



# City of Sunnyvale

## Notice and Agenda Housing and Human Services Commission

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Tuesday, April 16, 2024

7:00 PM

Online and Bay Conference Room, City  
Hall, 456 W. Olive Ave., Sunnyvale, CA  
94086

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### Special Meeting

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/92867949471>

### Public Participation

- *In-person participation: You may provide public comment by filling out a speaker card (optional) and giving it to the Recording Officer.*

*As a courtesy, and technology permitting, members of the public may also attend online. However, the City cannot guarantee that the public's access to online technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Ralph M. Brown Act, the meeting will continue despite technical difficulties for participants using the online option.*

*The Chair may determine it would be impractical to include remote public comment during Oral Communications.*

- *Online participation: You may provide audio public comment by connecting to the Meeting online or by telephone. Use the Raise Hand feature to request to speak (\*9 on a telephone):*

*Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/92867949471>*

*Meeting call-in telephone number: 833-548-0276 | Meeting ID: 928 6794 9471*

*(\*9 to request to speak | \*6 to unmute/mute)*

- *Watch the Housing and Human Services Commission meeting at:  
<http://youtube.com/SunnyvaleMeetings>*

- *Submit written comments to the Housing and Human Services Commission no later than 4 hours prior to the meeting start to  
[HousingHumanServices@sunnyvale.ca.gov](mailto:HousingHumanServices@sunnyvale.ca.gov) or by mail to City Clerk, 456 W. Olive*

Avenue, Sunnyvale, CA 94086.

- Review recordings of this meeting and past meetings at <https://sunnyvaleca.legistar.com/calendar.aspx> or <http://youtube.com/SunnyvaleMeetings>

### **Accessibility/Americans with Disabilities Act (ADA) Notice**

*Pursuant to the Americans with Disabilities Act (ADA), if you need special assistance to provide public comment, or for other special assistance; please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. ADA contact: Housing staff may be reached at 408-730-7250 or [housing@sunnyvale.ca.gov](mailto:housing@sunnyvale.ca.gov) (28 CFR 35.160 (b) (1)).*

### **CALL TO ORDER**

### **SALUTE TO THE FLAG**

### **ROLL CALL**

### **PRESENTATION**

[24-0549](#)

PRESENTATION - Affordable Housing and Public Investment

### **ORAL COMMUNICATIONS**

*The Chair may determine it would be impractical to include remote public comment during Oral Communications for the purpose of timeliness of the meeting or conducting an orderly meeting. Such a determination shall be made prior to opening public comment on Oral Communications.*

*This category provides an opportunity for members of the public to address the Housing and Human Services Commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow the Housing and Human Services Commission to take action on an item not listed on the agenda. If you wish to address the Housing and Human Services Commission, please refer to the notice at the beginning of this agenda. Individuals are limited to one appearance during*

this section.

### **CONSENT CALENDAR**

*All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, please refer to the notice at the beginning of this agenda.*

- 1.A    [24-0550](#)            Approve the Housing and Human Services Commission Meeting Minutes of March 27, 2024

**Recommendation:** Approve the Housing and Human Services Commission Meeting Minutes of March 27, 2024, as submitted.

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

*If you wish to speak to a public hearing/general business item, please refer to notice at the beginning of this agenda. Each speaker is limited to a maximum of three minutes.*

- 2        [24-0524](#)            Consider Approval of Draft 2024 Housing and Urban Development (HUD) Action Plan

**Recommendation:** Alternative 1: Recommend that the City Council approve the 2024 HUD Action Plan as shown in Attachment 2 of the staff report.

### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

### **NON-AGENDA ITEMS & COMMENTS**

-Commissioner Comments

-Staff Comments

### **INFORMATION ONLY REPORTS/ITEMS**

- [24-0551](#)            Housing and Human Services Commission Proposed Study Issues, Calendar Year: 2025

### **ADJOURNMENT**

*Notice to the Public:*

*Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 456 W. Olive Avenue, during normal business hours and in the Bay Conference Room (Room 145) on the evening of the Housing and Human Services Commission Meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting Edith Alanis at 408-730-7254 or [ealanis@sunnyvale.ca.gov](mailto:ealanis@sunnyvale.ca.gov). Agendas and associated reports are also available 72 hours before the meeting on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) and during normal business hours at the NOVA Workforce Services reception desk located on the first floor of City Hall at 456 W. Olive Avenue.*



# City of Sunnyvale

## Agenda Item

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**24-0549**

**Agenda Date: 4/16/2024**

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PRESENTATION - Affordable Housing and Public Investment



# City of Sunnyvale

## Agenda Item

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**24-0550**

**Agenda Date:** 4/16/2024

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**SUBJECT**

Approve the Housing and Human Services Commission Meeting Minutes of March 27, 2024

**RECOMMENDATION**

Approve the Housing and Human Services Commission Meeting Minutes of March 27, 2024, as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft

### Housing and Human Services Commission

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Wednesday, March 27, 2024

7:00 PM

Online and Bay Conference Room, City  
Hall, 456 W. Olive Ave., Sunnyvale, CA  
94086

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#### **CALL TO ORDER**

Chair Duncan called the meeting to order at 7:02 p.m.

#### **SALUTE TO THE FLAG**

Chair Duncan let the salute to the flag.

#### **ROLL CALL**

**Present:** 5 - Chair Scott Duncan  
Vice Chair Leesa Riviere  
Commissioner Jim Davis  
Commissioner Elizabeth Steward  
Commissioner Carol Weiss

**Absent:** 2 - Commissioner Ken Hiremath  
Commissioner Elinor Stetson

**Commissioner Ken Hiremath (excused absence)**  
**Commissioner Elinor Stetson (excused absence)**  
**Council Liaison Russ Melton (absent)**

#### **PRESENTATION**

[24-0522](#) PRESENTATION - Community Development Block Grant  
(CDBG) and HOME Investment Partnership Program (HOME)  
Funding Proposals

Housing Officer Jenny Carloni introduced the item. The applicants that submitted proposals for CDBG/HOME funding will give short presentations to introduce their projects.

Roshuna Creswell, Sunnyvale Community Services Programs Director, provided a short presentation for the Tenant Based Rental Assistance (TBRA) Program, Sunnyvale Community Services submitted a proposal to continue administering the

program which currently serves 44 families providing rental assistance for up to two years.

Jocelyn Chavez provided a short slide presentation for the proposal submitted by Sunnyvale Community Services to continue their employment readiness program known as WorkFirst Sunnyvale (WFS). WFS is delivered in partnership with Downtown Streets Team and targets services to unhoused individuals.

Katherine Fuentes, Upwards Senior Community Impact Manager, gave a presentation for their BOOST Microenterprise proposal aimed to provide technological solutions, business tools and technical support to small child care providers to make them more manageable and profitable. The majority of the providers being assisted are female-run and minority owned.

### **ORAL COMMUNICATIONS**

None.

### **CONSENT CALENDAR**

- 1.A**      [24-0465](#)      Approve the Housing and Human Services Commission Meeting Minutes of January 24, 2024

Chair Duncan asked if anyone wished to discuss the item on the Consent Calendar.

No members of the public wished to speak.

Chair Duncan asked for a motion or any additional discussion on the Consent Calendar.

Commissioner Weiss, asked that the minutes include the importance and urgency that the commissioners has discussed for the study issued that was ranked no. 1. CDD 24-03 Establishment of a Sanctioned Encampment for Unhoused Individuals in Sunnyvale

MOTION: Vice Chair moved and Commissioner Weiss seconded the motion to Approve the Housing and Human Services Commission Meeting Minutes of January 24, 2024, as amended..

The motion carried by the following vote:



**Yes:** 5 - Chair Duncan  
Vice Chair Riviere  
Commissioner Davis  
Commissioner Steward  
Commissioner Weiss

**No:** 0

**Absent:** 2 - Commissioner Hiremath  
Commissioner Stetson

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

- 2**      [24-0494](#)      Evaluations and Funding Recommendations for FY 2024/25 & FY 2025/26 Allocation of HOME Investment Partnership Program and FY 2024/25 Community Development Block Grant Funds.

Housing Officer Jenny Carloni introduced Homeless Services Manager Amanda Sztoltz and Housing Programs Analyst Matthew Hazel, In the future Matthew will be presenting items related to the HUD programs, but at this meeting, Ms. Sztoltz presented the staff report for this item.

Ms. Sztoltz gave an overview of the Request for Proposal process, the proposals received in response, the review, evaluation and ranking process, and presented staffs funding recommendations.

After clarifying questions from Commissioners, Chair Duncan opened the public hearing at 8:11 p.m.

Sunnyvale Community Services (SCS) Executive Director Marie Bernard, spoke in support of the two proposals submitted by SCS to continue administering the TBRA and WFS programs and answered commissioners' questions.

Upwards Senior Community Impact Manager Katherine Fuentes answered questions that were brought up by the commissioners, and advocated for a funding recommendation for the BOOST proposal, highlighted the need of child care for the community and she noted that no other jurisdiction that has awarded CDBG funding to Upward has requested a 25% match funding, which Lastly, she suggested the option of a scaled down pilot program with a reduced budget and use the funds that appear to be unallocated.

Chair Duncan closed the public hearing at 8:37 p.m.

After a lengthy discussion and additional questions of staff and the applicants, Chair Duncan asked for a motion.

MOTION: Commissioner Davis moved and Vice Chair Riviere seconded the motion to Alternative 1: Fund the CDBG capital project and TBRA proposals in the amounts shown in Attachments 2 to this report.

The motion carried by the following vote:

**Yes:** 5 - Chair Duncan  
Vice Chair Riviere  
Commissioner Davis  
Commissioner Steward  
Commissioner Weiss

**No:** 0

**Absent:** 2 - Commissioner Hiremath  
Commissioner Stetson

**3**      [24-0269](#)      Consider Request from MidPen Housing for Extension of \$964,750 HOME Loan for Carroll Inn

Housing Officer Jenny Carloni provided the staff report and answered questions.

Chair Duncan opened the public hearing at 9:01 p.m.

Aditi Mahmud, MidPen Housing Corporation Senior Asset Manager, spoke in support of the request to extend the loan and answered questions from commissioners about the need and reasons for the request.

Chair Duncan closed the public hearing at 9:23 p.m.

After a lengthy discussion and additional questions of staff, Chair Duncan asked for a motion.

MOTION: Vice Chair Riviere moved and Commissioner Weiss seconded the motion to approve alternative 4 Do not approve the HOME loan Extension Request from MidPen for Carroll Inn for an additional 55 years, but modify the amount due and

payable and/or the loan terms. Commissioner Davis offered a friendly amendment to give staff more specific parameters such as; a 20-25-year loan term, forgiveness or reduction of interest and required monthly payments, and to bring back the new loan modification proposal. Vice Chair Riviere accepted the friendly amendment.

The motion carried by the following vote:

**Yes:** 5 - Chair Duncan  
Vice Chair Riviere  
Commissioner Davis  
Commissioner Steward  
Commissioner Weiss

**No:** 0

**Absent:** 2 - Commissioner Hiremath  
Commissioner Stetson

#### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

None.

#### **NON-AGENDA ITEMS & COMMENTS**

##### **-Commissioner Comments**

None.

##### **-Staff Comments**

Housing Officer Carloni provided the following updates:

- The Housing Element has been adopted and is now certified by the State.
- The Housing Element Annual Progress Report (APR) went to City Council on on March 26.
- The sanctioned encampments study issue was ranked #1 by the City Council for CDD.
- Next meeting is scheduled for Tuesday, April 16.

#### **INFORMATION ONLY REPORTS/ITEMS**

[24-0523](#)

Housing and Human Services Commission Proposed Study  
Issues, Calendar Year: 2025

#### **ADJOURNMENT**

Chair Duncan adjourned the meeting at 9:39 p.m.



# City of Sunnyvale

## Agenda Item

24-0524

Agenda Date: 4/16/2024

### REPORT TO HOUSING AND HUMAN SERVICES COMMISSION

#### SUBJECT

Consider Approval of Draft 2024 Housing and Urban Development (HUD) Action Plan

#### BACKGROUND

HUD requires entitlement grantees (e.g., cities, counties, and states) to submit an application, referred to as a Consolidated Plan, every five years, to maintain eligibility for CDBG and HOME Program grants. Sunnyvale's last Consolidated Plan was approved in 2020 and covers fiscal years 2020/21 through 2024/25. In addition, every year entitlement grantees must submit an annual "Action Plan" to HUD for its approval to obtain the grant for the coming fiscal year. Action Plans are required to describe the grantees' local needs and the projects and programs to be funded with the grant funds in the coming fiscal year. The Action Plan is comprised of all grants and loans recommended by the City for funding for the upcoming fiscal year. Funding recommendations are made following a competitive funding application cycle, reviewed by the Housing and Human Services Commission (Commission) during the March 27, 2024 meeting. During that meeting, the Commission recommended funding the grants shown in this Action Plan (Attachment 2). Upon HUD approval, the annual Action Plans are appended to the five-year Consolidated Plan.

#### **CDBG and HOME Programs**

The CDBG program was established by the Housing and Community Development Act of 1974, Public Law 93-383, and the HOME Program was established by the National Affordable Housing Act of 1990. These programs provide annual grants to jurisdictions 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." CDBG regulations define "low and moderate" as households earning not more than 80% of area median household income, or what the City and the State of California refer to as "lower-income households". The CDBG and HOME lower-income limits are established annually by HUD and is currently set at \$137,100 for a household of four in the Sunnyvale-San Jose metropolitan area, with adjustments for larger or smaller households. To be eligible for most types of CDBG or HOME assistance, the household's gross annual income cannot exceed that amount.

CDBG Eligible Uses	HOME Eligible Uses
Activities that "principally benefit" lower-income households, such as: housing rehabilitation, public facilities and infrastructure, public services, energy conservation, economic development and job creation/retention.	Activities that fund lower-income housing efforts, including construction, rehabilitation, and acquisition of affordable housing, first-time home buyer assistance, and tenant-based rental assistance.

The City Council is scheduled to consider this item on May 7, 2024.

## **EXISTING POLICY**

### **2020-2025 HUD 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.
- Goal C Support provision of essential human services, particularly for special needs populations.
- Goal D Expanding Economic Opportunities.

### **Council Policy 5.1.3 Human Services *(from Purpose Statement)***

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.

## **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment. The action is also exempt under the National Environmental Policy Act (“NEPA”) pursuant to 24 CFR Section 58.34(a)(1) and (3) as it relates to the development of plans and strategies and is an administrative and managerial activity. Although site-specific projects may be identified in the Action Plan, approval of the Plan does not constitute a formal commitment for those projects.

## **DISCUSSION**

### **Action Plan Development**

When developing the draft Action Plan, staff analyzed the City’s ongoing programs eligible for CDBG and/or HOME funds, such as the Home Improvement Program and Tenant Based Rental Assistance (TBRA) and sought proposals from the community for programs and projects to be funded with available CDBG and HOME funds in the coming fiscal year.

Funding requests for CDBG public (human) services and HOME TBRA are considered on a competitive basis every two years with conditional funding awards made for a two-year term; CDBG capital project proposals are considered annually. A Request for Proposals (RFP) for FY 2024/25 CDBG capital funds and an RFP for FY 2024/25 and 25/26 HOME TBRA funds were released in December 2023; the City received two applications for CDBG capital funds and one application for the HOME TBRA.

### **HUD Spending Limits for Public Services and Administration**

HUD regulations limit how much entitlement grantees can allocate for program administration and public (human) services activities. CDBG administration is limited to 20% of annual funds (plus 20% of any program income, if applicable) and public services are limited to 15% of CDBG grant (and 15% of prior year program income funds, if applicable). HOME regulations limit funding for administration to no more than 10% of the entitlement grant and 10% of program income received in

prior years, if applicable.

### Funding Availability

As final funding allocations have not been announced by HUD, the City will base funding availability on estimates from last year. The City expects to receive a CDBG grant of \$1,000,000 and a HOME grant of \$450,000 for FY 2024/25. In addition to the FY 2024/25 entitlement grants, staff estimates that approximately \$262,183 in HOME program income and an estimated \$150,000 in CDBG program income will be received by the end of the current fiscal year (FY 2023/24). Since HUD allows for certain amounts of program income (PI) to go towards new grants and administration, the City is planning for the maximum amounts of CDBG and HOME administration funds to be set aside due to increased staffing costs and program management needs, with all CDBG Program Income being deposited into the City's Revolving Loan Fund due to a low fund balance.

**Table 1A: Total Estimated CDBG Funds Available in FY 2024/25**

<b>ESTIMATED Funds Available for FY 2024/25 (1 Year Grant Cycle)</b>	<b>CDBG</b>
Entitlement Grant	\$1,000,000
Prior Year Fund Balances Available to Commit	\$220,000
FY 2023/24 Program Income (PI) for RLF	\$150,000
<b>Total Budget Allocation Estimates</b>	<b>\$1,370,000</b>
Max Funds Available for Program Admin (20% of CDBG Grant)	\$200,000
Year 2 Public Services Grants	\$150,000
Revolving Loan Fund (PI Only)	\$150,000
Funds Available for Capital Projects*	<b>\$840,000</b>

\* "Funds available for capital projects" include activities funded through the City's Home Improvement Program (approximately \$250,000).

**Table 1B: Total Estimated HOME Funds Available in FY 2024/25 & 2025/26**

<b>ESTIMATED Funds Available for 2 Year Grant Cycle</b>	<b>HOME</b>
Entitlement Grant	\$900,000
Prior Year Fund Balances	\$710,000
Available Program Income (PI)	\$262,183
Community Housing Development Organization (CHDO) Disencumbered Fund Balance	\$248,412
<b>Total Budget Allocation Estimates (Total Grant + PI)</b>	<b>\$2,120,595</b>
Max Funds for Program Admin (10% of HOME Entitlement + PI)	\$116,000
Estimated Funds Available for 2 Year TBRA Contract	<b>\$2,004,595</b>
Estimated Funds For Action Plan 2024/25	<b>\$1,000,000</b>

**Table 2: Recommended Allocations in 2024 Action Plan**

Category	Activity	CDBG	HOME
Administration	Planning & Admin, Fair Housing	\$200,000	\$45,000
Rental Assistance	Tenant Based Rental Assistance	N/A	\$1,000,000
Econ Development	WorkFirst Sunnyvale	\$511,811	N/A
Housing Rehabilitation Program	Minor Home Improvement Program	\$250,000	N/A
Housing Rehabilitation Program	Major Home Repair Program (RLF)	\$99,986	N/A
Public Services	Human Services Grants	\$158,203	N/A
CHDO	N/A	N/A	\$67,500
Program Income	Rehab Programs Administration (Revolving Loan Fund)	\$150,000	\$262,183
	Total Recommendations	\$1,370,000	\$1,374,683
	FY 2024-25 Funding Available	\$1,370,000	\$1,670,595
	FY 2024-25 Funds Remaining	\$0	\$295,912

**Proposed CDBG Activities**

The projects and programs proposed to be funded in FY 2024-25 are shown in Table 2 above and in Attachment 2. These activities are eligible for the indicated funding type and amount recommended, based on federal regulations associated with these grants, and meet one or more priority needs as identified in the City's 2020-2025 Consolidated Plan.

- **Administration and Planning:**
  - Administration includes the City's expenses for staffing and implementing the CDBG and HOME programs, including public outreach, holding hearings, publishing notices, developing the RFPs, evaluating proposals, grant contract management, tracking of grant funds and program income, sub-grantee monitoring, reporting, and compliance with federal requirements such as environmental, labor, anti-discrimination, and fair housing regulations. Indirect costs (e.g., overhead for expenses incurred by internal service departments) and fair housing services are also included in program administration. The planned administrative allocation based on HUD CDBG regulations is \$200,000 and \$45,000 for HOME funds.
- **Housing Rehabilitation Program**
  - The Home Improvement Program provides grants and in-kind assistance to lower-income homeowners, including mobile homeowners, for minor home improvements (e.g., energy efficiency upgrades, exterior painting, emergency repairs and disabled access improvements). The Home Access Grant is also available to lower-income renters, with the landlord's consent.. The recommended allocation for home improvement grants for next year is \$250,000 based on the level of demand for this program in recent years and actual expenditures in the current fiscal year.
- **Capital Projects & Economic Development**
  - The "WorkFirst Sunnyvale" Program has been implemented for over ten years by Sunnyvale Community Services, in partnership with Downtown Streets Team. The program provides unhoused clients with job readiness training, job placement services, career counseling and supportive services while obtaining long-term employment. The program qualifies for CDBG funding as a Community-based Development Organization (CBDO) economic development activity. The recommended allocation for this program for the next year is \$511,811 (the amount requested by the applicant) based on the competitive solicitation process held in December 2023.



- *Revolving Loan Fund*

The Revolving Loan Fund is used to operate the City's in-house Home Improvement Program (HIP) and provides larger loans for major home repairs to low income home owners. The recommended allocation for the RLF is \$150,000 of PI for administration of these programs, and \$99,986 of entitlement funds for major home repair loans.

- *Public Services (Human Services):*

- CDBG funds may be used for various public services, as long as a majority of the clients are lower-income persons, and the services address the priority needs identified in the Consolidated Plan. Fiscal year 2024/25 is the second year of the City's two-year funding cycle so there is no competitive award process this year, and agencies that were funded during the FY 2023/24 cycle (shown in Attachment 3) will receive their second allocation of funding on July 1, 2024, in the total amount of approximately \$158,203. Continued funding awards include assistance to seniors, disabled adults, unhoused residents, lower-income households, and at risk youth. Should HUD funding be increased or decreased, grants would be adjusted accordingly.

### **Proposed HOME Activities**

- *Tenant Based Rental Assistance (TBRA)*

The TBRA program provides rental assistance coupled with supportive services to low-income households in Sunnyvale. Sunnyvale's TBRA program has been in operation for nine years and moved to a two-year funding cycle in 2022. This year marks the second competitive funding cycle and staff recommends funding the only applicant, Sunnyvale Community Services, for an award of \$2,000,000 for a two-year contract (\$1,000,000 in HOME funds per year, as shown in the proposed Action Plan).

### **FISCAL IMPACT**

Approval of the Action Plan is necessary for the City to receive two federal grants (CDBG and HOME) next fiscal year. The recommended funding allocations in the Action Plan make use of these grant funds and related program income for various purposes consistent with the grant program regulations. Expenditure of these federal funds is necessary to meet timeliness requirements. The adoption of the Action Plan has no direct impact on the General Fund.

### **PUBLIC CONTACT**

Public contact was made by posting the Housing and Human Services Commission's agenda on the City's official notice bulletin board and on the City's website. Notice of public hearings, including the 30-day public comment and review period, was posted at City Hall and published in the Mercury News newspaper on April 5, 2024. A draft of the 2024 Action Plan was made available for public review, upon request, at the One Stop Counter at City Hall, and on the City's website for the required minimum 30-day review period prior to City Council action.

### **ALTERNATIVES**

Recommend that the City Council:

1. Approve the 2024 HUD Action Plan as shown in Attachment 2 of the staff report.
2. Approve the 2024 HUD Action Plan as shown in Attachment 2 of the staff report, with modifications.

### **RECOMMENDATION**

Alternative 1: Recommend that the City Council approve the 2024 HUD Action Plan as shown in Attachment 2 of the staff report.

Approval of the Action Plan will allow the City to receive the 2024 CDBG and HOME grants and use them to address local needs for affordable housing and related programs, consistent with the 2020-2025 Consolidated Plan. Most of these projects leverage additional funding from other sources. The Commission made its funding recommendations on the funding proposal at its March 27, 2024 meeting, as shown in Attachment 3. If approved by the City Council on May 7, staff will forward the Action Plan to HUD no later than May 15, 2024.

Prepared by: Amanda Sztoltz, Homeless Services Manager  
Reviewed by: Jenny Carloni, Housing Officer  
Reviewed by: Trudi Ryan, Director, Community Development  
Reviewed by: Connie Verceles, Deputy City Manager  
Approved by: Kent Steffens, City Manager

**ATTACHMENTS**

1. Reserved for Report to Council
2. Draft 2024 Action Plan
3. CDBG HOME Funding Allocations
4. Excerpt Draft Minutes of Housing and Human Services Commission meeting of March 27, 2024

# Reserved for Report to Council Placeholder

# 2024-2025 Draft Action Plan City of Sunnyvale

Community Development Block Grant Program  
Home Investment Partnership Program

April 2024



Sunnyvale

DRAFT

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## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

#### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b) Introduction

This FY 2024/25 Action Plan serves as an application for funds under two formula grant programs administered by the U.S. Department of Housing and Urban Development (HUD). These grants provide the City of Sunnyvale (City) with an average of roughly \$1.1 million annually. For 2024, the City expects to receive an allocation of Community Development Block Grant (CDBG) in the amount of \$1,000,000 - and a HOME Investment Partnerships (HOME) Program grant of \$450,000. This Action Plan covers the fiscal year beginning July 1, 2024, and ending June 30, 2025, which is the final year of the City's 2020- 2025 Consolidated Plan (ConPlan) period. The Action Plan describes the eligible activities that the City intends to undertake in FY 2024/25 to address the priority needs and implement the strategies identified in the Plan, using the City's CDBG and HOME grants. The activities described in this Action Plan are intended to primarily benefit the lower-income residents of Sunnyvale, affirmatively further fair housing choice, and meet priority needs. In addition to these grants, the City has a local Housing Mitigation Fund (HMF), which is used to support local affordable housing programs, including some that are not eligible for HUD funding. This fund is derived from fees received occasionally in varying amounts, and there is no guaranteed annual funding amount, therefore less emphasis is placed on these funds as a regular funding source in this Action Plan.

### 2. Summarize the objectives and outcomes identified in the Plan

The City has organized its priority needs based on the structure presented in HUD regulations (24 CFR 91.215): affordable housing, alleviation of homelessness, economic development, and non-housing community development. Priority is assigned based on the level of need that is demonstrated by the data that has been collected during the preparation of the Plan, specifically in the Needs Assessment and Market Analysis; the information gathered during the consultation and citizen participation process; current City policy, federal laws and regulations related to the HUD grants, and the availability of resources to address these needs. Based on these components, housing needs are considered a high priority, as well as alleviation of homelessness, economic development, and non-housing community development needs. The City's goals and objectives are organized into four categories: A. Affordable Housing (including housing for special needs households) B. Alleviation of Homelessness C. Other Community Development Efforts (Public Services, Community Facilities and Infrastructure) D. Expanding Economic Opportunities. Table 7 on page 19 summarizes the objectives and outcomes that will be addressed in this Action Plan.

3. Evaluation of past performance

The City is responsible for ensuring compliance with all rules and regulations associated with the CDBG and HOME entitlement grant programs. The City's Annual Action Plans and CAPERs, posted on the City's website, provide details about the goals, projects and programs completed by the City. The City recognizes that the evaluation of past performance is critical to ensure the City and its sub-recipients are implementing activities effectively and that those activities align with the City's overall strategies and goals. The City evaluates the performance of subrecipients on a quarterly basis. Sub-recipients are required to submit quarterly progress reports, which include client data, performance objectives, as well as data on outcome measures. Before the start of the program year, program objectives are developed collaboratively by the sub-recipient and the City, ensuring that they are aligned with the City's overall goals and strategies. The City utilizes the quarterly reports to review progress toward annual goals. During the past year, the City successfully implemented its planned programs and projects. Some projects take several years to complete, so in some cases they may not be completed in the same year in which they were initially funded, such as the Persian Drive sidewalk project. This is not unusual for projects involving major construction work.

4. Summary of Citizen Participation Process and consultation process

The City, in collaboration with other local jurisdictions and the consultant team, launched a comprehensive outreach strategy to enhance and broaden citizen participation in the preparation of the Consolidated Plan. The team informed the public that it was in the process of creating the 2020-2025 Consolidated Plan and encouraged public participation in the process by conducting a Regional Needs Survey and hosting regional forums in collaboration with other jurisdictions in the County and conducting local hearings. In addition to the extensive consultation conducted for the ConPlan several years ago, the City solicited additional input on this draft Action Plan. The City provides multiple opportunities for public review and comment on the Action Plan and on any substantial amendments to it. Public hearings on this Plan were held (or will be held) on April 16, 2024 and May 7, 2024. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale Sun on April 5, 2024. An initial draft of the Action Plan was released on April 5, 2024, and comments were accepted through May 7, 2024. 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.

5. Summary of public comments

All comments were accepted. Please refer to Attachment: "Proof of Publication and Citizen Participation Comments."

6. Summary of comments or views not accepted and the reasons for not accepting them

N/A



## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
CDBG Administrator	SUNNYVALE	Department of Community Development
HOME Administrator	SUNNYVALE	Department of Community Development

The City of Sunnyvale is the Lead and Responsible Agency for HUD entitlement programs in Sunnyvale. The Housing Division (HD), a division of the City's Community Development Department (CDD), is responsible for administering the City's HUD entitlement grants, including the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) grant. In order to continue receiving these grants, the City must develop and submit to HUD a five-year Consolidated Plan (ConPlan) and Annual Action Plans listing priorities and strategies for the use of these federal funds. The ConPlan describes how the City plans to use its CDBG and HOME funds to meet the housing and community development needs of its residents in the next five years. To update its 2020-2025 ConPlan, the City collaborated with the County of Santa Clara (County) and other entitlement jurisdictions in the County to identify and prioritize housing and community development needs across the region, and to develop strategies to meet those needs. The 2024-25 Action Plan covers the final year of the 2020-2025 ConPlan period.

### Consolidated Plan & Action Plan Public Contact Information

#### City of Sunnyvale Housing Division

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Housing Division website: <https://sunnyvale.ca.gov/property/housing/default.htm>

## AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

### 1. Introduction

#### Consolidated Plan Development

The City has a long history of coordination and partnership with the local public housing provider, which is the Santa Clara County Housing Authority (SCCHA), and various assisted housing providers, such as Charities Housing, MidPen Housing Corp., First Community Housing, and others. The City also has a long history of coordinating with and/or providing funding to various local private and public health, mental health, and human services agencies, such as the County Mental Health Department, the local Valley Medical Center, and a variety of service providers that serve seniors, disabled clients, homeless clients, and other lower-income and at-risk clients.

In addition, in preparing the ConPlan, the City collaborated with seven other entitlement grantee jurisdictions (Entitlement Jurisdictions), including the cities of Cupertino, Gilroy, Mountain View, Palo Alto, San Jose, Santa Clara, and the County of Santa Clara (Urban County).

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Public participation played a central role in the development of the ConPlan. The Entitlement Jurisdictions launched an in-depth, collaborative regional effort to consult with community stakeholders, many of whom represented public or assisted housing providers, health and service agencies, as well as elected officials, City and County staff, and beneficiaries of entitlement programs, to inform and develop the priorities and strategies contained within the ConPlan. The City, in partnership with Michael Baker International and the other Entitlement Jurisdictions, facilitated a comprehensive outreach process to enhance coordination with these stakeholders and discuss new approaches to using the HUD entitlement grant funds for eligible activities, projects, and programs throughout the county and/or in specific cities. Multiple community meetings took place in late 2019, and early 2020 – and included participation from a variety of stakeholders.

Additionally, Michael Baker International, with direction from the Entitlement Jurisdictions, conducted a Regional Needs Survey to solicit input from residents, workers, and stakeholders in the region, which consisted of all of Santa Clara County. Survey respondents were informed that the purpose of this survey was to help the Entitlement Jurisdictions determine local priorities for use of their HUD entitlement funds, and that these funds must be used to fund projects or programs that primarily serve lower income residents or neighborhoods with a higher percentage of lower-income residents. The Survey polled respondents about the level of need in their respective neighborhoods for various types of improvements, projects or programs that could possibly be funded by the HUD entitlement funds.

## Action Plan Development

In addition to the extensive consultation in 2019 and 2020 noted above, the City solicited additional input for the FY2024-25 Annual Action Plan from community members at public hearings and planning meetings held on March 27, April 16, and May 7, 2024. The City and other community development organizations in the County coordinate frequently on a variety of initiatives. City Housing 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. The City also coordinates with other regional agencies, such as the Housing Trust of Silicon Valley, SV@Home, Joint Venture Silicon Valley, NOVA, the County-wide Fair Housing Task Force, and Valley Transportation Authority, among others, to achieve the goals described within this Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City has coordinated with the Santa Clara County Continuum of Care (CoC) for many years on its efforts to end and prevent homelessness in the County. The CoC, a group of stakeholders from throughout the County, plans and implements many of these efforts. The CoC is governed by the CoC Board, which takes a systems-change approach to preventing and ending homelessness. The City's Housing Officer participated on the CoC's Review and Rank Panel in several recent years. This panel spends about a week reviewing and ranking local proposals for HUD funding through the federal CoC program.

Members of the CoC meet monthly to plan CoC programs, identify gaps in homeless services, establish funding priorities, and pursue a systematic approach to addressing homelessness. City staff, including the Housing Officer and Housing Analyst, as well as staff of other cities, meet and consult with the County's CoC staff during the quarterly county-wide "CDBG Coordinators Group" meetings, and communicate more frequently via email and/or phone on joint efforts. Destination:Home (D:H), a public-private partnership committed to ending chronic homelessness, is the governing organization for the CoC and implements by-laws and operational protocols for the CoC. D:H is also responsible for ensuring that the CoC complies with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH).<sup>1</sup>

In 2019, D:H released a draft "Community Plan to End Homelessness in Santa Clara County" (Community Plan), which outlines strategies for ending homelessness in the County by 2025. These strategies were informed by those who participated in a series of community summits conducted between April and

December 2019, including Sunnyvale HD staff and local stakeholders, among others. The Community Plan addresses the needs of homeless people in the County, including chronically homeless people, families with children, veterans, and youth, as well as those at risk of homelessness.

The City's current ConPlan and 2023-2031 Housing Element incorporate many policies and programs that are consistent with the Community Plan and "Housing First" policies in general.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is not an ESG entitlement jurisdiction.

The CoC's HMIS is administered by the County Office of Supportive Services, using Clarity Human Services software. The project meets and exceeds HUD's requirements for HMIS and complies with HUD HMIS Standards. The County's HMIS is used by many service providers to record information and report outcomes.

Describe agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Abilities United
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on Nov. 4, 2019, and a community meeting in October 2020.
2	Agency/Group/Organization	Bill Wilson Center
	Agency/Group/Organization Type	Counseling, Housing for Homeless Youth
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on Nov. 4, 7 and 20 – 2019.
3	Agency/Group/Organization	Catholic Charities of Santa Clara County
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on Nov. 20, 2019.
4	Agency/Group/Organization	City of Sunnyvale
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum (s) Nov. 20, 2019.
5	Agency/Group/Organization	Live Oak Adult Day Services
	Agency/Group/Organization Type	Services-Elderly Persons

	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) in Oct. 2020.
6	Agency/Group/Organization	Midpen Housing Corporation
	Agency/Group/Organization Type	Affordable Housing Developer
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on Nov. 19, 2019
7	Agency/Group/Organization	PROJECT SENTINEL
	Agency/Group/Organization Type	Service-Fair Housing and Legal Services
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum (s) on Nov. 20, 2019, and October 28, 2020.
8	Agency/Group/Organization	SENIOR ADULTS LEGAL ASSISTANCE
	Agency/Group/Organization Type	Service-Fair Housing and Legal Services
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum (s) on Nov. 4 and 20, 2019
9	Agency/Group/Organization	SUNNYVALE COMMUNITY SERVICES
	Agency/Group/Organization Type	Community/Family Services and Organizations
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum (s) on Nov. 4 and 20, 2019.

Identify any Agency Types not consulted and provide rationale for not consulting

There were no agency types that were not consulted as part of the 2020-2025 Consolidated Plan process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Table 3 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Destination:Home	The D:H plan provides strategies for ending homelessness and increasing affordable housing stock in the County. This effort aligns with the Strategic Plan's goals to increase/support Affordable Housing and Alleviate Homelessness.
City of Sunnyvale General Plan, 2023-2031 Housing	City of Sunnyvale	Two of the primary goals of each of these plans are essentially the same: Increase/Support Affordable Housing; and Addressing Homelessness. Both plans also have goals related to improving local housing stock and neighborhoods and addressing priority needs (non-housing community development needs). About 80% of the content of the two plans are very similar.
Comprehensive HIV Prevention & Care Plan	Santa Clara County HIV Planning Council for Prevention and Care	This plan guides the Santa Clara County HIV Planning Council for Prevention and Care in its development of a compassionate system of HIV prevention and care for the County. This effort aligns with the Strategic Plan's goal to address Other Community Development Needs

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Regional Housing Need Plan for the San Francisco Bay Area	Association of Bay Area Governments	This plan quantifies the needs of the 9-county Bay Area, which includes Sunnyvale, primarily for new housing units to address population growth projected to occur in the next 8 years. The regional housing need is further divided into an allocation or RHNA for each county and city in the region. The plan indicates Sunnyvale needs nearly 6,700 new housing units during this period. This plan aligns with the Strategic Plan's goals to increase/support Affordable Housing and Alleviate Homelessness. Sunnyvale's Housing Element describes how the City can accommodate the new units through its zoning and General Plan and provide some affordable units by using its special funds for affordable housing.

The City ensures that all Action Plan projects and programs are consistent with the City's General Plan and the ConPlan. Regional planning efforts include Plan Bay Area and related statewide planning efforts.

#### Stakeholder Participation and Consultations with Agencies

The City consulted with various groups and organizations as part of the 2020-2025 Consolidated Plan process. Those stakeholders are listed in the Appendices of the ConPlan. A number of the same stakeholders participated in one or more hearings or funding workshops related to the development of the 2024 Action Plan.

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Please see Table 3 provided in the Appendix of the ConPlan. The City ensures that its Action Plan projects and programs are consistent with the City's General Plan and the ConPlan. Regional planning efforts include Plan Bay Area and related statewide planning efforts.



## AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting

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.

The City 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 such services in advance at such hearings and meetings. The City has translated its primary Housing Program brochures into Spanish, in accordance with the Language Access Plan.

### Sunnyvale Request for Proposals

The City has a long-standing practice of issuing a request for proposals (RFP), annually for capital/housing projects and every second year for human services grants, to solicit applications for CDBG and HOME funds available to the City. This process aids in gathering community input on local needs and helps the City identify projects and programs that are eligible for and interested in HUD funding and have demonstrated capacity for successful implementation and compliance with HUD requirements. Staff issues the RFP, evaluates proposals for eligibility, scores the proposals according to criteria approved by the Housing and Human Services Commission, and provides its scores and funding recommendations to the Commission and Council for review. The Commission holds a public hearing before making its own recommendations on the proposed funding allocations, which are advisory to the Council, which approves the final funding awards as part of the annual Action Plan hearing. These programs and projects are also addressed in the ConPlan, as it is assumed that similar types of projects are likely to be implemented in additional years, depending on funding availability.

### Public Notice and Availability of the Action Plan

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. Community members had opportunities to attend public hearings on April 16, 2024 and May 7, 2024. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale Sun on April 5, 2024. An initial draft of the Action Plan was released on April 5, 2024, and comments were accepted through May 7, 2024. The proposed Plan was available for review at City Hall, and on the City's website.

Table 4 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted
1	Public Meeting	Non-targeted/ broad community	The Housing and Human Services Commission (HHSC) met on March 27, 2024, to hear presentations from non-profit profit agencies, in response to the Request for Proposals for CDBG and HOME funding for FY 2024.	The presenters answered questions of the commissioners and urged them to support their project/funding request.	All comments were accepted
2	Public Meeting	Non-targeted/ broad community	The HHSC met on Mar. 27, 2024, to discuss funding recommendations for FY 2024/25 CDBG/HOME grants. The HHSC recommended funding the HS proposals and capital project proposal in the amounts recommended by staff.	3 agencies representatives spoke during this meeting. See Attachment - "Proof of Publication and Citizen Participation Comments."	All comments were accepted
3	Newspaper Ad	Non-targeted/ broad community	A display ad was published in the Sunnyvale Sun on April 5, 2024.	Attachment - "Proof of Publication and Citizen Participation Comments."	Not applicable
4	website	Non-targeted/ broad community	Draft Action Plan posted at: <a href="https://sunnyvale.ca.gov/property/housing/default.htm">https://sunnyvale.ca.gov/property/housing/default.htm</a>	Attachment - "Proof of Publication and Citizen Participation Comments."	Not applicable
5	Public Meeting	Non-targeted/broad community	The HHSC held a public hearing on April 16, 2024, to recommend to the City Council to approve the 2023 Action Plan.		Not applicable
6	Public Meeting	Non-targeted/broad community	The City council will hold a public hearing on May 7, 2024 to consider the Action Plan, consistent with the 2020-2025 Consolidated Plan.	Attachment - "Proof of Publication and Citizen Participation Comments."	Not applicable

## AP-15 Expected Resources – 91.220(c)(1,2)

### Introduction

As shown in Table A below, the City will receive \$1,000,000 in 2024 entitlement CDBG funds and \$450,000 in HOME funds. In addition, the City estimates that it will also receive approximately \$150,000 in CDBG program income in FY 2024/25, to be determined at end of fiscal year, and has approximately \$220,000 in disencumbered funds from prior years. The City will deposit all PI into the RLF. This brings the total CDBG funding for FY 2024 to \$1,370,000. This amount may increase slightly, as additional program income may be received before the end of this fiscal year. Total available HOME funding for FY 2024 will be \$1,670,595 which includes the new allocation, plus estimated program income administrative reserves and unencumbered funds from the prior program year.

### Local (City) Resources

The City has a local Housing Mitigation Fund (HMF) and Below Market Rate (BMR) In-Lieu Funds for the development, rehabilitation and/or acquisition of affordable housing. In 2014, \$8.1 million in HMF was provided to the development of two new affordable rental projects, Parkside Studios and Onizuka Crossing, with a total of include 117 new affordable units. In 2017, \$7.43 million in HMF, plus \$600,000 in Home Funds, was committed to the 66-unit Benner Plaza project, completed in December 2018. Since December 2020, the City allocated about \$40 million to four developments (1178 Sonora Ct., 1171 Sonora Ct., Orchard Gardens and Block 15) through two separate competitive funding availabilities, which will increase the affordable housing stock by about 500-units. In addition, the City has funds available in its Housing Successor Agency Low-Mod Housing Fund, these funds are allocated outside of the Action Plan process, but with a similar goal of expanding and preserving the City's affordable housing stock.

### Other Public Resources

#### *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. Most recently, MidPen Housing's Blra D. Hall Square (1178 Sonora) was awarded tax credits for their 175 unit development in 2023.

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

Santa Clara County serves as lead agency for 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 and programs that often receive CoC support as well, such as shelter facilities, transitional and permanent supportive housing, tenant-based rental assistance, 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. 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 housing funds to the Trust, which then uses those seed funds to seek matching contributions from corporations and various other sources.

Table 6 - Resources – Priority Table

Program	Source of Funds	Uses of Funds	Amount Available Year 5				Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Estimate Program Income: \$	Prior Year Resource: \$	Total: \$		
CDBG	public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,000,000	\$150,000	\$220,000	1,370,000	\$0	Housing Rehabilitation; Public Infrastructure and Facilities; Public Services; Economic Development; Alleviation of Homelessness; Administration
HOME	public-federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	450,000	\$262,183	\$710,000	\$1,670,595	\$0	Administration and Planning Activities  Tenant Based Rental Assistance

## Funds Available and Activities Proposed for Funding in FY 2024/25

AVAILABLE FUNDS	CDBG	HOME
FY 2024-25 Entitlement Grants	\$ 1,000,000	\$ 450,000
HOME PA (Admin Reserves)	\$ 0	\$ 0
Projected FY 2023-24 Program Income	\$ 150,000	\$ 262,162
Projected Disencumbered/Fund Balance	\$ 220,000	\$ 710,000
TOTAL	\$ 1,370,000	\$ 1,670,595

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City pursues and encourages its partner agencies to seek 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.

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 Ira D. Hall Square, Block 15, Benner Plaza, and Onizuka Crossing, required millions of dollars in private equity and financing for construction and related costs. The City requires all applicants for CDBG and HOME funds for capital projects to provide a match of at least 25% to receive funding. For CDBG public services proposals, this match may consist of some in-kind materials and services. Most applicants provide a match in excess of 25%.

Matching funds may include other available financing sources, such as tax credits, other public sector loans or grants, private capital or donations, rent proceeds, and/or the value of in-kind services (i.e., volunteer and staff services or pro-bono professional services used to implement the capital project). The City often provides more local funds than CDBG or HOME funds to assist major affordable housing projects, since those local funds are often available in larger amounts than federal funds.

## Discussion

In recent years, the City has made several publicly owned properties available for affordable housing development, which is one of the needs identified in this plan. These projects included the Fair Oaks Plaza, Onizuka Crossing, Habitat Homes, Parkside Studios, Meridian, and Ira D. Hall Square. Another City-owned site known 295 S. Mathilda of the Downtown Specific Plan is currently under Planning Entitlement

review for 120 units of affordable housing.

## AP-20 Annual Goals and Objectives

### Goals Summary Information

Table 7 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding 24/25	Goal Outcome Indicator
1	Affordable Housing	2024	2025	Affordable Housing	Citywide	Affordable Housing	CDBG: \$250,000  CDBG: \$99,969	Homeowner Housing Rehabilitated (minor repairs): 40 Affordable Rehabilitations  Homeowner Housing Rehabilitated (major repairs): 2 Affordable Rehabilitations
2	Alleviation of Homelessness	2024	2025	Homeless	Citywide	Homeless or at Imminent Risk of Homelessness	HOME: \$2,000,000	40 Households for TBRA
3	Other Community Development Efforts	2024	2025	Non-Homeless Special Needs Non-Housing Community Development	Citywide	Public Services or Facilities	CDBG: \$150,000	Public Service Grants
4	Expand Economic Opportunities	2024	2025	Expand Economic Opportunities	Citywide	Economic Opportunities for Lower Income People	CDBG: \$511,811	Jobs created/retained 15 jobs  Other: 60 Other

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	<p>Goal A: Affordable Housing</p> <p>Needs Addressed</p> <p>Assist in the creation, improvement, and preservation of affordable housing for lower-income and special needs households by supporting affordable rental housing, providing the Home Improvement Program, and promoting fair housing choice.</p> <p>Geographic Area</p> <p>Affordable housing assistance is provided throughout the City, in order to avoid concentration of poverty, and to ensure fair access to affordable housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods.</p> <p>Goal Outcome Indicator</p> <p>1. Home:</p> <ul style="list-style-type: none"> <li>CHDO Set-aside:(statutory requirement, project site TBD)</li> </ul> <p>2. CDBG:</p> <ul style="list-style-type: none"> <li>Home Improvement Program: 40 Units</li> <li>Fair Housing Services: 25 Households</li> <li>Major Rehabilitation Program (RLF): 2 units</li> </ul>
2	Goal Name	Alleviation of Homelessness
	Goal Description	<p>Goal B: Alleviation of Homelessness</p> <p>Needs Addressed</p> <p>Help people who are currently homeless or at imminent risk of homelessness to obtain housing, employment or other sources of income, and adequate support services/networks to achieve stability.</p> <p>Geographic Area</p> <p>City-wide</p> <p>Goal Outcome Indicator</p> <ul style="list-style-type: none"> <li>Assist 40 households through the Tenant Based Rental Assistance program</li> </ul>
3	Goal Name	Other Community Development Efforts

	Goal Description	<p>Goal C: Other Community Development Efforts</p> <p>Needs Addressed</p> <p>1. Address the needs of very low, extremely low, and/or special needs households (seniors, disabled, unhoused, children, youth, victims of domestic violence, etc.) through services and assistance with food, counseling, and foster youth support.</p> <p>Geographic Area</p> <p>City-wide</p> <p>Goal Outcome Indicator(s)</p> <p>1. Assist about 500 Households with human services.</p>
4	Goal Name	Expand Economic Opportunities
	Goal Description	<p>Goal D: Expand Economic Opportunities</p> <p>Support economic development activities that promote employment growth and help lower-income and/or homeless people secure and maintain jobs.</p> <p>Geographic Area</p> <p>City-wide</p> <p>Goal:</p> <p>60 Households assisted annually</p> <p>Job Placements: Assist 15 clients to obtain jobs.</p> <p>Job skills/classes: Assist 60 homeless clients with job training/skills and classes to enable them to obtain or improve their employment and housing opportunities.</p>



## AP-35 Projects – 91.220(d)

### Introduction

The activities that the City will undertake in FY 2024/25 using CDBG and HOME funds include: human services grants; rental housing rehabilitation and energy efficiency; employment development services for homeless and at-risk clients; access improvements, fair housing services, and program administration, as shown below. All of these activities are eligible for the indicated funding type based on federal regulations associated with these grants, and all of them meet one or more priority needs as identified through the City’s citizen participation process.

### Projects

Table 8 - Project Information

#	Project Name
1	CDBG Administration and Monitoring
2	Minor Home Improvement Grants/Loans (Home Improvement Program)
3	WorkFirst Sunnyvale CBDO Activity
4	Public Services [5 projects]
5	Fair Housing Services
6	Major Rehabilitation Program (RLF)
7	Home Administration and Monitoring
8	CHDO Set-Aside
9	TBRA

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs:

### Funding Priorities

The projects listed above were selected based on the needs identified in the Consolidated Plan, and in response to the proposals for funding received, and an evaluation of project feasibility.

Each year the City solicits proposals from local organizations for CDBG and HOME funding for eligible housing and community development programs or projects in Sunnyvale. The Request for Proposals sets forth the types of public services (human services) programs, capital and housing projects that are eligible for CDBG or HOME funding from the City and explains the City’s process for evaluating and scoring proposals, determining award amounts, and approving awards. The City provides human services grants for public services which address identified priority needs and principally benefit lower-income people in Sunnyvale.

Applications for the human services grants are solicited every other year, following hearings held by the Housing and Human Services Commission (HHSC) and Council to determine the City’s current “priority

human service needs.” The “Priority Needs” for the City of Sunnyvale's Community Development Block

Grant Program were determined through a series of community meetings held between April 2019 and January 2020 and were adopted as part of the 2020-2025 Consolidated Plan in accordance with regulations established by HUD.

FY 2024/25 will be the second year of a two year funding cycle for human services grantees who will have their contracts automatically renewed, adjusted for any variation of funding received.

#### Obstacles to Meeting Underserved Needs

In the past several years, the primary obstacle to meeting underserved local needs in the near term has been the significant delays and continued uncertainty regarding federal appropriations for the CDBG and HOME programs, and other HUD funded programs such as Section 8, as well as changes to the LIHTC created by the recent federal tax reform bill. The region also continues to struggle finding a qualified CHDO to allocate funds toward.

## AP-38 Project Summary

1	Project Name	CDBG Administration and Monitoring
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	N/A
	Funding	CDBG: \$200,000
	Description	Program administration for CDBG Program activities.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A.
	Location Description	Citywide
2	Project Name	Minor Home Improvement Grants/Loans (Home Improvement Program)
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$250,000
	Description	Minor Improvement Grants/Loans
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Assist at least 40 households with minor home improvement grants or loans.
	Location Description	Citywide
3	Project Name	WorkFirst Sunnyvale CBDO Economic Development Activity
	Target Area	Citywide

	Goals Supported	Expand Economic Opportunities
	Needs Addressed	Economic Opportunities for Lower Income People
	Funding	CDBG: \$511,811
	Description	Economic Development/CDBO Activity
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Assist 60 homeless clients with job training and job-placement services, to enable them to obtain or improve their employment and housing opportunities.
	Location Description	Citywide
	Planned Activities	This program provides work-readiness training, job placement assistance, and supportive services for homeless and at-risk clients. This program is administered by a valid Community Based Development Organization, as determined by HUD.
4	Project Name	Public Services
	Target Area	Citywide
	Goals Supported	Other Community Development Efforts
	Needs Addressed	Public Services or Facilities
	Funding	CDBG: \$150,000
	Description	Human Services Grants to non-profit agencies
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Assist approximately 500 households with human services through 5 separate non-profit programs that offer food, counseling, and foster youth support.
	Location Description	Citywide
5	Project Name	Fair Housing Services
	Target Area	Citywide
	Goals Supported	Other Community Development Efforts
	Needs Addressed	Public Services or Facilities

	Funding	CDBG: \$25,000
	Description	Provide fair housing services (utilizing administrative funds) to low-income residents of Sunnyvale.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	25 low-income households of Sunnyvale will benefit from this proposed activity.
	Location Description	Citywide
	Planned Activities	Provide fair housing services to low-income households.
6	Project Name	Major Rehabilitation Program (RLF)
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG PI: \$150,000 CDBG Entitlement: \$99,986
	Description	This Activity is designed to support low-income homeowners, many who are seniors, who need major rehabilitation performed on their residence – both single-family and mobile homes. The PI funds will support administration of the program; the entitlement funds will support approximately 2 households with major home repairs.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 2 households will benefit from this program
	Location Description	Citywide
	Planned Activities	To issue grants or loans to qualifying single-family or mobile-homeowners, many seniors, who need major rehabilitation performed on their home for habitability purposes; pay for city program staff who administers the Major Rehab Program.
7	Project Name	Home Administration and Monitoring
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing

	Funding	HOME: \$45,000
	Description	Administration of HOME Activities: Planning and Monitoring (Includes authorized program income (PA))
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Citywide
	Planned Activities	Funds are used for administering the HOME program, includes costs of HOME capital project management, tracking grant funds and program income, subrecipient monitoring, reporting, and compliance with federal requirements such as environmental, labor, and anti-discrimination. Indirect costs (overhead) are also included in program administration.
8	Project Name	CHDO Set-Aside
	Target Area	Countywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$67,500
	Description	To provide funding to a qualified Sunnyvale CHDO with a project site
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A- No CHDO application was received for 2024 funds.
	Location Description	TBD
	Planned Activities	Identify eligible Sunnyvale CHDO with a project site.
9	Project Name	Tenant Based Rental Assistance (TBRA)
	Target Area	Countywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$2,000,000
	Description	Rental assistance for households who are unhoused or at risk of homelessness.

	Target Date	06/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	45
	Location Description	Santa Clara County
	Planned Activities	To provide rental assistance and ongoing case management and employment assistance to households who are unhoused or at risk of homelessness.

DRAFT

## AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed:

Investments will be allocated citywide for affordable housing services and related capital projects, homeless services, fair housing, and public services.

### Geographic Distribution

Table 5 - Geographic Distribution

Target Area	Percentage of Funds
Citywide	100%

### Rationale for the priorities for allocating investments geographically

Most of the CDBG and/or HOME-funded programs and services are provided on a city-wide basis to income-eligible and/or special needs households. Certain capital projects are assisted at a specific site, based on the location of the project, but projects may be proposed in any area of the City. Projects that qualify for CDBG funding based on the area benefit method are limited to areas with the required proportion of lower- and moderate-income residents as determined by HUD.

Human services are supported in a number of facilities and locations throughout the City, and in some cases just outside the City, as long as Sunnyvale residents are being served by the program. Affordable housing assistance is generally provided anywhere in the City, as opportunities arise, in order to avoid concentration of poverty, and to ensure fair access to affordable rental housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods. The City does not have any blighted areas requiring major redevelopment, and private development is occurring throughout the City.



## AP-55 Affordable Housing – 91.220(g)

### Introduction

The City's 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. The goals below include only the new CDBG and HOME activities to be funded in FY 2024/25. Other activities funded in prior years' Action Plans through non-HUD programs, will continue to be funded using carry-over funds, and will assist additional households.

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	40
Non-Homeless	42
Special-Needs	0
Total	82

Table 7 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported	
Rental Assistance	40
The Production of New Units	0
Rehab of Existing Units	42
Acquisition of Existing Units	0
Total	82

## AP-60 Public Housing – 91.220(h)

Actions planned during the next year to address the needs to public housing

Not applicable.

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

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

### Discussion

#### Needs of Public Housing

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

The City has partnered with the Housing Authority on several efforts in recent years, including a joint TBRA program for clients on the Section 8 waiting list, and several Sunnyvale housing projects which were awarded project-based vouchers, including Block 15, the Fair Oaks Senior Housing project, two senior group homes, Parkside Studios, Onizuka Apartments, and Edwina Benner Plaza.

## AP-65 Homeless and Other Special Needs Activities – 91.220(i)

### Introduction

This Action Plan includes a planned allocation of \$511,811 for a program that helps homeless people obtain jobs (WorkFirst Sunnyvale). WorkFirst Sunnyvale is an economic development activity facilitated by a valid Community Based Development Organization (CBDO), Sunnyvale Community Services (SCS). In 2021, HUD officially confirmed that SCS is a valid CBDO. The WorkFirst Sunnyvale program specifically serves the City's unhoused population by recruiting them to become a "team-member;" team members receive job training and job seeking support services, coupled with wrap-around case management, as a holistic approach to serving the individual. The WorkFirst Sunnyvale program provides Job Squad workshops to team members and works to partner with local employers such as Streets Team Enterprises, who hires team members who have successfully completed the job training/workshop series and provides career paths into various industries coupled with ongoing support.

WorkFirst maintains a close relationship with the local shelter and service-providers, which is another source to recruit team members and create opportunities for work. There is also a link between the WorkFirst Sunnyvale and Tenant Based Rental Assistance program, as once Team Members are connected to the Workfirst Program and case management services, they are able to access housing opportunities such as the TBRA program, which has shown to be successful tool for getting these individuals housed. All services are voluntary and person centered.

In addition to funding various public services, several of which address homelessness and basic needs, the City continues to participate in the coordinated efforts to end homelessness throughout the County. Since December 2020, the City approved about \$40 million in funds to assist the development of Meridian, 1178 and 1171 Sonora Ct., and Orchard Gardens, which will increase the City's affordable housing supply by about 500-units.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

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

The WorkFirst Sunnyvale program includes outreach to unsheltered homeless clients and assessment of their needs. To assess the needs of each client – Downtown Streets Team (DST) and Sunnyvale Community Services (SCS) facilitate outreach at local encampments, and areas where individuals experiencing homelessness reside and/or congregate. If an individual is open to services and support – then DST and SCS will conduct the VI-SPDAT, which is the vulnerability assessment utilized by the County, and other jurisdictions. Once a client is assessed, then the team will create a plan of action based on the need of each individual.

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

Several of the public services sub-recipients (YWCA and Bill Wilson Center), provide emergency shelter, transitional

housing, and services to homeless clients and victims of domestic violence. In addition, the County funds a year-round shelter program facility in Sunnyvale with up to 145 beds that takes referrals and receives supportive services from a number of the City's CDBG sub- recipients.

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

Several of the funded activities help homeless clients and families transition to permanent housing, including WorkFirst Sunnyvale and Sunnyvale Community Services. The total CDBG funding planned for these activities is about \$511,811 in 2025.

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

See discussion below.

#### Discussion

Several of the Human Services grants will support the provision of services intended to prevent homelessness of Sunnyvale residents including the grants to Sunnyvale Community Services, YWCA, and Bill Wilson Center, as well as the fair housing services provided by Project Sentinal, who offers eviction support and advocacy, and addresses discrimination practices that can lead to homelessness. In addition to CDBG funded activities, the City also provides assistance to other programs that aim to prevent homelessness using local funds, and previous year HOME funds. These include grants to Senior Adults Legal Services, funding for tenant-landlord mediation programs, and the TBRA program.

## AP-75 Barriers to affordable housing – 91.220(j)

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

The City does not impose any public policies that unreasonably constrain housing development. There are no growth limitations or rent control policies, and property tax policies are largely set by the State. The City's land use designations and zoning are supportive of development of a wide variety of housing types, including single- and multi-family housing, ownership and rental, mobile homes, manufactured/modular housing, and so on. The City follows the State building code, and its fees and charges are reasonable and consistent with prevailing prices in the region. Since 2018, 6,327 new housing units were issued building permits, with 924 of those affordable to very low, low, or moderate income households.

In 2023, the City adopted its 2023-2031 Housing Element, which includes a Constraints Analysis, as required under California Housing Element law (Government Code 65580), to analyze city policies and land use regulations to determine if they had any negative effects on development. The State determined, with its certification in March 2024, that the City does not currently implement policies that create barriers to affordable housing. As noted above, thousands of new dwelling units of various types and price points have been developed and additional units renovated in recent years, in most cases without any direct assistance from the City. This demonstrates that the City's policies do not unduly constrain residential development. In addition, the City has successfully assisted a number of affordable housing developments in recent years, which demonstrates that City policies do not have negative effects on assisted housing production. Non-governmental barriers, primarily market factors such as high land costs, construction costs, and high prevailing market prices for housing, have been the primary challenges facing jurisdictions in the region, including Sunnyvale, in recent years, not city land use policies. These barriers are addressed, within the City's limited ability to address them, through the housing activities listed above and through the goals and policies listed in the Housing Element.

## AP-85 Other Actions – 91.220(k)

### Introduction:

This section discusses the City's efforts in addressing the underserved needs, expanding and preserving affordable housing, reducing lead-based paint hazards, and developing institutional structure for delivering housing and community development activities.

### Actions planned to address obstacles to meeting underserved needs

The City has addressed obstacles to meeting underserved needs by adopting programs to generate local funds for affordable housing through impact fees or new development of affordable units (inclusionary zoning). The primary obstacle to meeting unmet needs is the continued decline in federal appropriations for affordable housing and community development programs. The City has established local policies to address needs to the extent possible with local resources.

### Actions planned to foster and maintain affordable housing

Please see AP-35 (i.e., Affordable Housing Rehabilitation, Fair Housing Services, and Home Improvement Program).

### Actions planned to reduce lead-based paint hazards

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 housing rehabilitation loans, are provided, as well as free lead-based paint testing and education services. Lead-based paint hazards in rental housing can also be addressed through housing rehabilitation loans.

### Actions planned to reduce the number of poverty-level families

In 2014 the City adopted a new minimum wage ordinance increasing the local minimum wage, as of 2024 it is currently \$18.55/hour. It will be adjusted annually thereafter by the CPI. This action alone will help many local low-wage workers increase their household incomes to above the federal poverty levels.

The North Valley Workforce and Investment Board ("NOVA") helps prepare lower-income and unemployed residents of Sunnyvale for career growth and stable employment. NOVA provides employment and training services to low-income workers and dislocated professionals within Sunnyvale and the surrounding region under the federal Workforce Investment Act (WIA), with a goal of helping these clients obtain jobs and improve career prospects. 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 WorkFirst Sunnyvale Program is also a major anti-poverty program that helps Sunnyvale residents

who are currently homeless or at imminent risk of homelessness increase their incomes through job training and placement, and other employment-supportive services.

#### Actions planned to develop 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, local residents, non-profit organizations, and other institutions involved in the activities described herein.

#### Actions planned to enhance coordination between public and private housing and social service agencies

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

The City also participates in the County's Continuum of Care (CoC), comprised of governmental agencies, homeless service and shelter providers, homeless persons, housing advocates, affordable housing developers, and various private parties, including businesses and foundations. The CoC prepares the Countywide Homelessness Continuum of Care Plan, which seeks to create a comprehensive and coordinated system of affordable housing and supportive services for the prevention, reduction, and eventual end of homelessness. The Plan provides a common guide for the County, cities, service providers, the faith community, the business sector, philanthropy, and the broader community to follow in addressing local housing and the goals and services needs for homeless people. The actions included in this Plan to address housing needs and homelessness are consistent with the CoC's plans and policies. The City's Housing Officer has served on the CoC's "Review and Rank" panel, evaluating and scoring applications for CoC funding, for the past three years.

Sunnyvale also coordinates with other regional agencies, such as the Housing Trust of Silicon Valley, Joint Venture Silicon Valley, NOVA, the County-wide Fair Housing Task Force, and the Valley Transportation Authority, and a number of other non-profit or public agencies, to achieve the goals described within this Action Plan.

## AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Overall Benefit: FY 2024-2025

### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total ESTIMATED amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	150,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	150,000

### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income in FY 2024/25.	90.00%
Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	

### HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows: N/A
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

*Not applicable:* The City has not allocated any HOME funds for homebuyer program activities since 2014. The City does not plan to fund any home buyer loans with HOME funds for the foreseeable



future, since market-rate home prices in the City are far too high for such a program to be feasible, and the City has enough local (non-federal) Housing funds to meet demand for down payment assistance loans related to its inclusionary housing program.

For several years prior to 2014, the City allocated HOME funds for a First-Time Home Buyer (FTHB) Program, but only a very small number of HOME loans were made, and those were used to buy price-restricted affordable homes through the City's inclusionary home buyer program. These homes are subject to a thirty-year resale restriction. Currently there are four outstanding FTHB loans made with HOME funds at that time. These four loans are subject to the "resale" restriction rather than the "recapture" provision, consistent with the City's First Time Home Buyer Program guidelines, and the inclusionary program's resale restrictions. These restrictions are also included in the HOME loan documents and affordability covenants recorded against the home. The FTHB Program Guidelines, available online, and the provisions of the City's HOME Promissory Note and Loan Agreement comply with the resale provisions and requirements set forth in 24 CFR 92.254, and were approved by HUD in 2011. For the four participants who purchased inclusionary homes, the "resale option" was used to meet HOME program requirements. Although the market-rate home purchase option was made available for the several years during which the HOME FTHB program operated, and during that time the City had loan documents and guidelines available to impose the "recapture" provisions, the City never made any HOME loans to assist with purchase of market-rate homes, as none ever progressed to an escrow closing. The City does not plan to allocate HOME funds to home buyer activities in the future because the unpredictability of such transactions occurring in any given year does not mesh well with the expenditure deadlines imposed by the HOME regulations, and because there is no inventory of market-rate homes affordable to lower-income buyers.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Please see above. The City's FTHB program has not been funded with HOME funds since 2014 and the City does not intend to fund such activities in the future. The four outstanding HOME-funded FTHB loans made before 2014 used the resale method, which is a 30-year price restriction imposed through the City's inclusionary housing program (a.k.a. Below Market Rate Home Ownership Program, Sunnyvale Municipal Code 19.67) documents and is also included in the FTHB loan documents. For more information about the FTHB guidelines and the BMR Program, please see the information on the City's website: <https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=22887> [note that Guidelines still reference HOME funds as a possible funding source, although the City is no longer

allocating HOME funds to this program.

Chapter 19.67 of Sunnyvale Municipal Code:

[http://qcode.us/codes/sunnyvale/view.php?topic=19-5-19\\_67-19\\_67\\_070&frames=off](http://qcode.us/codes/sunnyvale/view.php?topic=19-5-19_67-19_67_070&frames=off)

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

*Not Applicable.* The City has not and does not plan to use HOME funds to refinance existing debt on multi-family housing.

The City does not use any of the methods addressed in Questions 1-4 above in administering its HOME programs.

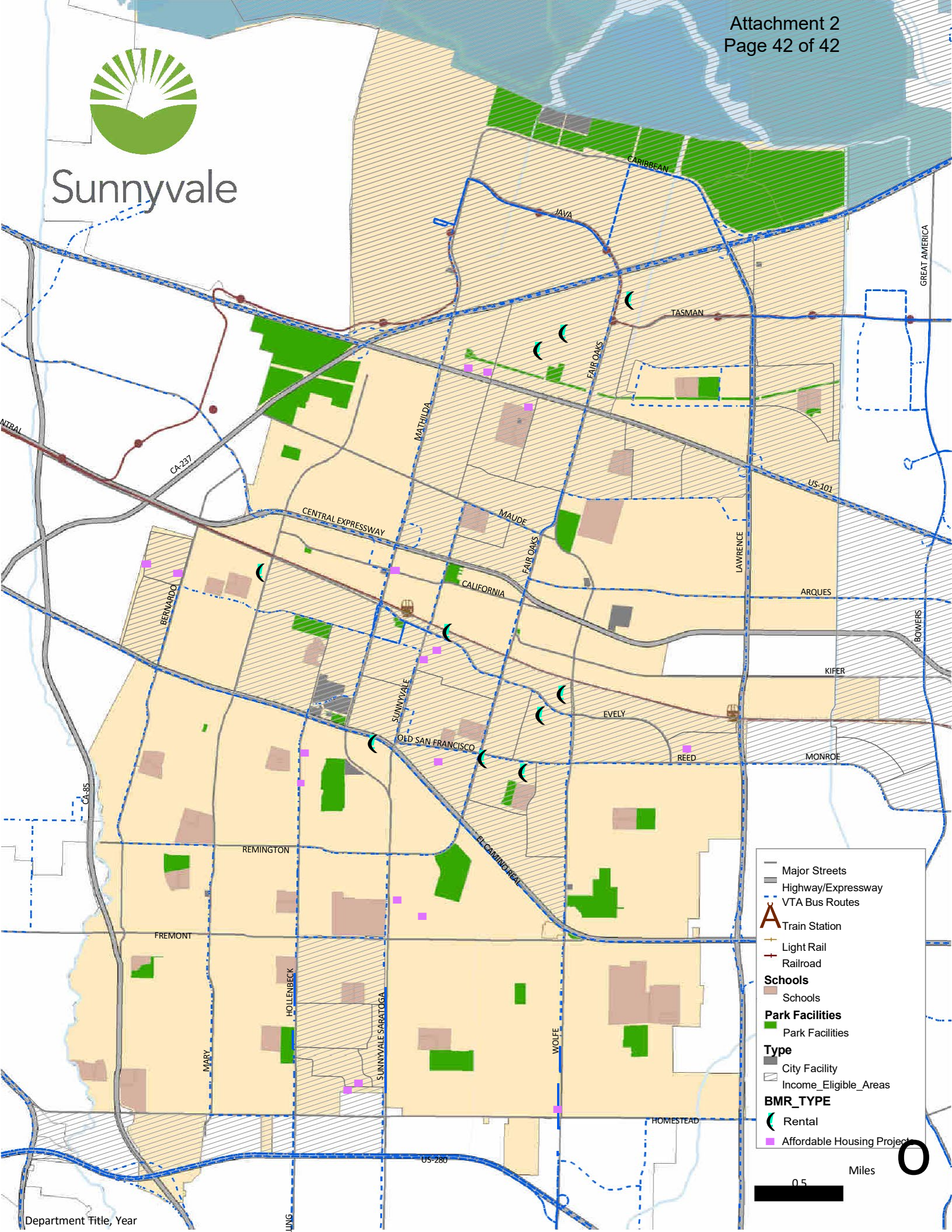
## Attachments

## Proof of Publication and Citizen Participation Comment





Sunnyvale



**FY 2024/25 CDBG Funding Recommendations**

CDBG Funding Category	Agency Name	Program	Final Rank	Average Staff Rating	Funding Amount Requested	STAFF RECOMMENDATION
Capital Projects	Sunnyvale Community Services	WorkFirst Program	1	55	\$ 511,811	\$ 511,811
	WeeCare Inc. (DBA Upwards)	BOOST (Business Operation & Optimization Support Tools)	-	32	\$ 280,000	\$ -
Public Services (Year 2)	Sunnyvale Community Services	Food Program	N/A	N/A	N/A	\$ 48,000
	Sunnyvale Methodist Church	Senior Food Program	N/A	N/A	N/A	\$ 35,203
	YWCA	Domestic Violence Counseling Program	N/A	N/A	N/A	\$ 25,000
	Bill Wilson Center	Individual and Group Counseling	N/A	N/A	N/A	\$ 25,000
	CASA	Foster Youth Support	N/A	N/A	N/A	\$ 25,000
Administration (20% Cap)	City of Sunnyvale	General Administration & Contract Management	N/A	N/A	N/A	\$ 175,000
	Project Sentinel	Fair Housing (Administrative Cost)	N/A	N/A	N/A	\$ 25,000
Housing Rehabilitation Program	City of Sunnyvale -CDBG	Minor Home Repair Grants	N/A	N/A	\$ 250,000	\$ 250,000
	City of Sunnyvale -CDBG	Major Home Repair Loans (RLF)	N/A	N/A	\$ 99,986	\$ 99,986
	City of Sunnyvale -CDBG	Rehab Programs Administration (RLF)	N/A	N/A	\$ 150,000	\$ 150,000
Total Funding Recommendations						\$ 1,370,000
Estimated Total Funds Available						\$ 1,370,000
Estimated Remaining Funds						\$ -

**FY 24/25 HOME FUNDING RECOMMENDATIONS**

HOME Funding Category	Agency Name	Program	Final Rank	Average Staff Rating	Funding Amount Requested	STAFF RECOMMENDATION
Tenant Based Rental Assistance	Sunnyvale Community Services (HOME-TBRA)	TBRA Program	1	61	\$ 2,000,000	\$2,000,000
Total Funding Recommendations						\$ 2,000,000
Estimated Total Combined Funds Available						\$ 2,000,000
Estimated Remaining Funds						\$ -





# City of Sunnyvale

## Excerpt Meeting Minutes - Draft Housing and Human Services Commission

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Wednesday, March 27, 2024

7:00 PM

Online and Bay Conference Room, City  
Hall, 456 W. Olive Ave., Sunnyvale, CA  
94086

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### **CALL TO ORDER**

Chair Duncan called the meeting to order at 7:02 p.m.

### **SALUTE TO THE FLAG**

Chair Duncan let the salute to the flag.

### **ROLL CALL**

**Present:** 5 - Chair Scott Duncan  
Vice Chair Leesa Riviere  
Commissioner Jim Davis  
Commissioner Elizabeth Steward  
Commissioner Carol Weiss

**Absent:** 2 - Commissioner Ken Hiremath  
Commissioner Elinor Stetson

**Commissioner Ken Hiremath (excused absence)**  
**Commissioner Elinor Stetson (excused absence)**  
**Council Liaison Russ Melton (absent)**

### **PRESENTATION**

[24-0522](#) PRESENTATION - Community Development Block Grant  
(CDBG) and HOME Investment Partnership Program (HOME)  
Funding Proposals

Housing Officer Jenny Carloni introduced the item. The applicants that submitted proposals for CDBG/HOME funding will give short presentations to introduce their projects.

Roshuna Creswell, Sunnyvale Community Services Programs Director, provided a short presentation for the Tenant Based Rental Assistance (TBRA) Program, Sunnyvale Community Services submitted a proposal to continue administering the

program which currently serves 44 families providing rental assistance for up to two years.

Jocelyn Chavez provided a short slide presentation for the proposal submitted by Sunnyvale Community Services to continue their employment readiness program known as WorkFirst Sunnyvale (WFS). WFS is delivered in partnership with Downtown Streets Team and targets services to unhoused individuals.

Katherine Fuentes, Upwards Senior Community Impact Manager, gave a presentation for their BOOST Microenterprise proposal aimed to provide technological solutions, business tools and technical support to small child care providers to make them more manageable and profitable. The majority of the providers being assisted are female-run and minority owned.

- 2      [24-0494](#)      Evaluations and Funding Recommendations for FY 2024/25 & FY 2025/26 Allocation of HOME Investment Partnership Program and FY 2024/25 Community Development Block Grant Funds.

Housing Officer Jenny Carloni introduced Homeless Services Manager Amanda Sztoltz and Housing Programs Analyst Matthew Hazel, In the future Matthew will be presenting items related to the HUD programs, but at this meeting, Ms. Sztoltz presented the staff report for this item.

Ms. Sztoltz gave an overview of the Request for Proposal process, the proposals received in response, the review, evaluation and ranking process, and presented staffs funding recommendations.

After clarifying questions from Commissioners, Chair Duncan opened the public hearing at 8:11 p.m.

Sunnyvale Community Services (SCS) Executive Director Marie Bernard, spoke in support of the two proposals submitted by SCS to continue administering the TBRA and WFS programs and answered commissioners' questions.

Upwards Senior Community Impact Manager Katherine Fuentes answered questions that were brought up by the commissioners, and advocated for a funding recommendation for the BOOST proposal, highlighted the need of child care for the community and she noted that no other jurisdiction that has awarded CDBG funding



to Upward has requested a 25% match funding, which Lastly, she suggested the option of a scaled down pilot program with a reduced budget and use the funds that appear to be unallocated.

Chair Duncan closed the public hearing at 8:37 p.m.

After a lengthy discussion and additional questions of staff and the applicants, Chair Duncan asked for a motion.

MOTION: Commissioner Davis moved and Vice Chair Riviere seconded the motion to Alternative 1: Fund the CDBG capital project and TBRA proposals in the amounts shown in Attachments 2 to this report.

The motion carried by the following vote:

**Yes: 5 -** Chair Duncan  
Vice Chair Riviere  
Commissioner Davis  
Commissioner Steward  
Commissioner Weiss

**No: 0**

**Absent: 2 -** Commissioner Hiremath  
Commissioner Stetson



# City of Sunnyvale

## Agenda Item

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**24-0551**

**Agenda Date:** 4/16/2024

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Housing and Human Services Commission Proposed Study Issues, Calendar Year: 2025

Proposed Study Issues\*

Date	Working Title	Summary of Scope	Staff Comments

\*The study issues have been proposed for future sponsorship

Toward the end of the calendar year, no later than October, boards and commissions will review the list of proposed study issues and officially vote on sponsorship for each individually listed study issue. Official sponsorship means that the study issue is approved for ranking with a majority vote of the board or commission. Staff will then prepare the sponsored study issue papers, including fiscal impact **but not** the staff recommendation.