

**City of Sunnyvale**  
**First Substantial Amendment to the FY 2025/26 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 Action Plan is a tool to assist in implementing the City's five-year Consolidated Plan, and each 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 Action Plan that are proposed. The following change to the FY 2025/26 Action Plan justifies a substantial amendment – initiating the public notice requirements described in the Citizen Participation Plan.

**Proposed Substantial Amendment**

The City is proposing the following amendment:

1. To decrease its WorkFirst Sunnyvale allocation by \$341,930 because the partnering agency, Downtown Streets Team, ceased operations and concluded all programs. The scope of the program to change by terminating on 11/24/2025.
  - a. Due to the closure of the agency – the scope of the program has changed significantly, and this Substantial Amendment will update the target date and funding amount.

**Analysis**

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

- To significantly change the purpose, scope, location, or beneficiaries of a project so that affected citizens have not had an opportunity to submit comments

**Public Process**

The City provided public notice in the Sunnyvale Sun on December 12, 2025 – and provided opportunity to comment on the substantial amendment for a 30-day period. The Housing and Human Services Commission considered the amendment at a public hearing on February 25, 2026. This City Council also considered the amendment at a public hearing on March 24, 2026.

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 FY 2025/26 Action Plan are underlined, and red – and deletions have a horizontal line through the center, a strikethrough)

1. On page 32 in Table 6 – Goals Summary, the second item is modified to include the correct funding amount and goal outcomes indicator:

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2025	2030	Affordable Housing	Citywide Target	Affordable Housing	CDBG: \$439,779.00 HOME: \$57,584.93	Homeowner Housing Rehabilitated: 14 Household Housing Unit Other: 1
2	Expanding Economic Opportunity for Low Income HH	2025	2030	Non-Housing Community Development	Citywide Target	Expanding Economic Opportunities for LI Households	CDBG: <del>\$577,534.00</del> \$235,604.42	Jobs created/retained: <del>15</del> 7 Jobs Other: <del>60</del> 20 Other

2. On page 33 in the table titled Goal Descriptions, the second item is modified to include the correct goal description:

	Goal Name	Expanding Economic Opportunity for Low Income HH
2	Goal Description	Support economic development activities that promote employment growth and help lower-income and/or homeless people secure and maintain jobs. WorkFirst Sunnyvale will assist <del>15</del> 7 unhoused residents obtain work, and <del>60</del> 20 homeless clients with job training/skills and classes to enable them to obtain or improve their employment and housing opportunities. Upwards / WeeCare will assist 8 microenterprise childcare facilities by providing coaching and digital tools to optimize operations allowing efficient management and expanding access to affordable working families

3. On pages 37 and 38 of the approved annual action plan, modify project #4 in the “Project Summary Information” table:

5	<b>Project Name</b>	WorkFirst Sunnyvale CBDO Economic Development Activity
	<b>Target Area</b>	Citywide Target
	<b>Goals Supported</b>	Expanding Economic Opportunity for Low Income HH
	<b>Needs Addressed</b>	Expanding Economic Opportunities for LI Households
	<b>Funding</b>	CDBG: <del>\$513,534.00</del> \$171,604.42
	<b>Description</b>	This program provides work-readiness, 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.
	<b>Target Date</b>	<del>6/30/2020</del> 11/24/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Assist <del>60</del> 20 homeless clients with job training and job-placement services, to enable them to obtain or improve their employment and housing opportunities.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	This program provides work-readiness, 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. On page 45, update section AP-65 when answering about helping homeless persons transition to independent living:

Funded activities that help unhoused individuals transition to permanent housing includes WorkFirst Sunnyvale . The total CDBG funding planned for this activity is about ~~\$513,534~~ \$171,604.42 in 2025.