

City of Sunnyvale
Fifth Substantial Amendment to the 2019-2020 Annual Action Plan Summary

Background

The City of Sunnyvale's Annual Action Plan describes the funding strategy for the Community Development Block Grant (CDBG) and HOME Investment Partnership programs each year. The Annual Action Plan is a tool to assist in implementing the City's five-year Consolidated Plan, and each Annual Action Plan is developed through public input, analyses, and planning.

The City's Citizen Participation Plan outlines the steps the City will take to encourage its residents to participate in developing each Annual Action Plan, and any substantial amendments to the Annual Action Plan that are proposed. The following change to the 2019-2020 Annual Action Plan justifies a substantial amendment – initiating the public notice requirements described in the Citizen Participation Plan.

Immediate Need for Substantial Amendment to the 2019-2020 Annual Action Plan

On March 27, 2020 the Coronavirus Aid, Relief, and Economic Securities Act (CARES Act) was signed into law, providing assistance to communities throughout the nation as the country works to respond to the public health and economic impacts of the 2020 Coronavirus. HUD made available \$3.064 billion through its Community Development Block Grant, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS programs – which represents the CDBG-CV funding the City is proposing to utilize through this substantial amendment.

To date, the City has received about \$1.7 million in CDBG-CV funds. Several programs were put into place immediately to prevent, prepare for, and respond to the 2020 Coronavirus. Now that the initial programs have completed, approximately \$200,000 of CDBG-CV remains available for the City to utilize. The Second, Third, and Fourth Substantial Amendments made in 2020, 2021, and 2023 allocated the initial \$1.7 million in CDBG-CV funds.

Proposed Substantial Amendment

The City is proposing the following amendment:

1. To increase its Human/Public Services allocation by \$150,000 to provide more funding for programs that provide safety-net services and support. No changes in any of the specific programs are proposed.
 - a. Due to the COVID-19 pandemic – the demand for Human Public Services in the City has increased, and this Substantial Amendment will assist service-providers in attempting to meet that demand.
2. To decrease its Ravenswood COVID-19 Testing and Vaccines allocation by \$103,095 to revise the completed project's budget to match its actual costs. Activities funded by this project did not cost as much as originally forecasted.
 - a. Correcting the project's budget will release remaining funds allowing them to be used elsewhere so the City efficiently uses all of the CDBG-CV funds it has received.

3. To decrease its Emergency Assistance for Households with Disabilities allocation by \$2,264.23 to revise the completed project's budget to match its actual costs. Activities funded by this project did not cost as much as originally forecasted.
 - a. Correcting the project's budget will release remaining funds allowing them to be used elsewhere so the City efficiently uses all of the CDBG-CV funds it has received. This level of adjustment does not need a substantial amendment but is included to make visible all adjustments made.
4. To decrease its Project WeHOPE Mobile Showers, Laundry and Case Management allocation by \$6,575 to revise the completed project's budget to match its actual costs. Activities funded by this project did not cost as much as originally forecasted.
 - a. Correcting the project's budget will release remaining funds allowing them to be used elsewhere so the City efficiently uses all of the CDBG-CV funds it has received. This level of adjustment does not need a substantial amendment but is included to make visible all adjustments made.
5. To remove the project Santa Clara County Isolation and Quarantine Program and unallocate its budget of \$135,000 previously set in the Third Substantial Amendment.
 - a. The County of Santa Clara and the City of Sunnyvale aimed to partner to minimize the spread of COVID-19 by assisting low-income residents with isolating and quarantining if they have tested positive for COVID-19 or have been exposed. The program did not reach implementation due to other funding sources becoming available to the County to operate the program and very few Sunnyvale residents requesting quarantine, and therefore no funds were spent.
6. To decrease its CDBG-CV Administration Cost and Grant Management allocation by \$49,999.77 to revise funds for administrative and contract management expenses.
 - a. The City would update its original allocation of \$251,333 as this budget proved to be more than sufficient to cover staff costs for administering the additional \$1.7 million of HUD funding. The new administrative funding total will be about 11.8% of total CDBG-CV funds.

Analysis

This proposal qualifies as a substantial amendment because it meets the criteria described in the City's Citizen Participation Plan:

- To carry out an activity using funds from any program covered by the Consolidated Plan not previously described by the Annual Action Plan
- To revise the budgeted amount for a specific activity if it is changed by 3-percent (i.e. previously funded CDBG-CV Admin program)

Public Process

The City provided public notice in the Sunnyvale Sun on July XX, 2025 – and provided opportunity to comment on the substantial amendment for a 3X-day period. The Housing and Human Services Commission considered the amendment at a public hearing on July 23, 2025. This City Council also considered the amendment at a public hearing on August 12, 2025.

Comments may be submitted to Matthew Hazel by email (mhazel@sunnyvale.ca.gov) or by phone: 408-730-7457

(Process Note: additions/revisions to the 2019-2020 Annual Action Plan are underlined, and red – and deletions have a horizontal line through the center, a strikethrough)

1. On page 24 of the approved Annual Action Plan, remove the CDBG-CV project #14, Santa Clara County Isolation Quarantine Program, from Table 8 – Project Information:

#	Project Name
1	CDBG Administration and Monitoring
2	Minor Home Improvement Grants/Loans (Home Improvement Program)
3	Plaza de la Flores Energy Efficiency and Rehabilitation
4	WorkFirst Sunnyvale CBDO Activity
5	Public Services
6	ADA Curb Ramps
7	Home Administration and Monitoring
8	CHDO Set-Aside
9	Public Facility Acquisition Project (Sunnyvale Community Services)
10	2020 Coronavirus Rent Relief and Community Support Program
11	Ravenswood COVID-19 Testing and Vaccines
12	Emergency Assistance for Households w/ Disabilities
13	Project WeHope – Mobile Showers, Laundry and Case Management
14	Santa Clara County Isolation Quarantine Program
15	CDBG-CV Administration and Monitoring

2. On page 30 of the approved annual action plan, modify the 6 CDBG-CV projects in the “Project Summary”:

5	Project Name	Public Services
	Target Area	Citywide
	Goals Supported	Other Community Development Efforts
	Needs Addressed	Public Services or Facilities
	Funding	CDBG: \$191,568, CDBG-CV \$341,568
	Description	Human Services Grants to non-profit agencies
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Assist approximately 550 individuals and/or households
	Location Description	Citywide
	Planned Activities	Assist clients with basic needs, such as food, shelter, transportation, health & mental health care, employment assistance/training, legal aid, etc.
11	Project Name	Ravenswood – COVID-19 Testing and Vaccines (CDBG-CV)
	Target Area	Citywide
	Goals Supported	Other Community Development Efforts
	Needs Addressed	Minimizing the impacts of COVID-19 on the community
	Funding	CDBG-CV: \$203,930 \$100,835

	Description	To provide funding to administer a rent relief and community assistance (i.e., food, case management) program
	Target Date	12/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Up to 1,800 extremely and very low-income families will be served through the COVID-19 testing and vaccines program.
	Location Description	Citywide
	Planned Activities	Provide up to 400 unduplicated patients with COVID-19 testing – and 2,634 COVID vaccinations to 1,317 unduplicated patients.
12	Project Name	Emergency Assistance for Households with Disabilities
	Target Area	Citywide
	Goals Supported	Alleviation of Homelessness and Other Community Development Efforts
	Needs Addressed	Safety net services for extremely and very low-income residents
	Funding	CDBG-CV: \$91,671 \$89,406.77
	Description	To provide funding to administer a financial assistance program, specifically serving households with disabilities.
	Target Date	12/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Up to 22 extremely and very low-income families will be served annually.
	Location Description	Citywide
13	Project Name	Project WeHope – Mobile Showers, Laundry and Case Management
	Target Area	Citywide
	Goals Supported	Alleviation of Homelessness and Other Community Development Efforts
	Needs Addressed	Safety net services for extremely and very low-income residents
	Funding	CDBG-CV: 50,000 \$43,425
	Description	To provide funding to reduce the spread of COVID-19 within the unhoused community by providing ongoing opportunities to shower and launder clothes.
	Target Date	12/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Up to 20 extremely low-income, unhoused clients will be served weekly.
	Location Description	Citywide
14	Project Name	Santa Clara County Isolation and Quarantine Program
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Minimizing the spread of COVID-19 in the local community.
	Funding	CDBG-CV: \$135,000
	Description	To provide hotel/motel vouchers, for quarantine purposes, for individuals exposed to COVID-19.
	Target Date	6/30/2022

	Estimate the number and type of families that will benefit from the proposed activities	Up to 75 extremely low-income households will be served throughout the duration of the program.
	Location Description	Citywide
	Planned Activities	Hotel/motel vouchers for individuals exposed to or tested positive for COVID-19.
1514	Project Name	CDBG-CV Administration and Monitoring
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	
	Funding	CDBG-CV: \$251,333 \$201,333.23
	Description	Administrative activities related to contract management.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	To be determined by the conclusion of the program year.
	Location Description	Citywide
	Planned Activities	Request for Proposal processes, monitoring, contract preparation and coordination efforts.