



CITY OF SUNNYVALE, CA



FY 2017-18

ACTION PLAN



Onizuka Crossing

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CITY OF SUNNYVALE

THIRD YEAR ACTION PLAN (FY 2017)

Executive Summary

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

Introduction

This FY2017-18 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) which historically have provided the City of Sunnyvale (City) with approximately \$1.3 million annually: a Community Development Block Grant (CDBG) of approximately \$1,000,000, and a HOME Investment Partnerships (HOME) Program grant of approximately \$300,000. The Action Plan covers the fiscal year beginning July 1, 2017 and ending June 30, 2018, the third year of the City's 2015-2020 Consolidated Plan (Plan) period. The Action Plan describes the eligible activities that the City intends to undertake in FY2017-18 to address the priority needs and implement the strategies identified in the Plan, using the City's CDBG and HOME grants. The activities described in this Action Plan are intended to primarily benefit the lower-income residents of Sunnyvale, affirmatively further fair housing choice, and meet priority needs.

In addition to these grants, the City has a local Housing Mitigation Fund (HMF), which is used to support local affordable housing programs, including some that are not eligible for HUD funding. This fund is derived from fees received occasionally in varying amounts, and there is no guaranteed annual funding amount, therefore less emphasis is placed on these funds as a regular funding source in this Action Plan.

Funding Availability

The amount of the CDBG and HOME entitlement grants the City will receive for FY 2017 is still uncertain, due to the delay in federal appropriations for the remainder of federal fiscal year 2017. HUD staff has informed the City that this delay may require adjustment to the usual schedule for Action Plan submittal, and grantees should adopt plans with contingency provisions to allow staff to make adjustments to the proposed allocations after approval of the Plan, in case the entitlement grants are not consistent with the estimates in this Plan. The City has developed this draft Action Plan based on an assumption that CDBG and HOME funding will remain approximately the same as last year. However, if the 2017 grants are much lower than estimated, the City has prepared contingency provisions for adjusting the proposed expenditures, as shown in Exhibit A of this Plan.

Summary of Plan Objectives

The City has organized its priority needs according to 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 all of 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 providing public services 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 Consolidated Plan, as noted above, the City of Sunnyvale solicited additional input for the FY2017-18 Annual 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 22, 2017, April 19, 2017, and May 9, 2017. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale *Sun* on March 31, 2017. An initial draft of the Action Plan was released on April 7, 2017, and comments were accepted through May 9, 2017.

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

[To be inserted upon completion of the public comment period].

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 (City) is the Lead and Responsible Agency for the United States Department of Housing and Urban Development's (HUD) entitlement programs in Sunnyvale. The Housing Division (HD), a division of the City's Community Development Department, is responsible for administering the City's HUD entitlement grants, including the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program grant. By federal law, the City is required to submit to HUD a five-year Consolidated Plan and Annual Action Plans listing priorities and strategies for the use of federal funds.

The Consolidated Plan shows how the City plans to use its CDBG and HOME funds to meet the housing and community development needs of its residents. To update its 2015-2020 Consolidated Plan, 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 FY 2017/18 Annual Action Plan represents the third year of CDBG and HOME funding of the 2015-2020 Consolidated Plan.

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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 a number of assisted housing providers, such as Charities Housing, MidPen Housing Corp., First Community Housing, and various 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 Consolidated Plan. 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 conducted for the Consolidated Plan, as noted above, the City of Sunnyvale solicited additional input for the FY2017-18 Annual Action Plan from community members at four public hearings held on October 19, 2016, November 15, 2016, March 22, 2017, and April 19, 2017. 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. 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, 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. Last year, the CoC invited the City's Housing Officer to participate on the CoC's Review and Rank Panel. 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 FY 2016-17.

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.

In the next 5 years, 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 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 2017 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 all of 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 October 19, 2016, November 15, 2016, March 22, 2017, April 19, 2017 and May 9, 2017. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale *Sun* on March 31, 2017. An initial draft of the Action Plan was released on April 7, 2017, and comments were accepted through May 9, 2017. 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) 2017-18 Action Plan covers the time period from July 1, 2017 to June 30 2018 (HUD Program Year 2017). 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's 2017 HUD entitlement grants will consist of \$1,000,000 in CDBG funds and \$300,000 in HOME funds. In addition, the City estimates that it will also receive approximately \$150,000 in CDBG program income (loan payments) in the coming fiscal year, and has \$148,000 in disencumbered funds and excess program income from the prior program year, bringing the total estimated CDBG funding for FY 2017-18 to \$1,298,000. The estimated HOME funding for FY 2017-18 is \$521,221, which includes the new grant, plus program income and unencumbered funds from the prior program year, including CHDO set-asides that the City is requesting to waive.

The City pursues and encourages its partner agencies to pursue all available public and private funding sources in order to achieve the goals of the Consolidated Plan. Most projects and activities secure funding from a variety of sources, including public and private sector donations, grants, loans, and in-kind materials and services.

Table A: Estimated Funds Available and Activities Proposed for Funding, FY 2017-18

AVAILABLE FUNDS	CDBG	HOME
FY 2017-18 Entitlement Grants	\$ 1,000,000	\$ 300,000
Current FY Remaining Program Income	\$ 20,000	\$ 50,000
Projected FY 2017-18 Program Income	\$ 150,000	\$ -
Disencumbered/Fund Balance	\$ 128,888	\$ 171,221
TOTAL	\$ 1,298,888	\$ 521,221

PLANNED ALLOCATIONS		CDBG	HOME
Administration	Planning and Administration	\$ 215,000	\$ 80,000
	Fair Housing*	\$ 15,000	N/A
Housing Rehabilitation	Home Improvement Program	\$ 40,000	N/A
Rental Assistance	Tenant-Based Rental Assistance	N/A	\$ 441,221
Infrastructure	Persian Drive Sidewalk Extension**	\$ 448,500	N/A
Economic Development	WorkFirst Sunnyvale (CBDO Activity)	\$ 404,000	N/A
Public Services	Human Services Grants	\$ 175,500	N/A
TOTAL		\$ 1,298,000	\$ 521,221

* An additional \$5,000 for Fair Housing will be provided from Human Services Grant funds

** New allocation is in addition to \$200,000 allocated in FY 2016, for a total of \$648,500 in CDBG funds for the project.

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. In 2015, \$5 million in HMF was committed to the Benner Plaza project which will include 66 new affordable units, and an additional \$2,430,000 was provided in 2017. 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, and projects receiving a significant amount of new revenues into its Housing Mitigation Fund from two new development impact fees enacted in 2015. These funds are allocated outside of the Action Plan process, but with a similar goal of expanding and preserving the City's affordable housing stock.

Other Public Resources

The following 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 serving mostly 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, which provides 57 affordable family apartments was 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 3				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	\$1,000,000	\$170,000	\$128,000	\$1,298,000	TBD *	Housing Rehabilitation; Public Infrastructure and Facilities; Public Services; Economic Development; Alleviation of Homelessness; Administration
HOME	Federal	Affordable Rental Housing Construction; Program Administration	\$300,000	\$0	\$171,221	\$521,221	TBD	TBRA; Administration

* Funding levels for the next two years of the ConPlan period are highly 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. The City's Public Works Department handles all City property management and surplus property matters.

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	2017	2018	Decent Housing	City-wide	Housing needs of lower-income, homeless and/or and special needs households	HOME: \$200,000 CDBG: \$55,000	Affordable rental housing for lower-income households: 1. HOME: TBRA: 13 Households 2. CDBG: <ul style="list-style-type: none"> Home Improvement Program: 10 Units Fair Housing Services: 20 Households
B. Alleviate Homelessness; D. Expand Economic Opportunities	2017	2018	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: \$241,221 CDBG: \$404,000	Job training, rental assistance, shelter/housing and/or supportive services: 1. HOME: TBRA: 16 Households 2. CDBG: WorkFirst Sunnyvale: 47 Households assisted; 12 job placements; 25 job-seekers trained

Goal	Start Year	End Year	Category	Area	Needs Addressed	Annual Funding	Outcome Indicators
C. Other Community Development Efforts	2017	2018	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: \$170,500	Provide human services to approximately 400 households
	2017	2018	Suitable Living Environment	Morse Neighbor-hood	Need to improve public infrastructure and facilities in CDBG-eligible neighborhoods.	CDBG: \$448,500	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)

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 2017-18 using CDBG and HOME funds include: human services grants; homeowner housing rehabilitation; a sidewalk extension, employment development services for homeless and at-risk clients; tenant-based rental assistance, fair housing services, and program administration, as shown below. All of these activities are eligible for the indicated funding type based on federal regulations associated with these grants, and all of them meet one or more priority needs as identified through the City's citizen participation process.

Projects

Table 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	WorkFirst Sunnyvale (CBDO Activity)
7	Public Services - Human Services Grants
8	HOME Administration and Monitoring

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 2017-18 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

At this time the primary obstacle to meeting underserved local needs in the near term is the delay in federal appropriations for the 2017 federal fiscal year and associated uncertainty regarding the City's entitlement grants for 2017. Longer term, the proposed elimination of the CDBG and HOME programs in the 2018 federal budget, if approved by Congress, would create further obstacles to meeting those needs.

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: \$215,000	
Description	Administration of CDBG Activities: Contracting, preparing loan documents, monitoring projects and loan portfolio, etc.	
Target Date	FY 2017-18	
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: \$20,000 (\$15,000 from Administration and \$5,000 from Public Services funds)	
Description	Fair Housing Services	
Target Date	FY 2017-18	
Goal Outcome	Provide fair housing assistance to 20 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 2017-18
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: \$441,221
Description	Tenant-Based Rental Assistance (TBRA) Program for Homeless and At-Risk Households
Target Date	FY 2017-18
Goal Outcome	Assist 20 - 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: \$448,500
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 2017-18
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. 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: \$404,000
Description	Economic Development/CBDO Activity
Target Date	FY 2017-18
Goal Outcome	Assist approximately 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	7. 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: \$175,500 (includes \$5,000 for fair housing services)
Description	Human Services Grants to non-profit agencies
Target Date	FY 2017-18
Goal Outcome	Assist approximately 400 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	8. 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 2017-18
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.

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 a number of facilities and locations throughout the City, and in some cases just outside the City, as long as Sunnyvale residents are being served by the program. Affordable housing assistance is generally provided anywhere in the City, as opportunities arise, in order to avoid concentration of poverty, and to ensure fair access to affordable rental housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods. The City does not have any blighted areas requiring major redevelopment, and private development is occurring throughout the City. 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 2017-18. 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 2017-18.

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 \$404,000 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, contingent on County services and voucher funding.

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 seasonal 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 \$454,000 in 2017.

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 provides assistance to 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 pages 21-22 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 is currently \$13/hour and will increase 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	\$20,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities	\$0
Total Program Income	\$20,000

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	100%
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 2017. 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 2017-18. Further adjustments on a pro-rata basis may be made if needed to fully utilize available funds.

Activity	Planned Allocation	Scenario A	Scenario B	Fund
HOME Administration	\$80,000	\$50,000	\$65,000	HOME
Tenant-Based Rental Assistance	\$441,221	\$171,221	\$306,221	HOME
Persian Drive Sidewalk Extension	\$448,500	\$0	\$200,000	CDBG
WorkFirst Sunnyvale (CBDO Activity)	\$404,000	\$75,000	\$200,000	CDBG
Human Services Grants	\$175,500	\$25,000	\$100,500	CDBG
CDBG Planning & Admin	\$215,000	\$30,000	\$115,000	CDBG
Fair Housing	\$15,000	\$0	\$15,000	CDBG
Home Improvement Program	\$40,000	\$40,000	\$40,000	CDBG
Total CDBG	\$1,298,000	\$170,000	\$670,500	
Total HOME	\$521,221	\$221,221	\$371,221	

Scenario A:

No new entitlement grants are received for FY 17; funding is allocated using funds previously received plus projected program income

Scenario B:

New entitlement grants at 50% of prior year's grant amounts, plus funds previously received plus projected program income.

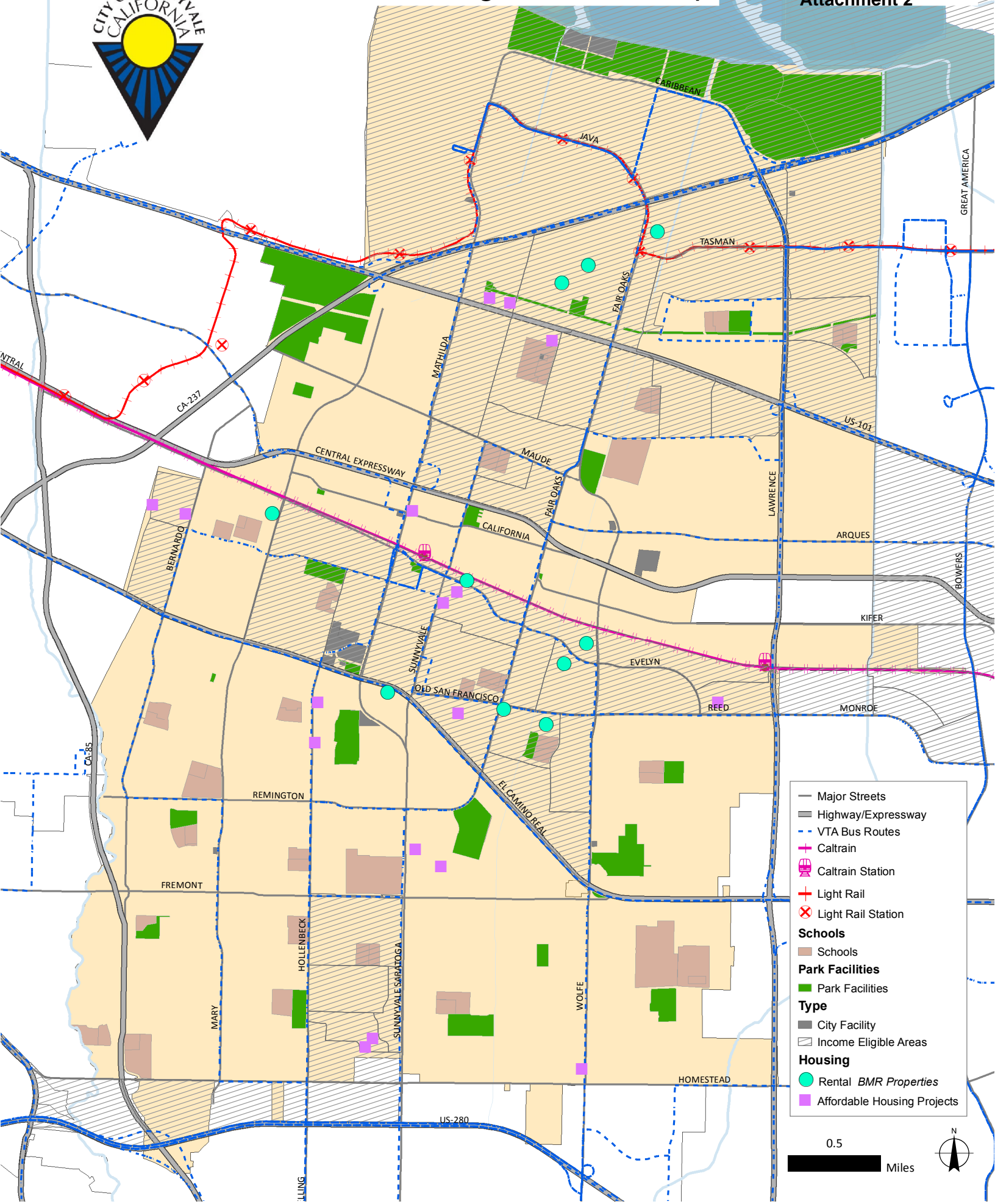
In all cases, 15% and 20% maximum funding limits are applied to Admin and public services allocations.

Above amounts do not include funds in the CDBG Revolving Loan Fund.



CDBG-Eligible Areas Map

Exhibit B
Attachment 2



- Major Streets
- Highway/Expressway
- VTA Bus Routes
- Caltrain
- Caltrain Station
- Light Rail
- Light Rail Station
- Schools**
- Schools
- Park Facilities**
- Park Facilities
- Type**
- City Facility
- Income Eligible Areas
- Housing**
- Rental BMR Properties
- Affordable Housing Projects

