# FINAL
# ACTION PLAN
# NON-HOME FUNDS
# FY 2016-2017

## CITY OF SAN LEANDRO

## *ALAMEDA COUNTY HOME CONSORTIUM*

**May 16, 2016**

# Executive Summary

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

### 1. Introduction

The FY 2015-2019 Five-Year Housing and Community Development Strategic Plan (Consolidated Plan) identifies the housing and community development needs in San Leandro and outlines the strategies for meeting those needs. It updates the existing FY 2010-2014 Five-Year Consolidated Plan. The Draft FY 2016-2017 Annual Action Plan (Action Plan) represents the second year of the FY 2015-2019 Consolidated Plan and implements the strategies through the use of Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds from the U.S. Department of Housing and Urban Development (HUD).

As a CDBG entitlement grantee, the City directly receives CDBG funds from HUD each year. In order to receive its annual CDBG grant allocation from HUD, the City must update its Consolidated Plan every five years and submit an Annual Action Plan to HUD.

The City participates in the Alameda County HOME Consortium, which is made up of Alameda County and Alameda County cities, excluding Berkeley and Oakland. As such, the City must apply to the County to receive its annual share of HOME funding. As part of this process, the City's Annual Action Plans must be submitted to Alameda County. The County serves as the lead agency for the Consortium and the HOME Program and is responsible for submittal to HUD of the Annual Action Plan documents on behalf of the entire Consortium.

There are three major goals identified for the funds under the Housing and Community Development Act from which the CDBG Program originated: 1) Provide decent housing, 2) Provide a suitable living environment, and 3) Expand economic opportunity.

In addition, CDBG funds must be used to meet one of three national objectives: 1) benefit low- and moderate-income persons, 2) aid in the prevention of slum and blight, or 3) meet an urgent need. Even if a project is suitable for one of the City's eligible categories, it must also pass the low- and modorate-income benefit test (at least 51% of the beneficiaries have incomes at or below 80% Area Median Income or a project benefits an area with a majority of low-moderate income people.
HOME funds, meanwhile, must be used specifically for housing opportunities for low- and moderate-income persons.

The City will receive $650,261 in CDBG funds. In addition, the City will receive $156,659 in new HOME funds available for general administration and affordable housing projects as part of the Alameda County HOME Consortium.

### 2. Summarize the objectives and outcomes identified in the Plan

After assessing the City's housing and community development priority needs, evaluating the Five-Year Strategic Plan objectives for FY 2015-2019, and analyzing CDBG eligibility criteria, the City is proposing to allocate its available CDBG dollars in the following eligible funding categories: Public Services, Public Facilities, Housing Activities, and General Administration.



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For public services the City proposes to fund homeless services and a shelter, family support services for abused children and their families, and services for special needs population (i.e. meal delivery service for homebound seniors and meals in supportive settings for seniors). The funding allocated to public services for FY 2016-2017 will not exceed $97,539 to adhere to the HUD-regulated 15% spending cap on public services. The following public service agencies will be funded with CDBG in FY 2016-2017: CALICO ($20,071), Davis Street Family Resource Center ($35,731), SOS/Meals on Wheels ($26,591), and Spectrum Community Services ($15,146).

For Public Facilities, the City must allocate $198,234 to HUD for principal/interest payments for the City's outstanding $2.5 million HUD Section 108 loan which was used to construct the City's senior center. In addition, staff proposes allocating $134,436 to continue to assist in the implementation of the City's 2010 Updated ADA Transition Plan by funding the completion of architectural modifications designed to make City facilities (including the Main Library, Marina Community Center, City Hall, South Offices, Police Department, Washington Manor Library, and Marina Park) more accessible to persons with disabilities.

For Housing Activities, staff recommends providing $90,000 of CDBG funds to fund City's Single-Family Housing Rehabilitation Grant Program, which provides minor repair grants to extremely low- and very-low income San Leandro homeowners.

The City's administration funding for FY 2016-2017 is $130,052 in order to adhere to the HUD-regulated 20% spending cap on general administration. Staff is recommending to allocate $120,052 to City staffing for program administration. CDBG funds will also once again be allocated to ECHO Housing's Fair Housing services. Staff proposes to allocate $10,000 to fair housing services to assist the City in meeting HUD requirements to affirmatively further fair housing.

The objectives and outcomes for each of these CDBG-funded activities are described in details in Section AP-38 Projects Summary on page 13.

Additionally, staff proposes to continue using the City's HOME funds for the acquisition, rehabilitation, and/or new construction of affordable rental housing as well as tenant-based rental assistance to serve lower income households in need. The City will be allocating $256,761 in unused/carryover HOME funds to BRIDGE Housing's Marea Alta Senior project, an 85-unit senior rental housing development.

The main obstacles to addressing the City's underserved needs are: 1) the continued reductions in funding levels for the CDBG and HOME programs, and 2) the excess of need far exceeding the amounts of funding available.

## 3. Evaluation of past performance

Past performance for public services and capital improvement projects was evaluated and described in the City's HUD-approved Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2014-2015.

## 4. Summary of Citizen Participation Process and consultation process

HUD Consolidated Plan regulations require and provide guidelines for the City to develop a citizen participation plan that governs the public input and noticing process for creating the consolidated plan

and subsequent annual action plans. The goal of the citizen participation plan is to encourage broader public involvement in the planning and allocation of CDBG and HOME funds and implementation of related programs. A minimum of two (2) public hearings are required with at least one (1) hearing to be held before the Draft FY 2016-2017 Annual Action Plan is published for public comment.

Notice of a summary and the availability of the Draft FY 2016-2017 Annual Action Plan for 30-day public comment was published in a locally circulated newspaper, *Daily Review*, on March 4, 2016. The City Council held a public hearing on March 21, 2016 to receive initial public input on the Draft Annual Action Plan and to begin the 30-day comment from March 22nd through April 20th, 2016. The Draft Action Plan was available for public review and comment during the 30-day period at City Hall (City Clerk's office and Community Development Department), the Main Library, and the City website (www.sanleandro.org/depts/cd/housing/plans.asp).

## 5. Summary of public comments

There were no public comments received during the 30-day public comment period from March 22nd through April 20th, 2016.

## 6. Summary of comments or views not accepted and the reasons for not accepting them

None.

## 7. Summary

The City has proposed allocating its available CDBG funds to the activities and projects, described above, in order to address the City's housing and community development needs.

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

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

| Agency Role | Name | Department/Agency |
|---|---|---|
| Lead Agency | SAN LEANDRO | |
| CDBG Administrator | SAN LEANDRO | Community Development Dept. |
| HOPWA Administrator | | |
| HOME Administrator | | |
| HOPWA-C Administrator | | |

**Table 1 – Responsible Agencies**

### Consolidated Plan Public Contact Information

Steve P. Hernandez, Housing Specialist II
City of San Leandro
Community Development Department
Housing Services Division
835 East 14th Street
San Leandro, CA 94577
work: 510.577.6005
fax: 510.577.6007
shernandez@sanleandro.org

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

### 1. Introduction

The Action Plan is an important document for the HOME Consortium. Built on interagency coordination, consultation, and public participation, the Action Plan focuses attention on housing and community development needs and resources available to meet these needs. The FY 2016-2017 Action Plan will be prepared through consultation with other public and private entities. The HOME Consortium Technical Advisory Committee, composed of staff from all jurisdictions in the HOME Consortium, meets bi-monthly to provide policy input into the Action Plan planning process.

The City of San Leandro will continue to coordinate available CDBG, HOME, and local funds to provide housing programs, public service assistance, capital improvements, and economic development activities for eligible residents and neighborhoods in FY 2016-2017. Housing-related activities will be coordinated between various City divisions, including Planning and Housing Services. The City will also coordinate with Alameda County, County HOME Consortium member cities, and non-profit agencies to address housing needs. The City will work with Alameda County to administer HOME funds for acquisition, rehabilitation, and/or new construction of affordable rental housing as well as tenant-based rental assistance. The City will continue to contract for housing services such as fair housing and tenant/landlord counseling. The City staff will continue to work closely with local non-profit agencies, the County, and other HOME Consortium members to identify permanent affordable, emergency and transitional housing needs (along with necessary supportive services) for the homeless and/or persons with special needs. HOME Consortium members have agreed to continue funding the regional Tenant-Based Rental Assistance (TBRA) for Homeless Families Program, a transitional housing program that provides short-term rental subsidies and support services to assist homeless families attain permanent housing. In addition, the Housing Authority of Alameda County (HACA) administers the HUD Section 8 Housing Voucher Program for San Leandro, and the City will continue support for the Housing Authority in its efforts to maintain the current level of vouchers for eligible San Leandrans.

The City will continue to provide CDBG funds to the City's Community Assistance Grant Program (CAP). Efforts will continue to include the Human Services Commission (HSC) and non-profit agency directors/members to improve and evaluate the needs assessment and funding process. HSC identifies social service needs in the community, reviews requests for funds, and makes recommendations for City financial support to social service agencies.

Additionally, CDBG funds are expected to be made available for City-initiated and/or non-profit capital improvement projects. Should funds be available, non-profit improvements will be coordinated within the City's Planning, Building & Safety Services, Engineering & Transportation, Public Works Departments, and the City Council.

Commercial revitalization efforts, furthermore, will continue through the City's Office of Business Development (OBD) staff. OBD staff work closely with CDBG staff, local business organizations (such as the Chamber of Commerce and Downtown Business Association), surrounding communities, and various other economic development organizations to better address and determine the City's future economic and job needs.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

EveryOne Home activities to address the housing needs of the homeless, and extremely low-income persons with serious mental illness and/or those living with HIV/AIDS center on the implementation of the EveryOne Home Plan. Planning efforts began in 2004 as a unique collaboration among community stakeholders, cities and Alameda County government agencies representing three separate care systems — homeless services, HIV/AIDS services, and mental health services — that share overlapping client populations and a recognition that stable housing is a critical cornerstone to the health and well-being of homeless and at-risk people, and our communities. Since its publication in 2006 the Plan has been adopted by the Alameda County Board of Supervisors and all fourteen (14) cities, including San Leandro, and endorsed by numerous community organizations.

Implementation of the EveryOne Home Plan is spearheaded by a community-based organization of the same name. It is guided by a Leadership Board comprised of jurisdictional appointed members and key community constituencies such as consumers, cities, nonprofit service providers and housing developers, businesses, law enforcement, housing authorities, and faith-based organizations.

EveryOne Home envisions a system of housing and services in Alameda County that, by 2020, ensures all extremely low-income residents have a safe, supportive and permanent place to call home with services available to help them stay housed and improve the quality of their lives. EveryOne Home partners are working on five core strategies: 1) Prevent homelessness and other housing crises; 2) Increase housing opportunities for homeless and extremely low-income households; 3) Deliver flexible services to support stability and independence; 4) Measure success and report outcomes; and 5)Develop long-term leadership and build political will.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of San Leandro will continue to provide pro-rata funding in supporting the administration and implementation of the EveryOne Home Plan.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Alameda County Housing and Community Development Department through HMIS and leadership of the EveryOne Home Performance Management Committee is supportive of the EveryOne Home initiative to establish system wide outcomes and to evaluate effectiveness of programs against those outcomes. These outcomes include shortening the period of time being homeless and reducing the recidivism rates for homeless people.

Consultation with EveryOne Home, the Alameda Countywide Continuum of Care, on the use of Emergency Solutions Grant (ESG) funds, began early in 2012, when representatives from the City of Berkeley, the City of Oakland, Alameda County Housing and Community Development Department (Urban County grantee), and the Executive Director of EveryOne Home worked together to implement the new ESG requirements in a way that would be consistent county-wide and would continue a collaboration which began in 2009 with the American Recovery and Reinvestment Act (ARRA) Homelessness Prevention and Rapid Re-housing (HPRP) funds. This collaboration resulted in the creation of the Priority Home Partnership (PHP), which was a county-wide program to implement HPRP. In order to learn from the best practices established by PHP, the group agreed to meet regularly to prepare for the submission of this Substantial Amendment and to coordinate around the use of future ESG funding via regular meetings and discussions with EveryOne Home. Subsequent to those calls, on March 1, 2012, EveryOne Home held a community-wide meeting at which additional consultation and public input into the use of ESG funds was solicited. A series of meetings with EveryOne Home and the ESG grantees continued through the year and a coordinated ESG program was established and began implementation in early 2013. This coordinated program will use this same structure for FY 2014 ESG funding.

## 2. Agencies, groups, organizations and others who participated in the process and consultations

| | | |
|---|---|---|
| 1 | Agency/Group/Organization | Building Futures with Women & Children |
| | Agency/Group/Organization Type | Services-Victims of Domestic Violence |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Families with children |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff held an RFP Review meeting with applicants for City's FY2015-2017 CAP Program. |
| 2 | Agency/Group/Organization | Davis Street Family Resource Center |
| | Agency/Group/Organization Type | Services-homeless |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Families with children |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff held an RFP Review meeting with applicants for City's FY2015-2017 CAP Program. |
| 3 | Agency/Group/Organization | ECHO Housing |
| | Agency/Group/Organization Type | Housing<br>Services-homeless<br>Service-Fair Housing |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment<br>Homeless Needs - Families with children<br>Homelessness Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff held an RFP Review meeting with applicants for City's FY2015-2017 CAP Program. |
| 4 | Agency/Group/Organization | CALICO Center |
| | Agency/Group/Organization Type | Services-Children<br>Services-Persons with Disabilities<br>Services-Victims of Domestic Violence |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff held an RFP Review meeting with applicants for City's FY2015-2017 CAP Program. |
| 5 | Agency/Group/Organization | Spectrum Community Services |
| | Agency/Group/Organization Type | Services-Elderly Persons |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff presented the CDBG program to the Commission prior to issuance of CAP RFP. |



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| | | |
|---|---|---|
| 6 | Agency/Group/Organization | Family Emergency Shelter Coalition (FESCO) |
| | Agency/Group/Organization Type | Services-Homeless |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Families with children |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff held an RFP Review meeting with applicants for City's FY2015-2017 CAP Program. |
| 7 | Agency/Group/Organization | SOS / Meals on Wheels |
| | Agency/Group/Organization Type | Services-Elderly Persons |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff held an RFP Review meeting with applicants for City's FY2015-2017 CAP Program. |
| 8 | Agency/Group/Organization | Neighborhood Solutions |
| | Agency/Group/Organization Type | Housing |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff discussed the administration of the Housing Rehabilitation Grant program. |
| 9 | Agency/Group/Organization | City of San Leandro Human Services Commission |
| | Agency/Group/Organization Type | Other government - Local |
| | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City staff presented the CDBG program to the Commission prior to issuance of CAP RFP. |
| 10 | Agency/Group/Organization | Alameda County Housing & Community Development |
| | Agency/Group/Organization Type | Other government - County |
| | What section of the Plan was addressed by Consultation? | Housing Needs Assessment<br>Lead-based Paint Strategy<br>Homeless Needs – Chronically homeless<br>Homeless Needs – Families with children<br>Homeless Needs – Veterans<br>Homeless Needs – Unaccompanied youth<br>Non-Homeless Special Needs<br>Market Strategy<br>Anti-poverty Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | HCD and HOME Consortium jurisdictions collaborated on the development of Consolidated Plan priorities. |

**Table 2– Agencies, groups, organizations who participated**

### 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

| Name of Plan | Lead Organization | How do the goals of your Strategic Plan overlap with the goals of each plan? |
|---|---|---|
| Continuum of Care | EveryOne Home | EveryOne Home and the San Leandro FY 2016-2017 Action Plan both address the region's homelessness needs. |

**Table 3– Other local / regional / federal planning efforts**



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## AP-12 Participation - 91.401, 91.105, 91.200(c)

### 1. Summary of citizen participation process/Efforts made to broaden citizen participation
### Summarize citizen participation process and how it impacted goal-setting

Notices of a summary and the availability of the Draft FY 2016-2017 Annual Action Plan for 30-day public comment was published in a locally circulated newspaper, *Daily Review*, on March 4, 2016. The City Council held a public hearing on March 21, 2016 to receive initial public input on the Draft Annual Action Plan and to begin the 30-day comment from March 22nd through April 20th, 2016. The Draft Action Plan was available for public review and comment at City Hall (City Clerk's office and Community Development Department), the Main Library, and the City website (www.sanleandro.org/depts/cd/housing/plans.asp) during the 30-day period. The Final Action Plan was reviewed and approved at a City Council public hearing on May 2, 2016.

### Citizen Participation Outreach

| Sort Order | Mode of Outreach | Target of Outreach | Summary of response/attendance | Summary of comments received | Summary of comments not accepted and reasons | URL (If applicable) |
|---|---|---|---|---|---|---|
| 1 | Public Meeting<br><br>Public Hearing scheduled at March 21, 2016 City Council Meeting | Minorities<br>Non-English Speaking - Specify other language: Spanish and Chinese<br>Persons with disabilities<br>Non-targeted/broad community<br>Homeowners' Associations | Representatives from several local agencies attended the April 26, 2016 Human Services Commission public meeting and City Council meetings (March 21st and May 2nd, 2016). | No comments received during the 30-day comment period. | None. | |
| 2 | Newspaper Ad<br><br>Published March 4, 2016 in the *Daily Review* | Minorities<br>Non-English Speaking - Specify other language: Spanish and Chinese<br>Persons with disabilities<br>Non-targeted/broad community<br>Homeowners' Associations | | | | |

**Table 4 – Citizen Participation Outreach**



OMB Control No: 2506-0117 (exp. 07/31/2015)

# Expected Resources

## AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

### Introduction

This section provides a brief description of the federal CDBG and HOME funds available to implement the City's FY 2016-2017 Annual Action Plan, which outlines the second year of the FY 2015-2019 Consolidated Plan.

### Anticipated Resources

| Program | Source of Funds | Uses of Funds | Expected Amount Available Year 1 | | | | Expected Amount Available Reminder of ConPlan $ | Narrative Description |
|---|---|---|---|---|---|---|---|---|
| | | | Annual Allocation: $ | Program Income: $ | Prior Year Resources: $ | Total: $ | | |
| CDBG | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services | $650,261 | $0 | $0 | $650,261 | $0 | As a CDBG entitlement locality, the City of San Leandro directly receives CDBG funds annually from the U.S. Department of Housing and Urban Development (HUD). CDBG funds can be used for a variety of housing and community development activities which benefit lower income individuals and families. |
| HOME | public - federal | Acquisition<br>Admin and Planning<br>Housing<br>Other | $156,659 | $0 | $0 | $156,659 | $0 | The City of San Leandro receives HOME funds via a formula allocation through the Alameda County HOME Consortium. The HOME Program provides flexible funding to states and local governments for affordable housing programs and activities for low-income households. HOME funds can be used to acquire, rehabilitate, and construct affordable housing, as well as to provide tenant-based rental assistance or homebuyer assistance or homeowner rehabilitation for income-eligible individuals and families. |

**Table 5 - Expected Resources – Priority Table**



OMB Control No: 2506-0117 (exp. 07/31/2015)

# Annual Goals and Objectives

## AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

### Goals Summary Information

| Sort Order | Goal Name | Start Year | End Year | Category | Geographic Area | Needs Addressed | Funding | Goal Outcome Indicator |
|---|---|---|---|---|---|---|---|---|
| **1** | Affordable Housing Needs Goals | 2015 | 2019 | Affordable Housing | City-Wide | Affordable Housing Needs | CDBG: $100,000 | Public service activities for Low/Moderate Income Housing Benefit: 15 Households Assisted<br>Homeowner Housing Rehabilitated: 15 Household Housing Unit |
| **2** | Homelessness Needs Goals | 2015 | 2019 | Homeless | City-Wide | Homeless Needs | CDBG: $0 | Homeless Person Overnight Shelter: 200 Persons Assisted<br>Homelessness Prevention: 215 Persons Assisted |
| **3** | Supportive Housing Needs Goals | 2015 | 2019 | Non-Homeless Special Needs | City-Wide | Supportive Housing Needs | CDBG: $0 | Other: 0 Other |
| **4** | Community Development Needs Goals | 2015 | 2019 | Non-Housing Community Development | City-Wide | Community Development Needs - Public Services<br>Community Development Needs - Public Facilities<br>Community Development Needs - Economic Development | CDBG: $231,975 | Public service activities other than Low/Moderate Income Housing Benefit: 10441 Persons Assisted |

**Table 6 - Goals Summary**

**Goal Descriptions** (see attached AP-23 Annual Goals Summary Table)



OMB Control No: 2506-0117 (exp. 07/31/2015)

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

CDBG funds can be used for four (4) general types of projects: housing, capital projects, economic development, and public services. All projects must meet at least one (1) of HUD's national objectives: 1) to benefit low/moderate-income people; 2) to prevent or eliminate slums and blight; and 3) to meet an urgent community development need.

Even if a project is suitable for one of the City's eligible categories, it must also pass the low- and moderate-income benefit test. A project basically meets this standard if at least 51% of the beneficiaries have low-moderate incomes (i.e., incomes at or below 80% of Area Median Income) or if the project benefits an area (e.g., census tracts, service area, neighborhood, etc.) with a majority of low-moderate income people. Funded projects are required to document the income levels of persons and households receiving these services.

After assessing the City's housing and community development priority needs, evaluating the Five-Year Strategic Plan objectives for FY 2015-2019, and analyzing CDBG eligibility criteria, the City is proposing to allocate its available CDBG dollars in the following eligible funding categories: Public Services, Public Facilities, Housing Activities, and General Administration.

The City of San Leandro allocates its annual federal CDBG and HOME funds to address the City's housing and community development needs identified in the City's FY 2015-2019 Five-Year Housing and Community Development Strategic Plan (Consolidated Plan).

| # | Project Name |
|---|---|
| 1 | Davis Street Family Resource Center's Family Support Services - Basic Needs Program |
| 2 | CALICO - San Leandro Child Abuse Intervention Project |
| 3 | SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors |
| 4 | Spectrum Community Services - San Leandro Senior Nutrition and Activities Program |
| 5 | DBG Program Administration |
| 6 | ECHO Housing - Fair Housing Program |
| 7 | Section 108 Loan Repayment |
| 8 | City of San Leandro ADA Transition Plan for City Facilities |
| 9 | Single-Family Housing Rehabilitation Program |

**Table 7 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The four (4) public services agencies (CALICO, Davis Street Family Resource Center, SOS/Meals on Wheels, and Spectrum Community Services) selected to be funded in FY 2015-2016 are among fifteen (15) agencies who submitted an application to the City-issued FY 2015-2017 Community Assistance Grant Program (CAP) RFP. These agencies provide critical, and CDBG-eligible, social services for San Leandro residents, thus, meeting the City's Consolidated Plan priority needs, and the City's Human Services Commission recommended that these 4 agencies be funded with CDBG funds.

The City's allocation to ECHO Housing to provide fair housing services is consistent with the Consolidated Plan priority and the City's commitment to affirmatively further fair housing.

The allocation for the City's HUD Section 108 Loan repayment is in accordance with the 20-year repayment schedule for the City's $2.5 million HUD Section 108 Loan used to complete the City's senior center.

The City's ADA Transition Plan, partially funded with CDBG funds, outlines the City's commitment to make City facilities for ADA accessible.

Lastly, the City is able to provide lower-income San Leandro homeowners with minor repair grants using CDBG funds to ensure that these existing, affordable homes are preserved and in safe conditions.

The main obstacles to addressing the City's underserved needs are: 1) the continued reductions in funding levels for the CDBG and HOME programs, and 2) the excess of need far exceeding the amounts of funding available.

## AP-38 Project Summary

**Project Summary Information (see attached AP-38 Projects Summary Table)**

## Annual Action Plan (2016-1)

### AP-38 Project Summary

Return to Annual Action Plan Projects

**Project Summary Information**

| No. | Project | Goals Supported | Geographic Areas | Needs Addressed | Funding |
|---|---|---|---|---|---|
| 1 | Davis Street Family Resource Center's Family Support Services - Basic Needs Program | | City-Wide - Local Target area | Community Development Needs - Public Services | CDBG : $35,731 |
| | Description | Comprehensive Family Resource Center provides emergency services to low-income people in San Leandro enabling them to move out of povery and into self-sufficiency. Family Support Services program include basic needs services, food, clothing, and housing assistance, employment support in addition to counseling case management and information and referral, free medical and dental case, and child care. | | | |
| | Target Date for Completion | 06/30/2017 | | | |
| | Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | 12,694 low-income individuals and families will receive Basic Needs Services, including emergency food which includes food bags for the entire family for 7 days. 150 clients will receive crisis intervention and/or short term community counseling and/or substance abuse prevention services. | | | |
| | Location Description (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Davis Street Family Resource Center, 3081 Teagarden Street, San Leandro, CA 94577 | | | |
| | Planned Activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Basic Needs Program will provide 12,694 San Leandro clients with emergency food. Clients will be screened for eligibility for other services and referred to other community providers. Counseling services, including weekly individual, family and crisis intervention and substance abuse prevention and short-term counseling will be provided to 150 clients at both family resoure centers and 10 San Leandro schools. | | | |
| 2 | CALICO - San Leandro Child Abuse Intervention Project | | City-Wide - Local Target area | Community Development Needs - Public Services | CDBG : $20,071 |
| | Description | CALICO, the Child Abuse Listening, Interviewing, and Coordination Center, provide family support services to improve mental health outcomes for San Leandro children who have suffered abuse and their families. | | | |
| | Target Date for Completion | 06/30/2017 | | | |
| | Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Fifty (50) abused children and thirty-six (36) caregivers will receive critical family support services, which includes forensic interviews. | | | |
| | Location Description (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | CALICO Interview Center, 524 Estudillo Avenue, San Leandro, CA 94577 | | | |
| | Planned Activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | CALICO's Family Resource Specialist (FRS), a skilled mental health clinician, will provide critical therapeutic interventions that can place 50 abused children on the path of healthy adulthoods. FRS will also provide caregivers with ongoing support that prevents that recurrence of violence and begins to foster healing for the children. | | | |
| 3 | SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors | | City-Wide - Local Target area | Community Development Needs - Public Services | CDBG : $26,591 |
| | Description | SOS/Meals on Wheels program delivers warm,nutritious meals to homebound seniors who are 60 years of age or older and unable to buy or prepare food for themselves. | | | |
| | Target Date for Completion | 06/30/2017 | | | |
| | Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | 270 homebound seniors will be provided with warm, nutritious meals. | | | |
| | Location Description (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | The meals are delivered to the seniors' homes throughout the City. | | | |
| | Planned Activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | SOS/Meals on Wheels will deliver warm, nutritious meals to 270 homebound seniors in San Leandro. Drivers will also provide health check-in visits and assist seniors with small tasks. | | | |

| | | | | | |
|---|---|---|---|---|---|
| 4 | Spectrum Community Services - San Leandro Senior Nutrition and Activities Program | | City-Wide - Local Target area | Community Development Needs - Public Services | CDBG : $15,146 |
| | Description | Spectrum's Senior Nutrition and Activities Program (SNAP) help low-income San Leandro seniors stay health and independent by serving hot, nutritious mels in supportive settings, 5 days week. | | | |
| | Target Date for Completion | 06/30/2017 | | | |
| | Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | 480 low-income seniors will receive hot, nutritious meals in a congregate meal settings. | | | |
| | Location Description (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | San Leandro Senior Community Center, 13939 East 14th Street, San Leandro, CA 94577.<br><br>Fargo Senior Center, 868 Fargo Avenue, San Leandro, CA 94579. | | | |
| | Planned Activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Spectrum's Senior Nutrition and Activities Program (SNAP) will serve 480 low-income San Leandro seniors with hot, nutritious meals 5 days week, 248 days per year at the San Leandro Senior Community Center and at the Fargo Senior Center. | | | |
| 5 | CDBG Program Administration | | City-Wide - Local Target area | Affordable Housing Needs<br>Homeless Needs<br>Supportive Housing Needs<br>Community Development Needs - Public Services<br>Community Development Needs - Public Facilities<br>Community Development Needs - Economic Development<br>Administration | CDBG : $120,052 |
| | Description | General administration and oversight of the CDBG Program. | | | |
| | Target Date for Completion | 06/30/2017 | | | |
| | Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | 13,705 low-income clients will be assisted with CDBG-funded services. This includes 13,680 public services clients; 10 Fair Housing services clients; and 15 housing rehabilitation program clients. | | | |
| | Location Description (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Various locations throughout the City and the County. | | | |
| | Planned Activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | The City will continue to allocate 20% of its annual CDBG entitlement fund allocation to the administration of the City's CDBG program. | | | |
| 6 | ECHO Housing - Fair Housing Program | | City-Wide - Local Target area | Affordable Housing Needs<br>Administration | CDBG : $10,000 |
| | Description | ECHO Housing provides fair housing services to San Leandro residents to reduce housing discrimination in the City. | | | |
| | Target Date for Completion | 06/30/2017 | | | |
| | Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Ten (10) low-income households will be assisted with fair housing services. | | | |
| | Location Description (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | ECHO Housing staff provides fair housing services over the phone. | | | |
| | Planned Activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | ECHO Housing Fair Housing Coordinator will:<br>• provide services to San Leandro households inquiring about fair housing and related issues, and/or alleging housing discrimination by evaluating and investigating complaints within 24 hours, when feasible, using trained investigators. If discrimination is suspected, mediation will be offered or referrals will be made to private attorneys or government agencies if the complainant so desires.<br>• conduct a systematic fair housing audit to determine fair housing compliance, analyze data, and provide follow-up and training for non-compliant property owners and/or managers.<br>• conduct an annual April Fair Housing Month event and a fair housing training session for tenant and/or potential homebuyers.<br>• conduct presentations on fair housing issues; distribute fliers/brochures at public locations such as libraries, churches, community groups, social service agencies, and stores; and disseminate quarterly public service announcements. | | | |
| 7 | Section 108 Loan Repayment | | City-Wide - Local Target area | Community Development Needs - Public Facilities | CDBG : $198,234 |
| | Description | The City received $2.5 million HUD Section 108 Loan to complete the construction of the senior center. With the completion of the facility, the City will now make repayments based on the repayment schedule provided by HUD. The City pledges future CDBG funds to repay the $2.5 million loan over 20 years. | | | |
| | Target Date for Completion | 06/30/2017 | | | |
| | Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Not applicable. | | | |

| | | | | | |
|---|---|---|---|---|---|
| | Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Not applicable. | | | |
| | Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | The City will use CDBG funds to repay its $2.5 million HUD Section 108 Loan used to complete the construction of the City's senior center. The repayment amounts are in accordance with HUD's 20-year repayment schedule. | | | |
| 8 | City of San Leandro ADA Transition Plan for City Facilities | | City-Wide - Local Target area | Community Development Needs - Public Facilities | CDBG : $134,436 |
| | Description | The Departments of Engineering & Transportation and Public Works will complete architectural modifications to City facilities (Main Library, Marina Community Center, City Hall, South Offices, Police Department, Washington Manor Library, and Marina Park) to make them more ADA accessible. | | | |
| | Target Date for Completion | | | | |
| | Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Not applicable. | | | |
| | Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Several City facilities (Main Library, Marina Community Center, City Hall, City Hall - South Offices, Police Department building, Washington Manor Library, and Marina Park). | | | |
| | Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | CDBG funds will be used to make City Facilities (Main Library, Marina Community Center, City Hall, City Hall - South Offices, Police Department building, Washington Manor Library, and Marina Park) mor eaccessible for seniors and disabled persons. | | | |
| 9 | Single-Family Housing Rehabilitation Program | | City-Wide - Local Target area | Affordable Housing Needs | CDBG : $90,000 |
| | Description | The City's Single-Family Housing Rehabilitation Program will provide grants to very low- and low-income households for minor repairs to their homes. | | | |
| | Target Date for Completion | 06/30/2017 | | | |
| | Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Fifteen (15) low-income households will have minor repairs completed in their single-family or mobile homes. | | | |
| | Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | The owner-occupied homes, located within the jurisdictional boundaries of the City of San Leandro, will be identified once the applications are processed. | | | |
| | Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | CDBG funds will be used to provide grants to 15 income-eligible (extremely low- and very low-income) households to complete repairs to their owner-occupied single-family or mobile homes. Grants may be used for minor repairs that improve health and safety, home accessibility, exterior clean up, exterior paint, and seismic strengthening. | | | |

Return to Annual Action Plan Projects

## AP-50 Geographic Distribution - 91.420, 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Most of the activities in the Action Plan meet the needs of the entire City. The income structure of the City is fairly diverse, and there are few low-income census tract areas. Potential sites that could possibly accommodate affordable housing and homeless facilities are identified in the City's current Housing Element of the General Plan. Geography was not used to determine funding allocation priorities.

### Geographic Distribution

| Target Area | Percentage of Funds |
|---|---|
| City-Wide | 100 |

**Table 8 - Geographic Distribution**

## AP-85 Other Actions - 91.420, 91.220(k)

### Introduction

To carry out the following strategies outlined in the City of San Leandro's Consolidated Plan, the City will pursue the following planned actions.

### Actions planned to address obstacles to meeting underserved needs

The Consolidated Plan priorities are designed to address the underserved needs in San Leandro. The primary obstacle to meeting the City's underserved needs is securing adequate funding resources.

### Actions planned to foster and maintain affordable housing

The City will coordinate and collaborate with Alameda County to administer HOME funds for acquisition, rehabilitation, and/or new construction of affordable rental housing as well as tenant-based rental assistance. The City staff will continue to work closely with local non-profit agencies, the County, and other HOME Consortium member cities to identify permanent affordable housing as well as emergency and transitional housing needs (along with necessary supportive services) for the homeless and/or persons with special needs. HOME Consortium members, including San Leandro, have also agreed to continue funding the consortium-wide Tenant-Based Rental Assistance (TBRA) for Homeless Families Program, a transitional housing program that provides short-term rental subsidies, job preparation and placements, case management, and other support services to assist homeless families attain permanent housing.

The City, moreover, will continue to contract with ECHO Housing for housing services such as fair housing and tenant/landlord counseling. These services help maintain people in housing and prevent homelessness.

Furthermore, the City's Housing Rehabilitation Program for minor home repair grants for owner-occupied homes historically preserved and improved the City's existing housing stock for extremely low and very low-income homeowners and also and assisted elderly homeowners to age in place.

Lastly, the City will continue to monitor the preservation of 1,446 Below-Market Rate (BMR) rental units (funded and/or regulated by the City/Redevelopment Agency and/or regulated by State Low-Income Housing Tax Credit Program) for tenants earning between 30% and 120% of the Area Median Income and fifty-six (56) existing BMR ownership units.

### Actions planned to reduce lead-based paint hazards

The new Environmental Protection Agency (EPA) rule effective April 22, 2010 requires that contractors be EPA-lead certified prior to beginning work on structures built before 1978. The City, specifically its Building & Safety Services Division, requires contractors, who are working on homes built prior to 1978, to demonstrate that they have satisfied the EPA law prior to providing them the City building permits needed.

Should the City use federal funds, such as HOME funds, for acquisition and/or rehabilitation of

apartments for preservation or maintenance as affordable housing, it will inform tenants of lead-based paint and comply with both the new EPA law on lead and renovation as well as with applicable HUD lead-based paint hazard reduction guidelines and regulations.

### Actions planned to reduce the number of poverty-level families

Section 220 of the 1992 Housing and Community Development Act requires jurisdictions to describe the goals, programs, and policies that will reduce the number of households with incomes below the poverty level. One strategy for increasing household income is to improve the employment potential of those who are seeking to break from the cycle of poverty. The City's Community Assistance Grant Program (CAP), which is currently funded with CDBG funds, will continue to support non-profit agencies that provide job assistance and related services to low-income members of the community.

The City's Office of Business Development actively seeks new commercial office and retail developments that may result in new employment opportunities for residents. The CDBG staff will continue to work closely with the City's Office of Business Development staff to develop eligible projects and programs and promote increased economic development and community job creation and retention.

### Actions planned to develop institutional structure

Public agencies, for-profit and non-profit private organizations all play a part in the provision of affordable housing, social services, capital improvements, and economic development. The City's Housing Services Division has the primary responsibility for implementation of the Consolidated Plan and the Housing Element. The Division works closely with the Office of Business Development in the implementation of affordable housing projects and programs. Non-profit agencies also provide social services to the community each year. The Alameda County Housing and Community Development (HCD) Department is the lead agency in the implementation of the HOME Consortium's Consolidated Plan. HCD also administers the HOME Program for the HOME Consortium members, HUD homeless programs (including the Continuum of Care Council), and the Mortgage Credit Certificate (MCC) Program for homeownership. The City and other cities in the County take part in the HCD activities described above.

### Actions planned to enhance coordination between public and private housing and social service agencies

The City plans to continue funding EveryOne Home's operations, and City staff will continue to serve on its strategic Leadership Board. As already described, the City is committed to implementing the strategies of the EveryOne Home Plan and its objectives of ending homelessness in Alameda County by 2020.

# Program Specific Requirements

## AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

### Introduction

The program-specific requirements governed by the Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME) are described below.

**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 | $0 |
| 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:** | **$0** |

### 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. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 100% |



OMB Control No: 2506-0117 (exp. 07/31/2015)

# Attachments

## Grantee SF-424's and Certification(s)



OMB Control No: 2506-0117 (exp. 07/31/2015)

# SF 424

| | | | |
|---|---|---|---|
| Date Submitted<br>05/16/2016 | Applicant Identifier<br>MC-06-0017 | **Type of Submission** | |
| Date Received by state | State Identifier 800-3859-9 | **Application** | **Pre-application** |
| Date Received by HUD | Federal Identifier | ☐ Construction | ☐ Construction |
| | | ☒ Non Construction | ☐ Non Construction |
| Applicant Information | | | |
| Jurisdiction: City of San Leandro | | UOG Code CA63276 SAN LEANDRO | |
| Street Address Line 1 835 East 14th Street | | Organizational DUNS 83-012-7416 | |
| Street Address Line 2 | | Organizational Unit | |
| City San Leandro | California | Department Community Development | |
| ZIP 94577 | Country U.S.A. | Division Housing Services | |
| Employer Identification Number (EIN): | | County Alameda | |
| 94-6000421 | | Program Year Start Date 07/01/16 | |
| Applicant Type: | | **Specify Other Type if necessary:** | |
| Local Government Township Municipal | | Specify Other Type | |
| Program Funding | | **U.S. Department of Housing and Urban Development** | |
| Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding | | | |
| **Community Development Block Grant** | | 14.218 Entitlement Grant | |
| CDBG Project Titles<br>FY 2016-2017 Consolidated Annual Action Plan | | Description of Areas Affected by CDBG Project(s)<br>City of San Leandro | |
| CDBG Grant Amount<br>$650,261 | | Describe | |
| Additional Federal Funds Leveraged<br>$ | | Additional State Funds Leveraged<br>$ | |
| Locally Leveraged Funds<br>$ | | Grantee Funds Leveraged<br>$ | |
| Anticipated Program Income<br>$0 | | Other (Describe) | |
| Total Funds Leveraged for CDBG-based Project(s)<br>$650,261 | | | |
| **Home Investment Partnerships Program** | | | |
| HOME Project Titles | | | |
| HOME Grant Amount<br>$156,659 | Additional HUD Grant(s) Leveraged<br>$ | Describe | |
| Additional Federal Funds Leveraged<br>$ | | Additional State Funds Leveraged<br>$ | |
| Locally Leveraged Funds<br>$ | | Grantee Funds Leveraged<br>$ | |
| Anticipated Program Income<br>$ | | Other (Describe)<br>$256,761 Carryover from Prior Years | |
| Total Funds Leveraged for HOME-based Project(s)<br>$413,420 | | | |

| | | |
|---|---|---|
| **Housing Opportunities for People with AIDS** | 14.241 HOPWA | |
| HOPWA Project Titles | Description of Areas Affected by HOPWA Project(s) | |
| HOPWA Grant Amount<br>$ | Additional HUD Grant(s) Leveraged<br>$ | Describe |
| Additional Federal Funds Leveraged<br>$ | Additional State Funds Leveraged<br>$ | |
| Locally Leveraged Funds<br>$ | Grantee Funds Leveraged<br>$ | |
| Anticipated Program Income<br>$ | Other (Describe) | |
| Total Funds Leveraged for HOPWA-based Project(s)<br>$ | | |
| **Emergency Shelter Grants Program** | 14.231 ESG | |
| ESG Project Titles | Description of Areas Affected by ESG Project(s) | |
| ESG Grant Amount<br>$ | Additional HUD Grant(s) Leveraged<br>$ | Describe |
| Additional Federal Funds Leveraged<br>$ | Additional State Funds Leveraged<br>$ | |
| Locally Leveraged Funds<br>$ | Grantee Funds Leveraged<br>$ | |
| Anticipated Program Income<br>$ | Other (Describe) | |
| Total Funds Leveraged for ESG-based Project(s)<br>$ | | |

| | | | |
|---|---|---|---|
| Congressional Districts of: Fortney Stark (D-13) | | Is application subject to review by state Executive Order 12372 Process? | |
| Applicant Districts 13th | Project Districts 13th | | |
| Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation. | | ☐ Yes | This application was made available to the state EO 12372 process for review on ____. |
| | | ☒ No | Program is not covered by EO 12372 |
| ☐ Yes | ☒ No | ☐ N/A | Program has not been selected by the state for review |

| | | |
|---|---|---|
| Person to be contacted regarding this application | | |
| Chris | Zapata | |
| City Manager | 510-577-3354 | 510-577-3390 |
| tliao@sanleandro.org / shernandez@sanleandro.org | http://www.sanleandro.org | Tom Liao - 510/577-6003<br>Steve Hernandez - 510/577-6005 |
| Signature of Authorized Representative | | Date Signed<br>5/9/16 |

# Non-State Grantee Certifications

☐ **This certification does not apply.**
☒ **This certification is applicable.**

## NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about –
   a. The dangers of drug abuse in the workplace;
   b. The grantee's policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
   a. Abide by the terms of the statement; and
   b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
   a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
   b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

5/9/16
Date

Chris Zapata
Name

City Manager
Title

835 East 14th Street
Address

San Leandro, CA 94577
City/State/Zip

510/577-3354
Telephone Number

☐ **This certification does not apply.**
☒ **This certification is applicable.**

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan --** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan --** It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

1. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2016, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

   However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

   The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force --** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance With Anti-discrimination laws --** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint --** Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24.

**Compliance with Laws --** It will comply with applicable laws.

Signature/Authorized Official

5/9/16
Date

Chris Zapata
Name

City Manager
Title

835 East 14th Street
Address

San Leandro, CA 94577
City/State/Zip

510/577-3354
Telephone Number

☒ **This certification does not apply.**
☐ **This certification is applicable.**

## OPTIONAL CERTIFICATION
## CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

> The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

☐ **This certification does not apply.**
☒ **This certification is applicable.**

## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance --** If the participating jurisdiction intends to provide tenant-based rental assistance:

> The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs --** it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance --** before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

Signature/Authorized Official

5/9/16
Date

Chris Zapata
Name

City Manager
Title

835 East 14th Street
Address

San Leandro, CA 94577
City/State/Zip

510/577-3354
Telephone Number

☒ **This certification does not apply.**
☐ **This certification is applicable.**

## HOPWA Certifications

The HOPWA grantee certifies that:

**Activities --** Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building --** Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility.
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

☒ **This certification does not apply.**
☐ **This certification is applicable.**

## ESG Certifications

I, , Chief Executive Officer of the City of San Leandro, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.

2. The building standards requirement of 24 *CFR* 576.55.

3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.

4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.

5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.

7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.

8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.

9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.

10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.

12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.

13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

☐ **This certification does not apply.**
☒ **This certification is applicable.**

# APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

**Lobbying Certification**
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**Drug-Free Workplace Certification**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code). Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

| Place Name | Street | City | County | State | Zip |
|---|---|---|---|---|---|
| San Leandro City Hall | 835 East 14th Street | San Leandro | Alameda | CA | 94577 |

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

   "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

   "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

   "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

   "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

   a. all "direct charge" employees;

   b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and

   c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must completed, in use, and on file for verification.

These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

Signature/Authorized Official

5/9/16
Date

Chris Zapata
Name

City Manager
Title

835 East 14th Street
Address

San Leandro, CA 94577
City/State/Zip

510/577-3354
Telephone Number