order to allow the subcommittee to present their recommendations.

He also asked anyone with any suggestions about the Work Plan to e-mail them to the subcommittee members.

Chair Anderson asked for a second to the motion to approve the formation of the subcommittee.

Commissioner Dietrich moved and Commissioner Ko seconded to approve the formation of a subcommittee to review the master work plan.

Motion passed unanimously 7-0-0.

PUBLIC COMMENTS

None.

PUBLIC HEARINGS/GENERAL BUSINESS

None.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS
 - Commissioner Ko informed the Commissioners of the Housing California Annual Conference that will take place on Tuesday, April 26 through Thursday, April 28, at the Sacramento Convention Center.
- STAFF ORAL COMMENTS
 - Reminder of the invitation to Momentum's Open House on March 15th.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

Meeting adjourned at 10:35 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer



APPROVED MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, MARCH 23, 2011

The Housing & Human Services Commission (HHSC) met in a regular session in the West Conference Room at 456 West Olive Avenue, Sunnyvale City Hall, Sunnyvale, CA 94087 on March 23, 2011 at 7:06 p.m. with Chair Anderson presiding.

ROLL CALL

Commission Members Present: Eric Anderson, Hannalore Dietrich, Fred Fowler, Younil Jeong, Anna Ko, and Mathieu Pham.

Commission Members Absent: Dori Hailu (unexcused)

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

Others Present: Various agency representatives.

SCHEDULED PRESENTATION

None.

PUBLIC ANNOUNCEMENTS

None.

CONSENT CALENDAR

1. A. Approval of Draft Minutes of February 23, 2011.

Chair Anderson asked for a motion to approve the draft minutes of February 23, 2011.

Commissioner Ko moved and Vice Chair Pham seconded to approve the draft minutes of February 23, 2011 as presented.

Motion passed unanimously 5-0-0.

PUBLIC COMMENTS

Bob Campbell called attention to the article that ran on March 17 in the Sunnyvale Sun featuring Senior Housing Solutions.

PUBLIC HEARINGS/GENERAL BUSINESS

2. Public Hearing: Recommended Funding of CDBG Human Services Grants and CDBG/HOME Capital Project Loans

Chair Anderson advised that the Commission would consider the Capital Projects portion first and address the Human Services second.

Housing Officer Suzanne Isé gave an introduction and a brief overview of the four capital projects that were received.

- First Community Housing asked for \$50,000 in CDBG funds for plumbing replacement at Orchard Gardens, a 62-unit apartment project.

- Momentum for Mental Health asked for \$211,000 in HOME funds for a major rehabilitation of a special needs group home in Sunnyvale that provides housing for individuals who are at risk of becoming homeless.
- Mid-Peninsula Housing applied for \$183,280 in CDBG funds to rehabilitate an additional building at their Homestead Park affordable rental property.
- Global Premier Development asked for \$750,000 in HOME funds to acquire and renovate a 12-unit apartment complex and convert it to senior housing.

Commissioner Jeong arrived at 7:10 p.m.

Officer Isé reviewed staff's recommendations to approve two of the proposals. Staff recommends approving First Community Housing's proposal as submitted. Staff recommended modifying Momentum for Mental Health's proposal from a rehabilitation to a demolition/rebuild, project which would be more cost effective in the long term, if Momentum is able to secure 25 percent based on the cost to rebuild, or reduce the funding award to their original request if Momentum cannot secure the matching funds or is able to determine that rehabilitation is the only feasible option.

Chair Anderson asked if there were any capital project applicants present to answer some questions.

There were no capital projects representatives present at the time. Commissioners discussed briefly and concurred with staff's recommendations except for the option to fund the Momentum proposal under the original request (rehabilitate), as they felt the rebuild option was the only cost-effective option.

Chair Anderson asked for a motion to make a recommendation on the Capital projects.

Commissioner Fowler moved and Commissioner Dietrich seconded to approve a loan of \$50,000 for the First Community Housing proposal; and a loan of \$318,889 for Momentum for Mental Health, contingent on Momentum securing commitments for 25 percent match no later than June 30, 2011.

Motion passed unanimously 6-0-0.

Chair Anderson welcomed the many agency representatives present and commented on the difficulty of making funding decisions while funding is being reduced. He then asked Officer Isé to give a brief overview.

Officer Isé gave an overview of the memorandum provided and described the process used by staff to evaluate and score the proposals make their funding recommendations. She also highlighted that only one proposal was deemed ineligible under HUD's rules because of the faith-based nature of the activity proposed for CDBG funding, as described in their bylaws.

Chair Anderson opened the public hearing at 7:35 p.m.

The following agency representatives spoke on behalf of their programs, stressed the need for funding, and highlighted how inter-related agencies are, and that they are all experiencing funding cuts from other sources. They pointed out that no one agency could provide all necessary services on its own.

Representative	Comments
<p>Marie Bernard <i>Executive Director</i> Sunnyvale Community Services (SCS)</p>	<p>Expressed great concern about the proposed funding reduction to her program; mentioned that at the prior HHSC meeting a lot of the other agencies pointed out how much they depend on SCS to be a safety net to the community and a partner to them to be able to provide many of their services; highlighted that SCS provides essential services for the neediest residents in Sunnyvale.</p>
<p>Vishalakshi Vallurnatt <i>Outreach Coordinator</i> Maitri Transitional Housing</p>	<p>Asked for feedback on her proposal not being recommended for funding. Staff offered to provide a debriefing during regular business hours. Maitri is a transitional house for victims of domestic violence and provides crisis response and prevention services.</p>
<p>Ginger McClure <i>Site Supervisor</i> Catholic Charities – Day Break III</p>	<p>Gave an overview of the comprehensive services that they provide to keep aging family members at home rather than institutionalized and shared various client stories.</p>
<p>Sujatha Venkatraman <i>Director of Stability Support Services</i> West Valley Community Services (WVCS) – Haven to Home</p>	<p>Described the services of the new Haven to Home program, which has already served 12 Sunnyvale individuals in the last 6 months. Highlighted that the new services are open to families and individuals, and that they are the only available services in West Valley when the armory closes the winter shelter.</p>
<p>Linda Chin <i>Director of Development</i> Abilities United</p>	<p>Thanked the City for their continued support and gave a brief overview of the lifetime of services that they provide to individuals with developmental disabilities, enabling them to live physically fulfilling and financially independent lives.</p>
<p>Kitty Mason <i>Director of Behavioral Services</i> Catholic Charities – Housing Search & Stabilization</p>	<p>Spoke of the importance of preventing homelessness through their shared housing services. She also pointed out that families, rather than individuals, are an increasing population becoming homeless and needing help to keep a roof over their heads.</p>
<p>Dan McClure <i>Founder and CEO</i> Generations Community Wellness – Movetrition™, Girls on the Go, Spring Chickens™</p>	<p>Gave an overview of the three proposals his agency submitted; requesting funds for: a gang intervention program for girls, a child nutrition program and a senior fitness program. He acknowledged that every agency is facing cuts and it was hard to compete against more essential services, but believed that prevention was also important. When asked if he had to pick one program to fund, he struggled and finally picked Movetrition™ for early childhood nutrition to prevent diabetes and obesity.</p>
<p>Rob Schultz <i>Executive Director</i> Reach Potential Movement – Mentoring for at-risk youth</p>	<p>Regretted that his agency was not eligible due to language in the bylaws, advocated for funding youth services and looked forward to reapplying in two years after modifying their bylaws. He invited everyone to the opening of the Gateway Youth Center on April 6 behind Trinity Church.</p>

Representative	Comments
Colleen Hudgen <i>Executive Director</i> Live Oak Adult Day Services	Live Oak has provided adult day care services for 32 years to seniors with Alzheimer's, dementia, Parkinson's, MS, etc. who need 24-hour non-medical care. 75 percent of the Cupertino facility clients come from Sunnyvale. She asked that her agency be reconsidered for funding.
Deserine Graze <i>Program Manager</i> Momentum for Mental Health (capital project applicant)	Thanked the City for the prior financial support for another rehabilitation project at Duane Ct. that was just completed, and hoped that the Commissioners would recommend for funding of this project also. She was not present during the part of the meeting that addressed capital projects.

The Maitri representative was asked why they applied for less than the \$10,000 minimum grant amount. She explained that it was based on the proportion of their clients who were estimated to come from Sunnyvale.

Representatives from the following agencies were also present to answer any questions that Commissioners might ask about their proposals: Senior Housing Solutions, Catholic Charities Ombudsman, Senior Nutrition Program, YWCA Support Network, Friends for Youth, Bill Wilson Center, SALA, Outreach & Escort, MayView Community Health Center, EHC LifeBuilders, and Santa Clara Family Health Foundation.

Xiomara Cedillo, Sunnyvale resident and client of Sunnyvale Community Services shared her experience with SCS and gratitude for all the support she received from their food program and assistance to pay a security deposit which allowed her family of five to rent an apartment after losing their home to foreclosure and having stayed in a friend's garage for almost a year.

Naomi Nakano-Matsumoto, Executive Director of West Valley Community Services and a Sunnyvale resident, spoke on behalf of the Haven to Home program and in support of all the human services agencies. She also wanted to raise awareness of the fact that there are homeless individuals in Sunnyvale who need services and support.

Public hearing closed at 8:23pm.

Chair Anderson opened the floor for discussion and asked if any of the Commissioners had any questions of the agency representatives. They did not at that time.

Commissioner Fowler briefly explained his recommendations and shared two handouts with everyone to illustrate his ranking process and his recommendations as compared to staff's recommendations.

Other Commissioners gave input and proposed options to narrow down the list of agencies that were to be recommended for funding, taking into account not only the current funding request, but also the amount of prior City grants. They arrived at consensus that although the Request for Proposals stipulated that the minimum grant amount was to be \$10,000, due to the economic climate smaller grants should be considered. Agency representatives concurred. The Chair asked several questions of the agency representatives related to the idea of grants of less than \$10,000 and related matters.

After a lengthy discussion and input from the agency representatives, staff, and all Commissioners, Chair Anderson asked for a motion to approve the following recommendations as represented on

the table below and with the proposed stipulations to address the anticipated final reduction in funding by HUD and the possibility of any agency declining to accept the grant if they considered it too small to justify the cost of administering it.

Agency	Grant Request	Recommended Grant	Prorated to 30% reduction level
Senior Nutrition Program	\$21,286	\$18,000	\$13,320
Sunnyvale Community Services	\$85,000	\$75,000	\$55,500
YWCA – Support Network	\$35,000	\$21,000	\$15,540
Friends for Youth	\$13,960	\$10,000	\$7,400
Family & Children services	\$32,000	\$24,000	\$17,760
MayView Community Health Center	\$20,580	\$20,000	\$14,800
Senior Adults Legal Assistance	\$10,000	\$8,000	\$5,920
EHC LifeBuilders	\$25,000	\$25,000	\$18,500
Outreach & Escort – STAR Program	\$40,000	\$35,000	\$25,900
Catholic Charities – Long Term Care Ombudsman	\$12,000	\$10,000	\$7,400
West Valley Community Services – Haven to Home	\$15,000	\$9,000	\$6,660
The Health Trust – Meals on Wheels	\$8,840	\$8,000	\$5,920
Bill Wilson Center	\$35,000	\$26,000	\$19,240
Abilities United	\$14,150	\$10,000	\$7,400
Santa Clara Family Health Foundation – Healthy Kids Program	\$20,138	\$18,000	\$13,320
Catholic Charities – Daybreak III	\$15,000	\$12,000	\$8,880
Live Oak Adult Day Services	\$13,271	\$11,000	\$8,140
Generations Wellness – Movetrition™ Program	\$10,800	\$7,000	\$5,180
Senior Housing Solutions	\$12,800	\$0	\$0
Maitri	\$5,000	\$0	\$0
Next Door Solutions to Domestic Violence	\$5,000	\$0	\$0
Shelter Network of San Mateo County – Haven Family House	\$24,000	\$0	\$0
Healthcare Foundation – New Directions Project	\$30,000	\$0	\$0
Shelter Network of San Mateo County – Maple Street Shelter	\$25,000	\$0	\$0
Catholic Charities – Housing Search and Stabilization	\$7,029	\$0	\$0
InnVision the Way Home	\$13,000	\$0	\$0
Generations Wellness – Girls on the Move™	\$15,300	\$0	\$0
Generations Wellness – Spring Chickens	\$15,000	\$0	\$0
Reach Potential Movement	\$14,900	\$0	\$0
TOTALS	\$594,054	\$347,000	\$256,780

Vice Chair Pham moved and Commissioner Fowler seconded to approve the funding recommendations with the stipulation that any funding reductions will be applied equally among all the agencies recommended for funding; and that if any grants awarded are declined by any agency they would be awarded to Sunnyvale Community Services to increase their grant up to the maximum of 25 percent of the total funding available for human services.

Motion passed unanimously 6-0-0.

3. Consider additions to 2011 Work Plan (if any)

Chair Anderson asked for the subcommittee on the 2011 Work Plan to report on their meeting of March 14, 2011.

Commissioner Fowler reported that Vice Chair Pham was voted Chair and Commissioners Ko was voted Secretary of the subcommittee and handed out minutes of their meeting. All three members explained the items recommended to add to their May and June meeting agendas for discussion.

Officer Isé mentioned the updated Council Policy regarding subcommittees (or ad-hoc committees) which states that only Council or staff can direct the Commissions to form subcommittees, and that new work plan items dealing with council policy issues need to be approved by Council.

The Commissioners asked to add non-action items to future meeting agendas, but not their Work Plan on the following topics: VTA bus service; options if CDBG is completely eliminated by Congress; homelessness; child care services available to Sunnyvale residents; and development of a competition or recognition program to promote healthy competition among human service providers.

Director Hom asked the Chair what kind of report the Commissioners expected from staff on this discussion topics. Commissioner Fowler stated that they did not expect staff to prepare reports, but were planning on doing the research for these discussions on their own and/or invite guest speakers to present information on the topics. Director Hom explained that the Commissioners could propose study issues following these discussions during the 2012 study issue process.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS
- STAFF ORAL COMMENTS
 - Staff advised the Commissioners of the upcoming Microenterprise Grant Orientations on March 30 at Council Chambers and the Library and asked that they pass the word if they know of anyone that could benefit from this program.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

Meeting adjourned at 11:48 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer



DRAFT MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, APRIL 27, 2011

The Housing & Human Services Commission met in a regular session in the Council Chambers at 456 West Olive Avenue, Sunnyvale City Hall, Sunnyvale, CA 94087 on April 27, 2011 at 7:08 p.m. with Vice Chair Pham presiding.

SALUTE TO THE FLAG

Led by Commissioner Fowler

ROLL CALL

Commission Members Present: Hannalore Dietrich, Fred Fowler, Younil Jeong, Anna Ko, and Mathieu Pham.

Commission Members Absent: Eric Anderson (excused), Dori Hailu (unexcused).

Staff Present: Suzanne Isé, Housing Officer and Edith Alanis, Housing Programs Technician.

Others Present: Various agency representatives and members of the public.

SCHEDULED PRESENTATION

None.

PUBLIC ANNOUNCEMENTS

None.

CONSENT CALENDAR

1. A. Approval of Draft Minutes of March 23, 2011.

Chair Anderson asked for a motion to approve the draft minutes of March 23, 2011.

Commissioner Dietrich moved and Commissioner Ko seconded to approve the draft minutes of March 23, 2011 as presented with minor corrections provided to staff.

Motion passed unanimously 5-0-0.

PUBLIC COMMENTS

Jerry Olsen, a realtor who has been selling mobile homes for the last 16 years, wanted to raise awareness of the impact that space rent increases (due to lack of rent control in Sunnyvale), are having on mobile home sales and how it depreciates the value of the existing homes in the parks. He suggested that it may be a strategy that some of the smaller park owners can use to force mobile home owners out without compensation and ultimately sell the park.

PUBLIC HEARINGS/GENERAL BUSINESS

2. Public Hearing: Draft FY 2011-2012 HUD Action Plan

Officer Isé gave a brief presentation and some background on the purpose of the 2011 Action Plan, which sets forth how that City proposes to spend the CDBG and HOME grant funds that it receives from the federal government. She reviewed all the activities that are proposed for fiscal year 2011-2012, and pointed out that the 2011 Action Plan included the recommendations the Commission made regarding capital projects and human services at the meeting of March 23, 2011.

She also informed the Commissioners that the preliminary estimates of the City's grant amount provided by HUD were slightly higher than staff had estimated at the March meeting.

Vice Chair Pham opened the public hearing at 7:21p.m.

Bob Campbell, Executive Director of Senior Housing Solutions spoke on behalf of his agency and asked that the Commissioners reconsider funding his senior housing case management program. He stated that he researched the possibility of case management services being provided to his tenants by an outside provider and was not able to find any that would provide what his residents currently receive. He described on the direct impact that this funding cut would have on the 14 residents living at the three Sunnyvale residences: They would not receive the case management services that help them adjust to their new living situation and lead more fulfilling lives with less depression, more physical activity and better quality of life. The case manager provides these services at the residences, holds house meetings to address and work out any conflicts among the residents, and refers them to other providers for other medical or legal matters if necessary. Lastly, he pointed out that this was the first time in the 15 years that they have been in Sunnyvale providing these services that the Commission did not recommend them for funding.

Michelle Schroeder, staff of Senior Adults Legal Assistance (SALA), expressed gratitude for the many years of City support. The Commission and staff had agreed to set a minimum funding amount of \$10,000, which would have meant not funding additional agencies. Ms. Schroeder reiterated that any amount of funding would be gladly accepted by SALA and put to good use. SALA currently provides services in Sunnyvale three times a month, but without any City funding they would likely only be able to serve the City once a month.

Kathleen King, Executive Director of the Santa Clara Family Health Foundation, thanked the Commissioners for the time and effort that they have put into this process to make the difficult decisions of who to fund. She gave the following statistics: one in five Sunnyvale residents is under 19 and about one-third of those children are considered low-income. Between 500-700 Sunnyvale children are covered by the Healthy Kids program. It costs approximately \$1,000 per child for annual health coverage through Healthy Kids.

Olivia Garcia, Ombudsman for the Long Term Care Ombudsman program of Catholic Charities, thanked the Commissioners for their past support and pointed out that the Ombudsman program is federally mandated, but not federally funded. She explained that they are advocates for the most vulnerable citizens who sometimes do not have anyone else to speak for them. She gave a brief description of the types of issues that they address, such as missed meals or baths, to sexual abuse by family members or employees, or other types of abuse, such as mental or financial abuse.

Joan Smithson, Site Manager of the Senior Nutrition Program which has been providing services in Sunnyvale for 36 years sponsored by the First United Methodist Church explained that she has been working diligently to try to find additional funding to make up for the lower grant amount

recommended for their program for the next two years. She hopes that they may be able to offset the reduction for the first year, but will not be able to do it for the second year. She reminded the Commissioners that her program provides nutritious meals in a congregate setting where seniors come to socialize, listen to music, and dance 5 days per week. She urged the Commission not to fund any one agency 100% of their requested grant at the expense of other agencies such as hers.

Marie Bernard, Executive Director of Sunnyvale Community Services (SCS) explained that her agency believed that everyone deserved to have something to eat and a roof over their head. She shared that about 750 families had been at SCS from 7:30 a.m. to 5:15 p.m. that day to receive about 3-4 days' worth of food. They were helped by over 300 volunteers who worked for many hours and many days to put together the food bags that they received. She asked that the Commissioners continue to put a priority to fund SCS due to the sheer volume of residents that it helps to feed and house, and to keep in mind that not only SCS serves the residents, but other agencies also provide services at SCS's facilities. In addition SCS refers clients to other agencies and vice-versa.

Colleen Hudgen, Executive Director of Live Oak Adult Day Services, thanked the Commissioners for their arduous hard work and passion to serve the City of Sunnyvale. She also thanked them for the current recommendation to fund Live Oak and explained the services they have provided for the last 30 years to Sunnyvale residents and their families. She highlighted that all the agencies are waiting to find out what the county cuts will mean for them. Lastly, she pointed out that the City is getting the biggest bang for their buck by funding all the different agencies that partner with each other because it increases the leverage and the services that they are able to provide by helping each other.

Dan McClure, Executive Director of Generations Community Wellness, "Movetrition" program thanked the Commissioners for their recommendation to give Movetrition an opportunity to promote nutritional changes that will go beyond the children that participate. He highlighted the extent of these changes from children learning how to eat fruits and vegetables, to changes in policy at the school system to change their lunch menus to include more fruits and vegetables.

Maritza Henry, with Family and Children Services, which provides crisis intervention and case management to at-risk youth at the Columbia Neighborhood Center, pointed out that these were the same youth that were mentioned earlier in the low-income category, and they are at risk of depression, suicide, child abuse, sexual abuse, neglect, and getting involved in gangs. Her agency provides services to the parents to empower them to become better parents to help the youth. They have stabilized over 20 youth over the last few months. She thanked the Commissioners for their past support and for their current funding recommendation.

Vice Chair Pham closed the public hearing at 7:54 p.m.

Vice Chair Pham opened the floor for discussion.

After some brief discussion Commissioner Fowler stated that he would like to make three motions.

After some discussion, Officer Isé, clarified for the Commissioners that per their direction at the meeting of March 23, any additional CDBG funds would be split on a prorated basis among all the agencies that had been recommended for funding in March, and that if any of the smaller grants

were declined, that amount would go to Sunnyvale Community Services to get them closer to the 25% maximum.

Vice Chair Pham asked for a motion to approve the 2011 Action Plan.

Commissioner Fowler moved and Commissioner Dietrich seconded to approve the FY 2011-12 Action Plan as presented.

Motion passed unanimously 5-0-0.

Commissioner Fowler stated that he believed that the Commissioners could also provide Council additional recommendations. He explained that during his last year as Council member in 2005-2006, he voted for a 20-year budget plan which projected how much money was expected to be in the City's reserve fund in 2011. To his surprise he learned that there is actually more currently in the reserve fund than what was projected in 2005. Commissioner Fowler estimated that by using nine one-hundredths of one percent of the budget stabilization fund the City Council could back-fill this year's CDBG shortfall. He expressed that the current economic situation is exactly the rainy day that this fund was created to address.

Commissioner Fowler moved and Commissioner Dietrich seconded to recommend to Council to use the Budget Stabilization Fund to fully fund all 18 selected agencies at the "Recommended Award" level for a total of \$347,000 [as shown in the Draft Action Plan].

No VOTE

Commissioner Ko expressed confusion about the Budget Stabilization Funds and did not feel confident that it was intended for this type of use.

Director Hom, who had entered the meeting during this discussion, reminded the Commissioners that the current Human Services funding policy sets a maximum of \$100,000 in General funds and suggested that they might want to rephrase their motion, since this was a deviation from established policy.

Commissioner Fowler offered to restate the motion.

Commissioner Fowler moved and Commissioner Dietrich seconded to recommend to City Council that they grant an exception to the existing policy for this two-year cycle and backfill the CDBG deficit with money from the General Fund Budget Stabilization Reserve up to the amounts shown as "Recommended Awards" on page 8 of the Action Plan.

Motion passed 4-1-0 with Commissioner Ko dissenting as she did not feel that she was informed enough on the Budget Stabilization fund to vote in favor of the motion.

Commissioner Fowler moved and Commissioner Dietrich seconded to recommend that Council grant an exception to the existing policy for this funding cycle and consider awarding funding to Senior Housing Solutions in the amount of \$8,000 and to Maitri in the amount of \$4,000 out of the Budget Stabilization Reserve Fund, in addition to the prior motion to back-fill the CDBG deficit.

Motion passed 4-1-0 with Commissioner Ko dissenting for the same reason as stated for the prior motion.

2. Public Hearing: Mobile Home Park Conversions - Tenant Protection Requirements
(former CDD Study Issue 09-07)

Housing Officer Isé gave a brief slide presentation on the Mobile Home Park Conversions Ordinance Study.

She explained that the presentation was intended to provide historical background to explain the origin of the study and its focus on the current ordinance, to see if it is adequate to address the needs of park residents and other parties involved; to outline some of the issues that were identified when that the study issue was proposed; and to highlight some of the options that have been suggested to address some of the shortcomings that were identified.

Officer Isé highlighted that there are currently no parks proposed for conversion at this time.

Vice Chair Pham opened the public hearing at 8:41 p.m.

Resident Name	Comment
Christopher M. Fallon	Resident of Adobe Wells urged the City to preserve these communities that in his opinion have lower crime rate and are better kept than other areas of the City. He also expressed that mobile home owners are home and property owners just not land owners. He pointed out that mobile homes are not coaches, that they are homes sometimes larger and nicer than some condominiums. He expressed that he felt like mobile home owners were being treated as if they were disposable, and encouraged the City to include a "right of first refusal" in the conversion ordinance so the tenants can have some sense of security and stability.
Sandra Pacheco	Resident of Plaza del Rey expressed great concern at learning that park owners have the ability to sell the land and convert the parks. She highlighted that Plaza del Rey does not have any mobile home renters, therefore, the community is very close knit and the properties are well cared for. She expressed her support to the idea of having the right of first refusal. She added that she would have never come to Sunnyvale if she had known that she could be uprooted and forced to relocate if the park owners decided to sell and convert the park.
Frank Cauthorn	Resident of Plaza del Rey and former City of Sunnyvale Building Official also spoke to the high quality of life that he has enjoyed being a mobile home park resident for the last 30 years and asked for some protection from the City.
Rick Vavak	Resident of Adobe Wells expressed that he felt that residents of mobile homes are being treated as second class citizens and not being afforded the absolute full degree of first class citizen consideration as a person that lives in a single family dwelling. He spoke of his frustration at feeling that his contributions to the community somehow mean less because of where he has chosen to reside.

Resident Name	Comment
Trisha Vavak	Resident of Plaza del Rey and sister of Rick Vavak expressed relieve at finding out that the more that she learns about this process tonight she is learning that the City is indeed providing some protection for all involved. However, she expressed that if she had known that there was any possibility that she could be forced to move, she would have never bought a manufactured home in Sunnyvale. She suggested that future owners be told before they buy. She was also displeased at hearing during the presentation that owners would be compensated at 85% of the value of their home. She urged the City to afford mobile home park owners the same respect and consideration as any other resident.
Marsha Manciano	Resident of Plaza del Rey highlighted that his modular home is hardly mobile. She supported the “first right of refusal” and asked for protection from the City. She also asked that rent control be considered at the very least for the older residents who live on fixed incomes and are having trouble keeping up with the rent increases.
Margo Raff	Thanked the Commission for the opportunity to have this open discussion. She also pointed out that a lot of the residents that probably would have input or needed to hear this information are back at the mobile home parks because they either do not drive at all or do not drive at night. She suggested having a meeting at a location that is more accessible to all the residents that cannot make the trip to City Hall. She also objected to the 85% of home value and pointed out that the continued rent increases are making mobile home parks less than affordable. She also inquired to the time frame for this conversion process.

Vice Chair Pham closed the public hearing at 9:44 p.m.

Vice Chair Pham reopened the public hearing at 9:46 p.m.

A resident suggested raising the 85% value of home to 115% value of the home as consideration and compensation for the inconvenience to have to relocate and to make the timeline for the process 5 years rather than 1 year.

Costa Karkalemis owner of Aloha RV and Trailer Park since 1977 when the park was converted from commercial zoning to high-density residential explained that he expected that someday it would be converted into residential as has included language in his rental agreements alerting his tenants to the potential of conversion ever since. He also expressed that he did not feel that the mobile home ordinances should apply to him, since his park does not have any mobile homes, only RVs and does not feel that he should have to pay for relocation.

Mr. Karkalemis was advised to seek professional legal advice for his individual circumstances and also to contact City staff for zoning questions that he may have.

Vice Chair Pham closed the public hearing 10:05 p.m.

During the public hearing Commissioner Fowler pointed out that the City is trying to balance the rights of all property owners; park owners and individual mobile homes owners. He expressed that mobile home owners had the right to live in and enjoy their homes just as park owners had the right to use the land as they see fit.

Housing Officer Isé reassured the residents that this process is not happening because any park owner has informed the City of their intent to convert, but more as preparation for if or when it happens. She also highlighted that a mobile home park owner selling did not automatically mean a conversion since a lot of them are zoned to be used exclusively as mobile home parks.

Commissioner Fowler spoke about rent control and explained that it is a law and that there is no such law in Sunnyvale. Rent control could be put in place in one of two ways; via collection of enough signatures for a ballot measure for the residents to vote on, or via City Council having 4 votes in favor of enacting such law.

Residents were advised of future meetings on this topic tentatively scheduled for July and September, and that they could also provide input in writing to housing and planning staff. Further, they were informed that all their input would be included in the minutes of this meeting and posted online at the Housing and Human Services Commission webpage.

There was a lengthy discussion with regards to the housing specialist, its importance in this process and how it is chosen.

Commissioner Fowler also questioned the soundness of the “85% value of the home” required compensation when compared to the City exercising its right to eminent domain and still having to pay full market value. He asked that staff bring back information on the basis for the 85% value to a future meeting.

There was lengthy discussion and more clarification from staff on various aspects of the process.

Commissioner Fowler asked that staff explore the possibility of having the next Housing and Human Services Commission meeting at one of the club houses in the mobile home parks. Commissioner Fowler recalled that City Council held a meeting at Adobe Wells.

Officer Isé informed the Commissioners that they did not need to take any action and could provide a recommendation at their July meeting.

3. Public Hearing: Draft Language Access Plan

Officer Isé gave a brief report on the Language Access Plan. She explained that implementing it is a condition of receiving federal funds and is enforced by the Department of Justice.

She added that although HUD gives very specific direction, it does not expect the City to spend funds that are not within its budget and that would be a hardship to implement. She reviewed the many resources that are available, including regular City staff that assists in one on one translation as well as in translating brochures.

Vice Chair Pham asked for a motion to recommend adopting, deferring or taking any action on the Language Access Plan.

Commissioner Fowler moved and Commissioner Dietrich seconded to endorse the Language Access Plan.

Motion passed unanimously 5-0-0.

NON-AGENDA ITEMS AND COMMENTS

- **BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS**
 - Commissioner Dietrich attended the Fair Housing Law Project event at the Library.
 - Commissioner Fowler advised the Commissioners that he will be out of the country May 20-June 5.
 - Commissioners agreed by consensus to cancel the May meeting.
 - Remember to vote. Measure B ballot for school district to add \$59.00/parcel annual tax. Mail ballot by tomorrow 5/28/2011.
- **STAFF ORAL COMMENTS**
 - Announced that the Mayor will attend the June meeting
 - Reminder of tour of Fair Oaks Senior Housing
 - Film Series coming up in May

INFORMATION ONLY ITEMS

None

ADJOURNMENT

Meeting adjourned at 10:52 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer