



City of Sunnyvale

Notice and Agenda Housing and Human Services Commission

Wednesday, April 18, 2018

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

Special Meeting

CALL TO ORDER

SALUTE TO THE FLAG

ROLL CALL

ORAL COMMUNICATIONS

This category provides an opportunity for members of the public to address the 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 commissioners to take action on an item not listed on the agenda. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

- 1.A [18-0327](#) Approve the Housing and Human Services Commission Meeting Minutes of March 28, 2018

Recommendation: Approve the Housing and Human Services Commission Minutes of March 28, 2018 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [18-0309](#) Consider Draft 2018 Housing and Urban Development (HUD)
Action Plan

Recommendation: Recommend to Council Alternative 1: Approve the 2018 Action Plan as shown in Attachment 2 to the staff report.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

-Staff Comments

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 603 All America Way, Sunnyvale, CA. during normal business hours and at the meeting location on the evening of the board or commission meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Edith Alanis at (408) 730-7254. Agendas and associated reports are also available on the City's website at sunnyvale.ca.gov or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Edith Alanis at (408) 730-7254. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))



City of Sunnyvale

Agenda Item

18-0327

Agenda Date: 4/18/2018

SUBJECT

Approve the Housing and Human Services Commission Meeting Minutes of March 28, 2018

RECOMMENDATION

Approve the Housing and Human Services Commission Minutes of March 28, 2018 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

Housing and Human Services Commission

Wednesday, March 28, 2018

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

CALL TO ORDER

Chair Grossman called the meeting to order at 7:01 p.m.

SALUTE TO THE FLAG

Chair Grossman led the salute to the flag.

ROLL CALL

Present: 6 - Chair Joshua Grossman
Vice Chair Avaninder Singh
Commissioner Patti Evans
Commissioner Diana Gilbert
Commissioner Ken Hiremath
Commissioner Elinor Stetson
Absent: 1 - Commissioner Minjung Kwok

Vice Chair Avaninder Singh arrived at 7:05 p.m.
Commissioner Minjung Kwok (excused)
Council Liaison Michael S. Goldman (present)

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1.A [18-0266](#) Approve the Housing and Human Services Commission
Meeting Minutes of February 28, 2018

Chair Grossman asked if anyone had any comments on the item on the consent calendar. There were none.

MOTION: Commissioner Gilbert moved, and Commissioner Hiremath seconded the motion to approve the Housing and Human Services Commission meeting minutes

of February 28, 2018.

Motion carried by the following vote:

Yes: 5 - Chair Grossman
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 2 - Vice Chair Singh
Commissioner Kwok

PUBLIC HEARINGS/GENERAL BUSINESS

2 [18-0267](#) Funding Recommendations for FY 2018/19 CDBG/HOME
Capital Projects

Housing Officer Suzanne Isé introduced the applicants.

Sunnyvale Community Services Executive Director Marie Bernard and Downtown Streets Team Sunnyvale Program Director Chris Anderson gave a short presentation, shared some accomplishments and client stories, and answered questions from the Commissioners regarding the WorkFirst Sunnyvale proposal.

Chair Grossman opened the public hearing at 7:29 p.m.

No speakers.

Chair Grossman closed the public hearing at 7:29 p.m.

Chair Grossman asked for a motion.

MOTION: Commissioner Evans moved and Commissioner Stetson seconded the motion to approve Alternative 1: Recommend funding the capital project proposal in the amount recommended in the staff report (approximately \$416,000).

The motion carried by the following vote:

Yes: 6 - Chair Grossman
Vice Chair Singh
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 1 - Commissioner Kwok

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

None.

-Staff Comments

None.

ADJOURNMENT

MOTION: Commissioner Evans moved, and Commissioner Stetson seconded the motion to adjourn the meeting at 7:32 p.m.

Motion carried by the following vote:

Yes: 6 - Chair Grossman
Vice Chair Singh
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 1 - Commissioner Kwok



City of Sunnyvale

Agenda Item

18-0309

Agenda Date: 4/18/2018

REPORT TO HOUSING AND HUMAN SERVICES COMMISSION

SUBJECT

Consider Draft 2018 Housing and Urban Development (HUD) Action Plan

REPORT IN BRIEF

The City must submit an Action Plan to HUD every year in order to receive federal entitlement grants from the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Programs. The draft 2018 HUD Action Plan ("Action Plan") provided in Attachment 2 has been prepared in accordance with federal requirements governing the use of these entitlement grants, including the citizen participation requirements. HUD is the federal agency that administers and regulates these grants. The Action Plan sets forth the proposed uses of the CDBG and HOME funds projected to be available in the coming fiscal year, as shown in Table 1 in the Discussion section of this report. These funds may be used for eligible community development activities to meet the priority and/or unmet needs, primarily of lower-income residents, described in the City's HUD Consolidated Plan.

The City Council is scheduled to hold a public hearing and consider this item on May 22, 2018.

Staff recommends that the Commission recommend to City Council Alternative 1: Approve 2018 Action Plan as shown in Attachment 2.

BACKGROUND

HUD requires entitlement grantees, (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 2015 and covers fiscal years 2015/16 through 2019/20. In addition, every year these grantees must submit an annual "Action Plan" to HUD for its approval in order to obtain the grant for the coming fiscal year. The Action Plans describe the grantees' local needs and the projects and programs to be funded with the grant funds in the coming fiscal year. Upon HUD approval, the annual Action Plans are appended to the five-year Consolidated Plan. The 2018 Action Plan will be the fourth Action Plan to be added to the City's 2015-2020 Consolidated Plan.

CDBG and HOME Programs

The CDBG program was established by the Housing and Community Development Act of 1974, Public Law 93-383. The program provides annual grants to counties and larger cities, including Sunnyvale, to enable them to "develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low and moderate-income persons." 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 for

each metropolitan area in the U.S. The lower-income limit (80% of median) for these federal programs in the Sunnyvale-San Jose metropolitan area is currently nearly \$94,000 for a household of four, with adjustments for larger or smaller households. That means that, to be eligible for most types of CDBG or HOME assistance, the household's gross, pre-tax annual income cannot exceed that amount. HUD adjusts the area income limits based on local housing costs and local median income data, so the higher limits in the Sunnyvale area (Santa Clara County) are due to both of those factors being quite high compared to national or state levels.

Eligible Activities

CDBG funds may be used for 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. Certain activities are prohibited by CDBG regulations, such as acquisition, construction or renovation of general government buildings (i.e., city halls, schools, etc.); political activities; subsistence (welfare) payments; and construction of new housing.

The HOME Program was established by the National Affordable Housing Act of 1990. It provides funding for lower-income housing efforts, including construction, rehabilitation, and acquisition of affordable housing, first-time home buyer assistance, and tenant-based rental assistance. HOME funds may be used to assist permanent rental housing for clients transitioning out of homelessness, but not for emergency shelters.

EXISTING POLICY

2015-2020 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.

Human Services Policy 5.1.3

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

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 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. Before formally committing or releasing funds for a specific project, staff will complete applicable federal and state environmental reviews for those projects.

DISCUSSION**Funding Availability**

This year the federal budget was adopted much later than usual, on March 23, 2018. The appropriations bill allows HUD sixty days from that date (May 23) to inform all the entitlement grantees of the amount of their FY 2018 grants. HUD has advised staff to include contingency provisions in the draft Action Plan to allow the various activity funding allocations to be adjusted, if needed, once the entitlement grant amounts are known, without processing a formal Action Plan amendment, which would require additional public hearings and another thirty-day comment period.

Consistent with HUD guidance, staff has developed the draft funding allocations based on an assumption that CDBG and HOME funding levels will remain approximately the same as last year, but is aware that this may prove to be incorrect and adjustments may be required later in the process (e.g., prior to the final budget adoption by City Council in June). Due to the amount of uncertainty, staff has attempted to keep the recommended allocations as simple as possible to allow for relatively straightforward adjustments later, if needed.

In addition to the FY 2018 grants, staff estimates that a total of roughly \$400,000 in CDBG program income will be received by the end of the current fiscal year, not including amounts deposited into the Housing Rehabilitation Revolving Loan Fund (RLF). Program income consists of loan payments on prior CDBG loans, as well as interest accrued in the fund. Staff also projects that \$150,000 in CDBG program income will be received during FY 2018/19. A portion of the FY 2017 program income (\$150,000) was allocated last year through the 2017 Action Plan as required by HUD. Therefore, only the net amount (\$250,000) is available to allocate to new uses next fiscal year.

As shown in Table 1 below, staff estimates that nearly \$1.8 million in CDBG funds and approximately \$960,000 in HOME funds may be available for new activities to be implemented next fiscal year. These amounts include FY 2018 entitlement grants, program income, disencumbered funds, and any balances from prior years' grants. These totals may increase or decrease if the entitlement grant amounts vary from the estimates, or if more program income is received than the current projections. Because of this uncertainty, staff has developed contingency allocations based on two alternative scenarios in case the estimates shown in Table 1 are incorrect: one if the FY 2017 entitlement grants are approximately 90% of what they were the prior year, and another if they are 110% of the prior year. These contingency allocations are provided in the Action Plan (Attachment 2). Please see Table 1 below for details.

Table 1: Funds Available

<i>All Amounts are Estimates</i>	CDBG	HOME
Estimated FY 2018 Entitlement Grant	\$1,100,000	\$310,000
Net FY 2017 Program Income	\$250,000	\$411,000
Estimated FY 2018 Program Income	\$150,000	n/a
Disencumbered/Fund Balance	\$268,000	\$191,000
Total Available for FY 2018	\$1,768,000	\$962,000
<i>Information Only:</i>		
<i>Human Services Cap</i>	\$225,000	n/a
<i>Admin Cap</i>	\$250,000	\$72,100

Activities funded from the CDBG Revolving Loan Fund are not required to be included in the Action Plan tables, but are included in the Projects Budget. These include an allocation for housing rehabilitation loans, which are available for lower-income mobile home and single family home owners, and rehabilitation program operations.

Action Plan Development

When developing the draft Action Plan, staff analyzes 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 also seeks 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 human services are considered on a competitive basis every second year, and conditional funding awards are made for a two-year term.

RFP Process

The City released an RFP in January 2018 to solicit proposals for affordable housing/capital projects from eligible agencies. In response, the City received one capital project proposal, for the WorkFirst Sunnyvale program, provided in the commission's March meeting materials. The staff scoring committee evaluated the proposal based on the priority needs described in the City's 2015-2020 Consolidated Plan and related City plans and policy documents, and scored the proposal based on the point system provided in the RFP. At its March meeting, the Commission recommended funding this proposal in the amount requested (\$416,000). This allocation is included in the draft Action Plan (Attachment 2). The March meeting minutes are provided in Attachment 3.

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% and public services are limited to 15% of CDBG grant and program income funds (no administrative funding is available from disencumbered funds or fund balance). There are nuances and slight differences in the way these limits are calculated, as set forth in the CDBG regulations. As shown in Table 1, staff estimates that no more than \$250,000 in CDBG funds can be allocated for administrative and planning (including fair housing), and no more than \$225,000 can be provided for public services, for next fiscal year. HOME regulations limit funding for administration to no more than 10% of the entitlement grant and 10% of program income received in prior years, which may be carried over from year to year if not used in full (the "HOME PI Admin Reserve"). The amount recommended to be allocated for HOME administration complies with this requirement.

Proposed CDBG and HOME Activities

The projects and programs proposed to be funded in 2018 are shown in Table 2 below 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 2015-2020 Consolidated Plan. The amounts shown will be adjusted as needed once the continuing resolution has been published, which staff expects to occur before the Council hearing on May 22.

Affordable Rental Housing:

This category includes the Tenant-Based Rental Assistance (TBRA) program which provides a portable rental assistance voucher, similar to a Section 8 voucher, to clients who are homeless or at

imminent risk of homelessness. The program is administered by Abode Services on the City's behalf, and takes referrals from several local partner agencies, some of which are also human services grantees. The TBRA program is funded with HOME funds and provides transitional assistance for clients who can be reasonably expected to pay their full rent and/or transition to other affordable housing options after the two-year assistance term.

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 (overhead for expenses incurred by internal service departments) and fair housing services are also included in program administration.

Housing Rehabilitation (Owner-Occupied)

The Home Improvement Program provides grants and in-kind assistance to lower-income home owners, including mobile home owners, 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 revolving loan fund (RLF) provides funding for larger loans to lower-income home owners and/or non-profit housing developers for major housing rehabilitation projects. Expenditures from the RLF are not required to be included in the Action Plan, which focuses on new CDBG revenues. The recommended allocation for home improvement grants for next year is \$40,000, based on the level of demand for this program in recent years and actual expenditures in the current fiscal year.

Table 2: Recommended Allocations in 2018 Action Plan

Category	Activity	CDBG	HOME
Administration	Planning and Administration	\$225,000	\$80,000
	Fair Housing	\$25,000	-
Housing Rehabilitation	Home Improvement Program	\$40,000	-
Rental Assistance	Tenant-Based Rental Assistance	N/A	\$833,500
Public Facilities	Persian Drive Sidewalk Extension (Additional Funds)	\$500,000	-
	<i>Contingency Project: ADA Curb Ramps*</i>	\$500,000	-
Economic Development	WorkFirst Sunnyvale (CBDO Activity)	\$420,000	-
Public Services	Human Services Grants	\$225,000	-
	<u>Total</u>	\$1,935,000	\$913,500
	<i>Estimated Funds Available</i>	\$1,768,000	\$913,500
	<i>Difference</i>	(\$167,000)	-

*will only be funded if sufficient funds become available

Public Services (Human Services):

CDBG funds may be used for various public services, if a majority of the clients are lower-income persons, and the services address the priority needs described in the Consolidated Plan. The City has established a Human Services policy and competitive RFP process for awarding human services grants on a two-year cycle, using CDBG and any supplemental General Funds. FY 2018/19 is the second year of the two-year funding cycle, so the competitive award process occurred last year. The 2018 grants will be made in the same amount, pro-rated up or down to adjust for the difference in available funding this year compared to last year. Human services provides assistance to seniors, disabled adults, homeless people, lower-income households, and at-risk youth. The General Fund human services grants will be included in the recommended City budget in the same amount as last year, but are not included in the Action Plan.

Public Infrastructure:

Public infrastructure projects may be funded by CDBG only in census tracts or block groups with a minimum percentage of lower-income households, which is determined by HUD. One infrastructure project, the Persian Drive Sidewalk Extension, was provided an allocation of \$883,000 in CDBG funds and \$90,000 in local funds, for a total of \$973,000, in December 2017. The project is currently in the design phase. Preliminary cost estimates indicate that the project may cost as high as \$1.5 million, due to continued escalation of construction costs in this area. Staff is proposing to allocate an additional \$500,000 in CDBG funds to this project so that it may be completed in 2018.

In addition to the sidewalk project, typically every third year the City allocates funds for a curb ramp project, which improves the accessibility of the City's sidewalks, crosswalks and related pedestrian infrastructure for disabled users. Public Works staff have indicated that a minimum of approximately \$500,000 is needed to launch such a project given current cost estimates. That amount would be enough for approximately 40 curb ramps. While the current funding projections indicate that only approximately \$300,000 is available for that project, the City typically receives additional program income sporadically throughout the year even beyond the projections. Therefore, staff proposes to include this project as a "contingency project" in the 2018 Action Plan. By doing so, if sufficient program income is received, or the new grant is higher than projected, this project can be implemented next year without requiring an Action Plan amendment, which would cause some delay.

Economic Development:

The "WorkFirst Sunnyvale" Program, described in Attachment 2, has been implemented for five years by Sunnyvale Community Services, in partnership with Downtown Streets Team and Our Daily Bread. The program provides homeless and at-risk clients with job readiness training, job placement services, career counseling and supportive services. It helps clients obtain long-term employment and/or increase their earnings in order to obtain housing, stability, and increased self-sufficiency. The program has helped clients graduate and maintain employment and housing, while exceeding national benchmarks for employment programs for homeless people. The program qualifies for CDBG funding as a Community-based Development Organization (CBDO) economic development activity.

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.

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 Sunnyvale *Sun* newspaper on April 13, 2018. A draft of the 2018 Action Plan was made available for public review at the One Stop Counter at City Hall, at the Sunnyvale Library, and on the City's website for the required minimum 30-day review period prior to City Council action.

ALTERNATIVES

1. Approve the 2018 Action Plan as shown in Attachment 2.
2. Approve the 2018 Action Plan with modifications.

RECOMMENDATION

Recommend to Council Alternative 1: Approve the 2018 Action Plan as shown in Attachment 2 to the staff report.

Approval of the Action Plan will allow the City to receive the 2018 CDBG and HOME grants and use them to address local needs for affordable housing and related programs, consistent with the 2015-2020 Consolidated Plan. Most of these projects leverage additional funding from other sources. The Commission made its recommendations on the capital project proposal at its March meeting, as shown in Attachment 3.

Prepared by: Suzanne Isé, Housing Officer

Reviewed by: Trudi Ryan, Director, Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Reserved for Report to Council
2. Draft 2018 Action Plan
3. Draft Minutes of Housing and Human Services Commission meeting of March 28, 2018

Reserved for Report to Council



CITY OF SUNNYVALE, CA



Sunnyvale

FY 2018-19

Draft ACTION PLAN



Onizuka Crossing

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CITY OF SUNNYVALE

FOURTH YEAR ACTION PLAN (FY 2018)

Executive Summary

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

Introduction

This FY2018-19 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 \$1.3 million annually: a Community Development Block Grant (CDBG) of \$1,000,000, and a HOME Investment Partnerships (HOME) Program grant of \$300,000. This Action Plan covers the fiscal year beginning July 1, 2018 and ending June 30, 2019, the fourth year of the City's 2015-2020 Consolidated Plan (ConPlan) period. The Action Plan describes the eligible activities that the City intends to undertake in FY2018-19 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.

HUD has not yet notified the City of the amount of the 2018 entitlement grants. They have notified the City that this information will be provided no later than May 23, 2018. In order to draft and circulate this Action Plan in the timeframe required by HUD, staff has used rough estimates of these grant amounts, based on past trends and the total federal allocation to the CDBG entitlement grant program in the March 2018 appropriations bill. Once HUD has notified the City of its 2018 grant amounts, staff will update the funding figures in this Action Plan accordingly. Contingency language is provided herein to allow that process to occur, possibly after the final public hearing and City Council approval of this Action Plan, which is currently scheduled for May 22, 2018. This is consistent with guidance provided by HUD Field Office staff during the appropriations process.

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.

Summary of Plan Objectives

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 2 on page 15 summarizes the objectives and outcomes that will be addressed in this Action Plan.

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 have provided many 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 sub-recipients 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. Prior to 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 towards annual goals.

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 2015-2020 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 March 28, 2018, April 18, 2018, and May 22, 2018. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale *Sun* on April 13, 2018. An initial draft of the Action Plan was released on April 18, 2018, and comments were accepted through May 22, 2018.

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.

Summary of Public Comments

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

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

Agency/entity responsible for preparing/administering the Consolidated Plan

Lead and Responsible Agency

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 2015-2020 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 2018 Action Plan covers the fourth year of the 2015-2020 ConPlan period.

Consolidated Plan Public Contact Information:

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 Edith Alanis, Housing Programs Technician
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Housing Division website: <https://sunnyvale.ca.gov/property/housing/default.htm>

City Home Page: <https://sunnyvale.ca.gov>

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

Introduction

Consolidated Plan Development

The City has a long history of coordination and partnership with the local public housing provider, which is the Housing Authority of the County of Santa Clara (HACSC), 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 José, Santa Clara, and the County of Santa Clara (Urban County).

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 LeSar Development Consultants (LDC) and MIG, Inc. (MIG) 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.

LDC and MIG, 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 2015 noted above, the City solicited additional input for the FY2018-19 Annual Action Plan from community members at public hearings held on March 28, 2018 and April 18, 2018. 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 the Valley Transportation Authority, among others, to achieve the goals described within this Action Plan.

Coordination with the Continuum of Care and Efforts to Address 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. The committee's funding recommendations were approved by HUD, resulting in nearly \$20 million in HUD funding being awarded to support transitional and permanent housing programs, and some supportive services, in the County in the past several years.

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).¹

In 2014, 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 2020. These strategies were informed by those who participated in a series of community summits conducted between April and August 2014, 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.

Over a five-year period, the D:H Plan aims to house 2,518 homeless individuals, 718 homeless veterans, and more than 2,333 children, unaccompanied youth, and homeless individuals living in families. The City's current ConPlan and 2015-2023 Housing Element incorporate many policies and programs that are consistent with the Community Plan and "Housing First" policies in general.

¹ County of Santa Clara Housing Element 2015-2022, published in 2014.

http://www.sccgov.org/sites/planning/PlansPrograms/GeneralPlan/Housing/Documents/HE_2015_Adopted_Final.pdf

ESG and HMIS*Allocating Funds, Setting Performance Standards and Evaluating Outcomes*

Not Applicable. The City does not receive ESG funds.

Operating and Administering Homeless Management Information System (HMIS)

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.

Stakeholder Participation and Consultations with Agencies

The City consulted with various groups and organizations as part of the 2015-2020 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 2018 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)

Citizen participation process; Efforts made to broaden citizen participation

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 Process

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 March 28, 2018, April 18, 2018 and May 22, 2018. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale *Sun* on April 13, 2018. An initial draft of the Action Plan was released on April 18, 2018, and comments were accepted through May 22, 2018. The proposed Plan was available for review at the library, City Hall, and on the City's website.

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

Introduction

The City of Sunnyvale's (City) Fiscal Year (FY) 2018-19 Action Plan covers the period from July 1, 2018 to June 30 2019 (Program Year 2018). The Action Plan sets forth the proposed uses of the CDBG and HOME funds projected to be available in the coming fiscal year, as shown in Table A below. These funds may be used for eligible community development activities to meet the priority and/or unmet needs, primarily of lower-income residents, described in the City's Consolidated Plan.

The City pursues and encourages its partner agencies to pursue all available public and private funding sources to achieve the goals of the ConPlan. 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.

As shown in Table A below, the City 2018 HUD entitlement grants are estimated to be roughly: \$1,100,000 in CDBG funds and \$310,000 in HOME funds. These are very rough estimates at this point. In addition, the City estimates that it will also receive approximately \$150,000 in CDBG program income in FY 2018, in addition to \$250,000 in program income received in FY 2017 (net of the portion already committed to current year activities), plus approximately \$268,000 in disencumbered funds from prior years. This brings the total CDBG funding estimate for FY 2018 to \$1,768,000. This is a very rough estimate, as additional program income may be received before the end of this fiscal year. Staff estimates that total available HOME funding for FY 2018 will be roughly \$962,000. This total includes the 2018 grant, plus \$411,000 in program income, plus \$50,000 from the HOME Program Income Administrative Reserve, and an estimated \$191,000 remaining from prior year grants. Updated estimates of all figures will be provided prior to the final public hearing on this Action Plan.

Table A: Estimated Funds Available and Activities Proposed for Funding, FY 2018

AVAILABLE FUNDS	CDBG	HOME
2018 Entitlement Grants	1,100,000	310,000
Program Income Admin Reserve (PA)	n/a	50,000
2017-18 Program Income (Net)	250,000	411,000
2018-19 Program Income (CDBG only)	150,000	n/a
Disencumbered/Fund Balance	268,000	191,000
TOTAL	\$1,768,000	\$962,000

Proposed Funding Allocations for FY 2018		CDBG	HOME
Administration	Planning and Administration	225,000	80,000
	Fair Housing*	25,000	N/A
Housing Rehabilitation	Home Improvement Program	40,000	N/A
Rental Assistance	Tenant-Based Rental Assistance	N/A	833,500
Infrastructure	Persian Drive Sidewalk Extension	500,000	N/A
	ADA Curb Cuts*	500,000	N/A
Economic Development	WorkFirst Sunnyvale (CBDO Activity)	420,000	N/A
Public Services	Human Services Grants	225,000	N/A
CHDO Set-aside	(15% of HOME Grant)	N/A	46,500
TOTAL		\$1,935,000	\$960,000

* ADA curb cut project is a contingency project, to be funded only if sufficient additional funding becomes available in FY 2018, most likely through higher than projected program income receipts.

Local (City) Resources

The City has a local Housing Mitigation Fund (HMF) for the development, rehabilitation and/or acquisition of affordable housing. In 2014, \$8.1 million in HMF was provided for the development of two new affordable rental projects, Parkside Studios and Onizuka Crossing, with a total of 117 units. Last year, \$7.43 million in HMF, plus \$600,000 in HOME funds, was committed to the 66-unit Benner Plaza project, currently under construction with a projected completion date of August 2018. In 2016, \$6 million in HMF was committed to the redevelopment of Orchard Gardens, an existing 62-unit affordable rental project. The redevelopment will add a net 25 new units to Orchard Gardens. In addition, the City has funds available in its Below Market Rate Housing In-Lieu Fund and Housing Successor Agency Low-Mod Housing Fund. These funds are allocated to housing projects outside of the Action Plan process, but with a similar goal of expanding and preserving the City's affordable housing stock.

Other Public Resources

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

Low-Income Housing Tax Credit Program (LIHTC)

The LIHTC program provides federal and state tax credits for developers and investors who agree to set aside all or a percentage of their rental units for low-income households for no less than 30 years. Tax credits may also be used on rehabilitation or preservation

projects. Developers and investors apply for an allocation of federal and State tax credits from the California Tax Credit Allocation Committee (CTCAC). The award of tax credits in California is usually extremely competitive. To be successful, applicants often have to provide 100% affordable projects that serve extremely low- to very low-income households.

MidPen Housing applied for and received an award of federal low-income housing tax credits in 2016 for its Benner Plaza project, a new 66-unit affordable rental housing development for lower-income households. In 2014, MidPen Housing applied for and received an award of tax credits for its Onizuka Crossing project of 57 affordable family apartments, completed in April 2016.

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. Tax credit projects such as the Benner Plaza and Onizuka Crossing projects required millions of dollars in private equity and financing for construction and related costs. The City is a founding member of the Housing Trust of Santa Clara County, which raises voluntary contributions from the public and private sectors for affordable housing projects within the County. The City has contributed some of its local (non-federal) housing funds to the Trust, which then uses those seed funds to seek matching contributions from corporations and various other sources.

Leverage and Matching Requirements

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 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 in-kind materials and services. Most applicants provide a match of more than 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. The City has exceeded its HOME match requirement for many years and projects that this trend will continue.

Anticipated Resources

Table 1 - Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available, Year 4				Expected Amount Available, Remainder of ConPlan	Narrative Description
			Annual Allocation	Program Income	Prior Year Resources	Total		
CDBG	Federal	Public Services; Housing Rehabilitation; Public Infrastructure and Facilities; Economic Development; Alleviation of Homelessness; Program Administration	\$1,100,000	\$150,000	\$518,000	\$1,768,000	TBD *	Housing Rehabilitation; Public Infrastructure and Facilities; Public Services; Economic Development; Alleviation of Homelessness; Administration
HOME	Federal	Affordable Rental Housing Construction; Program Administration	\$310,000	\$411,000	\$241,000	\$962,000	TBD *	TBRA; Administration, CHDO set-aside

* Funding levels for year 5 of the ConPlan period is uncertain at this time.

Public Property within the City Available for Addressing Needs

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, and Parkside Studios projects. Another City-owned site, known as Block 15 of the Downtown Specific Plan, is currently the subject of an Exclusive Negotiating Agreement with an affordable housing developer. Staff is currently working with that party on the preliminary planning of a potential affordable housing project.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives Goals Summary Information

Table 2: Goals Summary

Goal	Start Year	End Year	Category	Area	Needs Addressed	Annual Funding	Outcome Indicators
A. Affordable Housing	2018	2019	Decent Housing	City-wide	Housing needs of lower-income, homeless and/or and special needs households	HOME: \$100,000 CDBG: \$40,000	Affordable rental housing for lower-income households: 1. HOME: TBRA: 5 Households 2. CDBG: • Home Improvement Program: 10 Units • Fair Housing Services: 25 Households
B. Alleviate Homelessness; D. Expand Economic Opportunities	2018	2019	Decent Housing; Suitable Living Environment; Expanded Economic Opportunities	City-wide	Needs of homeless and at-risk residents for housing, jobs or other sources of income, and supportive services Help lower-income people secure and maintain jobs.	HOME: \$733,000 CDBG: \$420,000	Job training, rental assistance, shelter/housing and/or supportive services: 1. HOME: TBRA: 15 Households 2. CDBG: WorkFirst Sunnyvale: 55 Households assisted; 12 job placements; 25 job-seekers trained

ATTACHMENT 1

Goal	Start Year	End Year	Category	Area	Needs Addressed	Annual Funding	Outcome Indicators
C. Other Community Development Efforts	2018	2019	Decent Housing; Suitable Living Environment;	City-wide	Basic needs of very low income and/or special needs households (seniors, disabled, homeless people, children, youth, victims of domestic violence, etc.)	CDBG: \$225,000	Provide human services to approximately 410 households
	2018	2019	Suitable Living Environment	Morse Neighbor-hood	Need to improve public infrastructure and facilities in CDBG-eligible neighborhoods.	CDBG: \$500,000	Construct approximately 1,800 ft of new sidewalk and associated infrastructure on south side of Persian Drive, between Morse and Borregas Avenues where no safe pedestrian access currently exists. (Area Benefit). This \$500,000 is in addition to the \$883,000 in CDBG funds committed to this project in prior years.
	2018	2019	Suitable Living Environment	City-wide	Need to improve accessibility of public infrastructure and facilities	CDBG: \$500,000	Construct approximately 40 ADA curb ramps on City sidewalks and/or make other ADA accessibility improvements to pedestrian infrastructure (crosswalks, etc.).

Goal Descriptions

Goal A: Affordable Housing

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, providing tenant-based rental assistance, and promoting fair housing choice.

Goal B: Alleviation of Homelessness

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.

Goal C: Other Community Development Efforts

Support provision of essential human services, particularly for special needs populations and very low income households.

Provide neighborhood improvements in income-eligible areas and accessibility improvements city-wide. Maintain or improve public facilities serving eligible clientele.

Goal D: Expanding Economic Opportunities for Lower-Income People

Support economic development activities that promote employment growth and help lower-income and/or homeless people secure and maintain jobs.

Projects

AP-35 Projects – 91.220(d)

Introduction

The activities that the City will undertake in FY 2018-19 using CDBG and HOME funds include: human services grants; homeowner housing rehabilitation; a sidewalk extension, curb ramps, employment development services for homeless and at-risk clients; tenant-based rental assistance, fair housing services, a CHDO activity, and program administration, as shown below. All 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 B - Project Information

#	Project Name
1	CDBG Administration and Monitoring
2	Fair Housing Services
3	Home Improvement Program
4	Tenant Based Rental Assistance
5	Persian Drive Sidewalk Extension
6	ADA Curb Cuts (Contingency Project)
7	WorkFirst Sunnyvale (CBDO Activity)
8	Public Services - Human Services Grants
9	HOME Administration and Monitoring
10	CHDO Set-Aside

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 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 September 2014 and April 2015, and were adopted as part of the 2015-2020 Consolidated Plan in accordance with regulations established by HUD.

FY 2018-19 is the first year of the two-year funding cycle for human services and the City confirmed in November 2016 that the list of Priority Needs in the 2015 Consolidated Plan continues to be valid.

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 uncertainty regarding federal appropriations for the CDBG and HOME programs, and other HUD programs, such as the Section 8 program and public housing funding, as well as changes to the LIHTC created by the recent federal tax reform bill.

AP-38 Project Summary

Project Name	1. CDBG Administration and Monitoring
Target Area	Not Applicable
Goals Supported	All
Needs Addressed	Planning and Administration
Funding	CDBG: \$250,000
Description	Administration of CDBG Activities: Contracting, preparing loan documents, monitoring projects and loan portfolio, etc.
Target Date	FY 2018-19
Goal Outcome	Complete all CDBG activities planned.
Location	Citywide
Planned Activities	Administration and planning for the CDBG program. This includes 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 (overhead) are also included in program administration.
Project Name	2. Fair Housing Services
Target Area	Not Applicable
Goals Supported	Affordable Housing: Promote Fair Housing Choice
Needs Addressed	Affordable Housing and Fair Housing
Funding	CDBG: \$25,000
Description	Fair Housing Services
Target Date	FY 2018-19
Goal Outcome	Provide fair housing assistance to 25 or more households (as needed).
Location	Citywide
Planned Activities	Provide public outreach and education about fair housing laws and complaint procedures to local residents, landlords, and other housing industry professionals through local community outreach efforts, and through City agreements with fair housing agencies that provide free legal assistance to residents with fair housing complaints. Help clients file cases with HCD, HUD, or in court if needed.

Project Name	3.Minor Improvement Grants/Loans (Home Improvement Program)
Target Area	Not Applicable
Goals Supported	Affordable Housing: Provide Home Improvement Program
Needs Addressed	Housing accessibility, quality, safety, lead-based paint hazard testing and risk reduction, energy efficiency improvements, and maintain affordability for lower-income home owners.
Funding	CDBG: \$40,000
Description	Minor Improvement Grants/Loans
Target Date	FY 2018-19
Goal Outcome	Assist at least 10 households with minor home improvement grants or loans.
Location	Citywide
Planned Activities	The Home Improvement Program provides small grants and loans for minor improvements, such as: energy efficiency upgrades, exterior painting, emergency repairs and accessibility improvements. Homes must be owned and occupied by a lower-income household to be eligible for this program.
Project Name	4. Tenant-Based Rental Assistance
Target Area	Not Applicable
Goals Supported	Affordable Housing and Alleviation of Homelessness
Needs Addressed	Assist residents experiencing or at imminent risk of homelessness, and other very low-income households, to obtain and maintain rental housing.
Funding	HOME: \$833,500
Description	Tenant-Based Rental Assistance (TBRA) Program for Homeless and At-Risk Households
Target Date	FY 2018-19
Goal Outcome	Assist 25 households
Location	Citywide
Planned Activities	Provide security deposit and/or monthly rental subsidies (voucher) to help at-risk or currently homeless people to move into and maintain permanent housing. Assistance may be provided for up to a two-year term.

Project Name	5. Persian Drive Sidewalk Extension
Target Area	Not Applicable
Goals Supported	Other Community Development Efforts
Needs Addressed	Improved Public Facilities and Infrastructure in CDBG-Eligible Neighborhoods (Area Benefit)
Funding	CDBG: \$500,000
Description	Construct new sidewalk to provide safer pedestrian and bike access along Persian Drive and connection to Borregas Bike/Ped bridge into Moffett Park.
Target Date	FY 2018-19
Goal Outcome	Provide safer pedestrian and bike access within Morse Park neighborhood and between residential area and Moffett Park employment center
Location	South side of Persian Dr. between Morse and Borregas Avenues.
Planned Activities	Construct a new sidewalk, drainage and related improvements along Persian Drive where no sidewalk currently exists to improve pedestrian linkages to and from new affordable housing development (Edwina Benner Plaza) and existing residential area.
Project Name	6. ADA Curb Ramps (Contingency Project)
Target Area	Not Applicable
Goals Supported	Other Community Development Efforts
Needs Addressed	Remove Architectural Barriers (ADA Accessibility)
Funding	CDBG: \$500,000
Description	Construct curb ramps and related ADA retrofits or improvements to pedestrian infrastructure.
Target Date	FY 2018-19
Goal Outcome	Improve accessibility of existing sidewalks and infrastructure
Location	City-wide
Planned Activities	Construct an estimated 40 curb ramps on city sidewalks
Project Name	7. WorkFirst Sunnyvale (CBDO Activity)
Target Area	Not Applicable
Goals Supported	Alleviation of Homelessness and Expanding Economic Opportunities for Lower-Income People
Needs Addressed	Help people who are currently homeless or at imminent risk of homelessness obtain employment or other sources of income, and adequate support services/networks to obtain housing and achieve stability.
Funding	CDBG: \$420,000
Description	Economic Development/CBDO Activity
Target Date	FY 2018-19

Goal Outcome	Assist 50 homeless or very low income 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.
Project Name	8. Public Services
Target Area	Not Applicable
Goals Supported	Support provision of essential human services, particularly for special needs populations
Needs Addressed	These programs assist special needs populations such as seniors, disabled people, homeless people, children, youth, victims of domestic violence, and very low-income households. Programs address basic needs.
Funding	CDBG: \$225,000
Description	Human Services Grants to non-profit agencies
Target Date	FY 2018-19
Goal Outcome	Assist approximately 410 individuals and/or households with human services
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.
Project Name	9. HOME Administration and Monitoring
Target Area	Not Applicable
Goals Supported	Affordable Housing and Alleviation of Homelessness
Needs Addressed	Planning and Administration
Funding	HOME: \$80,000 (Includes authorized program income)
Description	Administration of HOME Activities: Planning and Monitoring
Target Date	FY 2018-19
Goal Outcome	Complete all HOME activities planned.
Location Description	Citywide
Planned Activities	Funds are used for staffing and implementing the HOME program. This includes the costs of HOME capital project management, tracking of grant funds and program income, sub-recipient monitoring, reporting, and compliance with federal requirements such as environmental, labor, and anti-discrimination. Indirect costs (overhead) are also included in program administration.
Project Name	10. CHDO Reserves
Target Area	Not Applicable
Goals Supported	Affordable Housing
Needs Addressed	Affordable Housing
Funding	HOME: \$46,500
Description	Provide funding to a qualified Sunnyvale CHDO for a CHDO activity.

Target Date	FY 2018-19
Planned Activities	Identify an eligible CHDO that can complete a new CHDO housing project.

AP-50 Geographic Distribution – 91.220(f)

Geographic Distribution

Target Area	Percentage of Funds
City of Sunnyvale	100%

Table 3 - Geographic Distribution

Discussion

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 most 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 various facilities and locations throughout the City, and in some cases, just outside the City, if Sunnyvale residents are being served by the program. Affordable housing assistance is generally provided anywhere in the City, as opportunities arise, 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. Community resources such as parks, schools, and community/neighborhood centers are also disbursed throughout the City. Please see Exhibit B at the end of this Plan.

Affordable Housing

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 2018-19. 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.

One Year Goals: Number of Households to be Assisted, by Type of Household	
Homeless	25
Non-Homeless	5
Special Needs	5
Total	35

Table 4 - One Year Goals for Affordable Housing, by Support Requirement

One Year Goals: Number of Households to be Assisted, by Type of Program	
Rental Assistance	25
Rehab of Existing Units	10
Total	35

Table 5 - One Year Goals for Affordable Housing, by Support Type

Discussion

Housing assistance is proposed to be prioritized for those who cannot currently afford market rate housing. An estimated ten lower-income homeowners will be assisted with the Home Improvement Program, and 25 households will be assisted through the TBRA Program using HOME funds.

Last year, HOME funds were allocated to the Edwina Benner Plaza project, a new 66-unit affordable rental housing development for lower-income households of which three units are HOME-assisted. The City also provides loans for major rehabilitation of single family and/or manufactured/mobile homes, and affordable rental housing developments using funds from its CDBG Revolving Loan Fund (RLF) for purposes of addressing priority housing needs, consistent with the City's goal to assist in the creation and preservation of affordable housing for lower-income households. However, these two activities are not included in the Action Plan tables, in accordance with HUD guidance, because they are not using funds generated in FY 2018-19.

AP-60 Public Housing – 91.220(h)

Public Housing

This section is not applicable; there is no official public housing in Sunnyvale. The City collaborates with the Housing Authority of the County of Santa Clara (HACSC) 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 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 \$420,000 for a program that helps homeless people obtain jobs (WorkFirst Sunnyvale), and additional HOME funding for the City's TBRA program that helps homeless people obtain housing, as well as funding for various public services, several of which address homelessness. The City continues to participate in the county-wide efforts to end homelessness throughout the County. Recently, the City provided over \$8 million in local and HOME funds to assist the development of the Edwina Benner Plaza project, which will include 13 homeless units.

Homeless Outreach and Assessment

The WorkFirst Sunnyvale and LifeMoves programs include outreach to unsheltered homeless clients and assessment of their needs.

Emergency Shelter and Transitional Housing

Two of the public services sub-recipients, LifeMoves and YWCA, provide emergency shelter, transitional housing, and services to homeless clients and victims of domestic violence. In addition, the County operates a Winter Shelter Program facility in Sunnyvale with 125 beds that takes referrals and receives supportive services from a number of the City's CDBG sub-recipients.

Permanent Housing, Rapid Re-Housing, Affordable Housing, and Prevention

Several of the activities funded help homeless clients and families transition to permanent housing, including: WorkFirst Sunnyvale, TBRA, and the human services grants to LifeMoves and YWCA. The total CDBG funding planned for these activities is \$470,000 in 2018.

Preventing Homelessness for those Discharged from Public Institutions or Welfare Programs and Other Low-Income Households

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, LifeMoves, YWCA, and Bill Wilson Center. In addition, the fair housing services provided can also help tenants avoid eviction and/or homelessness by addressing discrimination practices. In addition to the activities funded with CDBG, the City also assists other programs that aim to prevent homelessness using local funds. These include grants to Senior Adults Legal Services, Downtown Streets Team, funding for tenant-landlord mediation programs, and the Homelessness Prevention and Rapid Re-Housing Program funded with \$250,000 in funds from the City's former Redevelopment Agency Housing Fund.

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

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. Between 2006 and 2015, a total of 4,933 new housing units were issued building permits. This equaled an average of 493 new units per year, slightly higher than the City's historic annual average which is closer to 300 annually. Fifty-five percent of the new units permitted during that ten-year period were in multi-family rental projects.

In 2014, the City updated the Constraints Analysis of its Housing Element, 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 January 2015 of the City's 2015-2023 Housing Element, that the City does not currently implement policies that create barriers to affordable housing. Additional detail is available in the City's Housing Element, available on the City's website and in the Sunnyvale Library.

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)

This section describes 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.

Addressing Unmet 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.

Fostering and Maintaining Affordable Housing

Please see AP-35 on prior pages of this Plan (i.e., Tenant-Based Rental Assistance, Fair Housing Services, and Home Improvement Program).

Reducing 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.

Reducing the Number of Households in Poverty

In 2014 the City adopted a new minimum wage ordinance increasing the local minimum wage. It increased to \$15/hour on January 1, 2018. 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. Although the economic situation has improved in the Silicon Valley since 2010, there is still an increased level of need and demand for assistance with employment services as well as basic needs. The City, which serves as the administrative agent for NOVA, will continue its ongoing efforts to improve economic opportunities for all of its residents through NOVA and the City's Economic Development Division.

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.

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.

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.

The City 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)

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 amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$250,000
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.	\$268,000
5. The amount of income from float-funded activities	\$0
Total Program Income	\$518,000

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	90%
3. Overall Benefit – A consecutive period of one, two, or three years may be used to determine that a minimum overall benefit of 70 percent of CDBG funds is used to benefit persons of low and moderate income. Specify the years that include this Annual Action Plan	FY 2016 – 2018

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: *Not Applicable*
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*
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: *Not Applicable*
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*

Discussion:

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

Exhibit A

CONTINGENCY PLAN

This contingency plan is included to allow staff to adjust the funding allocations for the activities listed below after Council approval of the Action Plan, if needed to address lower than anticipated entitlement grants for FY 2018. The adjustments will be made based on the scenario which most closely matches the amount of funding that becomes available by the start of FY 2018-19. Further adjustments may be made administratively, with no formal Action Plan amendments, if needed to fully utilize available funds.

Activity	Planned Allocation	Scenario A	Scenario B
		90% of Estimates	110% of Estimates
HOME			
HOME Administration	\$ 81,000	\$ 77,900	\$ 84,100
Tenant-Based Rental Assistance	\$ 833,500	\$ 811,250	\$ 857,750
CHDO Set-Aside	\$ 46,500	\$ 41,850	\$ 51,150
Total HOME Allocations	\$ 961,000	\$ 931,000	\$ 993,000
Total HOME funds available <i>(Grant varies at 90-110%, PI stays flat)</i>	\$ 962,000	\$ 931,000	\$ 993,000
CDBG			
Persian Drive Sidewalk Extension	\$ 500,000	\$ 500,000	\$ 500,000
WorkFirst Sunnyvale (CBDO Activity)	\$ 420,000	\$ 420,000	\$ 416,000
Human Services Grants	\$ 225,000	\$ 202,500	\$ 247,500
CDBG Planning & Admin	\$ 225,000	\$ 205,500	\$ 225,000
Fair Housing	\$ 25,000	\$ 22,500	\$ 25,000
ADA Curb Ramps (Contingency Project)*	\$ -	\$ -	\$ 464,500
Home Improvement Program	\$ 40,000	\$ 40,000	\$ 40,000
Total CDBG Allocations	\$ 1,435,000	\$ 1,390,500	\$ 1,918,000
Total CDBG funds available**	\$ 1,768,000	\$ 1,618,000	\$ 1,918,000

* Under any of the scenarios, the contingency curb ramps project may be funded mid-year if sufficient CDBG program income (PI) is received beyond the projected 2018 PI to cover the total project cost. Cost ranges from a minimum of \$500,000 to maximum \$800,000.

** CDBG funds available estimates are based on both 2018 Entitlement grant and projected 2017 total PI varying from 90%-110% of the total shown for "Planned Allocation".

Scenario A:

New entitlement grants are 90% of current estimate; HOME program income estimate stays flat across all scenarios; CDBG program income also projected at 90% of original estimate; plus same amount of prior year/disencumbered funds.

Scenario B:

New entitlement grants are 110% of current estimate; HOME program income estimate stays flat across all scenarios; CDBG program income also projected at 110% of original estimate; plus same amount of prior year/disencumbered funds.

In all cases, 15% and 20% maximum funding limits are applied to Admin and public services allocations.

CDBG Funding Estimates	Planned	Scenario A (90%)	Scenario B (110%)
2018 Grant	\$ 1,100,000	\$ 990,000	\$ 1,210,000
2017 PI	\$ 250,000	\$ 210,000	\$ 290,000
2018 PI	\$ 150,000	\$ 150,000	\$ 150,000
Disencumbered/Prior Years	\$ 268,000	\$ 268,000	\$ 268,000
Total	\$ 1,768,000	\$ 1,618,000	\$ 1,918,000
Total Projected 2017 PI, net of amount already allocated in 2017 AP (\$150K), for calculating Human Services cap.	\$ 400,000	\$ 360,000	\$ 440,000

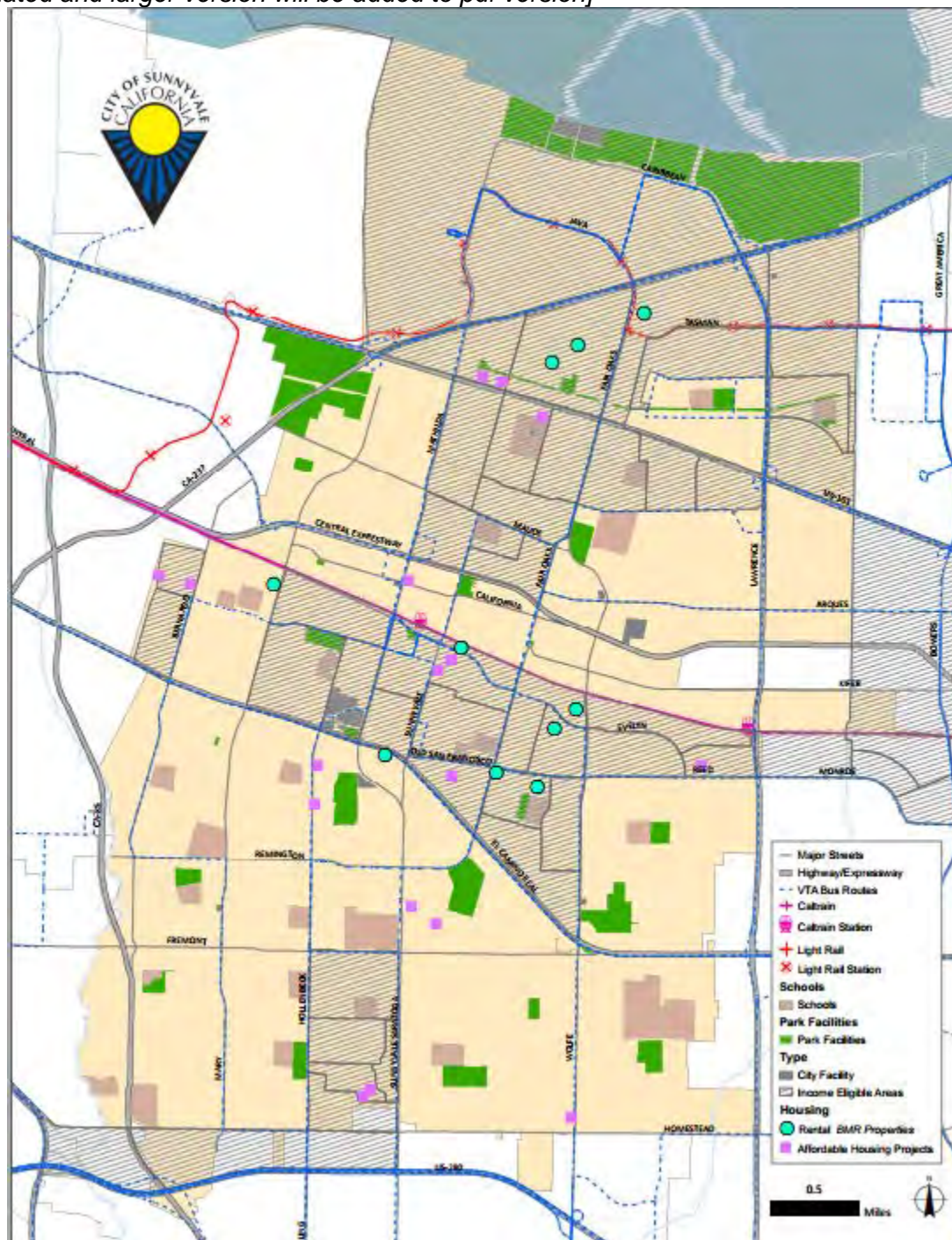
HOME	Planned	Scenario A (90%)	Scenario B (110%)
2018 Grant	\$ 310,000	\$ 279,000	\$ 341,000
PI Admin Reserve	\$ 50,000	\$ 50,000	\$ 50,000
PI	\$ 411,000	\$ 411,000	\$ 411,000
Disencumbered/Prior Years	\$ 191,000	\$ 191,000	\$ 191,000
Total	\$ 962,000	\$ 931,000	\$ 993,000

The above amounts do not include funds in the CDBG Revolving Loan Fund (RLF), which are not included in the Action Plan, but are used on an over-the-counter basis to provide housing rehabilitation loans for mobile home and single family home owners, and for smaller multi-family rental rehabilitation projects. The City's HUD Grant representative recently notified staff of the need to reduce the RLF balance in order to comply with the new method for determining the "timeliness ratio". Some of this balance may be transferred out of the RLF and used toward the ADA curb ramps contingency project. Once the amount of the 2018 entitlement grant is known, staff will update the draft Action Plan with a specific amount proposed to transfer from the RLF to the contingency project to comply with this requirement.

Exhibit B

CDBG-Eligible Areas Map

[Updated and larger version will be added to pdf version]





City of Sunnyvale

Meeting Minutes - Draft

Housing and Human Services Commission

Wednesday, March 28, 2018

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

CALL TO ORDER

Chair Grossman called the meeting to order at 7:01 p.m.

SALUTE TO THE FLAG

Chair Grossman led the salute to the flag.

ROLL CALL

Present: 6 - Chair Joshua Grossman
Vice Chair Avaninder Singh
Commissioner Patti Evans
Commissioner Diana Gilbert
Commissioner Ken Hiremath
Commissioner Elinor Stetson
Absent: 1 - Commissioner Minjung Kwok

Vice Chair Avaninder Singh arrived at 7:05 p.m.
Commissioner Minjung Kwok (excused)
Council Liaison Michael S. Goldman (present)

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1.A [18-0266](#) Approve the Housing and Human Services Commission
Meeting Minutes of February 28, 2018

Chair Grossman asked if anyone had any comments on the item on the consent calendar. There were none.

MOTION: Commissioner Gilbert moved, and Commissioner Hiremath seconded the motion to approve the Housing and Human Services Commission meeting minutes

of February 28, 2018.

Motion carried by the following vote:

Yes: 5 - Chair Grossman
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 2 - Vice Chair Singh
Commissioner Kwok

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [18-0267](#) Funding Recommendations for FY 2018/19 CDBG/HOME
Capital Projects

Housing Officer Suzanne Isé introduced the applicants.

Sunnyvale Community Services Executive Director Marie Bernard and Downtown Streets Team Sunnyvale Program Director Chris Anderson gave a short presentation, shared some accomplishments and client stories, and answered questions from the Commissioners regarding the WorkFirst Sunnyvale proposal.

Chair Grossman opened the public hearing at 7:29 p.m.

No speakers.

Chair Grossman closed the public hearing at 7:29 p.m.

Chair Grossman asked for a motion.

MOTION: Commissioner Evans moved and Commissioner Stetson seconded the motion to approve Alternative 1: Recommend funding the capital project proposal in the amount recommended in the staff report (approximately \$416,000).

The motion carried by the following vote:

Yes: 6 - Chair Grossman
Vice Chair Singh
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 1 - Commissioner Kwok

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

None.

-Staff Comments

None.

ADJOURNMENT

MOTION: Commissioner Evans moved, and Commissioner Stetson seconded the motion to adjourn the meeting at 7:32 p.m.

Motion carried by the following vote:

Yes: 6 - Chair Grossman
Vice Chair Singh
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 1 - Commissioner Kwok