

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

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

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