

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

**Background**

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

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

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

On March 27, 2020 -- 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.

To date, the City has received about \$1.7 million in CDBG-CV funds – and the Third Substantial Amendment to the 2019-2020 Annual Action Plan will allocate the remaining amount of CDBG-CV funds awarded to the City. The Second Substantial Amendment made in 2020 allocated the initial \$350,000 in CDBG-CV funds.

**Proposed Substantial Amendment**

The City is proposing the following amendment:

1. To continue a previously approved rent relief and community support program, specifically serving households impacted by the 2020 Coronavirus pandemic, by adding \$776,165 of the City's CARES Act allotment to the program.
  - 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 an additional \$911,165 to continue administering a rent relief and community support program. Services include but are not limited to: rental and emergency financial assistance, ongoing case management and basic needs (i.e. food).
2. To add a new project focused on COVID-19 Testing and Vaccine Administration, serving low-income residents of Sunnyvale, by allocating \$203,930 of the City's CARES Act allotment to the project.
  - a. Ravenswood Family Health Network (RFHN), a federally qualified health care center, applied for \$203,930 in CDBG-CV funds to administer COVID-19 tests and vaccines at Mayview Community Health Center in Sunnyvale. RFHN will provide vaccines to their patients and residents of Sunnyvale two-days per week from their mobile health center. The requested funding will ensure RFHN has the capacity to administer the program to low-income residents of Sunnyvale.

3. To add a new project focused on Financial Assistance for Persons with Disabilities by allocating \$91,671 of the City's CARES Act allotment to the project.
  - a. Silicon Valley Independent Living Center (SVILC), a local non-profit organization that serves persons with disabilities and/or chronic health conditions, applied for \$91,671 in funding to operate a financial assistance program that focuses on providing aid for individuals with disabilities who have been impacted by the pandemic. The program will provide assistance, including but not limited to: rent/mortgage assistance and wrap around services (i.e. food, case management, benefits counseling, etc.).
4. To add a new project focused on Portable Showers, Laundry, Restrooms and Case Management for the Unhoused Population in Sunnyvale, by allocating \$50,000 of the City's CARES Act allotment to the project.
  - a. WeHope, a local non-profit organization with the tag-line "Healthy, Employed and Housed" applied for \$50,000 to continue operating their Dignity on Wheels program at Trinity Church in Sunnyvale. Dignity on Wheels, now more than ever, plays a crucial role in ensuring that unhoused residents of Sunnyvale have the opportunity to take a shower, launder their clothes, use the restroom and meet with a Case Manager. The Dignity on Wheels team operates a mobile unit, and will serve about 20-unhoused individuals each week in Sunnyvale.
5. To add a new project focused on adding funds to a Countywide Quarantine and Isolation Program that provides hotel/motel vouchers for low-income residents who have been exposed to COVID-19. The City will allocate \$135,000 to this project.
  - a. The County of Santa Clara and the City of Sunnyvale are partnering to minimize the spread of COVID-19 by assisting low-income residents with isolating and quarantining if they have tested positive for COVID-19 or have been exposed to the virus. The CDBG-CV funds will cover the cost of motel/hotel stays for qualifying clients for up to 14-days.
6. To add a new project focused on providing funds for administrative and contract management expenses, by allocating \$104,399 of the City's CARES Act allotment to the project.
  - a. The City set-aside \$104,399 (about 8% of total CDBG-CV funds) to cover the staff cost for action items associated with administering the additional \$1.7 million the City received in HUD funding for Program Year 2019.

### **Analysis**

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

- To carry out an activity using funds from any program covered by the Consolidated Plan not previously described by the Annual Action Plan.
- To revise the budgeted amount for a specific activity if it is changed by 30-percent (i.e. previously funded Rent Relief and Community Support Program).

**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 March 19, 2021 – and provided opportunity to comment on the substantial amendment for a 11-day period. The City Council is scheduled to consider the amendment at a virtual public hearing on March 30, 2021.

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 \$1,050,000 in CDBG program income in FY 2019, to be determined at end of fiscal year, and 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 \$1,711,165 in CDBG-CV funds - which brings the total CDBG funding for FY 2019 to \$4,038,285.** 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>\$1,711,165</u>	<u>\$4,038,285</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 CDBG-CV Projects 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>
<u>9</u>	<u>Public Facility Acquisition Project (Sunnyvale Community Services)</u>
<u>10</u>	<u>2020 Coronavirus Rent Relief and Community Support Program</u>
<u>11</u>	<u>Ravenswood COVID-19 Testing and Vaccines</u>
<u>12</u>	<u>Emergency Assistance for Households w/ Disabilities</u>
<u>13</u>	<u>Project WeHope – Mobile Showers, Laundry and Case Management</u>
<u>14</u>	<u>Santa Clara County Isolation Quarantine Program</u>
<u>15</u>	<u>CDBG-CV Administration and Monitoring</u>

4. On Page 30 of the approved annual action plan, add the 4 additional CDBG-CV project to 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-CV: \$350,000 + \$776,165 = \$1,261,165 (total)</u>
	<u>Description</u>	<u>To provide funding to administer a rent relief and community assistance (i.e., 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 186 additional 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>

<u>11</u>	<u>Project Name</u>	<u>Ravenswood – COVID-19 Testing and Vaccines (CDBG-CV)</u>
	<u>Target Area</u>	<u>Citywide</u>
	<u>Goals Supported</u>	<u>Other Community Development Efforts</u>
	<u>Needs Addressed</u>	<u>Minimizing the impacts of COVID-19 on the community</u>
	<u>Funding</u>	<u>CDBG-CV: \$203,930</u>
	<u>Description</u>	<u>To provide funding to administer a rent relief and community assistance (i.e., food, case management) program</u>
	<u>Target Date</u>	<u>12/30/2021</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>Up to 1,800 extremely and very low-income families will be served through the COVID-19 testing and vaccines program.</u>
	<u>Location Description</u>	<u>Citywide</u>
	<u>Planned Activities</u>	<u>Provide up to 400 unduplicated patients with COVID-19 testing – and 2,634 COVID vaccinations to 1,317 unduplicated patients.</u>
<u>12</u>	<u>Project Name</u>	<u>Emergency Assistance for Households with Disabilities</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-CV: \$91,671</u>
	<u>Description</u>	<u>To provide funding to administer a financial assistance program, specifically serving households with disabilities.</u>
	<u>Target Date</u>	<u>12/30/2021</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>Up to 22 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>

<u>13</u>	<u>Project Name</u>	<u>Project WeHope – Mobile Showers, Laundry and Case Management</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-CV: 50,000</u>
	<u>Description</u>	<u>To provide funding to reduce the spread of COVID-19 within the unhoused community by providing ongoing opportunities to shower and launder clothes.</u>
	<u>Target Date</u>	<u>12/30/2021</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>Up to 20 extremely low-income, unhoused clients will be served weekly.</u>
	<u>Location Description</u>	<u>Citywide</u>
	<u>Planned Activities</u>	<u>Assist clients in having opportunities to focus on their hygiene on a regular basis by providing opportunities to take a shower, launder clothes and meet with a Case Manager.</u>
<u>14</u>	<u>Project Name</u>	<u>Santa Clara County Isolation and Quarantine Program</u>
	<u>Target Area</u>	<u>Citywide</u>
	<u>Goals Supported</u>	<u>Affordable Housing</u>
	<u>Needs Addressed</u>	<u>Minimizing the spread of COVID-19 in the local community.</u>
	<u>Funding</u>	<u>CDBG-CV: \$135,000</u>
	<u>Description</u>	<u>To provide hotel/motel vouchers, for quarantine purposes, for individuals exposed to COVID-19.</u>
	<u>Target Date</u>	<u>6/30/2022</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>Up to 75 extremely low-income households will be served throughout the duration of the program.</u>
	<u>Location Description</u>	<u>Citywide</u>
	<u>Planned Activities</u>	<u>Hotel/motel vouchers for individuals exposed to or tested positive for COVID-19.</u>
<u>14</u>	<u>Project Name</u>	<u>CDBG-CV Administration and Monitoring</u>
	<u>Target Area</u>	<u>Citywide</u>
	<u>Goals Supported</u>	<u>Affordable Housing</u>
	<u>Needs Addressed</u>	
	<u>Funding</u>	<u>CDBG-CV: \$104,399</u>

<u>Description</u>	<u>Administrative activities related to contract management.</u>
<u>Target Date</u>	<u>6/30/2022</u>
<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>To be determined by the conclusion of the program year.</u>
<u>Location Description</u>	<u>Citywide</u>
<u>Planned Activities</u>	<u>Request for Proposal processes, monitoring, contract preparation and coordination efforts.</u>