

**City of Sunnyvale**  
**Second Substantial Amendment to the 2019-2020 Annual Action Plan**

**Background**

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

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

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

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

**Proposed Substantial Amendment**

The City is proposing the following amendment:

1. The addition of a rent relief and community support program, specifically serving households impacted by the 2020 Coronavirus pandemic, using \$350,000 of the City's CARES Act allotment.
  - a. Sunnyvale Community Services, a local non-profit organization that provides a wide-range of safety net services (food distribution, homeless/housing/youth services, case management, workforce development, etc.) applied for \$350,000 to administer a rent relief and community support program. Services include, but are not limited to: rental assistance, motel/hotel vouchers for shelter and isolation purposes, ongoing case management and basic needs (i.e. food).

**Analysis**

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

- To carry out an activity using funds from any program covered by the Consolidated Plan not previously described by the Annual Action Plan.

**Public Process**

The City, due to the 2020 Coronavirus pandemic, utilized available waivers (waiver #8 and #9, Consolidated Plan Requirements) per HUD guidance contained in the memo *“Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19.”* Therefore, the City provided public notice in the Sunnyvale Sun on May 29, 2020 – and provided opportunity to comment on the substantial amendment for a five-day period. The City Council is schedule to consider this amendment at a virtual public hearing on June 9, 2020.

Comments may be submitted to Leif Christiansen by email ([lchristiansen@sunnyvale.ca.gov](mailto:lchristiansen@sunnyvale.ca.gov)) or by phone: 408-569-8318 (mobile).

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

1. On page 17 of the approved Annual Action Plan, amend “Expected Resources – Introduction” as follows: Introduction (AP-15 Expected Resources)

As shown in Table A below, the City will receive \$1,127,120 in 2019 entitlement CDBG funds and \$400,650 in HOME funds. In addition, the City estimates that it will also receive approximately \$150,000\$1,050,000 in CDBG program income in FY 2019, to be determined at end of fiscal year, ~~has~~ approximately \$150,000 in disencumbered funds from prior years. In response to the 2020 Coronavirus (COVID-19) Pandemic, the Federal Government approved the Coronavirus Aid, Relief and Economic Security Act (CARES Act). In this Action Plan, Sunnyvale is allocating \$350,000 in CDBG-CV funds - which brings the total CDBG funding for FY 2019 to \$2,677,120. This amount may increase slightly, as additional program income may be received before the end of this fiscal year. Total available HOME funding for FY 2019 will be \$980,889, which includes the new allocation, plus estimated program income administrative reserves and unencumbered funds from the prior program year.

2. On page 18 and 19 of the approved Annual Action Plan, amend Table 6 “Resources – Priority Table” as follows:

Program	Source of Funds	Uses of Funds	Amount Available Year 5					Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Estimate Program Income: \$	Prior Year Resource : \$	CARES Act Allocation \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,127,120	1,050,000	150,000	<u>\$350,000</u>	<u>\$2,677,120</u>	0	Housing Rehabilitation; Public Infrastructure and Facilities; Public Services; Economic Development; Alleviation of Homelessness; Administration

3. On Page 24 of the approved Annual Action Plan, add the Public Facility Acquisition Project to Table 8 – “Project Information”:

#	Project Name
<u>1</u>	<u>CDBG Administration and Monitoring</u>
<u>2</u>	<u>Minor Home Improvement Grants/Loans (Home Improvement Program)</u>
<u>3</u>	<u>Plaza de la Flores Energy Efficiency and Rehabilitation</u>
<u>4</u>	<u>WorkFirst Sunnyvale CBDO Activity</u>
<u>5</u>	<u>Public Services [5 projects]</u>
<u>6</u>	<u>ADA Curb Ramps</u>
<u>7</u>	<u>Home Administration and Monitoring</u>
<u>8</u>	<u>CHDO Set-Aside</u>
9	Public Facility Acquisition Project (Sunnyvale Community Services)
<u>10</u>	<u>2020 Coronavirus Rent Relief and Community Support Program</u>

4. On Page 31 of the approved annual action plan, add the Public Facility Acquisition Project the “Project Summary”:

<u>10</u>	<u>Project Name</u>	<u>2020 Coronavirus Rent Relief and Community Support Program</u>
	<u>Target Area</u>	<u>Citywide</u>
	<u>Goals Supported</u>	<u>Alleviation of Homelessness and Other Community Development Efforts</u>
	<u>Needs Addressed</u>	<u>Safety net services for extremely and very low-income residents</u>
	<u>Funding</u>	<u>CDBG: \$350,000</u>
	<u>Description</u>	<u>To provide funding to administer a rent relief and community assistance (i.e. motel/hotel vouchers, food, case management) program</u>
	<u>Target Date</u>	<u>6/30/2020</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>Up to 60 extremely and very low-income families will be served annually.</u>
	<u>Location Description</u>	<u>Citywide</u>
	<u>Planned Activities</u>	<u>Assist clients through administering rent payments and other forms of financial assistance, in conjunction with case management/basic needs services, to households impacted by COVID-19</u>