



# City of San Leandro

Meeting Date: June 15, 2020

## Staff Report

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**File Number:** 20-220

**Agenda Section:** PUBLIC HEARINGS

**Agenda Number:** 5.B.

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** Tom Liao  
Community Development Director

**FINANCE REVIEW:** Liz Warmerdam  
Interim Finance Director

**TITLE:** Staff Report for City Council Approval of the City of San Leandro U.S. Department of Housing and Urban Development (HUD) Amendments to the Fiscal Year 2015-2020 Five-Year Consolidated Plan, Fiscal Year 2019-2020 Annual Action Plan, and Citizen Participation Plan

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### SUMMARY AND RECOMMENDATIONS

Staff recommends the City Council hold a public hearing to adopt amendments to the following three documents and direct staff to submit them to the U.S. Department of Housing and Urban Development (HUD) for approval: (1) Fiscal Year (FY) 2015-2020 Five-Year Consolidated Plan, (2) FY 2019-2020 Annual Action Plan & (3) Citizen Participation Plan (Amendment Documents). The City will also consider on June 15, 2020 the final version of the FY2020-2025 Five-Year Consolidated Plan and FY 2020-21 Annual Action Plan, which the City Council reviewed as drafts on March 16, 2020.

On June 1, 2020, the City Council held a public hearing to review the Draft Amended Documents listed above and approved by a 7-0 vote the 1) opening of the streamlined 5 day public comment period from June 2 - June 7 and 2) setting of the next public hearing date to review the final Amended Documents and the FY 2020-2024 Five-Year Consolidated Plan and FY 2019-2020 Annual Action Plan. There were no public comments at the June 1 City Council meeting.

### BACKGROUND

The City of San Leandro is an entitlement grantee of Community Development Block Grant (CDBG) funds from the Federal Department of Housing and Urban Development (HUD). For the City to receive its annual CDBG grant allocation, the City must update its Consolidated Plan every five years and submit an Action Plan to HUD. In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. As a result, HUD awarded the City of San Leandro \$451,972 in Community Development Block Grant-Coronavirus (CDBG-CV)

stimulus funds to prevent, prepare for, and respond to COVID-19. There are three major goals identified for the funds under the Housing and Community Development Act from which the CDBG Program originated:

- Provide decent housing;
- Provide a suitable living environment; and
- 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.

Given that all CDBG-CV activities must still meet one of three National Objectives of the CDBG Program noted in the current FY2015-2020 five-year Consolidated Plan document, the City must document COVID-19 as an Urgent Need National Objective. In order to do this, an Urgent Need Certification must be provided to HUD with the current five-year Consolidated Plan and Annual Action Plan for the year of the Urgent Need activities. Documentation and evidence the City certified that the CDBG activity was designed to address the urgent need must be maintained as part of the permanent CDBG records for all applicable activities. See Attachment B: City of San Leandro Justification of Urgent Need.

### **Analysis**

The U.S. Department of Housing and Community Development (HUD) awarded the City of San Leandro \$451,972 in Community Development Block Grant-Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19. The CARES Act allows for reimbursement of costs incurred prior to the date of enactment of this legislation in addition to removal of the spending caps normally in place for Public Services expenditures as long as those costs are in response to COVID-19. (Note that the removal of the Public Services expenditure caps are only allowed for the 2019-2020 and 2020-2021 Annual Action Plan Program Years.) Additionally, the CARES Act allows HUD to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19.

Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending prior 5-Year Consolidated Plans or Annual Action Plans to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. HUD has also required CDBG grantees to make specific administrative changes to their federally mandated Citizen Participation Plans.

On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on these Amendment Documents. Specifically in the 2019-2020 Annual Action Plan for the period of July 1, 2019 to June 30, 2020 the City is taking this opportunity to re-allocate prior year unspent CDBG funds for Americans with Disabilities Act (ADA) Transition Plan improvements to City facilities and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

The changes found in the Amendment Documents are necessary to allocate HUD resources to address COVID-19 and its related impacts. Additionally, it will identify how the City plans to use available funds by updating its annual goals and objectives and the related projects targeted for funding to address COVID-19.

#### Amendments to the Consolidated Plan for FY 2015-2019

The proposed amendments to the City of San Leandro's 5-Year Consolidated Plan for FY 2015-2024 are located mainly in the following sections (see full detail in Attachment C):

- PR-05 Lead & Responsible Agencies
- PR-10 Consultation
- PR-15 Citizen Participation
- NA-05 Needs Assessment Overview
- MA-65 Hazard Mitigation
- SP-25 Priority Needs
- SP-35 Anticipated Resources
- SP-45 Goals

#### Amendments to the FY 2019-2020 Annual Action Plan

The proposed amendments to the City of San Leandro's FY 2019-2020 Annual Action Plan are located mainly in the following sections (see full detail in Attachment D):

- Summary of Citizen Participation
- AP-10 Consultation
- AP-12 Participation
- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-35 Projects
- AP-38 Project Summary

#### Proposed CDBG-Funded Added Public Service Activities - FY 2019-2020 Action Plan

The main changes to the proposed CDBG-funded activities in the FY 2019-2020 Action Plan are in the Public Services category. Based on City Council guidance since the Bay Area Shelter In Place orders began on March 17, 2020, staff recommends increases to public services related to the following critical and basic needs for primarily lower income households severely impacted by this public health crisis: food supply/distribution, mental health services, domestic violence services and rental housing payment relief/assistance.

To efficiently and effectively distribute CDBG-CV and available FY 2019-2020 CDBG funds, City staff made its public service funding increase recommendations based on the following criteria for eligible nonprofits: 1) has experienced or is anticipating increased service demand related to food supply/distribution, mental health counseling, domestic violence services, 2) has been publicly vetted under the current two year FY 2019-2021 Community Assistance Program (CAP)

grant funding cycle, and/or 3) has capacity and experience to comply with federal CDBG administrative requirements.

Regarding the proposed Rental Assistance Program, which will be new for the City and will provide up to 3 months of rent relief/assistance to income eligible renters impacted by COVID-19, the Housing Services Division issued a Request for Proposal (RFP) for qualified nonprofits to administer the new program. Staff will bring forward the recommended nonprofit administrative contracts to the City Council in late June/early July.

A summary of the proposed Amendment to FY 2019-2020 CDBG funding allocations by funding category is summarized with funding amounts in Attachment A. Given the removal of the Public Service funding cap, the City will increase its current FY 2019-2020 commitment of \$111,441 to \$578,413 of its annual CDBG allocation toward Public Services. (Note: On June 15, staff will also recommend additional CDBG funding for other public service providers in the FY 2020-2021 Annual Action Plan to address priority needs described above related to COVID-19.)

<u>Agency/Project Name</u>	<u>Approved FY19-20</u>	<u>Proposed FY19-20 Increase</u>
CALICO/Youth Domestic Violence	\$22,000	\$0
Davis Street Family Resource Center/Basic Needs & Mental Health	\$42,941	\$0
SOS/Meals on Wheels	\$29,000	\$15,000
Spectrum Community Services/ Senior Meal Program	\$17,500	\$0
Rental Assistance Program	<u>NA</u>	<u>\$451,972</u>
<b>TOTAL</b>	<b>\$111,441</b>	<b>\$578,413</b>

**Amendments to the Citizen Participation Plan**

The main changes to the Citizen Participation Plan are summarized in Attachment E and contain the following elements.

- Allows for virtual hearings in the event of federal, state, or local authorities' social distancing orders that limit public gatherings for public health reasons;
- Affirmation that, to the greatest extent possible, virtual hearings will appropriately accommodate those members of the public with physical challenges and/or limited English proficiency;
- Language specifically referencing HUD waiver obtained by the City of San Leandro that provides for a 5-day review/comment period for funding related to COVID-19 response;
- Added language for the Citizen Participation requirements in the event of a disaster/emergency;

- Added language in the Urgent Needs section that describes activities that the City of San Leandro could take to address a similar future event;
- Administrative updates added in track changes format to allow for grammatical and/or structural edits that do not substantially change the scope or meaning of the activities covered in the document.

### **Current Agency Policies**

Current City Council Policy is defined by the FY 2015-2019 Consolidated Plan, adopted by Resolution No. 2015-208 on April 20, 2015 and the FY 2019-2020 Annual Action Plan, adopted by Resolution No. 2019-075 on May 6, 2019. The draft FY 2020-2024 Consolidated Plan that had a first public hearing on March 16, 2020 will eventually replace the FY 2015-2019 Plan.

### **Applicable General Plan Policies**

The HUD Five-Year Consolidated Plan addresses the goals of the Housing Element of the General Plan, such as increasing the supply of affordable for-sale and rental housing, providing opportunities for home ownership, preserving and rehabilitating existing affordable owner-occupied and rental housing, and addressing populations of particular need.

### **Environmental Review**

If applicable, National Environmental Protection Act (NEPA), review will be conducted for each project or activity approved by the City Council. Neither NEPA nor CEQA apply to the FY 2015-2020 Consolidated Plan and FY 2019-2020 Action Plan.

### **Summary of Public Outreach Efforts**

The Amendment to the City's Citizen Participation Plan is specifically in response to accommodations provided by the CARES Act to allocate funding as quickly as possible in response to COVID-19. One of the amendments to the Citizen Participation Plan allows for reduced requirements for notices of public hearings (including partial translations in Spanish and Chinese) and availability of the proposed Substantial Amendments to the 2015-2020 Consolidated Plan and FY 2019-2020 Annual Action Plan. As a result, there will only need to be a 5-day comment period.

A Public Notice of this Public Hearing and the Public Comment Period was published in the East Bay Daily Review on June 5, 2020. Due to COVID-19, the Alameda County Shelter-In-Place order and Community Development Staff quarantine, notice of this Public Hearing was sent only by email to a mailing list of those who have expressed interest in the City's CDBG funding activities. Due to the Alameda County Shelter In Place Order, summaries of the proposed 2020-2024 Consolidated Plan and the FY 2020-2021 Annual Action Plan were available for review on the City's website (<http://www.sanleandro.org/depts/cd/housing/plans.asp>) and the Library website (<https://www.sanleandro.org/depts/library/default.asp>).

### **Fiscal Impacts**

Per Attachment A, the City has a total of \$2,068,744 in CDBG funds in FY 2019-20 including the original FY 2019-2020 entitlement grant amount of \$707,517, new \$451,972 CDBG-CV funding and over \$500,000 in unspent CDBG funds for prior year City ADA Transition Plan improvements to City facilities to fund the enhanced public service projects/programs described above in “Proposed CDBG-Funded Added Public Service Activities - FY 2019-2020 Action Plan.”

HUD typically enters into contract with the City for CDBG grant funding. The grant is paid on a reimbursement basis after expenditure by the City for activities designated in the FY 2019-2020 Annual Action Plan.

### **Budget Authority**

Budget authority for CDBG funds is derived from Title I of the Housing and Community Development Act of 1974 (24 CFR 570 et. seq.) and the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 that was adopted and authorized on March 27, 2020.

### **Attachments to Staff Report**

- Attachment A: Amendments to FY 2019-2020 CDBG Allocations
- Attachment B: City of San Leandro Justification of Urgent Need
- Attachment C: Summary of Amendments to the Consolidated Plan for FY 2015-2020
- Attachment D: Summary Amendments to the FY 2019-2020 Annual Action Plan
- Attachment E: Summary Amendments to the Citizen Participation Plan

**PREPARED BY:** Maryann Sargent, Senior Housing Specialist, Community Development Department

A	B	C	D	E	F	G
<b>FINAL AMENDED FY 2019-2020 HUD Annual Action Plan: CDBG and HOME Funds</b>						
<b>CDBG FUNDS</b>						
				<b>TOTALS</b>		
<b>FY19-20 CDBG Grant</b>				<b>\$ 707,517</b>		
Carryovers: repayment received in FY 18-19 of defaulted loan (\$300,000), unused prior year general administration and public service funds from FY 14-15 & FY 15-16 (\$64,991), and				\$ 364,991		
(Carryovers continued) Unused prior year funds from ADA Transition Plan (FY 12-13, FY 13-14, FY 14-15, FY 17-18, FY 18-19)				\$ 508,840		
Program Income from FY 18-19				\$ 35,424		
CARES Act Stimulus (CDBG-CV)				\$ 451,972		
<b>Total available for projects</b>				<b>\$ 2,068,744</b>		
Project Name	Project Description	National Objective	Activity Eligibility	FY 2019-2020 Allocation	Amended Allocation (Public Svcs: Sum of Columns E + G)	Added Allocation to FY 2019-2020
<b>PUBLIC SERVICES</b>						
CALICO - San Leandro Child Abuse Intervention Project	Provide family support services for children who have suffered abuse.	Low/Mod Income Clientele	Public service	\$ 22,000	\$ 22,000	
Davis Street Family Resource Center - Basic Needs Program	Provide food, clothing, childcare, job readiness training, medical clinic, and social services for low-income people.	Low/Mod Income Clientele	Public service	\$ 42,941	\$ 42,941	
SOS / Meals on Wheels - Meals Delivery Service to Homebound Seniors	Provide support services programs for low-income seniors.	Low/Mod Income Clientele	Public service	\$ 29,000	\$ 44,000	\$ 15,000
Spectrum Community Services - San Leandro Senior Nutrition Program	Provide seniors with hot, nutritious meals in supportive settings.	Low/Mod Income Clientele	Public service	\$ 17,500	\$ 17,500	
Rental Assistance Program	Provide housing subsistence payments to prevent homelessness.	Low/Mod Income Clientele	Public service		\$ 451,972	
<b>Total Amount Available Under 15% Spending Cap</b>				<b>\$ 111,441</b>	<b>\$ 578,413</b>	
<b>GENERAL ADMINISTRATION &amp; PLANNING</b>						
General Administration		N/A	General admin	\$ 131,503	\$ 131,503	
Fair Housing	Provide fair housing services.	N/A	Public service	\$ 10,000	\$ 10,000	
<b>Total Amount Available Under 20% Spending Cap</b>				<b>\$141,503</b>	<b>\$ 141,503</b>	
<b>PUBLIC FACILITIES &amp; IMPROVEMENTS</b>						
Mandatory Section 108 Loan Repayment	Repay Section 108 Loan used to construct new Senior Center in accordance with Repayment Schedule provided by HUD.	Low/Mod Income Clientele	Public facility	\$ 187,414	\$ 187,414	
ADA Transition Plan for City Facilities	Complete architectural modifications to City facilities (City Hall, Halcyon Park, Main Library, Marina Community Center, Marina Park, Memorial Park, SL History Museum, SL Police Station, Stenzel Park, Washington Manor Library, & Washington Manor Park/Family Aquatic Center) to improve ADA accessibility.	Low/Mod Income Clientele	Public facility	\$ 123,849	\$ -	
Boys & Girls Club - Public Facility Renovations	Boys' and Girl's Club "Vision 2020" capital improvement campaign with the goal of a full renovation of the 28,500 square foot San Leandro public facility.	Low/Mod Income Clientele	Public facility	\$ 300,000	\$ 300,000	
Building Futures for Women and Children - San Leandro Shelter Repairs	San Leandro Homeless Shelter Repairs and ADA Accessibility Upgrades.	Low/Mod Income Clientele	Public facility	\$ 143,725	\$ 143,725	
<b>Total Amount Available for Public Facilities</b>				<b>\$ 754,988</b>	<b>\$ 631,139</b>	
<b>HOUSING ACTIVITIES</b>						
Single-Family Housing Rehabilitation Program	Provide Grants for minor home repairs to low- and very low-income homeowners	Low/Mod Income Clientele	Housing	\$ 100,000	\$ 100,000	
<b>Total Amount Available for Housing Activities</b>				<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 1,451,055</b>
<b>Total CDBG Amount Available for Project Expenditures</b>				<b>Unallocated (E10 - G31):</b>		<b>\$ 617,689</b>
<b>HOME FUNDS</b>						
<b>FY19-20 HOME Grant*</b>				<b>\$ 221,998</b>		
Carry over from Prior Years				\$ -		
<b>Total HOME Amount Available for Project Expenditures</b>				<b>\$ 221,998</b>		
Project Name	Project Description	National Objective	Activity Eligibility	Allocation		
Administration	Administrative expenses as per the cap specified in the regulations	N/A		\$ 12,763		
Acquisition/rehabilitation/new construction of rental projects		N/A	24 CRF 92.205	\$ 209,235		
<b>Total</b>				<b>\$ 221,998</b>		
*The FY 2019-2020 HOME funding amount decreased about 9% from last year's pro-rata share from the Alameda County HOME Consortium. The City's HOME allocation for this year and the past two fiscal years (FY17-18 and FY18-19), are being used to repay an allocation of the HOME Consortium construction loan funds pooled with other Alameda County jurisdictions provided to BRIDGE Housing for the construction of 115-unit Marea Alta and La Vereda residential developments on the San Leandro BART station parking lot site.						

**Attachment B:  
City of San Leandro Justification of Urgent Need**

The U. S. Department of Housing and Urban Development’s CDBG regulations require the following documentation to utilize CDBG funds under the Urgent Need National Objective. Further, the Urgent Need Certification must be provided to HUD with the Consolidated Plan/Annual Action Plan for the year of the Urgent Need activity(ies). This documentation and evidence the City certified that the CDBG activity was designed to address the urgent need must be maintained as part of the permanent CDBG records for the activity(ies).

**1. Describe the condition that was addressed, showing the nature and degree of seriousness of the threat it posed.**

The COVID-19 virus was first identified in Wuhan China in November 2019. First positive cases of the virus in the United States and in California were found in January 2020. As the virus started to spread globally, the World Health Organization (WHO) declared a COVID-19 pandemic on March 11, 2020. At that time, it had been identified in 113 countries.

On the date this Substantial Amendment was drafted (May 24, 2020), 92,721 California residents had tested positive, and 3,774 had died as a result of the virus. Of those, 2,760 were Alameda County residents (positive test), and 92 had lost their lives.<sup>1</sup>

The COVID-19 virus has had a devastating effect globally. It has caused businesses to close, jobs to be lost, finances to be stretched, and general feelings of anxiety and fear. With the City’s addition of an Urgent Need activity (allowing for the possible support for oversight and services and infrastructure dedicated to COVID-19 response), the City may address these needs when other resources are not available and needed by the Alameda County Department of Public Health.

**2. Information on the timing of the development of the serious condition.**

See above.

**3. Evidence that the grantee certified that the CDBG activity was designed to address the urgent need.**

The Urgent Need Certification will be made a part of the activity(ies) files as needed.

**4. Evidence confirming that the other financial resources to alleviate the need were not available.**

The availability of other financial resources will be reviewed and certification made as to availability prior to approving the use of CDBG, CDBG-CV, any other stimulus allocations to the City. The review and certification will be made part of the activity(ies) files.

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<sup>1</sup> California Department of Public Health, COVID-19 Updates, “COVID-19 by the Numbers” website: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx#COVID-19%20by%20the%20Numbers> and Johns Hopkins University & Medicine, Coronavirus Resource Center website: <https://coronavirus.jhu.edu/us-map>.





***FINAL REVIEW DRAFT***

**AMENDMENT  
to the  
CONSOLIDATED PLAN  
NON-HOME FUNDS  
FY 2015-2019**

**CITY OF SAN LEANDRO  
*ALAMEDA COUNTY  
HOME CONSORTIUM***

***Presented to City Council June 15, 2020***

Amended Language in red Times New Roman font, 12 point type.

## Executive Summary

### ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. As a result, the U.S. Department of Housing and Community Development (HUD) awarded the City of San Leandro \$451,972 in Community Development Block Grant-Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19. The CARES Act allows for reimbursement of costs incurred prior to the date of enactment of this legislation in addition to removal of the spending caps normally in place for Public Services expenditures as long as those costs are in response to COVID-19. (Note that the removal of the Public Services expenditure caps are only allowed for the 2019-2020 and 2020-2021 Annual Action Plan Program Years.) Additionally, the CARES Act allows HUD to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending prior 5-Year Consolidated Plans or Annual Action Plans to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. Note that specific administrative changes to Citizen Participation will be reflected in Amendments to the Citizen Participation Plan that will be proposed in tandem with this document.

On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this Substantial Amendment to the 5-Year Consolidated Plan for the period of July 1, 2015 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

This Substantial Amendment to the San Leandro's 2015-2020 Consolidated Plan outlines the City's updated funding priority needs and goals projects to address COVID-19 related impacts. Additionally, it will identify how the City plans to use available funds to address COVID-19. The updated sections of this five year planning document necessary to allocate and appropriate these funds include:

- PR-05 Lead & Responsible Agencies
- PR-10 Consultation
- PR-15 Citizen Participation
- NA-05 Needs Assessment Overview

- MA-65 Hazard Mitigation
- SP-25 Priority Needs
- SP-35 Anticipated Resources
- SP-45 Goals

One final note on this Substantial Amendment, the Federal Register and final guidance from HUD has not been provided. This Substantial Amendment is drafted with the guidance from HUD available to date, including that the CDBG-CV funds allocated under the CARES Act must be used in preparation for, prevention of, and response to COVID-19. All CDBG-CV activities must still meet one of three National Objectives of the CDBG Program noted in the original five year Consolidated Plan document. The City of San Leandro is taking this opportunity to document COVID-19 as an additional National Objective: Urgent Need. In order to do this, an Urgent Need Certification must be provided to HUD with the five year Consolidated Plan and Annual Action Plan for the year of the Urgent Need activity(ies). Documentation and evidence the City certified that the CDBG activity was designed to address the urgent need must be maintained as part of the permanent CDBG records for the activity(ies).

#### **Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

A tangential effort in this five year Consolidated Plan Substantial Amendment is to further define priorities that are currently identified generically as “Community Development Needs Goals” in the 2015-2020 plan documents. Those changes are noted in parenthesis below. The following bullet points summarize updates and/or new Priority Needs and Goals for COVID-19 response:

- Augmenting Homeless Assistance and Prevention Services
- Producing and Preserving Affordable Housing Opportunities
- Providing Enhanced Public Services (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)
- Improving Public Facilities and Infrastructure (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)
- Increasing Economic Development Opportunities (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)

## The Process

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

**1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

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 & CDBG-CV Administrator	SAN LEANDRO	Community Development Department
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1– Responsible Agencies**

#### Narrative

The City of San Leandro is the Lead Agency for the United States Department of Housing & Urban Development (HUD) Community Development Block Grant (CDBG) Program. The City's Housing Specialist in the Community Development Department Housing Services Division is responsible for administering the CDBG program, which includes developing the Five-Year Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPERs), and is the liason to the Alameda County for matters related to the HOME Investment Partnerships (HOME program) (the City of San Leandro is a member of the Alameda County HOME Consortium).

#### Consolidated Plan Public Contact Information

**Maryann Sargent**

**Senior** Housing Specialist

City of San Leandro

Community Development Department

Housing Services Division

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San Leandro, CA 94577

510-577-6005

**MSargent@sanleandro.org**

## **PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)**

### **1. Introduction**

This section of the Consolidated Plan documents the interagency coordination, consultation, and public participation that informs the Substantial Amendment to five year Consolidated Plan. Those consultations began once the City complied with the Alameda County Shelter-In-Place order issued on March 16, 2020. City staff, including the City's Office of Emergency Management staff, have been in frequent consultation with the Alameda County Department of Public Health to consult on the nature of the need in the County for which CDBG-CV funds are to be used. Additionally, non-profit agencies currently operating homeless shelters and providing services San Leandro's low-moderate-income residents have been consulted to determine the highest and best needs for the CDBG-CV funds.

## **PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)**

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

As noted earlier, On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this Substantial Amendment to the 5-Year Consolidated Plan for the period of July 1, 2015 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

The draft Substantial Amendment to the 2015-2020 Consolidated Plan will be available for comment from all interested parties from June 2, 2020 to June 7, 2020. Due to the Alameda County Shelter-In-Place Order these amendment documents shall only be available for review on the City's website (<http://www.sanleandro.org/depts/cd/housing/plans.asp>) or the Library website (<https://www.sanleandro.org/depts/library/default.asp>).

The needs in this document were derived from preliminary data from the impacts of COVID-19 which indicate significant unmet needs in many areas of potential CDBG and CDBG-CV funding categories. The City of San Leandro is considering the following eligible activities for this funding for current and/or future funding that may become available: assisting low- and moderate-income households with housing rental assistance for no more than three months, food pantry/distribution/delivery meal programs, business assistance (technical assistance, financial support to microenterprises or funding to retain employees that are low- and moderate-income), and support of other COVID-19 response services.

#### **Submitting Public Comment:**

Please submit written comments to [MSargent@sanleandro.org](mailto:MSargent@sanleandro.org).

Comments may also be mailed to:

City of San Leandro  
Housing and Community Development Department  
835 East 14<sup>th</sup> Street  
San Leandro CA, 94577  
Attn: Maryann Sargent, Senior Housing Specialist

# Needs Assessment

## NA-05 Overview

### Needs Assessment Overview

The needs identified in the original Consolidated Plan focused on affordable housing needs, the needs of homeless citizens, and community development (including possibly funding public facilities and infrastructure, public services, and economic development activities). A tangential effort in this five year Consolidated Plan Substantial Amendment is to further define priorities that are currently identified generically as “Community Development Needs Goals” in the 2015-2020 plan documents. Those changes are noted in parenthesis below. The following bullet points summarize updates and/or new Priority Needs and Goals for COVID-19 response:

- Augmenting Homeless Assistance and Prevention Services
- Producing and Preserving Affordable Housing Opportunities
- Providing Enhanced Public Services (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)
- Improving Public Facilities and Infrastructure (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)
- Increasing Economic Development Opportunities (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)

As a result of shortages in some areas, combined with loss of income for many households, there has been substantial increase in demand for assistance through public services, especially food banks, meal delivery services, healthcare-related services including for mental health services and support for- and prevention of- domestic violence services. The rapid increase in demand has left many service providers under-staffed and under-resourced and has added substantial cost. The increased demand is expected to be sustained beyond the shut-down as households will take time to regain employment and economic stability.

Homelessness response and homelessness prevention has also risen in priority. Many households have been unable to pay rent since the shut-down and shelter-in-place orders were issued in early March 2020. While the City of San Leandro adopted a moratoriums on evictions on March 23, 2020, housing costs are still a major concern, particularly for lower-income households who may be at risk of homelessness once the moratorium is lifted. Homelessness prevention must be a community priority to prevent increase in homelessness as housing protections are lifted. Persons already experiencing homelessness are also at increased risk of infection and death due to COVID-19. Congregate shelters are not a viable housing solution in a pandemic, and persons experiencing homelessness need access to safe shelter to prevent infection and spread of the disease.

Public facilities that support healthcare or that provide safe housing for persons experiencing homelessness also are prioritized. The demand on the healthcare facilities for increased capacity has already been experienced in urban areas of the nation, and smaller and rural communities risk having their limited healthcare facilities over capacity during the viral surge. Both temporary and permanent capacity building for healthcare and homeless facilities are priorities.

The ongoing shut-down of businesses has resulted in record unemployment, which severely impacts areas with a higher cost of living and areas already impacted by higher poverty rates. Small businesses have been especially impacted as many do not have the working capital to weather months of mandated shut-down while maintaining payrolls and employment benefits. The need for business support is increasing as the shut-down continues.



## MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

**Describe the jurisdiction’s increased natural hazard risks associated with climate change.**

San Leandro is located on the shoreline of the San Francisco Bay and sits at an average elevation of 56 feet. Located between Oakland and Hayward with a population of about 88,000 people, it is highly urbanized, made up of residential properties with industrial and manufacturing uses in the west, mixed use areas in the southern portions of the city, and the downtown core to the northeast. Due to its geographic span from the Bay into the hills, San Leandro is susceptible to a variety of climate hazards. San Leandro will likely be most affected by the combination of sea level rise, high tides and flooding along the shoreline and throughout the southwest portion of the city, which threaten to limit mobility and damage amenities and industry that are important to San Leandro and the regional economy. However, the most severe impacts will be seen in the long-term, when projected temperature increases and the frequency of very hot days will impact a broader set of the city’s assets and population, resulting in greater occurrence of heat related illness.

**Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.**

### Disease Outbreaks

The COVID-19 virus was first identified in Wuhan China in November 2019. First positive cases of the virus in the United States and in California were found in January 2020. As the virus started to spread globally, the World Health Organization (WHO) declared a COVID-19 pandemic on March 11, 2020. At that time, it had been identified in 113 countries.

On the date this Substantial Amendment was drafted (May 24, 2020), the State of California reported 92,721 confirmed cases of residents who had tested positive for COVID-19, with 3,774 who had died as a result of the virus. Of those, 2,760 Alameda County residents tested positive for COVID-19 with 92 who had lost their lives.<sup>1</sup>

The COVID-19 virus has had a devastating effect globally. It has caused businesses to close, jobs to be lost, finances to be stretched, and general feelings of anxiety and fear. Given this, the City’s seeks to have the option of using the National Objective of “Urgent Need” to allow for the possible support for oversight and services and infrastructure dedicated to COVID-19 response.

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<sup>1</sup> California Department of Public Health, COVID-19 Updates, “COVID-19 by the Numbers” website: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx#COVID-19%20by%20the%20Numbers> and Johns Hopkins University & Medicine, Coronavirus Resource Center website: <https://coronavirus.jhu.edu/us-map>.

The City may address these needs when other resources are not available and needed by the Alameda County Department of Public Health.

Low- and moderate-income communities are more vulnerable to disease outbreaks than higher-income communities because of their limited access to health care providers, and the fact that being a member of a vulnerable population is associated with being immunocompromised and more vulnerable to infectious disease. California's governor has requested emergency action from the state Legislature to make funding available for the public response to the outbreak. While the eventual impact of the COVID-19 outbreak is unclear at this stage, it serves as a warning that these events may increase in frequency and severity in coming years.

## SP-25 Priority Needs - 91.415, 91.215(a)(2)

### Priority Needs

Table 2 – Priority Needs Summary

<b>1</b>	<b>Priority Need Name</b>	Affordable Housing Needs
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Affordable Housing Needs Goals
	<b>Description</b>	<p>To address the need for affordable housing in the City, the City proposes to take the following actions:</p> <ul style="list-style-type: none"> <li>• Increase the availability of affordable rental housing for extremely low- (30% AMI), very low- (50% AMI), and low-income (80% AMI) households.</li> <li>• Preserve existing affordable rental housing for households at or below 80% Area Median Income (AMI).</li> <li>• Preserve existing ownership for households at or below 80% Area Median Income (AMI).</li> <li>• Assist low- and moderate-income first-time homebuyers.</li> <li>• Reduce housing discrimination.</li> </ul>
	<b>Basis for Relative Priority</b>	Documented lack of affordable rental housing in the Alameda County HOME Consortium area. The City historically allocated and will continue allocate CDBG funds primarily to provide fair housing services and preserve affordable housing and HOME funds to potential affordable rental or ownership housing projects, including new construction or acquisition and rehabilitation.

2	<b>Priority Need Name</b>	Homeless Needs
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Elderly Persons with Physical Disabilities
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Homelessness Needs Goals
	<b>Description</b>	To address the homelessness needs of the City, the City will continue to support homeless-serving activities that: <ul style="list-style-type: none"> <li>• Maintain, improve, and expand (as needed) the capacity of housing, shelter, and services for homeless individuals and families including integrated healthcare, employment services, and other services.</li> <li>• Maintain and expand activities designed to prevent those currently housed from becoming homeless.</li> <li>• Build on inter-jurisdictional cooperation to achieve housing and homeless needs.</li> </ul>
	<b>Basis for Relative Priority</b>	Reducing homelessness is a high priority for the City and the Alameda County HOME Consortium.
3	<b>Priority Need Name</b>	Supportive Housing Needs
	<b>Priority Level</b>	Low

	<b>Population</b>	Extremely Low Elderly Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Supportive Housing Needs Goals
	<b>Description</b>	The City intends to support future transitional or permanent supportive housing projects that will serve San Leandro residents with special needs, which includes persons with physical or mental disabilities and seniors who need affordable housing integrated with available support services.
	<b>Basis for Relative Priority</b>	Many of the homeless population also have supportive services needs. The City have primarily used available HOME funds for any future transitional or permanent supportive housing projects that will serve San Leandro residents with special needs. However, due to the consistently declining funding level for the HOME program, the City is unable to prioritize supportive housing needs hence the low priority level.
4	<b>Priority Need Name</b>	Community Development Needs - Public Services
	<b>Priority Level</b>	High

	<b>Population</b>	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Community Development Needs Goals
	<b>Description</b>	The City will continue to provide program operational grants to non-profit social services providers serving San Leandro residents. The types of services considered priorities for City funding include social and health services for low-income women, children, and families in crisis; seniors; persons with disabilities; shelter programs; tenant-landlord counseling; and fair housing.
	<b>Basis for Relative Priority</b>	The City has prioritized allocating CDBG funds towards the operational funding for the non-profit social services providers serving San Leandro residents as assisting San Leandro residents in need is a top priority for the City.
5	<b>Priority Need Name</b>	Community Development Needs - Public Facilities
	<b>Priority Level</b>	High

	<b>Population</b>	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Elderly Frail Elderly Persons with Physical Disabilities
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Community Development Needs Goals
	<b>Description</b>	The City's capital improvement projects include accessibility improvements to public facilities, installing wheelchair curb ramps throughout the City, and assisting non-profit social service agencies serving San Leandrans with necessary facility improvements.  The City will also continue to make principal and interests payments for the \$2.5 million HUD Section 108 Loan the City used to construct the senior community center.
	<b>Basis for Relative Priority</b>	One of the City's top and high priority is using CDBG funds to both fund ADA improvements and to repay the City's HUD Section 108 Loan. Improving the quality of life in the neighborhoods is a also top priority for the City.
6	<b>Priority Need Name</b>	Community Development Needs - Economic Development
	<b>Priority Level</b>	Low
	<b>Population</b>	Non-housing Community Development
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Community Development Needs Goals

	<b>Description</b>	If funding is available, the City may potentially seek to provide loans to eligible small businesses for property upgrades, and if the need arises, to develop and implement a neighborhood strategy or plan that includes commercial revitalization.
	<b>Basis for Relative Priority</b>	Increased income can improve and increase the quality of life for San Leandro residents. However, due to inadequate CDBG funding, the City is unable to prioritize economic development hence the low priority level.
7	<b>Priority Need Name</b>	Administration
	<b>Priority Level</b>	High
	<b>Population</b>	Other
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Affordable Housing Needs Goals Community Development Needs Goals Homelessness Needs Goals Supportive Housing Needs Goals
	<b>Description</b>	The City will continue to allocate 20% of its annual CDBG entitlement fund amount to the administration of the City's CDBG program and to fair housing services that affirmatively further fair housing.
	<b>Basis for Relative Priority</b>	The City considers it a high priority to ensure that the CDBG program is administered in accordance to the CDBG program regulations and to ensure the City continues to affirmatively further fair housing throughout the City.
8	<b>Priority Need Name</b>	<b>COVID-19 Pandemic Response (CARES Act)</b>
	<b>Priority Level</b>	<b>High</b>
	<b>Population</b>	<b>Income Level: Extremely Low- and Low-Income</b> <b>Non-homeless Special Needs: Elderly, Frail Elderly, Persons with Mental Disabilities, Persons with Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Victims of Domestic Violence</b> <b>Homeless: Chronic Homelessness, Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Victims of Domestic Violence, Unaccompanied Youth</b>



<b>Geographic Areas Affected</b>	City-Wide
<b>Associated Goals</b>	<p>Augmenting Homeless Assistance and Prevention Services</p> <p>Producing and Preserving Affordable Housing Opportunities</p> <p>Providing Enhanced Public Services (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)</p> <p>Improving Public Facilities and Infrastructure (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)</p> <p>Increasing Economic Development Opportunities (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)</p>
<b>Description</b>	<p>In March of 2020 the Coronavirus pandemic began to impact U.S. communities and projections indicated that elderly, persons with underlying health conditions, and persons without access to housing were at particular risk of infection and death. Communities across the nation, including the State of California, initiated Shelter in Place Orders that encouraged non-essential workers to shelter in their homes, and that shut down all non-essential businesses.</p>
<b>Basis for Relative Priority</b>	<p>Impacts from the pandemic are expected to spread from health risks from homelessness, needs for additional housing to support persons experiencing homelessness in providing non-congregate shelters to prevent the spread of COVID-19. Additionally, the Shelter-in-Place Orders resulted in mass business shut-downs during the term of the order. The shutdowns impacted non-essential services and resulted in record unemployment. Essential businesses need assistance in preserving jobs during the shelter-in-place order. Businesses that have shut down will need support in re-opening and ramping back up into full operations, including both job retention and job creation efforts.</p>

## SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 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 2015-2016 Annual Action Plan, which outlines the first 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 Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	628,306	0	0	628,306	2,513,224	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.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Housing Other	0	0	0	0	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.
CDBG-CV	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$451,972	0	0	0	\$451,972	One time award of funds – March 2020

Table 3 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Not applicable.

**If appropriate, describe publically owned land or property located within the state that may be used to address the needs identified in the plan**

Not applicable.

**Discussion**

None.

## SP-45 Goals - 91.415, 91.215 (a)(4)

### 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	Administration Affordable Housing Needs	CDBG: \$500,000	Public service activities for Low/Moderate Income Housing Benefit: 50 Households Assisted  Homeowner Housing Rehabilitated: 75 Household Housing Unit  Other: 1 Other
2	Homelessness Needs Goals	2015	2019	Homeless	City-Wide	Administration Homeless Needs	CDBG: \$0	Other: 0 Other
3	Supportive Housing Needs Goals	2015	2019	Non-Homeless Special Needs	City-Wide	Administration Supportive Housing Needs	CDBG: \$0	Other: 0 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Community Development Needs Goals- <b>Providing Enhanced Public Services</b>	2015	2019	Non-Housing Community Development	City-Wide	<del>Administration Community Development Needs- Economic Development Community Development Needs- Public Facilities Community Development Needs - Public Services</del>	CDBG: \$2,063,225	Public service activities other than Low/Moderate Income Housing Benefit: 50000 Persons Assisted  Other: 7 Other
5	Community Development Needs Goals- <b>Improving Public Facilities and Infrastructure</b>	2015	2019	Non-Housing Community Development	City-Wide	<b>Community Development Needs - Public Facilities</b>	CDBG:	<b>Public service activities other than Low/Moderate Income Housing Benefit: 50000 Persons Assisted  Other: 7 Other</b>
6	Community Development Needs Goals- <b>Increasing Economic Development Opportunities</b>	2015	2019	Non-Housing Community Development	City-Wide	<b>Community Development Needs - Economic Development</b>	CDBG:	<b>Public service activities other than Low/Moderate Income Housing Benefit: 50000 Persons Assisted  Other: 7 Other</b>

Table 4 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing Needs Goals
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Affordable Housing Needs Goals.
2	<b>Goal Name</b>	Homelessness Needs Goals
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Homelessness Needs Goals.
3	<b>Goal Name</b>	Supportive Housing Needs Goals
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Supportive Housing Needs Goals.
4	<b>Goal Name</b>	Community Development Needs Goals- <del>Providing Enhanced Public Services</del>
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Community Development Needs Goals, which include <del>economic development, providing enhanced public services, and public facilities and improvements.</del>
5	<b>Goal Name</b>	<b>Community Development Needs Goals-Improving Public Facilities and Infrastructure</b>
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Community Development Needs Goals, which include <b>improving public facilities and infrastructure.</b>
6	<b>Goal Name</b>	<b>Community Development Needs Goals-Increasing Economic Development Opportunities</b>
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Community Development Needs Goals, which include <b>increasing economic development opportunities.</b>

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

Not applicable.



***FINAL REVIEW DRAFT***

**AMENDMENT  
to the  
ANNUAL ACTION PLAN  
NON-HOME FUNDS  
FY 2019-2020**

**CITY OF SAN LEANDRO  
*ALAMEDA COUNTY  
HOME CONSORTIUM***

***Presented to City Council June 15, 2020***



Amended Language in red Times New Roman font, 12 point type.

## Executive Summary

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

#### 1. Introduction

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. As a result, the U.S. Department of Housing and Community Development (HUD) awarded the City of San Leandro \$451,972 in Community Development Block Grant-Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19. The CARES Act allows for reimbursement of costs incurred prior to the date of enactment of this legislation in addition to removal of the spending caps normally in place for Public Services expenditures as long as those costs are in response to COVID-19. (Note that the removal of the Public Services expenditure caps are only allowed for the 2019-2020 and 2020-2021 Annual Action Plan Program Years.) Additionally, the CARES Act allows HUD to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending prior 5-Year Consolidated Plans or Annual Action Plans to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. Note that specific administrative changes to Citizen Participation will be reflected in Amendments to the Citizen Participation Plan that will be proposed in tandem with this document.

On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this amendment to the 2019-2020 Annual Action Plan for the period of July 1, 2019 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

This amendment to the San Leandro's 2019-2020 Annual Action Plan summarizes Citizen Participation and Public Comment and expected resources to address COVID-19 related impacts. Additionally, it will identify how the City plans to use available funds by updating its annual goals and objectives and the related projects targeted for funding to address COVID-19. The updated sections of this annual planning document necessary to implement these changes to allocations and appropriations of these funds include:

- Summary of Citizen Participation
- AP-10 Consultation

- AP-12 Participation
- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-35 Projects
- AP-38 Project Summary

One final note on this Substantial Amendment, the Federal Register and final guidance from HUD has not been provided. This Substantial Amendment is drafted with the guidance from HUD available to date, including that the CDBG-CV funds allocated under the CARES Act must be used in preparation for, prevention of, and response to COVID-19. All CDBG-CV activities must still meet one of three National Objectives of the CDBG Program noted in the original five year Consolidated Plan document. The City of San Leandro is taking this opportunity to document COVID-19 as an additional National Objective: Urgent Need. In order to do this, an Urgent Need Certification must be provided to HUD with the five year Consolidated Plan and Annual Action Plan for the year of the Urgent Need activity(ies). Documentation and evidence the City certified that the CDBG activity was designed to address the urgent need must be maintained as part of the permanent CDBG records for the activity(ies).

#### **Summary of Citizen Participation Process and consultation process**

As noted earlier, On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this Substantial Amendment to the Annual Action Plan for the period of July 1, 2019 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

The draft Substantial Amendment to the 2019-2020 Annual Action Plan will be available for comment from all interested parties from June 2, 2020 to June 7, 2020. Due to the Alameda County Shelter-In-Place Order these amendment documents shall only be available for review on the City's website (<http://www.sanleandro.org/depts/cd/housing/plans.asp>) or the Library website (<https://www.sanleandro.org/depts/library/default.asp>).

The needs in this document were derived from preliminary data from the impacts of COVID-19 which indicate significant unmet needs in many areas of potential CDBG and CDBG-CV funding categories. The City of San Leandro is considering the following eligible activities for this funding for current and/or future funding that may become available: assisting low- and moderate-income households with housing rental assistance for no more than three months, food pantry/distribution/delivery meal programs, business assistance (technical assistance, financial

support to microenterprises or funding to retain employees that are low- and moderate-income), and support of other COVID-19 response services.

**Submitting Public Comment:**

Please submit written comments to [MSargent@sanleandro.org](mailto:MSargent@sanleandro.org)

Comments may also be mailed to:

City of San Leandro  
Housing and Community Development Department  
835 East 14<sup>th</sup> Street  
San Leandro CA, 94577  
Attn: Maryann Sargent, Senior Housing Specialist

**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.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	SAN LEANDRO	
CDBG & CDBG-CV Administrator	SAN LEANDRO	Community Development Department
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative**

**Consolidated Plan Public Contact Information**

Maryann Sargent, Senior Housing Specialist  
 City of San Leandro  
 Community Development Department  
 Housing Services Division  
 835 East 14th Street  
 San Leandro, CA 94577  
 Office: 510.577.6005  
 Fax: 510.577.6007  
 msargent@sanleandro.org

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

### **1. Introduction**

This section of this Annual Action Plan documents the interagency coordination, consultation, and public participation that informs the Substantial Amendment to five year Consolidated Plan. Those consultations began once the City complied with the Alameda County Shelter-In-Place order issued on March 16, 2020. City staff, including the City's Office of Emergency Management staff, have been in frequent consultation with the Alameda County Department of Public Health to consult on the nature of the need in the County for which CDBG-CV funds are to be used. Additionally, non-profit agencies currently operating homeless shelters and providing services San Leandro's low-moderate-income residents have been consulted to determine the highest and best needs for the CDBG-CV funds.

## **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**

As noted earlier, On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this Substantial Amendment to the Annual Action Plan for the period of July 1, 2019 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

The draft Substantial Amendment to the 2019-2020 Annual Action Plan will be available for comment from all interested parties from June 2, 2020 to June 7, 2020. Due to the Alameda County Shelter-In-Place Order these amendment documents shall only be available for review on the City's website (<http://www.sanleandro.org/depts/cd/housing/plans.asp>) or the Library website (<https://www.sanleandro.org/depts/library/default.asp>).

The needs in this document were derived from preliminary data from the impacts of COVID-19 which indicate significant unmet needs in many areas of potential CDBG and CDBG-CV funding categories. The City of San Leandro is considering the following eligible activities for this funding for current and/or future funding that may become available: assisting low- and moderate-income households with housing rental assistance for no more than three months, food pantry/distribution/delivery meal programs, business assistance (technical assistance, financial support to microenterprises or funding to retain employees that are low- and moderate-income), and support of other COVID-19 response services.

## Expected Resources

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

#### Introduction

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. As a result, the U.S. Department of Housing and Community Development (HUD) awarded the City of San Leandro \$451,972 in Community Development Block Grant-Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19.

## Anticipated Resources

In addition to prior year unused funds identified in the FY 19-20 Annual Action Plan in the amount of \$364,991 there were additional unused prior year funds that had been allocated to the ADA Transition Plan since FY 12-13 (specifically the following fiscal years: 12-13, 13-14, 14-15, 17-18, and 18-19). As of the beginning date of this Annual Action Plan Program Year (July 1, 2019) the City of San Leandro has unspent and reserved for the ADA Transition Plan \$508,840. Given the gravity of need and the ability to do so under the auspices of the CARES Act, the City plans to use a portion of these funds to address public service needs in response to COVID-19. The total amount of available prior year resources amount to \$873,831. After all of the funding recommendations for the FY 2019-2020 Annual Action Plan Substantial Amendment are adopted, there will be a total of \$476,189 unallocated.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	707,517	35,424	<del>364,991</del> \$873,831 (\$364,991 + \$508,840)	<del>1,107,932</del> \$1,616,772	<del>1,107,932</del> \$1,616,772	As a CDBG entitlement locality, 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 that benefit lower income individuals and families.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Housing Other	0	0	0	0	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.
CDBG-CV	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$451,972	0	0	\$451,972	0	One time award of funds – March 2020

Table 2 - Expected Resources – Priority Table

## 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: \$110,000	Public service activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted Homeowner Housing Rehabilitated: 15 Household Housing Unit
2	Homelessness Needs Goals	2015	2019	Homeless	City-Wide	Administration Homeless Needs	CDBG: \$0	Homeless Person Overnight Shelter: 200 Persons Assisted Homelessness Prevention: 215 Persons Assisted Other: 0 Other
3	Supportive Housing Needs Goals	2015	2019	Non-Homeless Special Needs	City-Wide	Supportive Housing Needs	CDBG: \$0	Other: 0 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Community Development Needs Goals- <b>Providing Enhanced Public Services</b>	2015	2019	Non-Housing Community Development	City-Wide	Community Development Needs – Economic Development Community Development Needs – Public Facilities Community Development Needs - Public Services	CDBG: \$151,441 <del>\$111,441</del> CDBG-CV: \$451,972	
5	Community Development Needs Goals-Improving Public Facilities and Infrastructure	2015	2019	Non-Housing Community Development	City-Wide	Community Development Needs - Public Facilities	CDBG: \$631,139 <del>\$754,988</del>	
6	Community Development Needs Goals-Increasing Economic Development Opportunities	2015	2019	Non-Housing Community Development	City-Wide	Community Development Needs – Economic Development		

Table 3 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing Needs Goals
	<b>Goal Description</b>	
2	<b>Goal Name</b>	Homelessness Needs Goals
	<b>Goal Description</b>	
3	<b>Goal Name</b>	Supportive Housing Needs Goals
	<b>Goal Description</b>	
4	<b>Goal Name</b>	Community Development Needs Goals – Providing Enhanced Public Services
	<b>Goal Description</b>	
5	<b>Goal Name</b>	Community Development Needs Goals-Improving Public Facilities and Infrastructure
	<b>Goal Description</b>	
6	<b>Goal Name</b>	Community Development Needs Goals-Increasing Economic Development Opportunities
	<b>Goal Description</b>	

## 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 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.

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 Consolidated Plan.

#	Project Name
1	CDBG Program Administration
2	ECHO Housing - Fair Housing Program
3	Section 108 Loan Repayment
4	ADA Transition Plan for City Facilities
5	Single-Family Housing Rehabilitation Program
6	CALICO - San Leandro Child Abuse Intervention Project
7	Davis Street Family Resource Center's Family Support Services - Basic Needs Program
8	SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors
9	Spectrum Community Services
10	Boys and Girls Club of San Leandro Capital Improvement Project
11	San Leandro Homeless Shelter Repairs and ADA Accessibility Upgrades
11	San Leandro Homeless Shelter Repairs and ADA Accessibility Upgrades
11	San Leandro Homeless Shelter Repairs and ADA Accessibility Upgrades

**Table 4 – Project Information**

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	CDBG Program Administration
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Affordable Housing Needs Goals Homelessness Needs Goals Community Development Needs Goals
	<b>Needs Addressed</b>	Affordable Housing Needs Homeless Needs Community Development Needs - Public Services Community Development Needs - Public Facilities Community Development Needs - Economic Development Administration
	<b>Funding</b>	\$131,503
	<b>Description</b>	General administration and oversight of the CDBG Program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8,482 low-income clients will be assisted with CDBG-funded services. This includes 8,457 public services clients; 10 Fair Housing services clients, and 15 housing rehabilitation program clients.
	<b>Location Description</b>	Various locations throughout the City and the County.
	<b>Planned Activities</b>	The City will continue to allocate 20% of its annual CDBG entitlement funds to the administration of the City's CDBG program.
2	<b>Project Name</b>	ECHO Housing - Fair Housing Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Affordable Housing Needs Goals
	<b>Needs Addressed</b>	Affordable Housing Needs
	<b>Funding</b>	\$10,000
	<b>Description</b>	ECHO Housing provides fair housing services to San Leandro residents to reduce housing discrimination in the City.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Ten (10) low-income households will be assisted with fair housing services.
	<b>Location Description</b>	ECHO Housing staff provides fair housing services over the phone.
	<b>Planned Activities</b>	<p>ECHO Housing Fair Housing Coordinator will:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• conduct an annual April Fair Housing Month event and a fair housing training session for tenant and/or potential homebuyers.</li> <li>• 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.</li> </ul>
<b>3</b>	<b>Project Name</b>	Section 108 Loan Repayment
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals- <b>Improving Public Facilities and Infrastructure</b>
	<b>Needs Addressed</b>	Community Development Needs - Public Facilities
	<b>Funding</b>	\$187,414
	<b>Description</b>	The City submitted its HUD Section 108 Loan Guarantee Program Application for \$2.5 million which is needed to complete the construction of the City's new senior center. The City pledges futures CDBG funds to repay the \$2.5 million loan over 20 years. The City began repaying this loan in FY2010-2011.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable.

	<b>Location Description</b>	Not applicable.
	<b>Planned Activities</b>	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.
4	<b>Project Name</b>	ADA Transition Plan for City Facilities
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals
	<b>Needs Addressed</b>	Community Development Needs – Public Facilities
	<b>Funding</b>	\$123,849
	<b>Description</b>	The Departments of Engineering & Transportation and Public Works will complete architectural modifications to City facilities (City Hall, Halcyon Park, Main Library, Marina Community Center, Marina Park, Memorial Park, SL History Museum, SL Police Department, Stenzel Park, Washington Manor Library & Washington Manor Park/Family Aquatic Center) to make them more ADA accessible.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Several City facilities (City Hall, Halcyon Park, Main Library, Marina Community Center, Marina Park, Memorial Park, SL History Museum, SL Police Department, Stenzel Park, Washington Manor Library & Washington Manor Park/Family Aquatic Center).
<b>Planned Activities</b>	CDBG funds will be used to make several City facilities (City Hall, Halcyon Park, Main Library, Marina Community Center, Marina Park, Memorial Park, SL History Museum, SL Police Department, Stenzel Park, Washington Manor Library & Washington Manor Park/Family Aquatic Center) more accessible for seniors and disabled persons.	
5	<b>Project Name</b>	Single-Family Housing Rehabilitation Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Affordable Housing Needs Goals
	<b>Needs Addressed</b>	Affordable Housing Needs
	<b>Funding</b>	\$100,000



	<b>Description</b>	The City's Single-Family Housing Rehabilitation Program will provide grants to very low- and low-income households for minor repairs to their homes.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Fifteen (15) low-income households will have minor repairs completed in their single-family or mobile homes.
	<b>Location Description</b>	The owner-occupied homes, located within the jurisdictional boundaries of San Leandro, will be identified once the applications are processed.
	<b>Planned Activities</b>	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.
6	<b>Project Name</b>	CALICO - San Leandro Child Abuse Intervention Project
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals- <b>Providing Enhanced Public Services</b>
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	\$22,000
	<b>Description</b>	CALICO, the Child Abuse Listening, Interviewing, and Coordination Center, provides family support services to improve mental health outcomes for San Leandro children and their families who have suffered from abuse.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Fifty (50) abused children and thirty-six (36) caregivers will receive critical family support services, which includes forensic interviews.
	<b>Location Description</b>	CALICO Interview Center, 524 Estudillo Avenue, San Leandro, CA 94577

	<b>Planned Activities</b>	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 adulthood. FRS will also provide caregivers with ongoing support that prevents that recurrence of violence and begins to foster healing for the children.
7	<b>Project Name</b>	Davis Street Family Resource Center's Family Support Services - Basic Needs Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals- <b>Providing Enhanced Public Services</b>
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	\$42,941
	<b>Description</b>	Comprehensive Family Resource Center provides emergency services to low-income people in San Leandro enabling them to move out of poverty and into self-sufficiency. Family Support Services program includes basic needs services, food, clothing, housing assistance, employment support, counseling case management and information and referral, free medical and dental care, and childcare.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	DSFRC will provide services to 9,000 low-income individuals and families through their Basic Needs Services Program. The program provides emergency food supplies including food bags sufficient for an entire family for 7 days. DSFRC will provide 150 clients with crisis intervention and/or short-term community counseling and/or substance abuse prevention services.
	<b>Location Description</b>	Davis Street Family Resource Center, 3081 Telegraph Street, San Leandro, CA 94577
	<b>Planned Activities</b>	Basic Needs Program will provide 9,000 San Leandro clients with emergency food supplies. Basic Needs Program clients will be screened for eligibility for other social service needs and will be referred to other social service 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 resource centers and 10 San Leandro schools.
8	<b>Project Name</b>	SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors
	<b>Target Area</b>	City-Wide

	<b>Goals Supported</b>	Community Development Needs Goals- <b>Providing Enhanced Public Services</b>
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	<b>\$44,000</b>
	<b>Description</b>	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.
	<b>Target Date</b>	6/30/2020 <b>2021</b>
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	160 homebound seniors will be provided with warm, nutritious meals.
	<b>Location Description</b>	The meals will be delivered to senior citizen's homes throughout the City.
	<b>Planned Activities</b>	SOS/Meals on Wheels will deliver warm, nutritious meals to 160 homebound seniors in San Leandro. Drivers will also provide health check-in visits and assist seniors with small tasks.
<b>9</b>	<b>Project Name</b>	Spectrum Community Services
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals- <b>Providing Enhanced Public Services</b>
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	<b>\$42,500</b>
	<b>Description</b>	Spectrum works to support San Leandro Senior Citizens to stay healthy and independent by serving hot, nutritious meals in a supportive setting, five days a week.
	<b>Target Date</b>	6/30/2020 <b>2021</b>
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	210 low-income San Leandro Senior Citizens will receive hot, nutritious meals in a supportive setting
	<b>Location Description</b>	San Leandro Senior Center, 13909 E. 14th Street, San Leandro CA 94578

	<b>Planned Activities</b>	Meals will be served to San Leandro Senior Citizens five days a week and will total 248 days during the Fiscal Year. Each day, freshly prepared, nutritious lunch-time meals will be prepared at Spectrum’s central kitchen located at Josephine Lum Lodge in Hayward, CA.
<b>10</b>	<b>Project Name</b>	Boys and Girls Club of San Leandro Capital Improvement Project
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	<b>Community Development Needs Goals-Improving Public Facilities and Infrastructure</b>
	<b>Needs Addressed</b>	Community Development Needs - Public Facilities
	<b>Funding</b>	\$300,000
	<b>Description</b>	Since the 1970s the Boys and Girls Club have partnered with San Leandro to operate and maintain the pool facility located at the organizations club site. The organization has provided an aquatics program at the site that is available to City residents.
	<b>Target Date</b>	<del>12/31/2020</del> 6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Boys and Girls Club of San Leandro serves approximately 900 low-income youth ages 6-14 years of age. Once renovation and the locker room is completed the organization will return to this level of service.
	<b>Location Description</b>	Boys and Girls Club of San Leandro, 401 Marina Blvd, San Leandro, CA 94577
<b>Planned Activities</b>	Funding will be used to renovate the locker room and shower space for the pool which is serviced and maintained by San Leandro Department of Human Services and Recreation.	
<b>11</b>	<b>Project Name</b>	San Leandro Homeless Shelter Repairs and ADA Accessibility Upgrades
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	<b>Community Development Needs Goals-Improving Public Facilities and Infrastructure</b>
	<b>Needs Addressed</b>	Community Development Needs - Public Facilities
	<b>Funding</b>	\$143,725

	<b>Description</b>	The San Leandro Shelter is a 30-bed homeless shelter. While housed at San Leandro Shelter, residents receive a range of services including meals, on-site case management, housing search assistance, individual therapy, life skills coaching, domestic violence and parenting support groups, evening children's activities and access to health care services.
	<b>Target Date</b>	6/30/2020 <b>2021</b>
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 women and children clients annually.
	<b>Location Description</b>	San Leandro Shelter, 501 Davis Street, San Leandro CA
	<b>Planned Activities</b>	The capital improvement project will improve the program's accessibility for residents with mobility impairments, to enhance safety of the facility, to protect and extend the life of the structure and to increase the quality of life of the clients of the San Leandro Shelter. This will be accomplished by replacing the exterior ramp, stairs and entryway landing; rebuilding four bathroom shower stalls and subfloors, including ADA shower stall; and replacing the floors in the common area.
<b>12</b>	<b>Project Name</b>	<b>Rental Assistance Program</b>
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals- <b>Providing Enhanced Public Services</b>
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	<b>\$451,972</b>
	<b>Description</b>	<b>The City of San Leandro will establish a Rental Assistance Program benefiting low- and moderate- income households (CDBG definition &lt;80% of the Area Median Income) who face eviction or financial hardship as a result of COVID-19. The goal of this program is to maintain housing stability of San Leandro residents. Current HUD guidance allows for three months of rental housing assistance of CDBG eligible recipient households.</b>
	<b>Target Date</b>	<b>6/30/2022</b>

<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>TBD</p>
<p><b>Location Description</b></p>	<p>Provider TBD</p>
<p><b>Planned Activities</b></p>	<p>Funding will provided to a to-be-determined non-profit agency with demonstrated experience working with low or moderate income households; evaluating financial need; and ability to connect recipients to supportive services such as case management, financial planning and coaching; and special needs housing resources and providers. The agency selected with administering this program will be allowed to budget up to a maximum of 20% for administrative overhead for the duration of the contract.</p>

# CITY OF SAN LEANDRO



**DRAFT UPDATE**

## **CITIZEN PARTICIPATION PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT**

City of San Leandro  
Community Development Department  
Housing Services Division  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

Update Proposed: June 1, 2020

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Amended Language in red Times New Roman font, 12 point type.



## **1.0 INTRODUCTION**

Regulated by the **U.S. Department of Housing and Community Development (HUD)**, the City of San Leandro is required by law to have a detailed Citizen Participation Plan that describes the City's policies and procedures for public involvement in the development of the Five-Year Consolidated Plan and its component Annual Action Plans, Substantial Amendments to these plans, as well as the Citizen Participation Plan and review of the Consolidated Annual Performance and Evaluation Report (CAPER). The projects described in the Consolidated and Annual Action Plans use Community Development Block Grant (CDBG), HOME, Housing Set-Aside and other funds. The Citizen Participation Plan (CPP) is a tool to encourage residents to become involved in the development of the plans and documents that outline the housing and community development needs, goals, objectives and activities.

## **2.0 OBJECTIVE**

The law states that the primary purpose of the programs covered by this CPP is to create viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, primarily for very low, low and moderate income people. As per the requirements of 24 CFR § 91.105, the CPP shall identify the implementation process for encouraging public participation and reviewing their recommendations to the Five-Year Consolidated Plan and its component Annual Action Plans, Substantial Amendment(s) to these plans and the CPP, if any, and the CAPER. The objective of the CPP is to involve citizens during all stages of the process, and to respond to specific complaints and needs of citizens. The City will take all actions necessary to encourage the participation of all citizens, including minorities and non-English speaking persons, persons with disabilities, and residents of public and assisted housing, in addition to all San Leandro residents, and public and private agencies. Citizens are asked to identify needs and objectives, prioritize these needs, recommend how much money should be allocated to each high-priority need and suggest the types of programs to meet these needs.

The parties involved in the process comprise neighborhood and citizen groups, non-profit agencies, community-based organizations, social service agencies, business organizations, homeowners associations and San Leandro residents, especially minorities, non-English speaking persons, persons with disabilities and residents of public and assisted housing (referred to as the "public"); the Housing Services Division staff (referred to as "staff") and the City of San Leandro Mayor and Council (referred to as "Council"). All the parties play an integral role in the development of the CPP, the Consolidated Plan, the Annual Action Plans, and the CAPER.

## **3.0 PUBLIC NOTICE**

An advance public notice shall be published at least 10 days prior to a scheduled public hearing. The notice is an invitation to the public to participate in the planning process for the preparation of the Five-Year Consolidated Plan and its component Annual Action Plans, Substantial Amendments to the Plans, and the CAPER. The public notice will announce the date and location of the public hearing. The notice will summarize a list of the proposed needs, objectives and goals, along with the proposed projects and activities for the Plans and

Substantial Amendments to the Plans, including the CPP. The content of notices shall convey to the residents a clear understanding of the event being announced.

- Public Notices shall be published as legal advertisements in at least one newspaper of general circulation serving the San Leandro residents. Notices will also be posted at City Hall, Main Library and other buildings which provide access to the public, as listed in Section 4.0.
- The notices will be posted on the City's website at <https://www.sanleandro.org/depts/cd/housing/plans.asp> ~~\_\_\_\_\_~~ <http://www.ci.san-leandro.ca.us/slcommunitydev.html> and <http://www.ci.san-leandro.ca.us/newsbriefs.html>.
- Copies of the notice will be available at the City Clerk's Office and in the Community Development Department.
- A copy of the notice will be provided to any person or organization on the CDBG mailing list. All interested parties may request listing on the mailing list.
- The City may hold additional community meetings at neighborhood locations before preparing the Five-Year Consolidated Plan. Notice of community meetings will be given in a manner designed to maximize public participation, such as display ads in The San Leandro Times, fliers in newspapers, postings in neighborhoods, e-mail notices and advertise on the local television cable channel and the local radio station.

#### **4.0 PUBLIC ACCESS TO INFORMATION**

As required by law, the City of San Leandro will provide the public reasonable and timely access to information and records relating to the Consolidated Plan, the Annual Action Plans, and Consolidated Annual Performance and Evaluation Report.

- Copies of the documents will be available at:
  - San Leandro Main Library, Government Document Section, 300 Estudillo Avenue, San Leandro, CA 94577
  - Housing Services Division, Community Development Department, City Hall, 835 East 14<sup>th</sup> Street, 1<sup>st</sup> Floor, San Leandro, CA 94577
  - City Clerk's Office, City Hall, 835 East 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, San Leandro, CA 94577
- Copies of the document will also be made available at the city's website, <https://www.sanleandro.org/depts/cd/housing/plans.asp> <http://www.ci.san-leandro.ca.us/slcommunitydev.html> and <http://www.ci.san-leandro.ca.us/newsbriefs.html>.
- Upon request, documents will be made available in a format accessible to persons with disabilities.

## **5.0 PUBLIC HEARINGS**

Public hearings are required in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals.

Public hearings will be held after a notice has been published in a local newspaper, at least 10 days prior to the date of the scheduled meeting. An agenda for the meeting shall be posted at City Hall 72-hours prior to the meeting. Public hearings are usually held during City Council meetings on every other Monday of the month at 7:00 p.m. at the Council Chambers at City Hall. Although the City does not provide transportation to meetings, the City could assist in finding transportation programs that could provide rides for low income persons, seniors, or disabled persons. Every effort will be made to hear the testimony of all who wish to comment at a public hearing; however, in the event that there is not enough time to hear everyone's testimony, the public is encouraged to submit their comments in writing.

Special accommodations will be made for people with disabilities if a request is submitted within five working days before the hearing. The request shall be submitted to the City Clerk's Office.

The City will make every effort to provide translators for people who do not speak English, if requests are made within five working days prior to the hearing to the City Clerk's office.

If national or local health authorities recommend social distancing and limit public gatherings for public health reasons, then a virtual hearing method will be used in lieu of in-person hearing. If virtual hearings are used, then real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

In response to national or local public health or other similar emergency and federal stimulus funds have been awarded in response to that crisis, then the City of San Leandro may provide a reduced public notice and comment period to consider Substantial Amendments to the Consolidated Plan and/or Annual Action Plan(s) in order to expedite allocation and expenditure of those funds.

## **6.0 PLAN DEVELOPMENT**

### **6.1 The Five-Year Consolidated Plan ("Consolidated Plan")**

6.1.1 GENERAL INFORMATION: The Five-Year Consolidated Plan is a comprehensive document, providing a detailed description of the housing and community development needs in San Leandro, prioritizes them and then develops a strategy with goals and activities for addressing the needs.

#### **6.1.2 THE PROCESS:**

1. In 2004, and every five years thereafter, the San Leandro Housing Services Division will prepare a calendar containing a schedule for the preparation of the Consolidated Plan. The schedule shall contain tentative dates for the preparation of the Plan along with the dates for community meetings, public notices, public hearings, comment period start

and end dates, and when the proposed and final Plans are expected to be available to the public.

2. Community meetings will be held at various locations convenient to the public. Because the goal of the planning process is to have as many citizens as possible participate, the City will send out notices to individuals and organizations on the CDBG mailing list, post notices at neighborhood centers and other locations accessible to the public, and advertise in the newspaper, local television cable channel and local radio station. The objective of these meetings is to explain the purpose and process of the Consolidated Plan, identify the needs in the community and clarify the vision San Leandro residents have for the City. The needs will be prioritized and goals, objectives, and activities developed that will be incorporated into the Consolidated Plan.
3. Presentation to Council Sub-Committee: An initial draft of the Consolidated Plan will be presented to the Council Business Development Sub-Committee, before presenting it to the City Council at a public hearing.
4. First Public Notice: Presentation of the proposed plan requires advance notices to the public. The publication notice should follow steps in Section 3.0 of this Plan. Notices of the public hearing shall be sent to all persons on the CDBG mailing list and attending the community meetings.
5. First Public Hearing: A public hearing will be held at a Council meeting on a date announced in the public notice, outlined in Section 3.0. Please refer to Section 5.0 for public hearing procedures. The City Council will approve the proposed Consolidated Plan and direct staff to solicit public comments for at least 30 days and set the next hearing date.
6. Second Public Notice: A summary of the proposed Consolidated Plan shall be published to solicit comments over at least a 30-day period. The publication should clearly state the start and end date of the comment period. The publication shall include a list of locations, as listed in the Section 4.0, where copies of the Plan will be available to the public. The notice will include information about the date, time and location of the final public hearing. The notice shall include a brief summary of a description of the contents and purpose of the Plan including a list of the goals, objectives, and activities that will be undertaken over the next five years. The objectives and activities need to be measurable for each year, so that the City can annually compare the outcomes against the proposed outcomes in the Plan. The estimated amount of assistance that the City expects to receive and the amount that will be used to undertake activities that will benefit persons of low and moderate income must also be included in the publication. Free copies of the Plan will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request.
7. Final Public Hearing: The final public hearing will be held at a scheduled Council meeting. All comments submitted by the public, either in writing or orally at public hearings and during the comment period, shall be taken into consideration. A summary of the comments or views accepted and those not accepted, and reasons for not

accepting them, shall be attached to the final Consolidated Plan. The Council will adopt the final Consolidated Plan with any Substantial Amendments and submit this document to HUD at the San Francisco Office.

## **6.2 The Annual Action Plans**

6.2.1 **GENERAL INFORMATION:** The Annual Action Plans will implement the objectives, goals and strategies formulated in the Five-Year Consolidated Plan. The Annual Action Plans shall outline the amount and source of funding available, the activities for each objective, and the measurable targeted goal for each of these activities for the year.

### **6.2.2 THE PROCESS:**

1. In late fall of every year, the San Leandro Housing Services Division will prepare a calendar containing a schedule for the preparation of the Annual Action Plan for that year. The schedule shall contain tentative dates for the preparation of the Annual Action Plan, along with the dates for publication of public notices, public hearings, comment start and end period, and when the proposed and final plans are expected to be available to the public.
2. **Technical Assistance:** City staff will provide technical assistance to individuals and organizational representatives of very low, low and moderate income people who are interested in submitting a proposal to obtain funding for an activity. The assistance would include providing guidance, informational sources, and training. The City will not write proposals for an applicant.
3. **Human Services Commission and Public Services:** Proposed public service objectives and/or activities listed in the Five Year Consolidated Plan shall be presented to the Human Services Commission. The Recreation and Human Services Department shall issue a Request for Proposals for both the CDBG public service activities and the City's Community Assistance Grants. The City staff and the Commission will evaluate the proposals and provide a recommendation to the City Council of agencies with whom the City could contract for public services to meet the objectives in the Consolidated Plan.
4. **Council Business Development Sub-Committee Review:** The proposed Plan shall be presented to the Council Business Development Sub-Committee for recommendations, before presenting it to the City Council at the first public hearing.
5. **First Public Notice:** Presentation of the proposed plan requires advance notice to the public. The publication notice should follow steps in Section 3 of this Plan. Notices of the public hearing shall be sent to all persons on the CDBG mailing list. The estimated amount of assistance that the City expects to receive, including program income will be listed in the notice.
6. **First Public Hearing:** A public hearing will be held at a Council meeting on a date announced in the public notice as described Section 5.0 for public hearing procedures.

The City Council will approve the proposed Annual Action Plan, direct staff to solicit public comments for at least 30 days, and set the next public hearing date.

7. Second Public Notice: A summary of the proposed Annual Action Plan shall be published to solicit comments over at least a 30-day period. The publication should clearly state the start and end date of the comment period and list the locations, as identified in the Section 4, where copies of the Plan will be available to the public. The notice will include information about the date, time and location of the final public hearing. The notice shall include a brief description of the proposed activities with the amount of funding for each project and the amount that will be used to undertake activities that will benefit persons of low and moderate income. Upon request, free copies of the Plan will be made available to the public and will also be made available in a format accessible to persons with disabilities.
8. Final Public Hearing: The final public hearing will be held at a scheduled Council meeting, where all comments received will be taken into consideration. These comments, along with reasons for those not accepted shall be attached to the final Annual Action Plan, which will be adopted by the City Council.

The final plan will be then submitted to HUD by May 15. If requested by the HOME Consortium, a copy will also be submitted to the County of Alameda. Copies of the final Plan will be made available to the public at locations listed in Section 4.0.

### **6.3 Amendments to the Five-Year Consolidated Plan and the Annual Action Plans**

- 6.3.1 GENERAL INFORMATION: Throughout the term of the Five-Year Consolidated Plan and the Annual Action Planning periods, these documents may be amended to add or delete action items or objectives. These documents must be amended through the Citizen Participation process, if any changes meet the definition of “Substantial Change”.

Substantial Change for the Consolidated Plan is defined as:

- The deletion or addition of an objective, program or project, or any changes to the Priority Needs Summary Table.

Substantial Change for the Annual Action Plan is defined as:

- Addition of a new project or an activity not described in the Annual Action Plan
- Elimination of an existing activity described in the Annual Action Plan
- Change in the funding amount for a project or activity by 50% or more
- Change in the purpose or scope of a project or an activity to the extent that it would be considered a new project or an activity
- Change in the location of the project or activity
- A change in more than 50% of the original beneficiaries

These Substantial Amendments are subject to the citizen participation process in accordance with this CPP. The Substantial Amendment(s) must be available to the public for comment, through a process described below.

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. The CARES Act allows the U.S. Department of Housing and Community Development (HUD) to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending the Citizen Participation Plan to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. As a result, on April 13, 2020, HUD issued a waiver to the City of San Leandro that permits a reduced period of 5 days for public noticing and public comment.

### 6.3.2 EMERGENCY RESPONSE & EXPEDITED SUBSTANTIAL AMENDMENTS

1. Declaration of a Disaster and/or Emergency: It may be necessary to expedite Substantial Amendments to the Consolidated Plan and/or Annual Action Plan(s) in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Human-made disasters, (2) Natural disasters, and (3) Terrorism. Human-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health crises such as wide-spread disease such as the coronavirus pandemic (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.
2. Substantial Amendment(s): Expedited Substantial Amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. The City of San Leandro may utilize CDBG or HOME funds to meet these needs.
3. Use of funds: With respect to a declared disaster, the City of San Leandro may elect to use CDBG or HOME funds to address needs not provided for by the Federal Emergency Manager Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal or local sources unless allowed by the federal government. Potential eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, Annual Action Plan or any other CDBG or HOME eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well. All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives which are: (1) Benefit to low- and moderate-income (LMI) persons; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency (referred to urgent need). The City of San Leandro may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.
4. Urgent Need National Objective: To comply with the CDBG National Objective of meeting community development needs having particular urgency, an activity will alleviate existing conditions that the City of San Leandro certifies: (1) Pose a serious and immediate threat to the health and welfare of the community; (2) Are of recent origin or recently became urgent; (3) The

City is unable to finance the activity on its own; and, (4) Other resources of funding are not available to carry out the activity. A condition will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the City's certification. If HUD allows, such as through a waiver, activities under the urgent need national objective to be funded without the requirement that the City is unable to finance the activity on its own and other resources of funding are not available to carry out the activity, the City will only certify that the activity poses a serious and immediate threat to the health and welfare of the community and is of recent origin or recently became urgent.

5. Expedited Public Noticing: If the federal government, State, County or City declares a disaster or emergency, then the City may expedite the public comment period to 5-days instead of the required 30-day public comment period, which is otherwise required for Substantial Amendments.

### 6.3.3 THE PROCESS

1. Public Notice: Presentation of the Substantial Amendment(s) made to either the Five-Year Consolidated Plan or the Annual Action Plans require advance notice to the public. These notices shall be published at least 30 days prior to the scheduled date for the presentation of the Substantial Amendment(s) to the Council at a public hearing. The notice shall be published in, at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice may also be advertised through the local television cable channel and the local radio station.
2. Public Hearing: A public hearing to consider the Substantial Amendments will be held at a City Council meeting on a date announced in the a notice published in accordance with the requirements described in Section 5.0.
3. Public Comment Period and Public Notice: A summary of the Substantial Amendment(s) will be published in a newspaper of general circulation to solicit comments within at least a period of 30 days before the Substantial Amendment is implemented. The publication should clearly state the start and end date for the comment period. The publication shall also include a list of locations, as stated in Section 4.0, where a list of the Substantial Amendments will be available to the public for comment. Free copies will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request. The notice will include the date, time and location of the public meeting when the Council will approve the Substantial Amendments.
4. Public Meeting to Approve the Substantial Amendment(s): The public meeting will be a scheduled Council meeting. The Council will approve the amended Plan which will include all the comments received and the reason any comments might not been considered.
5. The Substantial Amendment(s) will then be submitted to HUD Office in San Francisco. Copies of the amended Plan(s) will be made available to the public at locations listed in Section 4.0.



## 6.4 The Consolidated Annual Performance and Evaluation Report (CAPER)

- 6.4.1 GENERAL INFORMATION: Every year, the City must send HUD a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. The CAPER outlines how funds were actually used and the extent to which these funds were utilized for activities benefiting very low, low and moderate income groups. The CAPER also provides a narrative on progress towards meeting the goals set forth in the Five-Year Consolidated Plan and Annual Action Plan, comparing actual accomplishments to planned actions, and assessing the City's overall performance.

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. The CARES Act allows the U.S. Department of Housing and Community Development (HUD) to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. On May 18, 2020, HUD issued preliminary guidance that allows cities to extend the amount of time that it needs to submit the CAPER. Under the authority at section 24 CFR 91.520(a), the City is required to submit the CAPER to HUD within 90 days after the close of City's program year on June 30, 2020. Under the authority at section 24 CFR 91.600, HUD has authorized the waiver of this requirement given the determination of good cause due to COVID-19. For the City's Program Year 2019 (July 1, 2019 to June 30, 2020) the requirement that the CAPER be submitted within 90 days of the end of the program year is waived. Further, the guidance requires the submittal of the CAPER within 180 days after the close of the City's Program Year.

### 6.4.2 EMERGENCY RESPONSE & EXPEDITED SUBSTANTIAL AMENDMENTS

1. Declaration of a Disaster and/or Emergency: It may be necessary to delay the submittal of the CAPER in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Human-made disasters, (2) Natural disasters, and (3) Terrorism. Human-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health crises such as wide-spread disease such as the coronavirus pandemic (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.
2. Performance Reporting Deadline Extensions: Under the authority at section 24 CFR 91.520(a), the City is required to submit the CAPER to HUD within 90 days after the close of the City's program year on June 30. Under the authority at section 24 CFR 91.600, HUD has the authority to extend this deadline if there is a determination of good cause.

### 6.4.3 THE PROCESS:

1. Public Notice: A public notice shall be published at least 20 days prior to the scheduled date for the presentation of the CAPER to the Council at a public hearing. The notice shall be published in, at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice shall indicate that the CAPER is available for review and comment for at least a period of 15 days, clearly stating the

start and end date for the comment period. Free copies will be made available to the public upon request and a copy of the proposed CAPER shall be available on the City's web site. Copies will also be made available in a format accessible to persons with disabilities, upon request.

2. **Public Hearing:** A public hearing to review the proposed CAPER will be held at a City Council meeting on a date announced in the notice published in the newspaper. Section 5.0 describes the public hearing requirements. All comments received will be taken into consideration. The approved CAPER shall include a summary of the comments and views of the citizens and shall be attached to the CAPER.
3. The CAPER will be sent to HUD every year by September 28. If requested by the HOME Consortium, a copy will also be submitted to the County of Alameda. Copies of the CAPER will be made available to the public at locations listed in Section 4.0.

## **6.5 Citizen Participation Plan and Amendments to the Citizen Participation Plan**

- 6.5.1 **GENERAL INFORMATION:** The CPP adoption and the amendment process for the CPP are the same. HUD regulations require that the City provide reasonable opportunity to the public to comment and present their views on the original CPP and Substantial Amendments to it. These Substantial Amendments may be made through the Citizen Participation process, meeting the definition of "Substantial Change".

Substantial Change for the Citizen Participation Plan is defined as:

A change in the participation process stated in the original CPP for the Consolidated and Annual Action Plans, Substantial Amendments to them and the participation process for the CAPER.

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. The CARES Act allows the U.S. Department of Housing and Community Development (HUD) to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending the Citizen Participation Plan to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. As a result, on April 13, 2020, HUD issued a waiver to the City of San Leandro that permits a reduced period of 5 days for public noticing and public comment.

### **6.5.2 EMERGENCY RESPONSE & EXPEDITED SUBSTANTIAL AMENDMENTS**

1. **Declaration of a Disaster and/or Emergency:** It may be necessary to expedite Substantial Amendments to the Consolidated Plan and/or Annual Action Plan(s) in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Human-made disasters, (2) Natural disasters, and (3) Terrorism. Human-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health crises such as wide-spread disease

such as the coronavirus pandemic (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.

2. Substantial Amendment(s): Expedited Substantial Amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. The City of San Leandro may utilize CDBG or HOME funds to meet these needs.
3. Use of funds: With respect to a declared disaster, the City of San Leandro may elect to use CDBG or HOME funds to address needs not provided for by the Federal Emergency Manager Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal or local sources unless allowed by the federal government. Potential eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, Annual Action Plan or any other CDBG or HOME eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well. All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives which are: (1) Benefit to low- and moderate-income (LMI) persons; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency (referred to urgent need). The City of San Leandro may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.
4. Urgent Need National Objective: To comply with the CDBG National Objective of meeting community development needs having particular urgency, an activity will alleviate existing conditions that the City of San Leandro certifies: (1) Pose a serious and immediate threat to the health and welfare of the community; (2) Are of recent origin or recently became urgent; (3) The City is unable to finance the activity on its own; and, (4) Other resources of funding are not available to carry out the activity. A condition will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the City's certification. If HUD allows, such as through a waiver, activities under the urgent need national objective to be funded without the requirement that the City is unable to finance the activity on its own and other resources of funding are not available to carry out the activity, the City will only certify that the activity poses a serious and immediate threat to the health and welfare of the community and is of recent origin or recently became urgent.
5. Expedited Public Noticing: If the federal government, State, County or City declares a disaster or emergency, then the City may expedite the public comment period to 5-days instead of the required 30-day public comment period, which is otherwise required for Substantial Amendments.

### 6.5.3 THE PROCESS

1. Public Notice: Presentation of the CPP or Substantial Amendment(s) made to the CPP requires advance notice to the public. This notice shall be published at least 30 days prior to the scheduled date for the presentation of the Plan or the Substantial Amendment(s) to the Council at a public hearing. The notice shall be published in,

at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice shall contain information about the purpose of the CPP or any Substantial Amendment. The publication shall also include a list of locations, as stated in Section 4.0, where the CPP and/or a list of the amendments will be available to the public for comment. Free copies will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request.

2. Public Hearing: A public hearing to consider the amendments will be held at a City Council meeting on a date announced in the notice published in the newspaper. See Section 5.0 on public hearing requirements. Copies of the CPP or the amended CPP will be made available to the public at locations listed in Section 4.0.

## **7.0 COMPLAINT PROCEDURES**

Citizens are encouraged to provide their input to the City. A substantive written response will be sent by the City within 15 working days of receipt of the comment. Citizens making the complaints will be encouraged to propose alternative solutions. If there has been any infraction of contract responsibilities, the citizens will be informed of this, and the City will be advised to take measures to enforce the contract and rectify the situation.

## **8.0 ANTI-DISPLACEMENT POLICY**

In the event that any residential displacement and relocation must take place in order to carry out a project or activity, the City will ensure that an anti-displacement and relocation plan is developed in connection with that project, as applicable per Federal regulations. The relocation plan will be available to the public at the locations described in Section 4.0. The Five Year Consolidated Plan and Annual Action Plan activities shall minimize the extent to which very low, low and moderate income people will be displaced as a result of any proposed project.

In the event that any acquisition and relocation must take place in order to carry out a project or activity, the City will also comply with the acquisition and relocation requirements of the U.S. Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended.

## **9.0 ADMINISTRATIVE UPDATES**

Changes to any of the HUD planning documents identified in this Citizen Participation Plan that do not meet the criteria for standard or substantial amendments and do not require citizen participation are defined as administrative updates. Examples of administrative updates include grammatical or structural edits that do not substantially change the scope or meaning of activity; and changes in the coding or eligibility determination of a project that does not change the scope, location, or beneficiaries. Administrative Updates may happen at any time at the City of San Leandro's staff discretion.



# City of San Leandro

Meeting Date: June 15, 2020

## Resolution - Council

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**File Number:** 20-221

**Agenda Section:** PUBLIC HEARINGS

**Agenda Number:**

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** Tom Liao  
Community Development Director

**FINANCE REVIEW:** Liz Warmerdam  
Interim Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council Approving Amendments to the U.S. Department of Housing and Urban Development (HUD) FY 2015-2020 5-Year Consolidated Plan, FY 2019-2020 Annual Action Plan and the Citizen Participation Plan; Authorizing the City Manager to Execute All Documents Related to the Submission of the Amended Plans to HUD; and Authorize the City Manager to Execute all Related Grant Documents identified in the FY 2019-2020 Annual Action Plan.

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WHEREAS, the Federal Government has made Community Development Block Grant (CDBG) funding available to local communities to meet local community development objectives; and

WHEREAS, the City Council approved the FY 2015-2020 5-Year Consolidated Plan on May 15, 2015; and

WHEREAS, the City Council approved the FY 2019-2020 Annual Action Plan on May 6, 2019; and

WHEREAS, the City Council approved the Citizen Participation Plan on July 6, 2004; and

WHEREAS, the Five-Year Consolidated Plans and the Annual Action Plans may be amended, and the substantial amendments to the Plans are subject to the citizen participation process in accordance with the City's HUD-approved Citizen Participation Plan (CPP); and

WHEREAS, after the federal government passed The Coronavirus Aid, Relief, and Economic Security (CARES) Act and allocated funding to the Community Development Block Grant (CDBG) program for activities to support infectious disease response. specifically for COVID- 19, the U. S. Department of Housing and Urban Development (HUD) issued guidance regarding eligible activities for the Community Development Block Grant Coronavirus ( CDBG-CV)funds; and

WHEREAS, to access the \$451,972 in CDBG- CV funding allocated to the City of San Leandro, the City must amend its FY 2015- 2020 Five-Year Consolidated Plan, FY 2019- 2020 Annual Action Plan, and Citizen Participation Plan to identify the proposed activities for the

expenditure of the CDBG-CV funds to address the COVID- 19 crisis.

WHEREAS, due to the effects of the COVID-19 pandemic, including most significantly the orders of the various Directors of Public Health for the most populous counties in the San Francisco-Oakland-San Jose Bay Area for all residents of the respective counties to shelter-in-place effective March 17, 2020, and still currently in place, HUD issued specific waivers regarding the timing of the review period, and amended regulations related to the Citizen Participation Plan to allow as fulsome and robust as possible public participation while allowing implementation to occur as quickly as possible; and

WHEREAS, City staff followed and complied with the Citizen Participation Plan by making the amendments to the FY 2015-2020 5-Year Consolidated Plan, FY 2019-2020 Annual Action Plan and the Citizen Participation Plan available to the public for a reduced 5 day public comment period; and

WHEREAS, the City Manager recommends Amendments to the FY 2015-2020 5-Year Consolidated Plan, FY 2019-2020 Annual Action Plan and Citizen Participation Plan, as described in the staff report associated to and made a part of this Resolution.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

- 1) That said amendments to the FY 2015-2020 5-Year Consolidated Plan, FY 2019-2020 Annual Action Plan and the Citizen Participation Plan, as described in the staff report associated to and made a part of this Resolution, are hereby approved; and
- 2) City Manager is authorized, subject to edits and attachments subject to review and approval as to form by the City Attorney, to submit and execute all documents related to the submission of the amended FY 2015-2020 5-Year Consolidated Plan, FY 2019-2020 Annual Action Plan and the Citizen Participation Plan to HUD.



***FINAL REVIEW DRAFT***

**AMENDMENT  
to the  
CONSOLIDATED PLAN  
NON-HOME FUNDS  
FY 2015-2019**

**CITY OF SAN LEANDRO  
*ALAMEDA COUNTY  
HOME CONSORTIUM***

***Presented to City Council June 15, 2020***

## Executive Summary

### ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. As a result, the U.S. Department of Housing and Community Development (HUD) awarded the City of San Leandro \$451,972 in Community Development Block Grant-Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19. The CARES Act allows for reimbursement of costs incurred prior to the date of enactment of this legislation in addition to removal of the spending caps normally in place for Public Services expenditures as long as those costs are in response to COVID-19. (Note that the removal of the Public Services expenditure caps are only allowed for the 2019-2020 and 2020-2021 Annual Action Plan Program Years.) Additionally, the CARES Act allows HUD to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending prior 5-Year Consolidated Plans or Annual Action Plans to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. Note that specific administrative changes to Citizen Participation will be reflected in Amendments to the Citizen Participation Plan that will be proposed in tandem with this document.

On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this Substantial Amendment to the 5-Year Consolidated Plan for the period of July 1, 2015 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

This Substantial Amendment to the San Leandro's 2015-2020 Consolidated Plan outlines the City's updated funding priority needs and goals projects to address COVID-19 related impacts. Additionally, it will identify how the City plans to use available funds to address COVID-19. The updated sections of this five year planning document necessary to allocate and appropriate these funds include:

- PR-05 Lead & Responsible Agencies
- PR-10 Consultation
- PR-15 Citizen Participation
- NA-05 Needs Assessment Overview
- MA-65 Hazard Mitigation
- SP-25 Priority Needs
- SP-35 Anticipated Resources



- SP-45 Goals

One final note on this Substantial Amendment, the Federal Register and final guidance from HUD has not been provided. This Substantial Amendment is drafted with the guidance from HUD available to date, including that the CDBG-CV funds allocated under the CARES Act must be used in preparation for, prevention of, and response to COVID-19. All CDBG-CV activities must still meet one of three National Objectives of the CDBG Program noted in the original five year Consolidated Plan document. The City of San Leandro is taking this opportunity to document COVID-19 as an additional National Objective: Urgent Need. In order to do this, an Urgent Need Certification must be provided to HUD with the five year Consolidated Plan and Annual Action Plan for the year of the Urgent Need activity(ies). Documentation and evidence the City certified that the CDBG activity was designed to address the urgent need must be maintained as part of the permanent CDBG records for the activity(ies).

The Draft 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 2015-2016 Annual Action Plan (Action Plan) represents the first 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:

- Provide decent housing
- Provide a suitable living environment
- 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.

HOME funds, meanwhile, must be used specifically for housing opportunities for low- and moderate-income persons.

The City anticipates receiving approximately \$628,306 in CDBG funds. In addition, the City anticipates receiving approximately \$141,964 in new HOME funds available for general administration and affordable housing projects as part of the Alameda County HOME Consortium.

## **2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

A tangential effort in this five year Consolidated Plan Substantial Amendment is to further define priorities that are currently identified generically as “Community Development Needs Goals” in the 2015-2020 plan documents. Those changes are noted in parenthesis below. The following bullet points summarize updates and/or new Priority Needs and Goals for COVID-19 response:

- Augmenting Homeless Assistance and Prevention Services
- Producing and Preserving Affordable Housing Opportunities
- Providing Enhanced Public Services (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)
- Improving Public Facilities and Infrastructure (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)
- Increasing Economic Development Opportunities (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)

The City’s Five-Year Consolidated Plan is divided into four (4) Priority Needs: Affordable Housing, Homelessness, Supportive Housing, and Community Development Needs. Community Development Needs include public services, public facilities improvements, and economic development. The following section provides a brief overview of the proposed needs, objectives and activities in the Consolidated Plan.

### *Affordable Housing Needs*

In the Five-Year Plan, the City proposes to take several actions to address the need for affordable housing in the City. The City will continue allocating CDBG funds primarily to provide fair housing services and preserve affordable housing, primarily through the City’s Single-Family Housing Rehabilitation Grant Program. Additionally, HOME funds will be applied to potential affordable rental or ownership housing projects, including new construction or acquisition and rehabilitation.

### *Homelessness Needs*

San Leandro has traditionally used the CDBG Program to support a number of homeless-serving activities. Proposed activities include operational funding for programs, specifically the Davis Street Family Resource Center, which is a community social service agency that provides homeless services.

#### *Supportive Housing Needs*

The City intends to primarily use available HOME funds for any future transitional or permanent supportive housing projects that will serve San Leandro residents with special needs.

#### *Community Development Needs – Economic Development*

If funding is available, the City may seek to allocate its CDBG funds to provide loans to eligible small businesses for property upgrades in the next five (5) years.

#### *Community Development Needs - Public Services*

In the Five-Year Plan, the City proposes to continue providing program operational grants to these non-profit agency social services providers serving San Leandro residents. During the next five (5) years, the types of services considered priorities for CDBG funds are likely to include basic needs programs for low-income individuals and families, meal delivery to homebound seniors, and shelter programs. In accordance with HUD regulations, the City cannot commit more than 15% of its annual CDBG allocation (plus the estimated CDBG generated program income from the current fiscal year) toward public services.

#### *Community Development Needs - Public Facilities and Improvements*

Over the next five (5) years, the City hopes to use available CDBG funds to fund ADA improvements to public facilities, install ADA curb ramps throughout the City, and assist non-profit social service agencies serving San Leandrans with necessary facility improvements. The City will also use CDBG funds for principal and interests payments in accordance to the 20-year repayment schedule for the City's \$2.5 million HUD Section 108 Loan used to construct the City's senior center.

### **3. Evaluation of past performance**

The City's HUD-approved Consolidated Annual Performance and Evaluation Reports (CAPERS) for each of the last four fiscal years covering the FY 2010-2014 Consolidated Plan period (July 1, 2010 through June 30, 2015) assess the effectiveness of the CDBG-funded programs and activities in meeting the priority needs for San Leandro.

### **4. Summary of citizen participation process and consultation process**

HUD Consolidated Plan regulations 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 Proposed Five-Year Strategic Plan and Proposed Annual Action Plan are published for public comment.

The City conducted two (2) community meetings in geographically dispersed locations to enable more citizens to attend the meetings. They were held on January 20th and 28th of 2015 and were advertised through many outlets including the City website, City facilities like the City Hall, public libraries, and community center, and a local ad and consecutive weekly press releases in the City's local newspaper *San Leandro Times*. In addition, public service providers and other organizations on the CDBG mailing list, the City's homeowners associations, and other interested parties and individuals were notified of the community meetings via both email notices and mailings. The community meetings were held to elicit public comments on what the City's housing and community development priority needs and objectives should be for the next five (5) years. Priority Needs surveys were distributed at these two (2) public meetings. A web link to a surveymonkey.com version of the Priority Needs survey was also emailed to the City's CDBG distribution list, which includes the African American, Asian, and Latino Business Councils, community-based organizations (CBOs), Below Market Rate (BMR) property managers, and San Leandro and San Lorenzo School Districts, and posted on the City's website to allow those who could not attend the public meetings the opportunity to voice their opinions and concerns regarding the housing and community development needs of the City. In all, City staff received a total of thirty-six (36) survey responses (7 paper survey responses and 29 surveymonkey.com responses).

Notice of the availability of the Draft Consolidated Plan for a 30-day public comment period was published in the *The Daily Review* newspaper on February 26, 2015. The City Council held a public hearing on March 16, 2015 to receive initial public input on the draft Consolidated Plan and draft Annual Action Plan and to begin the 30-day comment period from March 20th through April 20th, 2015. Both drafts shall be available for review at City Hall (at the City Clerk's office and City's Community Development Department), at the Main Library, and on the City's website at <http://www.sanleandro.org/depts/cd/housing/plans.asp> during the 30-day period. The public notice for the April 20th public hearing was published in a locally circulated newspaper *Daily Review* on April 2, 2015. The Council held a public hearing on the final versions of both Plans on April 20th, 2015 City Council Meeting.

## **5. Summary of public comments**

The public comment period commenced on March 20th and ended on April 20th, 2015. At the March 20th City Council meeting, Mr. Robert Fox, a San Leandro resident, inquired and requested that CDBG funds be used to create community gardens throughout the City.

There were no public comments received during the public comment period nor at the June 1, 2020 public hearing where amendments to this documents were considered by City Council.

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

Not applicable.

**7. Summary**

As with the previous five-year Consolidated Plan period, the City of San Leandro will continue to fund CDBG-eligible programs and activities that meet the housing and community development needs in San Leandro that are identified in the City's FY 2015-2019 Consolidated Plan.

## The Process

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

**1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

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 & CDBG-CV Administrator	SAN LEANDRO	Community Development Department
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1– Responsible Agencies**

### Narrative

The City of San Leandro is the Lead Agency for the United States Department of Housing & Urban Development (HUD) Community Development Block Grant (CDBG) Program. The City's Housing Specialist in the Community Development Department Housing Services Division is responsible for administering the CDBG program, which includes developing the Five-Year Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPERs), and is the liason to the Alameda County for matters related to the HOME Investment Partnerships (HOME program) (the City of San Leandro is a member of the Alameda County HOME Consortium).

### Consolidated Plan Public Contact Information

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 Community Development Department  
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## **PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)**

### **1. Introduction**

The Consolidated Plan is an important document for the HOME Consortium. Built on interagency coordination, consultation, and public participation, the Consolidated Plan focuses attention on housing and community development needs and resources available to meet these needs. The FY 2015-2019 Consolidated 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 Consolidated 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 five-year Consolidated Plan period. 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, job preparation and placements, case management, and other 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.

Since 2010, public services have been primarily supported by CDBG funds through the CDBG funds through 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 and recommends to the City Council possible ways to meet those needs. HSC also evaluates and encourages the provision of social services in the City, 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.

Additionally, in response to COVID-19, this added section documents the interagency coordination, consultation, and public participation that informs the Substantial Amendment to five year Consolidated Plan. Those consultations began once the City complied with the Alameda County Shelter-In-Place order issued on March 16, 2020. City staff, including the City's Office of Emergency Management staff, have been in frequent consultation with the Alameda County Department of Public Health to consult on the nature of the need in the County for which CDBG-CV funds are to be used. Additionally, non-profit agencies currently operating homeless shelters and providing services San Leandro's low-moderate-income residents have been consulted to determine the highest and best needs for the CDBG-CV funds.

**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(I)).**

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 and evaluate outcomes, and develop funding, policies and procedures for the 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 2015-2016 ESG funding.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

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

1	<b>Agency/Group/Organization</b>	City of San Leandro Human Services Commission
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City made efforts to include as broad a group of community stakeholders as possible. No agency types were excluded from participation.

**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 2015-2019 Consolidated Plan both address the regions homelessness needs.

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

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))**

The Alameda County HOME Consortium, which consists of the Alameda County Housing and Community Development Department (HCD) as the lead agency and the following cities of Alameda, Fremont, Hayward, Livermore, Pleasanton, San Leandro, and Union City, and the Urban County, which includes the cities of Albany, Dublin, Emeryville, Newark, and Piedmont, and the unincorporated areas of the County, met to coordinate planning efforts for the adoption of the five-year consolidated planning cycle starting July 1, 2015 through June 30, 2020 and the Strategic Plan.

**Narrative**

## **PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)**

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

As noted earlier, On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this Substantial Amendment to the 5-Year Consolidated Plan for the period of July 1, 2015 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

The draft Substantial Amendment to the 2015-2020 Consolidated Plan will be available for comment from all interested parties from June 2, 2020 to June 7, 2020. Due to the Alameda County Shelter-In-Place Order these amendment documents shall only be available for review on the City's website (<http://www.sanleandro.org/depts/cd/housing/plans.asp>) or the Library website (<https://www.sanleandro.org/depts/library/default.asp>).

The needs in this document were derived from preliminary data from the impacts of COVID-19 which indicate significant unmet needs in many areas of potential CDBG and CDBG-CV funding categories. The City of San Leandro is considering the following eligible activities for this funding for current and/or future funding that may become available: assisting low- and moderate-income households with housing rental assistance for no more than three months, food pantry/distribution/delivery meal programs, business assistance (technical assistance, financial support to microenterprises or funding to retain employees that are low- and moderate-income), and support of other COVID-19 response services.

There were no public comments received during the public comment period nor at the June 1, 2020 public hearing where amendments to this documents were considered by City Council.

HUD Consolidated Plan regulations 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 Proposed Five-Year Strategic Plan and Proposed Annual Action Plan are published for public comment.

The City conducted two (2) community meetings in geographically dispersed locations to enable more citizens to attend the meetings. They were held on January 20th and 28th of 2015 and were advertised through many outlets including the City website, City facilities like the City Hall, public libraries, and community center, and a local ad and consecutive weekly press releases in the City's local newspaper *San Leandro Times*. In addition, public service providers and other organizations on the CDBG mailing list, the City's homeowners associations, and other interested parties and individuals were notified of

the community meetings via both email notices and mailings. The community meetings were held to elicit public comments on what the City's housing and community development priority needs and objectives should be for the next five (5) years. Priority Needs surveys were distributed at these two (2) public meetings. A web link to a surveymonkey.com version of the Priority Needs survey was also emailed to the City's CDBG distribution list, which includes the African American, Asian, and Latino Business Councils, community-based organizations (CBOs), Below Market Rate (BMR) property managers, and San Leandro and San Lorenzo School Districts, and posted on the City's website to allow those who could not attend the public meetings the opportunity to voice their opinions and concerns regarding the housing and community development needs of the City. In all, City staff received a total of thirty-six (36) survey responses (7 paper survey responses and 29 surveymonkey responses).

Notice of the availability of the Draft Consolidated Plan for a 30-day public comment period was published in the *The Daily Review* newspaper on February 26, 2015. The City Council held a public hearing on March 16, 2015 to receive initial public input on the draft Consolidated Plan and draft Annual Action Plan and to begin the 30-day comment period from March 20th through April 20th, 2015. Both drafts were available for review at City Hall (at the City Clerk's office and City's Community Development Department), at the Main Library, and on the City's website at <http://www.sanleandro.org/depts/cd/housing/plans.asp> during the 30-day period. The public notice for the April 20th public hearing was published in a locally circulated newspaper *Daily Review* on April 2, 2015. The Council held a public hearing on the final versions of both Plans on April 20th, 2015 City Council Meeting.

**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	Minorities  Non-English Speaking - Specify other language: Spanish and Chinese  Persons with disabilities  Non-targeted/broad community  Homeowners' Associations	The City of San Leandro held 2 community meetings. Community Meeting #1 was held on January 20, 2015 at the Marina Community Center and had 14 attendees. Community Meeting #2 was held on January 28, 2015 at the Senior Center and had 12 attendees.	The City received 7 completed Priority Needs surveys.	All comments were accepted.	

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)
2	SurveyMonkey.com Priority Needs Survey	Non-targeted/broad community	The City created a surveyMonkey.com version of the Priority Needs Survey.	The City has received 27 survey responses. See attached "Summary of Responses to Priority Needs Survey".	All comments were accepted.	<a href="https://www.surveymonkey.com/s/7DHCQND">https://www.surveymonkey.com/s/7DHCQND</a>

**Table 4– Citizen Participation Outreach**

# Needs Assessment

## NA-05 Overview

### Needs Assessment Overview

The needs identified in the original Consolidated Plan focused on affordable housing needs, the needs of homeless citizens, and community development (including possibly funding public facilities and infrastructure, public services, and economic development activities). A tangential effort in this five year Consolidated Plan Substantial Amendment is to further define priorities that are currently identified generically as “Community Development Needs Goals” in the 2015-2020 plan documents. Those changes are noted in parenthesis below. The following bullet points summarize updates and/or new Priority Needs and Goals for COVID-19 response:

- Augmenting Homeless Assistance and Prevention Services
- Producing and Preserving Affordable Housing Opportunities
- Providing Enhanced Public Services (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)
- Improving Public Facilities and Infrastructure (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)
- Increasing Economic Development Opportunities (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)

As a result of shortages in some areas, combined with loss of income for many households, there has been substantial increase in demand for assistance through public services, especially food banks, meal delivery services, healthcare-related services including for mental health services and support for- and prevention of- domestic violence services. The rapid increase in demand has left many service providers under-staffed and under-resourced and has added substantial cost. The increased demand is expected to be sustained beyond the shut-down as households will take time to regain employment and economic stability.

Homelessness response and homelessness prevention has also risen in priority. Many households have been unable to pay rent since the shut-down and shelter-in-place orders were issued in early March 2020. While the City of San Leandro adopted a moratoriums on evictions on March 23, 2020, housing costs are still a major concern, particularly for lower-income households who may be at risk of homelessness once the moratorium is lifted. Homelessness prevention must be a community priority to prevent increase in homelessness as housing protections are lifted. Persons already experiencing homelessness are also at increased risk of infection and death due to COVID-19. Congregate shelters are not a viable housing solution in a pandemic, and persons experiencing homelessness need access to safe shelter to prevent infection and spread of the disease.



Public facilities that support healthcare or that provide safe housing for persons experiencing homelessness also are prioritized. The demand on the healthcare facilities for increased capacity has already been experienced in urban areas of the nation, and smaller and rural communities risk having their limited healthcare facilities over capacity during the viral surge. Both temporary and permanent capacity building for healthcare and homeless facilities are priorities.

The ongoing shut-down of businesses has resulted in record unemployment, which severely impacts areas with a higher cost of living and areas already impacted by higher poverty rates. Small businesses have been especially impacted as many do not have the working capital to weather months of mandated shut-down while maintaining payrolls and employment benefits. The need for business support is increasing as the shut-down continues.

The Needs Assessment of the Consolidated Plan outlines San Leandro's priority needs related to affordable housing, homelessness, supportive housing, and community development needs. The City's consultations, community meetings, priority needs survey, and public comment period all contributed in identifying which among these needs have the highest priority. Consequently, in the next five-year consolidated plan period (July 1, 2015 through June 30, 2020), the City will provide CDBG funds only to programs and projects that address the City's highest priority needs.

During the development of the Consolidated Plan and to assist the City in identifying the City's highest priority needs, the City invited residents, non-profit agencies, and other general public to complete a Priority Needs Survey. Tremendous outreach efforts were made to ensure the broad distribution of the survey. The survey was 1) distributed at the two (2) community meetings the City held to discuss the City's Consolidated Plan; 2) emailed to the entire Housing Services Division CDBG distribution list; 3) posted on the City's website; and 4) converted into an online survey via [surveymonkey.com](https://www.surveymonkey.com) to further improve outreach and to provide respondents a much simpler and more efficient way to submit their survey responses to the City.

In all, City staff received a total of thirty-six (36) survey responses (7 paper survey responses and 29 [surveymonkey.com](https://www.surveymonkey.com) responses) that identified the following highest priority needs (selection rate of at least 60% by survey respondents): a) increasing the availability of and preserving existing affordable rental housing; b) preserving existing homeownership; c) preventing those currently housed from becoming homeless; and d) pursuing economic development activities.

In general the survey results are consistent with the costs burdens and other housing problems that resulted from the recent economic recession as well as with the rapidly increasing current rental rates in San Leandro as well as throughout Alameda County. Respondents have identified affordable housing and jobs are the City's highest priority needs.

## **NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)**

### **Describe the jurisdiction's need for Public Facilities:**

The City-adopted 2010 ADA Transition Plan identifies ADA improvements mandated to be done to city facilities to make these facilities more accessible to seniors and persons with disabilities.

Non-profit social service agencies serving San Leandro have facilities that are in need of improvements and renovations. The City is committed to assisting in these facility improvements in order to assist these agencies provide better services to their clients and/or serve more clients.

Lastly, the City must dedicate CDBG funds for annually repaying the City's \$2.5 million HUD Section 108 Loan in accordance to HUD's 20-year repayment schedule.

### **How were these needs determined?**

These needs were determined through the City's consultations, community meetings, priority needs survey, and public comment period.

### **Describe the jurisdiction's need for Public Improvements:**

As in the past, if feasible, the City will continue to use CDBG funds for installing ADA curb ramps throughout the City.

### **How were these needs determined?**

These needs were determined through the City's consultations, community meetings, priority needs survey, and public comment period.

### **Describe the jurisdiction's need for Public Services:**

During the next five (5) years, the types of services considered priorities for CDBG funds are likely to include basic needs programs for low-income individuals and families, meal delivery to homebound seniors, and shelter programs.

In accordance with HUD regulations, the City cannot commit more than 15% of its annual CDBG allocation (plus the estimated CDBG generated program income from the current fiscal year) toward public services. However, the number of individuals and families seeking social services continue to rise, while CDBG funds continue to be reduced.

### **How were these needs determined?**

These needs were determined through the City's consultations, community meetings, priority needs survey, and public comment period.

**Based on the needs analysis above, describe the State's needs in Colonias**

# Housing Market Analysis

## MA-05 Overview

### Housing Market Analysis Overview:

The State Department of Finance indicates that San Leandro's population as of January 1, 2014 was 87,691. The 2010 Census indicated that 42.5 percent of San Leandro's households were renters and 57.5 percent were owners. The following sections illustrate the housing affordability and overpayment of both homeowners and renters in San Leandro.

# MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

## Introduction

### Economic Development Market Analysis

#### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	88	7	0	0	0
Arts, Entertainment, Accommodations	3,344	2,402	12	7	-5
Construction	1,298	2,846	5	8	3
Education and Health Care Services	5,029	4,440	18	13	-5
Finance, Insurance, and Real Estate	1,816	2,232	7	6	-1
Information	835	409	3	1	-2
Manufacturing	2,829	5,069	10	15	5
Other Services	2,362	2,057	9	6	-3
Professional, Scientific, Management Services	3,497	2,819	13	8	-5
Public Administration	1	0	0	0	0
Retail Trade	3,336	6,077	12	18	6
Transportation and Warehousing	1,349	2,231	5	6	1
Wholesale Trade	1,737	3,919	6	11	5
Total	27,521	34,508	--	--	--

**Table 5 - Business Activity**

Data Source: 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

#### Labor Force

Total Population in the Civilian Labor Force	44,628
Civilian Employed Population 16 years and over	40,056

Unemployment Rate	10.24
Unemployment Rate for Ages 16-24	24.61
Unemployment Rate for Ages 25-65	7.41

**Table 6 - Labor Force**

Data Source: 2007-2011 ACS

Occupations by Sector	Number of People
Management, business and financial	8,774
Farming, fisheries and forestry occupations	2,434
Service	4,019
Sales and office	11,340
Construction, extraction, maintenance and repair	3,640
Production, transportation and material moving	2,971

**Table 7 – Occupations by Sector**

Data Source: 2007-2011 ACS

**Travel Time**

Travel Time	Number	Percentage
< 30 Minutes	21,652	57%
30-59 Minutes	12,683	34%
60 or More Minutes	3,406	9%
<b>Total</b>	<b>37,741</b>	<b>100%</b>

**Table 8 - Travel Time**

Data Source: 2007-2011 ACS

**Education:**

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	4,393	693	1,895

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	8,032	1,109	2,346
Some college or Associate's degree	11,033	1,053	2,445
Bachelor's degree or higher	11,035	590	1,831

**Table 9 - Educational Attainment by Employment Status**

Data Source: 2007-2011 ACS

**Educational Attainment by Age**

	Age				
	18-24 yrs	25-34 yrs	35-44 yrs	45-65 yrs	65+ yrs
Less than 9th grade	201	732	1,258	1,592	1,924
9th to 12th grade, no diploma	944	831	1,033	1,535	1,412
High school graduate, GED, or alternative	1,840	3,354	2,572	5,561	3,673
Some college, no degree	3,208	2,618	2,800	5,557	1,801
Associate's degree	283	1,066	748	1,796	632
Bachelor's degree	415	3,124	3,043	3,989	1,172
Graduate or professional degree	18	837	899	1,564	434

**Table 10 - Educational Attainment by Age**

Data Source: 2007-2011 ACS

**Educational Attainment – Median Earnings in the Past 12 Months**

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	26,281
High school graduate (includes equivalency)	31,766
Some college or Associate's degree	41,560
Bachelor's degree	50,369
Graduate or professional degree	70,909

**Table 11 – Median Earnings in the Past 12 Months**

Data Source: 2007-2011 ACS

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

**Describe the workforce and infrastructure needs of the business community:**

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

**Discussion**



## **MA-50 Needs and Market Analysis Discussion**

### **Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

The most common housing problem for low- to moderate-income households in San Leandro is cost burden with 45.3% of all San Leandro households paying more than 30% of their income on housing in 2012, according to the American Community Survey for 2008-2012. "Overpaying" Renters (51.6%) are more heavily impacted "overpaying" homeowners (40.7%).

### **Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

There are several methods recognized by HUD for defining areas of minority concentration. One method defines areas of minority concentration as Census tracts where more than 50 percent of the population is comprised of a single ethnic or racial group. San Leandro is one of the most diverse cities in Alameda County with no one ethnic group constituting a majority. Though, San Leandro has one (1) census tract (4334) with Asian Non-Hispanic concentration.

The Community Development Block Grant (CDBG) program defines a low income concentration as any block group where more than 50% of residents earn 80% of MFI or less. Under this definition, there are twenty-two (22) low income block groups in San Leandro compared to 126 in the Alameda County Consortium cities as whole.

There appears to be an overlap among low income concentration and minority concentration in block groups 1 and 6 in census tract 4334.

### **What are the characteristics of the market in these areas/neighborhoods?**

The market characteristics in these neighborhoods are in many ways similar to the market characteristics of the City as a whole. There is a large mobile home community in this area.

### **Are there any community assets in these areas/neighborhoods?**

There are community assets in this area, including a community center, parks, and other public facilities.

### **Are there other strategic opportunities in any of these areas?**

The strategic opportunities in these areas align with the strategies of the Consolidated Plan as a whole.

**MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)**

**Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.**

**Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.**

## **MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)**

### **Describe the jurisdiction’s increased natural hazard risks associated with climate change.**

San Leandro is located on the shoreline of the San Francisco Bay and sits at an average elevation of 56 feet. Located between Oakland and Hayward with a population of about 88,000 people, it is highly urbanized, made up of residential properties with industrial and manufacturing uses in the west, mixed use areas in the southern portions of the city, and the downtown core to the northeast. Due to its geographic span from the Bay into the hills, San Leandro is susceptible to a variety of climate hazards. San Leandro will likely be most affected by the combination of sea level rise, high tides and flooding along the shoreline and throughout the southwest portion of the city, which threaten to limit mobility and damage amenities and industry that are important to San Leandro and the regional economy. However, the most severe impacts will be seen in the long-term, when projected temperature increases and the frequency of very hot days will impact a broader set of the city’s assets and population, resulting in greater occurrence of heat related illness.

### **Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.**

#### **Disease Outbreaks**

The COVID-19 virus was first identified in Wuhan China in November 2019. First positive cases of the virus in the United States and in California were found in January 2020. As the virus started to spread globally, the World Health Organization (WHO) declared a COVID-19 pandemic on March 11, 2020. At that time, it had been identified in 113 countries.

On the date this Substantial Amendment was drafted (May 24, 2020), the State of California reported 92,721 confirmed cases of residents who had tested positive for COVID-19, with 3,774 who had died as a result of the virus. Of those, 2,760 Alameda County residents tested positive for COVID-19 with 92 who had lost their lives.<sup>1</sup>

The COVID-19 virus has had a devastating effect globally. It has caused businesses to close, jobs to be lost, finances to be stretched, and general feelings of anxiety and fear. Given this, the City’s seeks to have the option of using the National Objective of “Urgent Need” to allow for the possible support for oversight and services and infrastructure dedicated to COVID-19 response. The City may address these needs when other resources are not available and needed by the Alameda County Department of Public Health.

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<sup>1</sup> California Department of Public Health, COVID-19 Updates, “COVID-19 by the Numbers” website: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx#COVID-19%20by%20the%20Numbers> and Johns Hopkins University & Medicine, Coronavirus Resource Center website: <https://coronavirus.jhu.edu/us-map>.

Low- and moderate-income communities are more vulnerable to disease outbreaks than higher-income communities because of their limited access to health care providers, and the fact that being a member of a vulnerable population is associated with being immunocompromised and more vulnerable to infectious disease. California’s governor has requested emergency action from the state Legislature to make funding available for the public response to the outbreak. While the eventual impact of the COVID-19 outbreak is unclear at this stage, it serves as a warning that these events may increase in frequency and severity in coming years.

# Strategic Plan

## SP-05 Overview

### Strategic Plan Overview

The priority needs and goals of the FY 2015-2019 Consolidated Plan are outlined in the following charts: “SP-28 Priority Needs Summary” and “SP-48 Goals Summary”. The allocation priorities for the City are designated to address these priority needs.

## SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

### Geographic Area

Table 12 - Geographic Priority Areas

<b>1</b>	<b>Area Name:</b>	City-Wide
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Comprehensive
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	

### General Allocation Priorities

Describe the basis for allocating investments geographically within the state

The City has not established specific target area to focus the investment of CDBG funds. The City will continue to fund programs that meet the national objectives of serving low- and moderate-income clientele (LMC) or low- and moderate-income housing (LMH), with each activity benefitting at least 51% low- and moderate-income individuals and families. The City will also continue to fund programs located in other jurisdictions so long as the agency receiving CDBG funds serves San Leandro residents.

## SP-25 Priority Needs - 91.415, 91.215(a)(2)

### Priority Needs

Table 13 – Priority Needs Summary

<b>1</b>	<b>Priority Need Name</b>	Affordable Housing Needs
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Affordable Housing Needs Goals
	<b>Description</b>	To address the need for affordable housing in the City, the City proposes to take the following actions: <ul style="list-style-type: none"> <li>• Increase the availability of affordable rental housing for extremely low- (30% AMI), very low- (50% AMI), and low-income (80% AMI) households.</li> <li>• Preserve existing affordable rental housing for households at or below 80% Area Median Income (AMI).</li> <li>• Preserve existing ownership for households at or below 80% Area Median Income (AMI).</li> <li>• Assist low- and moderate-income first-time homebuyers.</li> <li>• Reduce housing discrimination.</li> </ul>
	<b>Basis for Relative Priority</b>	Documented lack of affordable rental housing in the Alameda County HOME Consortium area. The City historically allocated and will continue allocate CDBG funds primarily to provide fair housing services and preserve affordable housing and HOME funds to potential affordable rental or ownership housing projects, including new construction or acquisition and rehabilitation.

2	<b>Priority Need Name</b>	Homeless Needs
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Elderly Persons with Physical Disabilities
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Homelessness Needs Goals
	<b>Description</b>	To address the homelessness needs of the City, the City will continue to support homeless-serving activities that: <ul style="list-style-type: none"> <li>• Maintain, improve, and expand (as needed) the capacity of housing, shelter, and services for homeless individuals and families including integrated healthcare, employment services, and other services.</li> <li>• Maintain and expand activities designed to prevent those currently housed from becoming homeless.</li> <li>• Build on inter-jurisdictional cooperation to achieve housing and homeless needs.</li> </ul>
	<b>Basis for Relative Priority</b>	Reducing homelessness is a high priority for the City and the Alameda County HOME Consortium.
3	<b>Priority Need Name</b>	Supportive Housing Needs
	<b>Priority Level</b>	Low



	<b>Population</b>	Extremely Low Elderly Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Supportive Housing Needs Goals
	<b>Description</b>	The City intends to support future transitional or permanent supportive housing projects that will serve San Leandro residents with special needs, which includes persons with physical or mental disabilities and seniors who need affordable housing integrated with available support services.
	<b>Basis for Relative Priority</b>	Many of the homeless population also have supportive services needs. The City have primarily used available HOME funds for any future transitional or permanent supportive housing projects that will serve San Leandro residents with special needs. However, due to the consistently declining funding level for the HOME program, the City is unable to prioritize supportive housing needs hence the low priority level.
<b>4</b>	<b>Priority Need Name</b>	Community Development Needs - Public Services
	<b>Priority Level</b>	High

	<b>Population</b>	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Community Development Needs Goals
	<b>Description</b>	The City will continue to provide program operational grants to non-profit social services providers serving San Leandro residents. The types of services considered priorities for City funding include social and health services for low-income women, children, and families in crisis; seniors; persons with disabilities; shelter programs; tenant-landlord counseling; and fair housing.
	<b>Basis for Relative Priority</b>	The City has prioritized allocating CDBG funds towards the operational funding for the non-profit social services providers serving San Leandro residents as assisting San Leandro residents in need is a top priority for the City.
5	<b>Priority Need Name</b>	Community Development Needs - Public Facilities
	<b>Priority Level</b>	High

	<b>Population</b>	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Elderly Frail Elderly Persons with Physical Disabilities
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Community Development Needs Goals
	<b>Description</b>	The City's capital improvement projects include accessibility improvements to public facilities, installing wheelchair curb ramps throughout the City, and assisting non-profit social service agencies serving San Leandrans with necessary facility improvements.  The City will also continue to make principal and interests payments for the \$2.5 million HUD Section 108 Loan the City used to construct the senior community center.
	<b>Basis for Relative Priority</b>	One of the City's top and high priority is using CDBG funds to both fund ADA improvements and to repay the City's HUD Section 108 Loan. Improving the quality of life in the neighborhoods is a also top priority for the City.
6	<b>Priority Need Name</b>	Community Development Needs - Economic Development
	<b>Priority Level</b>	Low
	<b>Population</b>	Non-housing Community Development
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Community Development Needs Goals

	<b>Description</b>	If funding is available, the City may potentially seek to provide loans to eligible small businesses for property upgrades, and if the need arises, to develop and implement a neighborhood strategy or plan that includes commercial revitalization.
	<b>Basis for Relative Priority</b>	Increased income can improve and increase the quality of life for San Leandro residents. However, due to inadequate CDBG funding, the City is unable to prioritize economic development hence the low priority level.
7	<b>Priority Need Name</b>	Administration
	<b>Priority Level</b>	High
	<b>Population</b>	Other
	<b>Geographic Areas Affected</b>	City-Wide
	<b>Associated Goals</b>	Affordable Housing Needs Goals Community Development Needs Goals Homelessness Needs Goals Supportive Housing Needs Goals
	<b>Description</b>	The City will continue to allocate 20% of its annual CDBG entitlement fund amount to the administration of the City's CDBG program and to fair housing services that affirmatively further fair housing.
	<b>Basis for Relative Priority</b>	The City considers it a high priority to ensure that the CDBG program is administered in accordance to the CDBG program regulations and to ensure the City continues to affirmatively further fair housing throughout the City.
8	<b>Priority Need Name</b>	COVID-19 Pandemic Response (CARES Act)
	<b>Priority Level</b>	High
	<b>Population</b>	Income Level: Extremely Low- and Low-Income  Non-homeless Special Needs: Elderly, Frail Elderly, Persons with Mental Disabilities, Persons with Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Victims of Domestic Violence  Homeless: Chronic Homelessness, Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Victims of Domestic Violence, Unaccompanied Youth
	<b>Geographic Areas Affected</b>	City-Wide

<p><b>Associated Goals</b></p>	<p>Augmenting Homeless Assistance and Prevention Services</p> <p>Producing and Preserving Affordable Housing Opportunities</p> <p>Providing Enhanced Public Services (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)</p> <p>Improving Public Facilities and Infrastructure (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)</p> <p>Increasing Economic Development Opportunities (“Community Development Needs Goals” in 2015-2020 Consolidated Plan)</p>
<p><b>Description</b></p>	<p>In March of 2020 the Coronavirus pandemic began to impact U.S. communities and projections indicated that elderly, persons with underlying health conditions, and persons without access to housing were at particular risk of infection and death. Communities across the nation, including the State of California, initiated Shelter in Place Orders that encouraged non-essential workers to shelter in their homes, and that shut down all non-essential businesses.</p>
<p><b>Basis for Relative Priority</b></p>	<p>Impacts from the pandemic are expected to spread from health risks from homelessness, needs for additional housing to support persons experiencing homelessness in providing non-congregate shelters to prevent the spread of COVID-19. Additionally, the Shelter-in-Place Orders resulted in mass business shut-downs during the term of the order. The shutdowns impacted non-essential services and resulted in record unemployment. Essential businesses need assistance in preserving jobs during the shelter-in-place order. Businesses that have shut down will need support in re-opening and ramping back up into full operations, including both job retention and job creation efforts.</p>

**Narrative (Optional)**

**SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 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 2015-2016 Annual Action Plan, which outlines the first 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 Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	628,306	0	0	628,306	2,513,224	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.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Housing Other	0	0	0	0	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.
CDBG-CV	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$451,972	0	0	0	\$451,972	One time award of funds – March 2020

Table 14 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Not applicable.

**If appropriate, describe publically owned land or property located within the state that may be used to address the needs identified in the plan**

Not applicable.

**Discussion**

None.



## SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
SAN LEANDRO	Government	Economic Development Homelessness Non-homeless special needs Planning neighborhood improvements public facilities	Jurisdiction

Table 15 - Institutional Delivery Structure

### Assess of Strengths and Gaps in the Institutional Delivery System

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.

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.

### Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Legal Assistance			
Mortgage Assistance			
Rental Assistance			
Utilities Assistance			
<b>Street Outreach Services</b>			
Law Enforcement	X	X	
Mobile Clinics			
Other Street Outreach Services	X	X	
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X		
Employment and Employment Training	X	X	
Healthcare	X		
HIV/AIDS			
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
<b>Other</b>			

**Table 16 - Homeless Prevention Services Summary**

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

The City of San Leandro will continue to use CDBG public services funds to assist Davis Street Family Resource Center and its Basic Needs Program which provide not only basic needs services such as food and clothing, but also health, mental health and employment services to homeless persons.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

There are a variety of services for special needs population and persons experiencing homelessness in San Leandro. Major gaps in the service delivery system remains to be inadequate and reduced funding to provide the level of services needed.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

The HOME Consortium jurisdictions will continue to put forth joint efforts to address the priority needs in Alameda County as well as continue to support the coordination between housing providers and service providers in addressing the housing needs of the homeless and special needs population.

## SP-45 Goals - 91.415, 91.215 (a)(4)

### 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	Administration Affordable Housing Needs	CDBG: \$500,000	Public service activities for Low/Moderate Income Housing Benefit: 50 Households Assisted  Homeowner Housing Rehabilitated: 75 Household Housing Unit
2	Homelessness Needs Goals	2015	2019	Homeless	City-Wide	Administration Homeless Needs	CDBG: \$0	
3	Supportive Housing Needs Goals	2015	2019	Non-Homeless Special Needs	City-Wide	Administration Supportive Housing Needs	CDBG: \$0	
4	Community Development Needs Goals-Providing Enhanced Public Services	2015	2019	Non-Housing Community Development	City-Wide	Community Development Needs - Public Services	CDBG: \$2,063,225	

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Community Development Needs Goals-Improving Public Facilities and Infrastructure	2015	2019	Non-Housing Community Development	City-Wide	Community Development Needs - Public Facilities	CDBG:	Public service activities other than Low/Moderate Income Housing Benefit: 50000 Persons Assisted  Other: 7 Other
6	Community Development Needs Goals-Increasing Economic Development Opportunities	2015	2019	Non-Housing Community Development	City-Wide	Community Development Needs - Economic Development	CDBG:	

Table 17 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing Needs Goals
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Affordable Housing Needs Goals.
2	<b>Goal Name</b>	Homelessness Needs Goals
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Homelessness Needs Goals.
3	<b>Goal Name</b>	Supportive Housing Needs Goals
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Supportive Housing Needs Goals.

4	<b>Goal Name</b>	Community Development Needs Goals-Providing Enhanced Public Services
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Community Development Needs Goals, which include providing enhanced public services.
5	<b>Goal Name</b>	Community Development Needs Goals-Improving Public Facilities and Infrastructure
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Community Development Needs Goals, which include improving public facilities and infrastructure.
6	<b>Goal Name</b>	Community Development Needs Goals-Increasing Economic Development Opportunities
	<b>Goal Description</b>	These are the City's proposed activities and targeted outcomes to achieve its Community Development Needs Goals, which include increasing economic development opportunities.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

Not applicable.

## **SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP 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.

### **How are the actions listed above integrated into housing policies and procedures?**

Should the City use federal funds, such as CDBG funds for single-family housing rehabilitation grants and HOME funds for acquisition and/or rehabilitation of apartments for preservation or maintenance as affordable housing, it will inform homeowners and 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.

## **SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing 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 Davis Street Family Resource Center (DSFRC) provides case management services to address their clients' financial and social struggles and, employment support services and workshops that include assistance with résumé writing, job search, interview preparation, creating a family budget, and providing clothes for interviews. Special career management courses also assist CalWORKs clients in transitioning from welfare to self-sufficiency. Moreover, DSFRC and Building Futures with Women and Children (BFWC) work collaboratively to find long-term affordable housing for homeless families who have students in the school district.

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.

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

The City will continue to use CDBG funds to implement activities/programs to fight poverty and improve the economic circumstances of San Leandro residents. Non-profit agencies providing employment and training resources, such as Davis Street Family Resource Center, will continue to receiving CAP funds. Economic development projects/programs targeted for job creation and retention will be supported.

Furthermore, compliance with Section 3 of the Housing Act of 1967 is required in connection with many San Leandro contracts. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects will be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. San Leandro have implemented efforts to ensure that contractors are making good faith efforts in complying with the Section 3 requirements.



## **SP-80 Monitoring - 91.230**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of San Leandro has the following procedures to monitor CDBG-funded activities to ensure long-term compliance with the regulatory requirements of the CDBG program.

### *Public Services Agencies*

- City staff conducts desk and onsite monitoring of public services agency providers. Public services agencies are required to submit monthly invoices and quarterly progress reports. City staff conducts thorough review of monthly invoices prior to submitting them for reimbursement processing. City staff compiles quarterly reports which provide quantitative figures and narratives to describe the progress of the programs. Furthermore, City staff conducts onsite-monitoring of the agencies to assess program compliance by walking through the facilities, interviewing agency staff, and reviewing clients' files and financial records.

### *Capital Improvements*

- City staff monitors capital improvement projects for compliance with CDBG regulations, specifically for Davis-Bacon requirements, Section 3 regulations, and Minority Business Enterprises/Women's Business Enterprises (MBE/WBE) regulations. City staff reviews certified payroll records and conducts HUD-11 onsite interviews of construction workers. City staff collects relevant information from the contractors to routinely submit the HUD-required Section 3 Report and HUD-2516 WBE/MBE report prior to the annual submittal deadline.

## 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 2015-2016 Annual Action Plan, which outlines the first 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 Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	628,306	0	0	628,306	2,513,224	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.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Housing Other	0	0	0	0	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 18 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Not applicable.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Not applicable.

**Discussion**

None.

## 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: 10 Households Assisted Homeowner Housing Rehabilitated: 15 Household Housing Unit
2	Homelessness Needs Goals	2015	2019	Homeless	City-Wide	Administration Homeless Needs	CDBG: \$0	Other: 0 Other
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 - Economic Development Community Development Needs - Public Facilities Community Development Needs - Public Services	CDBG: \$412,645	Public service activities other than Low/Moderate Income Housing Benefit: 10982 Persons Assisted Other: 7 Other

Table 19 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing Needs Goals
	<b>Goal Description</b>	<p>The City's Single-Family Housing Rehabilitation Program, which is administered by Neighborhood Solutions, will provide grants to fifteen (15) very low- and low-income households for minor repairs to their homes. \$90,000 CDBG funds will be used to provide these minor home repair grants.</p> <p>The City will continue to implement its FY 2010-2014 Fair Housing Plan, specifically designed to assist the City to "affirmatively further fair housing". The City will provide \$10,000 CDBG funds to ECHO Housing, a regional fair housing counseling agency, to provide housing discrimination services to ten (10) very low- and low-income clients.</p> <p>These projects are further detailed in section "AP - 38 Project Summary".</p> <p>In addition, the City will receive HOME funds in the amount of \$141,964 from HUD via the Alameda County HOME Consortium. Alameda County is the lead administrator for HOME funds under the County HOME Consortium. The City will also carry over \$433,772 in HOME funds from previous years for a total \$575,736 in total HOME amount for project expenditures. The City proposes to continue to use HOME funds for the acquisition, rehabilitation, and/or new construction of affordable rental housing as well as tenant-based rental assistance for lower income households in need. Currently, however, there are no proposed HOME-funded projects.</p>

<b>2</b>	<b>Goal Name</b>	Homelessness Needs Goals
	<b>Goal Description</b>	The City has, in the past, provided CDBG funds to Building Futures with Women & Children (BFWC) for its San Leandro Shelter for Women and Children and to ECHO Housing to providing tenant and landlord counseling and rental assistance program to San Leandro residents. However, due to limited CDBG funds, the City will be allocating local General Funds to BFWC and ECHO Housing to continue to provide their services that address the City's homelessness needs. BFWC's San Leandro Shelter will provide emergency shelter and support services, including food, laundry facilities, transportation vouchers, case management, mental health services, resources and referrals, advocacy, support groups, and household establishment assistance for residents moving beyond shelter, to homeless families in crisis, specifically to 200 women and children who are victims to domestic violence. ECHO Housing will provide tenant and landlord counseling, dispute resolution that provide tenants and landlords with mediation, and counseling services concerning tenant's and landlord's rights and responsibilities regarding rental housing to 130 tenants and landlords.
<b>3</b>	<b>Goal Name</b>	Supportive Housing Needs Goals
	<b>Goal Description</b>	Due to the limited availability of funds, the City of San Leandro does not anticipate funding activities that increase the availability of service-enriched housing for persons with special needs in FY 2015-2016.

<b>4</b>	<b>Goal Name</b>	Community Development Needs Goals
	<b>Goal Description</b>	<p>The City will commit 15% (or \$94,245) of its annual CDBG allocation (plus estimated CDBG generated program income from the current fiscal year), in accordance with HUD regulations, toward Public Services. The City issued a Community Assistance Grant Program (CAP) Request for Funding Proposal (RFP) in December 2014 to award two-year grants through FY 2015-2017 (July 1, 2015 - June 30, 2017). The following non-profit social services providers will be awarded CDBG public services funds in the 1st-year of the two-year funding cycle: Child Abuse Listening, Interviewing and Coordination Center (CALICO) (\$19,400); Davis Street Family Resource Center (\$34,500); SOS/Meals on Wheels (\$25,700); and Spectrum Community Services (\$14,645). These public services agencies will serve an estimated 10,982 persons. These projects are further detailed in section "AP - 38 Project Summary".</p> <p>For Public Facilities, the City will allocate \$201,417 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 2010. In addition, staff proposes allocating \$116,983 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 seven (7) City facilities (Main Library, Marina Community Center, City Hall, South Offices, Police Department, Washington Manor Library, and Marina Park) more accessible to persons with disabilities.</p>



## 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).

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.

#	Project Name
1	CALICO - San Leandro Child Abuse Intervention Project
2	Davis Street Family Resource Center's Family Support Services - Basic Needs Program
3	SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors
4	Spectrum Community Services - San Leandro Senior Nutrition and Activities Program
5	CDBG 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 20 – 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

1	<b>Project Name</b>	CALICO - San Leandro Child Abuse Intervention Project
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	CDBG: \$19,400
	<b>Description</b>	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.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	CALICO's Family Resource Specialist (FRS), a skilled mental health clinician, will provide critical therapeutic interventions that can place 52 abused children on path to healthy adulthoods. FRS will also provide caregivers with ongoing support that prevents the recurrence of violence and begins to foster healing for the children.
2	<b>Project Name</b>	Davis Street Family Resource Center's Family Support Services - Basic Needs Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	CDBG: \$34,500

	<b>Description</b>	Comprehensive Family Resource Center provides emergency services to low-income people in San Leandro enabling them to move out of poverty 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.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	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 resource centers and in 10 San Leandro schools.
<b>3</b>	<b>Project Name</b>	SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	CDBG: \$25,700
	<b>Description</b>	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.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	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.
<b>4</b>	<b>Project Name</b>	Spectrum Community Services - San Leandro Senior Nutrition and Activities Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	CDBG: \$14,645
	<b>Description</b>	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.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Spectrum's Senior Nutrition and Activities Program (SNAP) will serve 480 low-income San Leandro seniors with hot, nutritious meals 5 days a week, 248 days per year at the San Leandro Senior Community Center and the Fargo Senior Center.
<b>5</b>	<b>Project Name</b>	CDBG Program Administration
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Affordable Housing Needs Goals Homelessness Needs Goals Supportive Housing Needs Goals Community Development Needs Goals

	<b>Needs Addressed</b>	Affordable Housing Needs Homeless Needs Supportive Housing Needs Community Development Needs - Public Services Community Development Needs - Public Facilities Community Development Needs - Economic Development Administration
	<b>Funding</b>	CDBG: \$115,661
	<b>Description</b>	General administration and oversight of the CDBG Program.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The City will continue to allocation 20% of its annual CDBG entitlement fund amount to the administration of the City's CDBG program.
<b>6</b>	<b>Project Name</b>	ECHO Housing - Fair Housing Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Affordable Housing Needs Goals
	<b>Needs Addressed</b>	Affordable Housing Needs Administration
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	ECHO Housing provides fair housing services to San Leandro residents to reduce housing discrimination in the City.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	<p>ECHO Housing Fair Housing Coordinator will:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• conduct an annual April Fair Housing Month event and a fair housing training session for tenant and/or potential homebuyers.</li> <li>• 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.</li> </ul>
<b>7</b>	<b>Project Name</b>	Section 108 Loan Repayment
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals
	<b>Needs Addressed</b>	Community Development Needs - Public Facilities
	<b>Funding</b>	CDBG: \$201,417
	<b>Description</b>	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.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The City will use future CDBG funds to repay its \$2.5 million HUD Section 108 Loan used to complete the construction of the City's senior center.
<b>8</b>	<b>Project Name</b>	City of San Leandro ADA Transition Plan for City Facilities
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals
	<b>Needs Addressed</b>	Community Development Needs - Public Facilities
	<b>Funding</b>	CDBG: \$116,983
	<b>Description</b>	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.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	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) more accessible for seniors and disabled persons.
<b>9</b>	<b>Project Name</b>	Single-Family Housing Rehabilitation Program
	<b>Target Area</b>	City-Wide



<b>Goals Supported</b>	Affordable Housing Needs Goals
<b>Needs Addressed</b>	Affordable Housing Needs
<b>Funding</b>	CDBG: \$90,000
<b>Description</b>	The City's Single-Family Housing Rehabilitation Program will provide grants to very low- and low-income households for minor repairs to their homes.
<b>Target Date</b>	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>	
<b>Planned Activities</b>	CDBG funds will be used to provide grants to 15 income-eligible (extremely low- and very low-income) households to complete repairs to the single-family or mobile homes. Grants may be used for minor repairs that improve health and safety, home accesibility, exterior clean up, exterior paint, and seismic strengthening.

## **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, with few low-income census tract areas. Potential sites that could possibly accommodate affordable housing and homeless facilities are identified in the City's Housing Element.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
City-Wide	100

**Table 21 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Geography was not used to determine funding allocation priorities.

### **Discussion**

## **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 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.

## **Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(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(I)(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
<b>Total Program Income:</b>	<b>0</b>

#### 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.	100.00%

#### Discussion



***FINAL REVIEW DRAFT***

**AMENDMENT  
to the  
ANNUAL ACTION PLAN  
NON-HOME FUNDS  
FY 2019-2020**

**CITY OF SAN LEANDRO  
*ALAMEDA COUNTY  
HOME CONSORTIUM***

***Presented to City Council June 15, 2020***

## Executive Summary

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

#### 1. Introduction

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. As a result, the U.S. Department of Housing and Community Development (HUD) awarded the City of San Leandro \$451,972 in Community Development Block Grant-Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19. The CARES Act allows for reimbursement of costs incurred prior to the date of enactment of this legislation in addition to removal of the spending caps normally in place for Public Services expenditures as long as those costs are in response to COVID-19. (Note that the removal of the Public Services expenditure caps are only allowed for the 2019-2020 and 2020-2021 Annual Action Plan Program Years.) Additionally, the CARES Act allows HUD to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending prior 5-Year Consolidated Plans or Annual Action Plans to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. Note that specific administrative changes to Citizen Participation will be reflected in Amendments to the Citizen Participation Plan that will be proposed in tandem with this document.

On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this amendment to the 2019-2020 Annual Action Plan for the period of July 1, 2019 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

This amendment to the San Leandro's 2019-2020 Annual Action Plan summarizes Citizen Participation and Public Comment and expected resources to address COVID-19 related impacts. Additionally, it will identify how the City plans to use available funds by updating its annual goals and objectives and the related projects targeted for funding to address COVID-19. The updated sections of this annual planning document necessary to implement these changes to allocations and appropriations of these funds include:

- Summary of Citizen Participation
- AP-10 Consultation
- AP-12 Participation
- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives



- AP-35 Projects
- AP-38 Project Summary

One final note on this Substantial Amendment, the Federal Register and final guidance from HUD has not been provided. This Substantial Amendment is drafted with the guidance from HUD available to date, including that the CDBG-CV funds allocated under the CARES Act must be used in preparation for, prevention of, and response to COVID-19. All CDBG-CV activities must still meet one of three National Objectives of the CDBG Program noted in the original five year Consolidated Plan document. The City of San Leandro is taking this opportunity to document COVID-19 as an additional National Objective: Urgent Need. In order to do this, an Urgent Need Certification must be provided to HUD with the five year Consolidated Plan and Annual Action Plan for the year of the Urgent Need activity(ies). Documentation and evidence the City certified that the CDBG activity was designed to address the urgent need must be maintained as part of the permanent CDBG records for the activity(ies).

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. The FY 2019-2020 Annual Action Plan represents the fifth and final 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).

The City of San Leandro receives CDBG funds from HUD each year. In order to receive its annual CDBG 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, whose membership is Alameda County and Alameda County cities, excluding Berkeley and Oakland. The County serves as the lead agency for the Consortium and the HOME Program. The City of San Leandro applies each year to Alameda County to receive its annual share of HOME funding. As part of this process, the City of San Leandro submits its Annual Action Plan to Alameda County who is responsible for submitting to HUD each City's Annual Action Plan compiled into one document 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.

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 moderate-income benefit test (at least 51% of the beneficiaries have incomes at or below 80% of the Area Median Income or a project benefits an area with a majority of low-moderate income people).

HOME funds must be used to provide housing opportunities for low- and moderate-income persons.

HUD's CDBG allocation to the City was announced on April 15, 2019. The FY 2019-2020 for CDBG funding amount decreased just over 1% from last year's amount (from \$714,909 to \$707,517). The FY 2019-2020 HOME funding amount decreased 9% from last year's pro-rated share from Alameda County HOME consortium of \$244,691 to a total allocation of \$221,998. HOME funds are available for general administration and affordable housing projects as part of the Alameda County HOME Consortium.

Staff analysis of the City's HUD funding shows that there is \$364,991 unused prior year CDBG funds that will be carried forward with recommended allocations in FY 2019-2020. These prior year funds consist mainly of unused general program administration and public services funding from FY 2014-2015 and prior years, FY 2015-2016, and FY 2017-2018. There was an unexpected repayment of \$300,000 from a 2009 capital improvement loan received by the City in January 2018. Staff consulted with HUD and received a HUD determination that these funds are not program income but rather a reimbursement based on a defaulted loan agreement. Additionally, In FY 2018-2019 the City received \$35,424 in program income derived from the repayment of a CDBG rehabilitation loan that was made to a low-income San Leandro homeowner in 1993. This loan was repaid upon the sale of the property by the owner's estate. Therefore, the total available for CDBG allocation for FY 2019-2020 is \$1,107,933.

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

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City proposes to allocate its available CDBG funding in the following eligible categories: Public Services, Public Facilities, Housing Activities, and General Admin.

For CDBG Public Services funding there is a HUD statutory cap of 15% of the total CDBG entitlement grant plus prior year program income. In FY 18-19 the City received \$35,424 in program income from the repayment of a CDBG rehabilitation loan that was made in 1993. Therefore, there is a total of \$111,441 in funding available for Public Services grants in FY 19-20.

For Public Services the City proposes to fund priorities identified in its recent Human Services Gap Analysis adopted by the City Council in October: homeless services and a shelter, family support services for abused children and their families, and services for special needs population. The following four agencies are recommended to receive CDBG FY 19-20 Public Services grants: CALICO \$22,000; Davis Street Family Resource Center \$42,941; SOS/Meals on Wheels for San Leandro Seniors \$29,000; and Spectrum Community Services, Inc. \$17,500.

For CDBG General Administration, HUD allows entitlement cities and counties up to 20% of the total CDBG allocation. A total of \$141,503 is available for the administration of CDBG funded activities

including the provision of federally mandated fair housing services. Of the \$141,503, staff recommends \$131,503 be allocated for CDBG general admin costs. Staff also recommends \$10,000 for ECHO Housing to continue providing fair housing services.

For Public Facilities improvement projects, both the total CDBG award to the City and the carryforward CDBG funds from prior years will result in one-time new allocations for public facilities for City residents. Staff recommends an allocation of \$300,000 to the Boys' and Girls' Club's proposed major renovations to its facilities at 401 Marina Boulevard. The second recommendation is for \$143,725 to Building Futures for Women and Children (BFWC) for ADA improvements and to address deferred maintenance to the San Leandro Homeless Shelter located at Saint Leander's Church.

The remaining CDBG-funded public facility projects reflect ongoing projects: Section 108 loan repayment for the Senior Community Center construction which is based on a HUD repayment schedule (\$187,414) and the City's ADA Transition Plan.

For Housing Activities, staff recommends providing \$100,000 in CDBG funding to Rebuilding Together Oakland/East Bay (RTO) to administer the City's Single Family Home Rehabilitation Program. The program remains in high demand for low income San Leandro homeowners in need of minor home repairs. In the current fiscal year, RTO made substantial progress in processing applications to complete rehab work and expend CDBG funds. The \$100,000 is the same amount that RTO received annually in the prior two fiscal years. Staff recognizes that RTO Bay is providing outstanding service.

The City will have an allocation of \$221,998 in HOME funds as its pro-rata share administered and distributed by Alameda County HOME Consortium. Alameda County is the lead administrator of HOME funding and the HOME Consortium. In order to comply with encumbrance and expenditure rules of the HOME program, these funds are combined with all the HOME Consortium member cities into a pool of funds. These funds can be used by any HOME Consortium member City who has an opportunity site ready for purchase or an affordable housing development with a funding gap. In FY 15-16 the City used \$256,761 of the HOME Consortium pool of funds to assist BRIDGE Housing's 85-unit La Vereda (formerly San Leandro Senior Housing) development. The City's HOME allocation for FY 19-20 will be the last installment of funds used to repay this and two other allocations made by the HOME consortium in the last eight years.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of San Leandro's FY 2019-2020 Action Plan is the last year of a five-year planning cycle. The most recent required Consolidated Annual Performance and Evaluation Report (CAPER) was completed for the FY 2017-2018 Action Plan and was approved by HUD in April 2019. The FY 2018-2019 Action Plan recommended substantially similar programs as those recommended in the FY 2019-2020 Action Plan.

The CAPER for FY 2017-2018 found that all of the program activities were successful to the extent that those organizations should continue to receive a portion of the City's CDBG funding allocation. Additionally, staff receive quarterly reports from the City's CDBG funded organizations that provide a narrative of accomplishments and demographic and economic data.

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

As noted earlier, On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this Substantial Amendment to the Annual Action Plan for the period of July 1, 2019 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

The draft Substantial Amendment to the 2019-2020 Annual Action Plan will be available for comment from all interested parties from June 2, 2020 to June 7, 2020. Due to the Alameda County Shelter-In-Place Order these amendment documents shall only be available for review on the City's website (<http://www.sanleandro.org/depts/cd/housing/plans.asp>) or the Library website (<https://www.sanleandro.org/depts/library/default.asp>).

The needs in this document were derived from preliminary data from the impacts of COVID-19 which indicate significant unmet needs in many areas of potential CDBG and CDBG-CV funding categories. The City of San Leandro is considering the following eligible activities for this funding for current and/or future funding that may become available: assisting low- and moderate-income households with housing rental assistance for no more than three months, food pantry/distribution/delivery meal programs, business assistance (technical assistance, financial support to microenterprises or funding to retain employees that are low- and moderate-income), and support of other COVID-19 response services.

#### **Submitting Public Comment:**

Please submit written comments to [MSargent@hcd.ca.gov](mailto:MSargent@hcd.ca.gov).

Comments may also be mailed to:

City of San Leandro  
Housing and Community Development Department  
835 East 14<sup>th</sup> Street  
San Leandro CA, 94577  
Attn: Maryann Sargent, Senior Housing Specialist

### **Summary from citizen participation section of plan.**

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 2019-2020 Annual Action Plan is published for public comment.

Notice of a summary and the availability of the Draft FY 2019-2020 Annual Action Plan for 30-day public comment was published in a locally circulated newspaper, *Daily Review*, on March 15, 2019. The City Council will hold a public hearing on April 1, 2019 to receive initial public input on the Draft Annual Action Plan and to begin the 30-day comment from April 2 through May 1, 2019. The Draft Action Plan will be available for public review and comment during the 30-day period at City Hall (City Clerk's office and Community Development Department), the San Leandro Main Library, and the City's website (<https://www.sanleandro.org/depts/cd/housing/plans.asp>). The second and final public hearing was held on May 6, 2019.

Additionally, On March 6, 2019, the City's Department of Recreation and Human Services released a Request for Proposals (RFP) to solicit applications for both the City's Community Assistance Program (CAP) and CDBG-funded Public Services programs over the next two fiscal years (FY 2019-2021). CAP public services are funded from an annual allocation of City General Fund monies (\$150,000 for FY 2019-2020), while CDBG funds available for public services are capped and lower (see discussion below). The deadline to submit applications was March 28, 2019. The City received 15 requests for funding applications. The total amount requested from all the applications was almost two and a half times the amount of funds available from both programs.

On April 10, 2019 the Human Services Commission heard presentations from the majority of the applicants. On April 24, 2019 Recreation and Human Services Department staff provided the Human Services Commission its recommendations for CAP funding recipients based on those applications and input from the Community Development Department's Housing Division's recommendations for CDBG-funded public services. The Housing Division's recommendations were based on past performance and priority needs identified in the Human Services Gap Analysis, dated April 2017 and adopted by City Council in October 2017.

### **5. Summary of public comments**

There were no public comments received during the public comment period nor at the June 1, 2020 public hearing where amendments to this documents were considered by City Council.

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

Not applicable.

## **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.

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

It is critical to emphasize that 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 needs of San Leandro residents far exceeds the amount of funding available for services intended to address those 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 & CDBG-CV Administrator	SAN LEANDRO	Community Development Department
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative**

**Consolidated Plan Public Contact Information**

Maryann Sargent, Senior Housing Specialist  
 City of San Leandro  
 Community Development Department  
 Housing Services Division  
 835 East 14th Street  
 San Leandro, CA 94577  
 Office: 510.577.6005  
 Fax: 510.577.6007  
 msargent@sanleandro.org

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

### **1. Introduction**

This section of this document documents the interagency coordination, consultation, and public participation that informs the Substantial Amendment to five year Consolidated Plan. Those consultations began once the City complied with the Alameda County Shelter-In-Place order issued on March 16, 2020. City staff, including the City's Office of Emergency Management staff, have been in frequent consultation with the Alameda County Department of Public Health to consult on the nature of the need in the County for which CDBG-CV funds are to be used. Additionally, non-profit agencies currently operating homeless shelters and providing services San Leandro's low-moderate-income residents have been consulted to determine the highest and best needs for the CDBG-CV funds.

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 HOME Consortium Technical Advisory Committee, composed of staff from all jurisdictions in the HOME Consortium, meets bi-monthly to provide policy input into the AAP process.

The 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 19-20. Housing-related activities will be coordinated between various City divisions, including Planning and Housing Services. The City will also coordinate with Alameda 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. 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 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, and the City will continue support HACA's efforts to maintain the current level of vouchers for eligible San Leandro citizens.

In 2018, the City's Recreation and Human Services Department hired Urban Strategies Council to conduct a Gap Analysis. At the October 1, 2018 City Council meeting Staff presented the results of that analysis and will use it to prioritize expenditures of CDBG and the City's Community Assistance Grant Program (CAP) funds. Gaps were identified in the following services offered to San Leandro residents: high-level mental and behavioral health needs, child and family enrollment in CalFresh, cuts to critical



safety net programs, and domestic and intimate partner violence. Efforts will continue to include the Human Services Commission (HSC) and non-profit agency directors/members to improve and further evaluate those programs funded to address these identified gaps in service needs. HSC identifies social service needs in the community, reviews requests for funds, and makes recommendations for City financial support to social service agencies.

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, will continue through the City's Economic Development (ED) staff. ED 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(I)).**

The San Leandro works with local, Alameda County-wide and other regional housing and community development organizations to support communication and coordination that advance policies and implements affordable housing development and preservation efforts, in addition to serving the needs of area homeless persons. San Leandro staff regularly participate in the Alameda County HOME consortium to collaborate around identifying and implementing HOME-programs (including Tenant-Based Rental Assistance and Community Housing Development Organizations) and constructing affordable housing. The HOME Consortium also serves as a regular forum for regional City staff to consult on policies advancing affordable housing and community development goals.

Additionally the San Leandro supports EveryOne Home (EOH), the coordinating body for the efforts to end homelessness in Alameda County. EOH works to advance an efficient response to a regional problem by identifying the best use of the County's resources while building capacity to attract funding from federal state and philanthropic sources. EOH partners with consumers, families and advocates to ensure that individuals and families are safely, supportively and permanently housed. EOH addresses the housing needs of the homeless, and extremely low-income persons with serious mental illness and/or those living with HIV/AIDS. Planning efforts began in 2004 as a unique collaboration among community stakeholders, cities and Alameda County government agencies 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. After its publication in 2006, the Plan was adopted

by the Alameda County Board of Supervisors and all fourteen (14) Alameda County cities, including San Leandro. The Plan was endorsed by numerous community organizations. In 2018 a strategic update to this plan was established with four broad strategies to prevent homelessness and house those without shelter: 1) expand the number of permanent supportive and other affordable housing, 2) increase investment in homeless prevention programs, 3) build stronger governance structure that supports policy implementation, planning and service delivery to people experiencing homelessness, 4) advance policies to reduce homelessness such as protecting renters, increase funding sources that supports affordable housing production, protecting the dignity, health and safety of those people experiencing homelessness. Implementation of the EOH Plan is lead by a community-based organization of the same name. EOH 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.

**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.**

San Leandro will continue to provide pro-rata funding in supporting the administration and implementation of the EOH 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.

EveryOne Home is the Alameda Countywide Continuum of Care implementing agency that manages the use of Emergency Solutions Grant (ESG) funds since early in 2012. Representatives from the Cities of Berkeley and 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. The collaboration began in 2009 with the American Recovery and Reinvestment Act (ARRA) Homelessness Prevention and Rapid Re-housing (HPRP) funds and works to ensure consistency in implementing homeless programs county-wide. 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 the Substantial Amendment that details how the entities will coordinate 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 was used for FY 18-19 ESG funding.

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

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

1	<b>Agency/Group/Organization</b>	CALICO Center
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Victims of Domestic Violence Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In March 2019 San Leandro released a Request for Proposals for public services funding from the Community Assistance Program and CDBG funding. Prior year applicants, grant recipients and other interested social service agencies were sent the RFP for the FY 2019-2021 funding. The City received 15 requests for funding applications for funding. The total amount requested from all the applications was almost two and a half times the amount of funds available from both these funding programs. City staff submitted recommendations to the City of SL Human Services Commission prior to awarding CDBG funds.
2	<b>Agency/Group/Organization</b>	Davis Street Family Resource Center
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In March 2019 San Leandro released a Request for Proposals for public services funding from the Community Assistance Program and CDBG funding. Prior year applicants, grant recipients and other interested social service agencies were sent the RFP for the FY 2019-2021 funding. The City received 15 requests for funding applications for funding. The total amount requested from all the applications was almost two and a half times the amount of funds available from both these funding programs. City staff submitted recommendations to the City of SL Human Services Commission prior to awarding CDBG funds.

3	<b>Agency/Group/Organization</b>	SOS / Meals on Wheels
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In March 2019 San Leandro released a Request for Proposals for public services funding from the Community Assistance Program and CDBG funding. Prior year applicants, grant recipients and other interested social service agencies were sent the RFP for the FY 2019-2021 funding. The City received 15 requests for funding applications for funding. The total amount requested from all the applications was almost two and a half times the amount of funds available from both these funding programs. City staff submitted recommendations to the City of SL Human Services Commission prior to awarding CDBG funds.
4	<b>Agency/Group/Organization</b>	SPECTRUM COMMUNITY SERVICES
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In March 2019 San Leandro released a Request for Proposals for public services funding from the Community Assistance Program and CDBG funding. Prior year applicants, grant recipients and other interested social service agencies were sent the RFP for the FY 2019-2021 funding. The City received 15 requests for funding applications for funding. The total amount requested from all the applications was almost two and a half times the amount of funds available from both these funding programs. City staff submitted recommendations to the City of SL Human Services Commission prior to awarding CDBG funds.
5	<b>Agency/Group/Organization</b>	City of San Leandro Human Services Commission
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In March 2019 San Leandro released a Request for Proposals for public services funding from the Community Assistance Program and CDBG funding. Prior year applicants, grant recipients and other interested social service agencies were sent the RFP for the FY 2019-2021 funding. The City received 15 requests for funding applications for funding. The total amount requested from all the applications was almost two and a half times the amount of funds available from both these funding programs. City staff submitted recommendations to the City of SL Human Services Commission prior to awarding CDBG funds.
6	<b>Agency/Group/Organization</b>	ALAMEDA COUNTY HOUSING & COMMUNITY DEVELOPMENT
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Alameda County Housing and Community Development Department and the County HOME Consortium jurisdictions collaborate annually on the development of Consolidated Plan priorities.

**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 CDBG and City-funded homeless support programs noted in San Leandro's FY 19-20 Action Plan address the region's homelessness needs.

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

**Narrative**

## **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**

As noted earlier, On April 13, 2020, the City of San Leandro received a waiver that permits a reduced period for public noticing and public comment on this Substantial Amendment to the Annual Action Plan for the period of July 1, 2019 to June 30, 2020. The City is taking this opportunity to re-allocate prior year unspent CDBG funds and program new stimulus funding, CDBG-CV, towards COVID-19 emergency services. The City may also allocate additional funds as they are available.

The draft Substantial Amendment to the 2019-2020 Annual Action Plan will be available for comment from all interested parties from June 2, 2020 to June 7, 2020. Due to the Alameda County Shelter-In-Place Order these amendment documents shall only be available for review on the City's website

(<http://www.sanleandro.org/depts/cd/housing/plans.asp>) or the Library website

(<https://www.sanleandro.org/depts/library/default.asp>).

The needs in this document were derived from preliminary data from the impacts of COVID-19 which indicate significant unmet needs in many areas of potential CDBG and CDBG-CV funding categories. The City of San Leandro is considering the following eligible activities for this funding for current and/or future funding that may become available: assisting low- and moderate-income households with housing rental assistance for no more than three months, food pantry/distribution/delivery meal programs, business assistance (technical assistance, financial support to microenterprises or funding to retain employees that are low- and moderate-income), and support of other COVID-19 response services.

Notice of a summary and the availability of the Draft FY 19-20 AAP for 30-day public comment was published in a locally circulated newspaper, *Daily Review*, on March 15, 2019. The City Council held a public hearing on April 1, 2019 to receive initial public input on the Draft AAP and to begin the 30-day comment from April 2 through May 1, 2019. 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 (<https://www.sanleandro.org/depts/cd/housing/plans.asp>) during the 30-day period.

The second and final public hearing was held on May 6, 2019. There were no public comments received either in writing in response to the public hearing notice or in person at the City Council hearing.

In addition to the public hearings, FY 19-20 is the first of a two-year funding cycle. On March 6, 2019, the City's Department of Recreation and Human Services released a Request for Proposals (RFP) to solicit applications for both the City's Community Assistance Program (CAP) and CDBG-funded Public Services programs over the next two fiscal years (FY 2019-2021). CAP public services are funded from an annual allocation of City General Fund monies (~\$150,000 for FY 19-20), while CDBG funds available for public services are capped and lower. The deadline to submit applications was March 28, 2019. The City



received 15 requests for funding applications. The total amount requested from all the applications was almost two and a half times the amount of funds available from both programs.

On April 10, 2019 the Human Services Commission heard presentations from the majority of the applicants. On April 24, 2019 Recreation and Human Services Department staff provided the Human Services Commission its recommendations for CAP funding recipients based on those applications and input from the Community Development Department's Housing Division's recommendations for CDBG-funded public services. The Housing Division's recommendations were based on past performance and priority needs identified in the Human Services Gap Analysis, dated April 2017 and adopted by City Council in October 2017.

**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 Hearing	Minorities  Non-English Speaking - Specify other language: Spanish and Chinese  Persons with disabilities  Non-targeted/broad community  Homeowners' Associations	None	None	N/A	<a href="https://sanleandro.legistar.com/LegislationDetail.aspx?ID=3899224&amp;GUID=6016F28D-050A-472A-9F36-B1CDA2796809&amp;Options=ID Text &amp;Search=annual+action+plan">https://sanleandro.legistar.com/LegislationDetail.aspx?ID=3899224&amp;GUID=6016F28D-050A-472A-9F36-B1CDA2796809&amp;Options=ID Text &amp;Search=annual+action+plan</a>

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)
2	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish and Chinese Persons with disabilities Non-targeted/broad community	None	None	N/A	

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)
3	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish and Chinese</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Homeowners' Associations</p>	None	None	N/A	<a href="https://sanleandro.legistar.com/LegislationDetail.aspx?ID=3932521&amp;GUID=173F5B94-9F3A-472B-A924-84D05B1DF0E5&amp;Options=ID Text &amp;Search=annual+action+plan">https://sanleandro.legistar.com/LegislationDetail.aspx?ID=3932521&amp;GUID=173F5B94-9F3A-472B-A924-84D05B1DF0E5&amp;Options=ID Text &amp;Search=annual+action+plan</a>

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)
4	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish and Chinese Persons with disabilities Non-targeted/broad community	None	None	N/A	

Table 4 – Citizen Participation Outreach

## Expected Resources

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

#### Introduction

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. As a result, the U.S. Department of Housing and Community Development (HUD) awarded the City of San Leandro \$451,972 in Community Development Block Grant-Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19.

The amount of federal CDBG entitlement funding significantly decreased during the 2010-2015 Consolidated Plan 5-Year planning period. In the 2015-2019 Consolidated 5-Year planning period, as of the 2017 program year, there had been a 5% increase since the 2015 program year. When this analysis is done over a 10-year period from the 2007 program year to the 2017 program year CDBG funds have decreased overall by 12% (note that these amounts have not been adjusted for the current year dollar value). For the HUD program years of 2018-2019 to 2019-2020 there was a year-over-year decrease of 1%. This changes the 10-year analysis (difference between what was received in FY 10-11 to date) to an overall decrease of CDBG fund to 10%.

A note on if the CDBG allocation to San Leandro is not available until after the beginning the City's Fiscal Year starting July 1, 2019. San Leandro wants to ensure that the public service providers do not have an interruption in services offered to the residents of San Leandro. According to the government-wide Uniform Administrative Requirements, Cost Principles and Audit Requirements regulation at 2 CFR § 200, contains language concerning agency approval of pre-award costs. The language at 2 CFR § 200.458 applies to any program that does not have separate provisions concerning authorization of pre-award costs:

2 CFR § 200.458. Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with written approval of the Federal awarding agency.

Additionally, San Leandro is aware of the federal regulation citing the total amount of pre-award costs paid during any program year cannot be more than 25 percent of the grant amount for that year or \$300,000, whichever is greater.

## Anticipated Resources

In addition to prior year unused funds identified in the FY 19-20 Annual Action Plan in the amount of \$364,991 there were additional unused prior year funds that had been allocated to the ADA Transition Plan since FY 12-13 (specifically the following fiscal years: 12-13, 13-14, 14-15, 17-18, and 18-19). As of the beginning date of this Annual Action Plan Program Year (July 1, 2019) the City of San Leandro has unspent and reserved for the ADA Transition Plan \$508,840. Given the gravity of need and the ability to do so under the auspices of the CARES Act, the City plans to use a portion of these funds to address public service needs in response to COVID-19. The total amount of available prior year resources amount to \$873,831. After all of the funding recommendations for the FY 2019-2020 Annual Action Plan Substantial Amendment are adopted, there will be a total of \$476,189 unallocated.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	707,517	35,424	<del>364,991</del> \$873,831 (\$364,991 + \$508,840)	1,107,932	1,107,932	As a CDBG entitlement locality, 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 that benefit lower income individuals and families.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Housing Other	0	0	0	0	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.
Other	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$451,972	0	0	\$451,972	0	One time award of funds – March 2020

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



**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Non-Entitlement Resources include San Leandro’s Affordable Housing Trust Fund. San Leandro has in its municipal code inclusionary zoning that requires new residential development to provide a percentage of its residential units affordable to lower income households. Additionally, City is exploring the implementation of a housing impact fee that, as the economy continues to prosper, is collecting revenue to be used toward supporting affordable housing development activities. Finally, the City continues to receive loan repayments of former Redevelopment Agency Low and Moderate Housing loans. When these funds are received they are deposited into the City’s Low and Moderate Housing Asset Fund for use toward similar affordable housing activities.

In the Fall of 2016 Alameda County 73% of the voters approved measure A1, a \$580 million general obligation bond measure designated to support affordable housing. City staff continue to participate in the effort to develop policy guidance on expenditures of these funds. A total of about \$12 million are earmarked for affordable rental housing development in San Leandro.

Low-Income Housing Tax Credits (LIHTC): The federal 4% and 9% LIHTC is the principal source of funding that can be leveraged for the construction and rehabilitation of affordable rental housing. They are a dollar-for-dollar credit against an investor’s federal tax liability.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

There are no identified publicly owned land located within the jurisdiction for uses to address the needs identified in the FY 19-20 Action Plan.

**Discussion**

## 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: \$110,000	Public service activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted Homeowner Housing Rehabilitated: 15 Household Housing Unit
2	Homelessness Needs Goals	2015	2019	Homeless	City-Wide	Administration Homeless Needs	CDBG: \$0	Homeless Person Overnight Shelter: 200 Persons Assisted Homelessness Prevention: 215 Persons Assisted Other: 0 Other
3	Supportive Housing Needs Goals	2015	2019	Non-Homeless Special Needs	City-Wide	Supportive Housing Needs	CDBG: \$0	Other: 0 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Community Development Needs Goals- Providing Enhanced Public Services	2015	2019	Non-Housing Community Development	City-Wide	Community Development Needs- Economic Development Community Development Needs - Public Facilities Community Development Needs - Public Services	CDBG: \$412,645  \$719,913	
5	Community Development Needs Goals- Improving Public Facilities and Infrastructure	2015	2019	Non-Housing Community Development	City-Wide	Community Development Needs - Public Facilities	CDBG: \$631,139	
6	Community Development Needs Goals- Increasing Economic Development Opportunities	2015	2019	Non-Housing Community Development	City-Wide		CDBG: \$0	

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing Needs Goals
	<b>Goal Description</b>	
2	<b>Goal Name</b>	Homelessness Needs Goals
	<b>Goal Description</b>	
3	<b>Goal Name</b>	Supportive Housing Needs Goals
	<b>Goal Description</b>	
4	<b>Goal Name</b>	Community Development Needs Goals
	<b>Goal Description</b>	

## 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 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.

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 Consolidated Plan.

#	Project Name
1	CDBG Program Administration
2	ECHO Housing - Fair Housing Program
3	Section 108 Loan Repayment
4	ADA Transition Plan for City Facilities
5	Single-Family Housing Rehabilitation Program
6	CALICO - San Leandro Child Abuse Intervention Project
7	Davis Street Family Resource Center's Family Support Services - Basic Needs Program
8	SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors
9	Spectrum Community Services
10	Boys and Girls Club of San Leandro Capital Improvement Project
11	San Leandro Homeless Shelter Repairs and ADA Accessibility Upgrades

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) that were funded in prior years are the first of a two-year

funding cycle (including FY 2019-2021). They were selected from a pool of fifteen (15) agencies that submitted applications to the City-issued FY 2019-2021 Community Assistance Grant Program (CAP) Request for Proposals. The decision to allocate CDBG funding to these above-noted four agencies was based on a number of factors: 1) proven eligibility to receive federal CDBG funding, 2) agency's past performance met or exceeded service delivery goals and expectations, 3) public services provided by these agencies address the priority needs identified in the Human Services Gap Analysis, dated April 2017 and adopted by City Council in October 2017, 4) public services provided by these agencies meet the City's Consolidated Plan priority needs. On April 24, 2019, the City's Human Services Commission agreed with City Staff and recommended that these four 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 ADA accessible.

For Public Facilities improvement projects, both the total CDBG award to the City and the carryforward CDBG funds from prior years will result in one-time new allocations for two high use and important nonprofit public facilities for City residents. Staff recommends an allocation of 1) \$300,000 to the Boys' and Girls' Club's proposed major renovations to its facilities at 401 Marina Boulevard including new, modernized locker rooms, meeting spaces, and infrastructure upgrades, and 2) \$143,725 to Building Futures for Women and Children (BFWC) for ADA improvements and significant deferred maintenance to the San Leandro Homeless Shelter located at Saint Leander's Church.

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

1	<b>Project Name</b>	CDBG Program Administration
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Affordable Housing Needs Goals Homelessness Needs Goals Community Development Needs Goals
	<b>Needs Addressed</b>	Affordable Housing Needs Homeless Needs Community Development Needs - Public Services Community Development Needs - Public Facilities Community Development Needs - Economic Development Administration
	<b>Funding</b>	\$131,503
	<b>Description</b>	General administration and oversight of the CDBG Program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8,482 low-income clients will be assisted with CDBG-funded services. This includes 8,457 public services clients; 10 Fair Housing services clients, and 15 housing rehabilitation program clients.
	<b>Location Description</b>	Various locations throughout the City and the County.
	<b>Planned Activities</b>	The City will continue to allocate 20% of its annual CDBG entitlement funds to the administration of the City's CDBG program.
2	<b>Project Name</b>	ECHO Housing - Fair Housing Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Affordable Housing Needs Goals
	<b>Needs Addressed</b>	Affordable Housing Needs
	<b>Funding</b>	\$10,000
	<b>Description</b>	ECHO Housing provides fair housing services to San Leandro residents to reduce housing discrimination in the City.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Ten (10) low-income households will be assisted with fair housing services.
	<b>Location Description</b>	ECHO Housing staff provides fair housing services over the phone.
	<b>Planned Activities</b>	<p>ECHO Housing Fair Housing Coordinator will:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• conduct an annual April Fair Housing Month event and a fair housing training session for tenant and/or potential homebuyers.</li> <li>• 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.</li> </ul>
<b>3</b>	<b>Project Name</b>	Section 108 Loan Repayment
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals-Improving Public Facilities and Infrastructure
	<b>Needs Addressed</b>	Community Development Needs - Public Facilities
	<b>Funding</b>	\$187,414
	<b>Description</b>	The City submitted its HUD Section 108 Loan Guarantee Program Application for \$2.5 million which is needed to complete the construction of the City's new senior center. The City pledges futures CDBG funds to repay the \$2.5 million loan over 20 years. The City began repaying this loan in FY2010-2011.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable.



	<b>Location Description</b>	Not applicable.
	<b>Planned Activities</b>	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.
4	<b>Project Name</b>	ADA Transition Plan for City Facilities
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals
	<b>Needs Addressed</b>	Community Development Needs – Public Facilities
	<b>Funding</b>	\$123,849
	<b>Description</b>	The Departments of Engineering & Transportation and Public Works will complete architectural modifications to City facilities (City Hall, Halcyon Park, Main Library, Marina Community Center, Marina Park, Memorial Park, SL History Museum, SL Police Department, Stenzel Park, Washington Manor Library & Washington Manor Park/Family Aquatic Center) to make them more ADA accessible.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Several City facilities (City Hall, Halcyon Park, Main Library, Marina Community Center, Marina Park, Memorial Park, SL History Museum, SL Police Department, Stenzel Park, Washington Manor Library & Washington Manor Park/Family Aquatic Center).
<b>Planned Activities</b>	CDBG funds will be used to make several City facilities (City Hall, Halcyon Park, Main Library, Marina Community Center, Marina Park, Memorial Park, SL History Museum, SL Police Department, Stenzel Park, Washington Manor Library & Washington Manor Park/Family Aquatic Center) more accessible for seniors and disabled persons.	
5	<b>Project Name</b>	Single-Family Housing Rehabilitation Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Affordable Housing Needs Goals
	<b>Needs Addressed</b>	Affordable Housing Needs
	<b>Funding</b>	\$100,000

	<b>Description</b>	The City's Single-Family Housing Rehabilitation Program will provide grants to very low- and low-income households for minor repairs to their homes.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Fifteen (15) low-income households will have minor repairs completed in their single-family or mobile homes.
	<b>Location Description</b>	The owner-occupied homes, located within the jurisdictional boundaries of San Leandro, will be identified once the applications are processed.
	<b>Planned Activities</b>	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.
<b>6</b>	<b>Project Name</b>	CALICO - San Leandro Child Abuse Intervention Project
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals-Providing Enhanced Public Services
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	\$22,000
	<b>Description</b>	CALICO, the Child Abuse Listening, Interviewing, and Coordination Center, provides family support services to improve mental health outcomes for San Leandro children and their families who have suffered from abuse.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Fifty (50) abused children and thirty-six (36) caregivers will receive critical family support services, which includes forensic interviews.
	<b>Location Description</b>	CALICO Interview Center, 524 Estudillo Avenue, San Leandro, CA 94577
<b>Planned Activities</b>	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.	

7	<b>Project Name</b>	Davis Street Family Resource Center's Family Support Services - Basic Needs Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals-Providing Enhanced Public Services
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	\$42,941
	<b>Description</b>	Comprehensive Family Resource Center provides emergency services to low-income people in San Leandro enabling them to move out of poverty and into self-sufficiency. Family Support Services program includes basic needs services, food, clothing, housing assistance, employment support, counseling case management and information and referral, free medical and dental care, and childcare.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	DSFRC will provide services to 9,000 low-income individuals and families through their Basic Needs Services Program. The program provides emergency food supplies including food bags sufficient for an entire family for 7 days. DSFRC will provide 150 clients with crisis intervention and/or short-term community counseling and/or substance abuse prevention services.
	<b>Location Description</b>	Davis Street Family Resource Center, 3081 Telegraph Street, San Leandro, CA 94577
	<b>Planned Activities</b>	Basic Needs Program will provide 9,000 San Leandro clients with emergency food supplies. Basic Needs Program clients will be screened for eligibility for other social service needs and will be referred to other social service 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 resource centers and 10 San Leandro schools.
8	<b>Project Name</b>	SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals-Providing Enhanced Public Services
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	\$44,000

	<b>Description</b>	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.
	<b>Target Date</b>	6/30/20202021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	160 homebound seniors will be provided with warm, nutritious meals.
	<b>Location Description</b>	The meals will be delivered to senior citizen's homes throughout the City.
	<b>Planned Activities</b>	SOS/Meals on Wheels will deliver warm, nutritious meals to 160 homebound seniors in San Leandro. Drivers will also provide health check-in visits and assist seniors with small tasks.
<b>9</b>	<b>Project Name</b>	Spectrum Community Services
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals-Providing Enhanced Public Services
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	\$17,500
	<b>Description</b>	Spectrum works to support San Leandro Senior Citizens to stay healthy and independent by serving hot, nutritious meals in a supportive setting, five days a week.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	210 low-income San Leandro Senior Citizens will receive hot, nutritious meals in a supportive setting
	<b>Location Description</b>	San Leandro Senior Center, 13909 E. 14th Street, San Leandro CA 94578
	<b>Planned Activities</b>	Meals will be served to San Leandro Senior Citizens five days a week and will total 248 days during the Fiscal Year. Each day, freshly prepared, nutritious lunch-time meals will be prepared at Spectrum's central kitchen located at Josephine Lum Lodge in Hayward, CA.
<b>10</b>	<b>Project Name</b>	Boys and Girls Club of San Leandro Capital Improvement Project
	<b>Target Area</b>	City-Wide

	<b>Goals Supported</b>	Community Development Needs Goals-Improving Public Facilities and Infrastructure
	<b>Needs Addressed</b>	Community Development Needs - Public Facilities
	<b>Funding</b>	\$300,000
	<b>Description</b>	Since the 1970s the Boys and Girls Club have partnered with San Leandro to operate and maintain the pool facility located at the organizations club site. The organization has provided an aquatics program at the site that is available to City residents.
	<b>Target Date</b>	<del>12/31/2020</del> 6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Boys and Girls Club of San Leandro serves approximately 900 low-income youth ages 6-14 years of age. Once renovation and the locker room is completed the organization will return to this level of service.
	<b>Location Description</b>	Boys and Girls Club of San Leandro, 401 Marina Blvd, San Leandro, CA 94577
	<b>Planned Activities</b>	Funding will be used to renovate the locker room and shower space for the pool which is serviced and maintained by San Leandro Department of Human Services and Recreation.
<b>11</b>	<b>Project Name</b>	San Leandro Homeless Shelter Repairs and ADA Accessibility Upgrades
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals-Improving Public Facilities and Infrastructure
	<b>Needs Addressed</b>	Community Development Needs - Public Facilities
	<b>Funding</b>	\$143,725
	<b>Description</b>	The San Leandro Shelter is a 30-bed homeless shelter. While housed at San Leandro Shelter, residents receive a range of services including meals, on-site case management, housing search assistance, individual therapy, life skills coaching, domestic violence and parenting support groups, evening children's activities and access to health care services.
	<b>Target Date</b>	<del>6/30/2020</del> 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 women and children clients annually.

	<b>Location Description</b>	San Leandro Shelter, 501 Davis Street, San Leandro CA
	<b>Planned Activities</b>	The capital improvement project will improve the program's accessibility for residents with mobility impairments, to enhance safety of the facility, to protect and extend the life of the structure and to increase the quality of life of the clients of the San Leandro Shelter. This will be accomplished by replacing the exterior ramp, stairs and entryway landing; rebuilding four bathroom shower stalls and subfloors, including ADA shower stall; and replacing the floors in the common area.
<b>12</b>	<b>Project Name</b>	Rental Assistance Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Community Development Needs Goals-Providing Enhanced Public Services
	<b>Needs Addressed</b>	Community Development Needs - Public Services
	<b>Funding</b>	\$451,972
	<b>Description</b>	The City of San Leandro will establish a Rental Assistance Program benefiting low- and moderate- income households (CDBG definition <80% of the Area Median Income) who face eviction or financial hardship as a result of COVID-19. The goal of this program is to maintain housing stability of San Leandro residents. Current HUD guidance allows for three months of rental housing assistance of CDBG eligible recipient households.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
	<b>Location Description</b>	Provider TBD
<b>Planned Activities</b>	Funding will provided to a to-be-determined non-profit agency with demonstrated experience working with low or moderate income households; evaluating financial need; and ability to connect recipients to supportive services such as case management, financial planning and coaching; and special needs housing resources and providers. The agency selected with administering this program will be allowed to budget up to a maximum of 20% for administrative overhead for the duration of the contract.	

**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 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

**Rationale for the priorities for allocating investments geographically**

Not applicable.

**Discussion**

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

San Leandro is a California Charter City that is required to examine governmental and non-governmental barriers that unduly burden residential housing development. This analysis, the 2015-2023 Housing Element of San Leandro General Plan, can be found at the following website:

<https://www.sanleandro.org/depts/cd/housing/he/default.asp>

The City's Housing Element identifies a number of measures that are intended to facilitate and encourage affordable housing through specific planning efforts, the review of existing zoning, and supporting development standards that collectively are designed to encourage development of all forms of residential development.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The California Government Code requires the Housing Element to contain "a statement of goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing" (Section 65583(b)(1)). Chapter 6 of the 2015-2023 Housing Element of San Leandro General Plan fulfills that requirement. It builds upon the information presented in previous chapter of the same document that is intended to provide direction on key housing issues in San Leandro. The Housing Element's nine goals define the major topic areas covered. These are: New Housing Opportunities, Affordable Housing Development, Administration of Housing Programs, Home Ownership, Affordable Housing Conservation, Healthy Homes and Sustainable Neighborhoods, Special Needs Populations, Elimination of Housing Constraints, and Fair Housing.

Each of the Housing Element's above-noted goals is accompanied by policies and action programs. The policies are intended to guide day-to-day decisions on housing, while the actions identify the specific steps San Leandro will take after the Housing Element is adopted.

### **Discussion**



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

### **Introduction**

To carry out the following strategies outlined in San Leandro's 2015-2019 Consolidated Five-Year 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 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 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), that 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 Economic Development Division 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 having City Housing staff assist (e.g., technical assistance) EveryOne Home's staff, Board, committees and activities as needed. 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.

## **Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(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(I)(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
<b>Total Program Income:</b>	<b>0</b>

#### 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.	100.00%

**Housing Trust Fund (HTF)**  
**Reference 24 CFR 91.220(l)(5)**

1. Distribution of Funds

- a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).
- b. Describe the jurisdiction's application requirements for eligible recipients to apply for HTF funds.
- c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.
- d. Describe the jurisdiction's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low-income and minority concentration) in which it will direct assistance during the ensuing program year.
- e. Describe the jurisdiction's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.
- f. Describe the jurisdiction's required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.
- g. Describe the jurisdiction's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.
- h. Describe the jurisdiction's required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).
- i. Describe the jurisdiction's required priority for funding based on the location of existing affordable housing.
- j. Describe the jurisdiction's required priority for funding based on the extent to which the application makes use of non-federal funding sources.

2. Does the jurisdiction's application require the applicant to include a description of the eligible activities to be conducted with HTF funds?

3. Does the jurisdiction's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements?

4. **Performance Goals and Benchmarks.** The jurisdiction has met the requirement to provide for performance goals, consistent with the jurisdiction's goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

**5. Rehabilitation Standards.** The jurisdiction must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The jurisdiction's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The jurisdiction must attach its rehabilitation standards below. If the jurisdiction will not use HTF funds for the rehabilitation of housing, enter "N/A".

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

**6. Resale or Recapture Guidelines.** Below, the jurisdiction must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

**7. HTF Affordable Homeownership Limits.** If the jurisdiction intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

**8. Limited Beneficiaries or Preferences.** Describe how the jurisdiction will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the jurisdiction will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the jurisdiction must not limit or give preferences to students. The jurisdiction may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303 only if such limitation or preference is described in the action plan.

**9. Refinancing of Existing Debt.** Enter or attach the jurisdiction's refinancing guidelines below. The guidelines describe the conditions under which the jurisdiction will refinance existing rental housing project debt. The jurisdiction's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the jurisdiction will not refinance existing debt, enter "N/A."

## Discussion

# CITY OF SAN LEANDRO



***FINAL REVIEW DRAFT***

## **CITIZEN PARTICIPATION PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT**

City of San Leandro  
Community Development Department  
Housing Services Division  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

**Presented to City Council: June 15, 2020**

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## **1.0 INTRODUCTION**

Regulated by the U.S. Department of Housing and Community Development (HUD), the City of San Leandro is required by law to have a detailed Citizen Participation Plan that describes the City's policies and procedures for public involvement in the development of the Five-Year Consolidated Plan and its component Annual Action Plans, Substantial Amendments to these plans, as well as the Citizen Participation Plan and review of the Consolidated Annual Performance and Evaluation Report (CAPER). The projects described in the Consolidated and Annual Action Plans use Community Development Block Grant (CDBG), HOME, Housing Set-Aside and other funds. The Citizen Participation Plan (CPP) is a tool to encourage residents to become involved in the development of the plans and documents that outline the housing and community development needs, goals, objectives and activities.

## **2.0 OBJECTIVE**

The law states that the primary purpose of the programs covered by this CPP is to create viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, primarily for very low, low and moderate income people. As per the requirements of 24 CFR § 91.105, the CPP shall identify the implementation process for encouraging public participation and reviewing their recommendations to the Five-Year Consolidated Plan and its component Annual Action Plans, Substantial Amendment(s) to these plans and the CPP, if any, and the CAPER. The objective of the CPP is to involve citizens during all stages of the process, and to respond to specific complaints and needs of citizens. The City will take all actions necessary to encourage the participation of all citizens, including minorities and non-English speaking persons, persons with disabilities, and residents of public and assisted housing, in addition to all San Leandro residents, and public and private agencies. Citizens are asked to identify needs and objectives, prioritize these needs, recommend how much money should be allocated to each high-priority need and suggest the types of programs to meet these needs.

The parties involved in the process comprise neighborhood and citizen groups, non-profit agencies, community-based organizations, social service agencies, business organizations, homeowners associations and San Leandro residents, especially minorities, non-English speaking persons, persons with disabilities and residents of public and assisted housing (referred to as the "public"); the Housing Services Division staff (referred to as "staff") and the City of San Leandro Mayor and Council (referred to as "Council"). All the parties play an integral role in the development of the CPP, the Consolidated Plan, the Annual Action Plans, and the CAPER.

## **3.0 PUBLIC NOTICE**

An advance public notice shall be published at least 10 days prior to a scheduled public hearing. The notice is an invitation to the public to participate in the planning process for the preparation of the Five-Year Consolidated Plan and its component Annual Action Plans, Substantial Amendments to the Plans, and the CAPER. The public notice will announce the date and location of the public hearing. The notice will summarize a list of the proposed needs, objectives and goals, along with the proposed projects and activities for the Plans and

Substantial Amendments to the Plans, including the CPP. The content of notices shall convey to the residents a clear understanding of the event being announced.

- Public Notices shall be published as legal advertisements in at least one newspaper of general circulation serving the San Leandro residents. Notices will also be posted at City Hall, Main Library and other buildings which provide access to the public, as listed in Section 4.0.
- The notices will be posted on the City's website at <https://www.sanleandro.org/depts/cd/housing/plans.asp>.
- Copies of the notice will be available at the City Clerk's Office and in the Community Development Department.
- A copy of the notice will be provided to any person or organization on the CDBG mailing list. All interested parties may request listing on the mailing list.
- The City may hold additional community meetings at neighborhood locations before preparing the Five-Year Consolidated Plan. Notice of community meetings will be given in a manner designed to maximize public participation, such as display ads in The San Leandro Times, fliers in newspapers, postings in neighborhoods, e-mail notices and advertise on the local television cable channel and the local radio station.

#### **4.0 PUBLIC ACCESS TO INFORMATION**

As required by law, the City of San Leandro will provide the public reasonable and timely access to information and records relating to the Consolidated Plan, the Annual Action Plans, and Consolidated Annual Performance and Evaluation Report.

- Copies of the documents will be available at:
  - San Leandro Main Library, Government Document Section, 300 Estudillo Avenue, San Leandro, CA 94577
  - Housing Services Division, Community Development Department, City Hall, 835 East 14<sup>th</sup> Street, 1<sup>st</sup> Floor, San Leandro, CA 94577
  - City Clerk's Office, City Hall, 835 East 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, San Leandro, CA 94577
- Copies of the document will also be made available at the city's website, <https://www.sanleandro.org/depts/cd/housing/plans.asp>.
- Upon request, documents will be made available in a format accessible to persons with disabilities.

#### **5.0 PUBLIC HEARINGS**

Public hearings are required in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals.

Public hearings will be held after a notice has been published in a local newspaper, at least 10 days prior to the date of the scheduled meeting. An agenda for the meeting shall be posted at City Hall 72-hours prior to the meeting. Public hearings are usually held during City Council meetings on every other Monday of the month at 7:00 p.m. at the Council Chambers at City Hall. Although the City does not provide transportation to meetings, the City could assist in finding transportation programs that could provide rides for low income persons, seniors, or disabled persons. Every effort will be made to hear the testimony of all who wish to comment at a public hearing; however, in the event that there is not enough time to hear everyone's testimony, the public is encouraged to submit their comments in writing.

Special accommodations will be made for people with disabilities if a request is submitted within five working days before the hearing. The request shall be submitted to the City Clerk's Office.

The City will make every effort to provide translators for people who do not speak English, if requests are made within five working days prior to the hearing to the City Clerk's office.

If national or local health authorities recommend social distancing and limit public gatherings for public health reasons, then a virtual hearing method will be used in lieu of in-person hearing. If virtual hearings are used, then real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

In response to national or local public health or other similar emergency and federal stimulus funds have been awarded in response to that crisis, then the City of San Leandro may provide a reduced public notice and comment period to consider Substantial Amendments to the Consolidated Plan and/or Annual Action Plan(s) in order to expedite allocation and expenditure of those funds.

## **6.0 PLAN DEVELOPMENT**

### **6.1 The Five-Year Consolidated Plan ("Consolidated Plan")**

6.1.1 GENERAL INFORMATION: The Five-Year Consolidated Plan is a comprehensive document, providing a detailed description of the housing and community development needs in San Leandro, prioritizes them and then develops a strategy with goals and activities for addressing the needs.

#### **6.1.2 THE PROCESS:**

1. In 2004, and every five years thereafter, the San Leandro Housing Services Division will prepare a calendar containing a schedule for the preparation of the Consolidated Plan. The schedule shall contain tentative dates for the preparation of the Plan along with the dates for community meetings, public notices, public hearings, comment period start and end dates, and when the proposed and final Plans are expected to be available to the public.

2. Community meetings will be held at various locations convenient to the public. Because the goal of the planning process is to have as many citizens as possible participate, the City will send out notices to individuals and organizations on the CDBG mailing list, post notices at neighborhood centers and other locations accessible to the public, and advertise in the newspaper, local television cable channel and local radio station. The objective of these meetings is to explain the purpose and process of the Consolidated Plan, identify the needs in the community and clarify the vision San Leandro residents have for the City. The needs will be prioritized and goals, objectives, and activities developed that will be incorporated into the Consolidated Plan.
3. Presentation to Council Sub-Committee: An initial draft of the Consolidated Plan will be presented to the Council Business Development Sub-Committee, before presenting it to the City Council at a public hearing.
4. First Public Notice: Presentation of the proposed plan requires advance notices to the public. The publication notice should follow steps in Section 3.0 of this Plan. Notices of the public hearing shall be sent to all persons on the CDBG mailing list and attending the community meetings.
5. First Public Hearing: A public hearing will be held at a Council meeting on a date announced in the public notice, outlined in Section 3.0. Please refer to Section 5.0 for public hearing procedures. The City Council will approve the proposed Consolidated Plan and direct staff to solicit public comments for at least 30 days and set the next hearing date.
6. Second Public Notice: A summary of the proposed Consolidated Plan shall be published to solicit comments over at least a 30-day period. The publication should clearly state the start and end date of the comment period. The publication shall include a list of locations, as listed in the Section 4.0, where copies of the Plan will be available to the public. The notice will include information about the date, time and location of the final public hearing. The notice shall include a brief summary of a description of the contents and purpose of the Plan including a list of the goals, objectives, and activities that will be undertaken over the next five years. The objectives and activities need to be measurable for each year, so that the City can annually compare the outcomes against the proposed outcomes in the Plan. The estimated amount of assistance that the City expects to receive and the amount that will be used to undertake activities that will benefit persons of low and moderate income must also be included in the publication. Free copies of the Plan will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request.
7. Final Public Hearing: The final public hearing will be held at a scheduled Council meeting. All comments submitted by the public, either in writing or orally at public hearings and during the comment period, shall be taken into consideration. A summary of the comments or views accepted and those not accepted, and reasons for not accepting them, shall be attached to the final Consolidated Plan. The Council will adopt the final Consolidated Plan with any Substantial Amendments and submit this document to HUD at the San Francisco Office.

## 6.2 The Annual Action Plans

6.2.1 GENERAL INFORMATION: The Annual Action Plans will implement the objectives, goals and strategies formulated in the Five-Year Consolidated Plan. The Annual Action Plans shall outline the amount and source of funding available, the activities for each objective, and the measurable targeted goal for each of these activities for the year.

### 6.2.2 THE PROCESS:

1. In late fall of every year, the San Leandro Housing Services Division will prepare a calendar containing a schedule for the preparation of the Annual Action Plan for that year. The schedule shall contain tentative dates for the preparation of the Annual Action Plan, along with the dates for publication of public notices, public hearings, comment start and end period, and when the proposed and final plans are expected to be available to the public.
2. Technical Assistance: City staff will provide technical assistance to individuals and organizational representatives of very low, low and moderate income people who are interested in submitting a proposal to obtain funding for an activity. The assistance would include providing guidance, informational sources, and training. The City will not write proposals for an applicant.
3. Human Services Commission and Public Services: Proposed public service objectives and/or activities listed in the Five Year Consolidated Plan shall be presented to the Human Services Commission. The Recreation and Human Services Department shall issue a Request for Proposals for both the CDBG public service activities and the City's Community Assistance Grants. The City staff and the Commission will evaluate the proposals and provide a recommendation to the City Council of agencies with whom the City could contract for public services to meet the objectives in the Consolidated Plan.
4. Council Business Development Sub-Committee Review: The proposed Plan shall be presented to the Council Business Development Sub-Committee for recommendations, before presenting it to the City Council at the first public hearing.
5. First Public Notice: Presentation of the proposed plan requires advance notice to the public. The publication notice should follow steps in Section 3 of this Plan. Notices of the public hearing shall be sent to all persons on the CDBG mailing list. The estimated amount of assistance that the City expects to receive, including program income will be listed in the notice.
6. First Public Hearing: A public hearing will be held at a Council meeting on a date announced in the public notice as described Section 5.0 for public hearing procedures. The City Council will approve the proposed Annual Action Plan, direct staff to solicit public comments for at least 30 days, and set the next public hearing date.

7. Second Public Notice: A summary of the proposed Annual Action Plan shall be published to solicit comments over at least a 30-day period. The publication should clearly state the start and end date of the comment period and list the locations, as identified in the Section 4, where copies of the Plan will be available to the public. The notice will include information about the date, time and location of the final public hearing. The notice shall include a brief description of the proposed activities with the amount of funding for each project and the amount that will be used to undertake activities that will benefit persons of low and moderate income. Upon request, free copies of the Plan will be made available to the public and will also be made available in a format accessible to persons with disabilities.
8. Final Public Hearing: The final public hearing will be held at a scheduled Council meeting, where all comments received will be taken into consideration. These comments, along with reasons for those not accepted shall be attached to the final Annual Action Plan, which will be adopted by the City Council.

The final plan will be then submitted to HUD by May 15. If requested by the HOME Consortium, a copy will also be submitted to the County of Alameda. Copies of the final Plan will be made available to the public at locations listed in Section 4.0.

### **6.3 Amendments to the Five-Year Consolidated Plan and the Annual Action Plans**

- 6.3.1 GENERAL INFORMATION: Throughout the term of the Five-Year Consolidated Plan and the Annual Action Planning periods, these documents may be amended to add or delete action items or objectives. These documents must be amended through the Citizen Participation process, if any changes meet the definition of “Substantial Change”.

Substantial Change for the Consolidated Plan is defined as:

- The deletion or addition of an objective, program or project, or any changes to the Priority Needs Summary Table.

Substantial Change for the Annual Action Plan is defined as:

- Addition of a new project or an activity not described in the Annual Action Plan
- Elimination of an existing activity described in the Annual Action Plan
- Change in the funding amount for a project or activity by 50% or more
- Change in the purpose or scope of a project or an activity to the extent that it would be considered a new project or an activity
- Change in the location of the project or activity
- A change in more than 50% of the original beneficiaries

These Substantial Amendments are subject to the citizen participation process in accordance with this CPP. The Substantial Amendment(s) must be available to the public for comment, through a process described below.

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on

March 27, 2020. The CARES Act allows the U.S. Department of Housing and Community Development (HUD) to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending the Citizen Participation Plan to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. As a result, on April 13, 2020, HUD issued a waiver to the City of San Leandro that permits a reduced period of 5 days for public noticing and public comment.

### 6.3.2 EMERGENCY RESPONSE & EXPEDITED SUBSTANTIAL AMENDMENTS

1. Declaration of a Disaster and/or Emergency: It may be necessary to expedite Substantial Amendments to the Consolidated Plan and/or Annual Action Plan(s) in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Human-made disasters, (2) Natural disasters, and (3) Terrorism. Human-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health crises such as wide-spread disease such as the coronavirus pandemic (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.
2. Substantial Amendment(s): Expedited Substantial Amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. The City of San Leandro may utilize CDBG or HOME funds to meet these needs.
3. Use of funds: With respect to a declared disaster, the City of San Leandro may elect to use CDBG or HOME funds to address needs not provided for by the Federal Emergency Manager Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal or local sources unless allowed by the federal government. Potential eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, Annual Action Plan or any other CDBG or HOME eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well. All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives which are: (1) Benefit to low- and moderate-income (LMI) persons; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency (referred to urgent need). The City of San Leandro may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.
4. Urgent Need National Objective: To comply with the CDBG National Objective of meeting community development needs having particular urgency, an activity will alleviate existing conditions that the City of San Leandro certifies: (1) Pose a serious and immediate threat to the health and welfare of the community; (2) Are of recent origin or recently became urgent; (3) The City is unable to finance the activity on its

own; and, (4) Other resources of funding are not available to carry out the activity. A condition will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the City's certification. If HUD allows, such as through a waiver, activities under the urgent need national objective to be funded without the requirement that the City is unable to finance the activity on its own and other resources of funding are not available to carry out the activity, the City will only certify that the activity poses a serious and immediate threat to the health and welfare of the community and is of recent origin or recently became urgent.

5. Expedited Public Noticing: If the federal government, State, County or City declares a disaster or emergency, then the City may expedite the public comment period to 5-days instead of the required 30-day public comment period, which is otherwise required for Substantial Amendments.

### 6.3.3 THE PROCESS

1. Public Notice: Presentation of the Substantial Amendment(s) made to either the Five-Year Consolidated Plan or the Annual Action Plans require advance notice to the public. These notices shall be published at least 30 days prior to the scheduled date for the presentation of the Substantial Amendment(s) to the Council at a public hearing. The notice shall be published in, at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice may also be advertised through the local television cable channel and the local radio station.
2. Public Hearing: A public hearing to consider the Substantial Amendments will be held at a City Council meeting on a date announced in the a notice published in accordance with the requirements described in Section 5.0.
3. Public Comment Period and Public Notice: A summary of the Substantial Amendment(s) will be published in a newspaper of general circulation to solicit comments within at least a period of 30 days before the Substantial Amendment is implemented. The publication should clearly state the start and end date for the comment period. The publication shall also include a list of locations, as stated in Section 4.0, where a list of the Substantial Amendments will be available to the public for comment. Free copies will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request. The notice will include the date, time and location of the public meeting when the Council will approve the Substantial Amendments.
4. Public Meeting to Approve the Substantial Amendment(s): The public meeting will be a scheduled Council meeting. The Council will approve the amended Plan which will include all the comments received and the reason any comments might not been considered.
5. The Substantial Amendment(s) will then be submitted to HUD Office in San Francisco. Copies of the amended Plan(s) will be made available to the public at locations listed in Section 4.0.



## **6.4 The Consolidated Annual Performance and Evaluation Report (CAPER)**

- 6.4.1 **GENERAL INFORMATION:** Every year, the City must send HUD a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. The CAPER outlines how funds were actually used and the extent to which these funds were utilized for activities benefiting very low, low and moderate income groups. The CAPER also provides a narrative on progress towards meeting the goals set forth in the Five-Year Consolidated Plan and Annual Action Plan, comparing actual accomplishments to planned actions, and assessing the City's overall performance.

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. The CARES Act allows the U.S. Department of Housing and Community Development (HUD) to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. On May 18, 2020, HUD issued preliminary guidance that allows cities to extend the amount of time that it needs to submit the CAPER. Under the authority at section 24 CFR 91.520(a), the City is required to submit the CAPER to HUD within 90 days after the close of City's program year on June 30, 2020. Under the authority at section 24 CFR 91.600, HUD has authorized the waiver of this requirement given the determination of good cause due to COVID-19. For the City's Program Year 2019 (July 1, 2019 to June 30, 2020) the requirement that the CAPER be submitted within 90 days of the end of the program year is waived. Further, the guidance requires the submittal of the CAPER within 180 days after the close of the City's Program Year.

### **6.4.2 EMERGENCY RESPONSE & EXPEDITED SUBSTANTIAL AMENDMENTS**

1. **Declaration of a Disaster and/or Emergency:** It may be necessary to delay the submittal of the CAPER in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Human-made disasters, (2) Natural disasters, and (3) Terrorism. Human-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health crises such as wide-spread disease such as the coronavirus pandemic (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.
2. **Performance Reporting Deadline Extensions:** Under the authority at section 24 CFR 91.520(a), the City is required to submit the CAPER to HUD within 90 days after the close of the City's program year on June 30. Under the authority at section 24 CFR 91.600, HUD has the authority to extend this deadline if there is a determination of good cause.

### **6.4.3 THE PROCESS:**

1. **Public Notice:** A public notice shall be published at least 20 days prior to the scheduled

date for the presentation of the CAPER to the Council at a public hearing. The notice shall be published in, at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice shall indicate that the CAPER is available for review and comment for at least a period of 15 days, clearly stating the start and end date for the comment period. Free copies will be made available to the public upon request and a copy of the proposed CAPER shall be available on the City's web site. Copies will also be made available in a format accessible to persons with disabilities, upon request.

2. Public Hearing: A public hearing to review the proposed CAPER will be held at a City Council meeting on a date announced in the notice published in the newspaper. Section 5.0 describes the public hearing requirements. All comments received will be taken into consideration. The approved CAPER shall include a summary of the comments and views of the citizens and shall be attached to the CAPER.
3. The CAPER will be sent to HUD every year by September 28. If requested by the HOME Consortium, a copy will also be submitted to the County of Alameda. Copies of the CAPER will be made available to the public at locations listed in Section 4.0.

## **6.5 Citizen Participation Plan and Amendments to the Citizen Participation Plan**

- 6.5.1 GENERAL INFORMATION: The CPP adoption and the amendment process for the CPP are the same. HUD regulations require that the City provide reasonable opportunity to the public to comment and present their views on the original CPP and Substantial Amendments to it. These Substantial Amendments may be made through the Citizen Participation process, meeting the definition of "Substantial Change".

Substantial Change for the Citizen Participation Plan is defined as:

A change in the participation process stated in the original CPP for the Consolidated and Annual Action Plans, Substantial Amendments to them and the participation process for the CAPER.

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was adopted and authorized on March 27, 2020. The CARES Act allows the U.S. Department of Housing and Community Development (HUD) to waive or specify alternative requirements to expedite distribution of funding in response to COVID-19. Soon after the signing of the CARES Act, HUD issued guidance that allows cities to shorten the public comment period for amending the Citizen Participation Plan to maximize the use of CDBG and CDBG-CV funds allocated to entitlement jurisdictions. As a result, on April 13, 2020, HUD issued a waiver to the City of San Leandro that permits a reduced period of 5 days for public noticing and public comment.

### **6.5.2 EMERGENCY RESPONSE & EXPEDITED SUBSTANTIAL AMENDMENTS**

1. Declaration of a Disaster and/or Emergency: It may be necessary to expedite Substantial Amendments to the Consolidated Plan and/or Annual Action Plan(s) in the

event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Human-made disasters, (2) Natural disasters, and (3) Terrorism. Human-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health crises such as wide-spread disease such as the coronavirus pandemic (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.

2. Substantial Amendment(s): Expedited Substantial Amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. The City of San Leandro may utilize CDBG or HOME funds to meet these needs.
3. Use of funds: With respect to a declared disaster, the City of San Leandro may elect to use CDBG or HOME funds to address needs not provided for by the Federal Emergency Manager Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal or local sources unless allowed by the federal government. Potential eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, Annual Action Plan or any other CDBG or HOME eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well. All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives which are: (1) Benefit to low- and moderate-income (LMI) persons; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency (referred to urgent need). The City of San Leandro may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.
4. Urgent Need National Objective: To comply with the CDBG National Objective of meeting community development needs having particular urgency, an activity will alleviate existing conditions that the City of San Leandro certifies: (1) Pose a serious and immediate threat to the health and welfare of the community; (2) Are of recent origin or recently became urgent; (3) The City is unable to finance the activity on its own; and, (4) Other resources of funding are not available to carry out the activity. A condition will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the City's certification. If HUD allows, such as through a waiver, activities under the urgent need national objective to be funded without the requirement that the City is unable to finance the activity on its own and other resources of funding are not available to carry out the activity, the City will only certify that the activity poses a serious and immediate threat to the health and welfare of the community and is of recent origin or recently became urgent.
5. Expedited Public Noticing: If the federal government, State, County or City declares a disaster or emergency, then the City may expedite the public comment period to 5-days

instead of the required 30-day public comment period, which is otherwise required for Substantial Amendments.

### 6.5.3 THE PROCESS

1. Public Notice: Presentation of the CPP or Substantial Amendment(s) made to the CPP requires advance notice to the public. This notice shall be published at least 30 days prior to the scheduled date for the presentation of the Plan or the Substantial Amendment(s) to the Council at a public hearing. The notice shall be published in, at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice shall contain information about the purpose of the CPP or any Substantial Amendment. The publication shall also include a list of locations, as stated in Section 4.0, where the CPP and/or a list of the amendments will be available to the public for comment. Free copies will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request.
2. Public Hearing: A public hearing to consider the amendments will be held at a City Council meeting on a date announced in the notice published in the newspaper. See Section 5.0 on public hearing requirements. Copies of the CPP or the amended CPP will be made available to the public at locations listed in Section 4.0.

## 7.0 COMPLAINT PROCEDURES

Citizens are encouraged to provide their input to the City. A substantive written response will be sent by the City within 15 working days of receipt of the comment. Citizens making the complaints will be encouraged to propose alternative solutions. If there has been any infraction of contract responsibilities, the citizens will be informed of this, and the City will be advised to take measures to enforce the contract and rectify the situation.

## 8.0 ANTI-DISPLACEMENT POLICY

In the event that any residential displacement and relocation must take place in order to carry out a project or activity, the City will ensure that an anti-displacement and relocation plan is developed in connection with that project, as applicable per Federal regulations. The relocation plan will be available to the public at the locations described in Section 4.0. The Five Year Consolidated Plan and Annual Action Plan activities shall minimize the extent to which very low, low and moderate income people will be displaced as a result of any proposed project.

In the event that any acquisition and relocation must take place in order to carry out a project or activity, the City will also comply with the acquisition and relocation requirements of the U.S. Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended.

## 9.0 ADMINISTRATIVE UPDATES

Changes to any of the HUD planning documents identified in this Citizen Participation Plan that do not meet the criteria for standard or substantial amendments and do not require citizen

participation are defined as administrative updates. Examples of administrative updates include grammatical or structural edits that do not substantially change the scope or meaning of activity; and changes in the coding or eligibility determination of a project that does not change the scope, location, or beneficiaries. Administrative Updates may happen at any time at the City of San Leandro's staff discretion.