



# CITY OF CUPERTINO

## AGENDA

### HOUSING COMMISSION

10300 Torre Avenue, City Hall, Conference Room C  
Thursday, April 25, 2024  
5:30 PM

#### ROLL CALL

#### APPROVAL OF MINUTES

1. Subject: Approve the March 14 Housing Commission minutes.  
Recommended Action: Approve the March 14 Housing Commission minutes.  
[A - Draft Minutes](#)

#### POSTPONEMENTS

#### ORAL COMMUNICATIONS

*This portion of the meeting is reserved for persons wishing to address the Commission on any matter within the jurisdiction of the Commission and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.*

#### WRITTEN COMMUNICATIONS

#### OLD BUSINESS

#### NEW BUSINESS

2. Subject: FY 2024-25 Community Development Block Grant (CDBG) Annual Action Plan (AAP)  
Recommended Action: Conduct Public Hearing; and  
1. Approve the Draft FY 2024-25 CDBG Annual Action Plan for submittal to HUD.  
[Staff Report](#)  
[A – Draft FY 2024-25 CDBG Annual Action Plan](#)  
[B - Housing Commission Resolution 17-02 \(CDBG Contingency Plan\)](#)

#### STUDY SESSION

3. Subject: Study Session and Staff Presentation on the 6th Cycle Housing Element Update

Recommended Action: Receive the staff presentation on the 6th Cycle Housing Element Update  
Presenter: Luke Connolly, Assistant Director of Community Development

## STAFF AND COMMISSION REPORTS

*This portion of the meeting is reserved for staff to provide any updates on matters pertinent to the Commission and for Commissioners to report on any Commission related activities they have taken part in since the prior regularly scheduled meeting.*

4. Subject: Chair's Update on Mayor's Commissioner Meeting

Recommended Action: Receive update on the Mayor's Commissioner Meeting from the Chair of the Housing Commission

## FUTURE AGENDA SETTING

*This portion of the meeting is reserved for the Chair or any two Commissioners to propose a future agenda item within the jurisdiction of the Commission. A proposal to add a future agenda item shall be brief and without discussion by the Commission.*

## ADJOURNMENT

*In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.*

*Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.*

*IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City's website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.*

*Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the*

*members on any other item not on the agenda, you may do so during the public comment.*



# CITY OF CUPERTINO

## Agenda Item

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**24-13096**

**Agenda Date: 4/25/2024**  
**Agenda #: 1.**

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Subject: Approve the March 14 Housing Commission minutes.

Approve the March 14 Housing Commission minutes.

**DRAFT MINUTES OF  
THE HOUSING COMMISSION MEETING HELD ON MARCH 14, 2024**

**CALL TO ORDER**

Chair Tatachari opened the meeting at 9:02 a.m.

**ROLL CALL**

Commission Members present:        Govind Tatachari, Chair  
  Connie Cunningham, Commissioner  
  Angan Das, Commissioner  
  Ryan Golze, Commissioner  
  Yuyi He, Commissioner

Staff present:                                Luke Connolly, Assistant Director of Community Development  
  Alec Vybiral, Senior Housing Coordinator  
  Jon de Ridder, Administrative Assistant  
  Susan Michael, Capital Improvement Programs Manager, Public  
  Works

**APPROVAL OF MINUTES**

1. Subject: Approve the December 14 Housing Commission special meeting minutes  
Recommended Action: Approve the December 14 Housing Commission special meeting minutes.

MOTION: Cunningham moved, and Das seconded to approve the minutes.

AYES:                Tatachari, Cunningham, Das  
NOES:                None  
ABSTAIN:          Golze, He  
ABSENT:            None  
VOTE:                3-0-2-0

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

2. Subject: Election of Chair and Vice Chair

Recommended Action: Elect a Chair and Vice Chair of the Housing Commission

Senior Housing Coordinator Vybiral provided a brief overview and explanation.

Chair Tatachari opened the floor to nominations for Housing Commission Chair.

MOTION: Golze moved, and Das seconded to nominate Cunningham for Chair of the Housing Commission.

Commissioner Cunningham gave a brief statement about her qualifications and experience. Chair Tatachari and Commissioner Das expressed their support for Commissioner Cunningham.

Motion carried unanimously with the following vote:

AYES: Tatachari, Cunningham, Das, Golze, He

NOES: None

ABSTAIN: None

ABSENT: None

VOTE: 5-0-0-0

Chair Cunningham opened the floor to nominations for Housing Commission Vice Chair.

Commissioner Das asked for clarification if Commissioner Tatchari was eligible for the position. Assistant Director of Community Development, Luke Connolly stated he was.

MOTION: Das moved, and no one seconded to nominate Tatchari for Vice Chair of the Housing Commission.

MOTION: Cunningham moved, and He seconded to nominate Golze for Vice Chair of the Housing Commission.

Commissioner Das expressed his concern for Commissioner Golze's lack of experience with the Commission and stated he would like to see a year as a commissioner before offering the position. Commissioner Tatachari asked if Commissioner Das should be nominated to give him the opportunity during his rotation. Commissioners decided to vote on the current motion.

Motion carried with the following vote:

AYES: Cunningham, Tatachari, Golze, He

NOES: Das  
ABSTAIN: None  
ABSENT: None  
VOTE: 4-1-0-0

Commissioner He stated that the combination of the experience of the Chair with the Commission and the Vice Chair with the community was a good one.

Vice Chair Golze made a brief statement about his experience and thanked the Commission for the opportunity.

Chair Cunningham closed the item.

Chair Cunningham conducted a “get to know” exercise and asked the commissioners for their favorite animal. She stated hers was a bird. Vice chair Golze stated his was a cat. Commissioner Tatchari stated he has two, a peacock and a crow. Commissioner Das stated his was a dog. Commissioner He stated hers was a duck.

Chair Cunningham asked that during upcoming meetings, commissioners and the public address the Commission Chair when making a statement and to use a commissioner’s title and last name. She requested that commissioners come prepared out of respect for the public, staff and fellow commissioners. Chair Cunningham suggested that if commissioners had questions before meetings, they should contact Senior Housing Coordinator Vybiral. She requested that commissioners limit their questions during an item on the agenda to three initially and give all commissioners a chance before following up with others if needed. She asked that staff monitor comment times for items to three minutes for the public and five minutes for commissioners to help keep the meetings on track.

3. Subject: Fiscal Year (FY) 2024-25 Community Development Block Grant (CDBG) Program and Below Market Rate Affordable Housing Fund (BMR AHF) funding allocations

Recommended Action: Consider the FY 2024-25 CDBG and BMR AHF funding applications and make recommendations to City Council for final approval.

Chair Cunningham opened the item.

Housing Coordinator Vybiral gave a brief overview and made a presentation.

Deanne Everton, Executive Director, Rebuilding Together Silicon Valley, spoke briefly about their history with the City Cupertino, past accomplishments and continuing goals of the program.

Chair Cunningham opened the discussion to public comment. There were no speakers.

Commissioners asked clarifying questions.

Commissioner He asked for clarification as to how many months during the year is the air conditioning system being used at the Senior Center. Housing Coordinator Vybiral stated he did not have that information but would inquire and get back to the Commission.

Vice Chair Golze asked for clarification if the cooling system was being replaced or if it was just preventative maintenance being performed. Housing Coordinator Vybiral stated it was complete replacement. He introduced Capital Improvement Programs Manager for Public Works, Susan Michael to explain further. Programs Manager Michael stated it was the intention to replace the cooling units.

Commissioner Das asked for clarification if there were other priorities besides the cooling units that were more important. He stated that if the units were only approaching end of life and not at end of life, was there another project more critical. He asked for clarification if all the systems were going to be replaced or just what could be done for the budgeted \$55,000. Housing Coordinator Vybiral responded that Priority Level 2 means that a project should be dealt with within the next one to two years. He clarified that the classification for this project was coming from a report already a couple of years old. He stated staff was recommending addressing the item as funds become available. Commissioner Das asked for clarification on if the system would be replaced with a more efficient system or something like what is already there. Programs Manager Michael stated the units would be replaced with ones that were like for like only updated. She stated it was a maintenance issue and not a redesign of the system. Housing Coordinator Vybiral stated that only one of the systems would be replaced due to budget.

Commissioner He asked for clarification if the fire alarm system was replaced already. Housing Coordinator Vybiral clarified that the project was funded the previous Fall and was in the process of being completed. He stated that when the project was complete any unused funds would be brought back to the Commission for reprogramming. Commissioner He asked if there were enough funds to complete the project. Housing Coordinator Vybiral stated that that was the anticipation.

Commissioner Tatachari asked for clarification on the Senior Center data report date. He also asked for clarification on the warranty length for the fire alarm system to help determine future end of life dates. Programs Manager Michael stated she agreed that the date on the report should have been there. She clarified that the report was completed in 2022. She stated that although she did not know the warranty on the equipment installed, the installation and work completed by a contractor is warranted for a year. Commissioner Tatchari expressed concern that due to budget constraints the entire Senior Center would not be covered. Chair Cunningham asked for clarification on if the funds from HUD were not sufficient, would the City make up the difference. Programs Manager Michael explained that covering the gap from original estimate to actual bid is done by the City if possible. She stated that consideration is on a case-by-case basis and that City Council usually requires final approval.

Vice Chair Golze asked for clarification if there is a budget shortfall, a project would not be taken on if it could not be funded. Programs Manager Michael clarified that if something is above \$200,000 that it would have to go to City Council, but under that amount it is considered within operations jurisdiction to manage.

Commissioner Das asked for clarification on End of Life for equipment and if the cost per year for equipment could be estimated using it. Programs Manager Michael stated that End of Life can vary wildly.

Chair Cunningham thanked Public Works for their time.

Commissioner He asked for clarification of the “consultants” term in the Rebuilding Together Silicon Valley application. Director Everton clarified that sometimes the categories on the applications are converted from a property development table which are not the categories for their grant. Housing Coordinator Vybiral confirmed this. Commissioner He asked if the estimated people helped by the program stated in the presentation was for last year. Director Everton clarified that the goal and actual was for the current year. She stated that the goal and actual depend on how many applications are received and the extent of the repairs that are needed. Commissioner He asked if the minimum goal was 7 participants. Director Everton stated it was. Commissioner He asked for some examples of the repair work that is done. Director Everton provided examples of maintenance and safety issue repairs.

Vice Chair Golze asked for clarification of other funding sources for the program. Director Everton clarified that other grants, sponsorships and volunteers were all utilized. Commissioner Golze asked for clarification that every dollar spent was the equivalent of \$18 or \$19 savings for Medicare/Medical. Director Everton confirmed.

Commissioner Tatachari asked for clarification if the units being serviced were identified ahead of time. Director Everton stated that they were not and that clients were served as they came in. She stated that since this year’s quota has been filled, there will probably be a wait list for next year. Commissioner Tatachari asked if prioritization for more severe issues was a factor. Director Everton stated it was. Commissioner Tatachari inquired if there was some data available to track the conditions of the aging of the affordable housing units. Director Everton stated that the costs go up every year due to the more significant repairs that need to be performed on the aging homes.

Commissioner Das inquired if there was a chart breakdown of costs from past years that informed how much money they were requesting for the upcoming funding cycle. He asked for clarification in the breakdown to address the staff cost as well. Director Everton clarified that the staff salary breakdown was part of the application. She explained the process in determining how much was allocated to each home. She stated she could provide specifics for the nine homes in the current year’s funding as they had already been budgeted.

Chair Cunningham asked for clarification on if there was privacy issue for releasing information from past year’s performance costs. Housing Coordinator Vybiral stated that Rebuilding Together provided quarterly and end of year summary reports that contained some confidential information, but also specific breakdowns of services provided. He stated that the City assisted with Environmental Reviews to ensure there are no negative environmental impacts before any other projects are begun. Director Everton stated that an end of year third party audit is performed. She stated that when the reimbursement request is submitted at the end of every quarter all invoices and breakdown of labor distribution of staff is included.

Commissioner Das asked for clarification on how the CDBG funds are distributed to the program. Housing Coordinator Vybiral stated that the program spends their own funds and then submits a reimbursement request with all receipts and invoices. Commissioner He asked for clarification as to what if the program spends more than what was allocated to them. Housing Coordinator Vybiral stated that the CDBG funds the City grants them cannot be exceeded. He clarified that if the program exceeds those funds the difference would have to come from other funding sources of their own.

Commissioner Tatchari expressed concern about the shortfall of the CDBG funds for the year and keeping adequate stock of healthy maintained affordable housing in the City. Housing Coordinator Vybiral stated that CDBG funds were determined by HUD. He stated the current shortfall was a one-time occurrence and that funds would going back to higher allocations next year. He further explained that staff is always looking for additional grants and possible alternative funding solutions. Chair Cunningham stated that in previous years the Housing Commission has asked the City to contribute funds.

Commissioner Tatchari inquired about BMR HF fund and how that could be utilized for current needs. Housing Coordinator Vybiral clarified that staff meets with developers on a regular basis to determine if projects will move forward or are shovel ready. He stated it would not be advisable to tie up funds in a project that might not be ready for five or six years. He explained that when a project was ready for funds, it would be brought to the Commission.

Commissioner Tatchari asked for clarification as to what the resolution was to be voted on. Housing Coordinator Vybiral clarified that the resolution in the staff report was just an attachment. He stated that the Commission would only be voting on how much of the available CDBG funds they would like to award to the applicants.

Commissioner He asked for clarification on if the shortage in funding for the Senior Center AC unit project would be made up by the city or if the project would carry over to next year when more funding became available. Vice Chair Golze stated that he understood it to be a multiyear project and that allocated funds for this year would be used and if there was a shortfall, supplemental funds would be asked for the following year. Housing Coordinator Vybiral stated that this was correct. Programs Manager Michael stated that if there was a shortfall, the project would be evaluated for other possible funding sources within the City and possibly postponed. She clarified that there were many factors to be considered.

MOTION: Tatchari moved, and Golze seconded to provide CDBG funding as requested in Attachment C of the staff report for \$96,237.00 to Rebuilding Together Silicon Valley and \$55,468.80 for the City of Cupertino Senior Center Cooling Systems improvement. Motion carried with the following vote:

AYES: Tatchari, Cunningham, Das, Golze, He  
NOES: None  
ABSTAIN: None  
ABSENT: None  
VOTE: 5-0-0-0

Chair Cunningham closed the item.

4. Subject: Discuss Proposed Meeting Time Change

Recommended Action: Discuss the proposed meeting time change for Housing Commission meetings and finalize the time for future meetings.

Chair Cunningham opened the item for discussion.

Commissioner Tatchari proposed changing the time to 3-5 p.m. to better allow commissioners flexibility during the day.

Vice Chair Golze stated that other commissions had meetings after hours. He suggested to better coincide with full-time working professionals, 5:30-7:30 p.m. on a second or third Thursday of the month.

Commissioner He suggested Fridays and 3-5 p.m. or 5:30-7:30 p.m. She stated she was free most evenings after 7 p.m.

Commissioner Das stated he was in favor of a Friday meeting as it was a lighter day. He stated that anytime on that day was acceptable, but preferably the later the better. Housing Coordinator Vybiral clarified that Fridays would not work as not all staff works on that day. Assistant Director Connolly stated that Friday was not a good day if the commission wanted attendance. He clarified that City Hall is largely shut down on Fridays with staff working remotely.

Commissioners discussed different meeting times for other commissions during the week.

Commissioner He suggested the fourth Thursday of the month, as there did not seem to be any conflict with any other commissions.

Chair Cunningham asked if there was any public comment regarding meeting days and time. Housing Coordinator Vybiral stated there was not.

Chair Cunningham stated that 9 a.m. on Thursday's worked fine for her but understood that it didn't for others. She clarified that the fourth Thursday worked best.

MOTION: Tatchari moved, and Golze seconded to move the Housing Commission meetings date and time to the fourth Thursday of the month starting at 5:30 p.m. and ending at 7:30 p.m. Motion carried with the following vote:

AYES: Tatchari, Cunningham, Das, Golze, He

NOES: None  
ABSTAIN: None  
ABSENT: None  
VOTE: 5-0-0-0

Chair Cunningham closed the item.

## **STAFF UPDATES AND COMMISSION REPORTS**

### 5. Subject: Update on Mayor's Commissioner Meetings

Housing Coordinator Vybiral gave a brief informational report.

Chair Cunningham asked for clarification on if minutes were taken at the Mayor's meeting. Housing Coordinator Vybiral stated that the meetings were not recorded nor were minutes taken. He recommended that the commissioner attending take notes which would be incorporated into future Housing Commission meeting updates.

Chair Cunningham asked for clarification to procedures to provide topics for the Mayor's Meeting. Housing Coordinator Vybiral stated he would coordinate with the Chair.

Commissioner Tatachari stated that the three topics for the Mayor's meeting are provided by attendees before the meeting.

Commissioner Das asked for clarification on whether the meetings would be in person or on ZOOM. Chair Cunningham stated that the meetings would alternate between the two.

Chair Cunningham asked if there were any other staff or commissioner reports. There were none.

Commissioner Das asked if any decision had been made about the reinstatement of hybrid meetings. Assistant Director Connolly stated no decision had been made but the commission would be informed when it had.

Chair Cunningham closed the item.

## **FUTURE AGENDA SETTING**

Commissioner Tatachari asked that a discussion of the work program item sent to City Council concerning the creation of the housing database be considered. Housing Coordinator Vybiral stated that if the City Council decides to move forward with the item, it would come back to the Commissioner for discussion.

Commissioner Das asked for a PDF that outlines the work and costs for different CDBG projects on a quarterly basis to better assess their effectiveness. Housing Coordinator Vybiral stated that quarterly progress reports were a staff function, but the request would be considered.

**ADJOURNMENT**

The meeting was adjourned at 10:55 a.m. to the next regularly scheduled Housing Commission meeting.

Respectfully submitted:

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Jon de Ridder  
Administrative Assistant



# CITY OF CUPERTINO

## Agenda Item

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**24-12992**

**Agenda Date: 4/25/2024**  
**Agenda #: 2.**

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Subject: FY 2024-25 Community Development Block Grant (CDBG) Annual Action Plan (AAP)

Conduct Public Hearing; and

1. Approve the Draft FY 2024-25 CDBG Annual Action Plan for submittal to HUD.



## HOUSING DIVISION

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3308 • CUPERTINO.ORG

## HOUSING COMMISSION STAFF REPORT

Meeting: April 25, 2024

### Subject

FY 2024-25 Community Development Block Grant (CDBG) Draft Annual Action Plan (AAP)

### Recommended Action

Conduct Public Hearing; and

1. Approve the Draft FY 2024-25 CDBG Annual Action Plan for submittal to HUD.

### Reason for Recommendation

The United States Department of Housing and Urban Development (HUD) annually allocates grants such as the Community Development Block Grant to local jurisdictions for community development activities. Cupertino is one of nine entitlement jurisdictions within Santa Clara County. CDBG entitlement grant amounts are largely allocated on a formula basis, as well as on several objective measures of community needs. As a requirement to receive these entitlement grants, Title I of the National Affordable Housing Act mandates that jurisdictions prepare a five-year Consolidated Plan and subsequent one-year Annual Action Plans that identify local community development needs and set forth strategies to address these needs. The 2020-2025 Consolidated Plan was adopted by City Council on June 14, 2020. City Council approved the FY 2024-25 CDBG funding allocations on April 16, 2024.

HUD has not released the City's final CDBG allocation at this time, but CDBG funding amounts will be reduced or increased proportionately for FY 2024-25 based on the final HUD allocations. Given that the final HUD allocation may vary, the Housing Commission adopted Resolution 17-02 (CDBG Contingency Plan, Attachment B), on May 11, 2017, to address whether the City receives more or less CDBG funding from HUD.

### *2024-25 CDBG Annual Action Plan*

The FY 2024-25 Annual Action Plan (Attachment A) is a one-year plan that describes the eligible activities that the City intends to undertake during FY 2024-25 (July 1, 2024 – June 30, 2025) to implement strategies to address the needs identified in the 2020-25 Consolidated Plan. The goal of the activities is to address priority housing and non-housing community development needs, and also to affirmatively further fair housing choice. As per HUD regulations, the City posted the document for a 30-day public

comment period from March 26, 2024, to April 24, 2024. Any comments that are received will be included in the AAP’s submission to HUD. The draft FY 2024-25 Annual Action Plan will be updated and finalized as needed prior to submission to HUD.

The City is part of the Santa Clara County HOME Consortium and is required to submit the Annual Action Plan to HUD along with the County by the May 15, 2024, deadline. The County intends to submit the Annual Action Plan after approval from each of the HOME Consortium members by the deadline.

*2024-25 CDBG Funding*

The City anticipates that it will receive approximately \$182,709 in CDBG entitlement funding for FY 2024-25. In addition, the City anticipates receiving \$7,944 in program income from existing CDBG loan payoffs and has \$27,781.35 in prior year unexpended funds. Between the FY 2024-25 entitlement grant, program income, and prior year unexpended funds, the City will have a total of approximately \$218,434.35 of CDBG funds to utilize.

<b>FY 2024-25 CDBG Budget (est.)</b>	
Entitlement Amount (EN)	\$182,709.00
Program Income (FY 2024-25)	\$7,944.00
Unexpended Funds (FY 2022-23)	\$27,781.35
<b>Total</b>	<b>\$218,434.35</b>
Program Administration (20% EN)	\$38,130.60
Public Service (15% EN)	\$28,597.95
Capital/Housing Projects (65% EN + Unexpended Funds)	\$151,705.80
<b>Total</b>	<b>\$218,434.35</b>

*2024-25 CDBG Capital Housing Funding Allocations*

An approximate total of \$151,705.80 is available for eligible CDBG capital housing projects. Funding allocations are noted in the table below.

<b>FY 2024-25 CDBG Capital Housing Projects</b>	
Rebuilding Together Silicon Valley- Ownership Housing Repair and Rehabilitation Program	\$96,237.00
City of Cupertino – Senior Center Cooling System Improvements	\$55,468.80
<b>Total</b>	<b>\$151,705.80</b>

*2024-25 CDBG Public Service Funding Allocations*

Of the total anticipated entitlement amount, an approximate total of \$28,597.95 has been allocated to eligible public service activities. Public service activities must benefit very low- and low-income households. Funding allocations are noted in the table below.

<b>FY 2024-25 CDBG Public Services</b>	
Live Oak Adult Day Services - Senior Adult Day Care / Caregiver Respite	\$9,902.34
West Valley Community Services (WVCS) – CARE Program	\$18,695.61
<b>Total</b>	<b>\$28,597.95</b>

Sustainability Impact

Approval of the FY 2024-25 CDBG Annual Action Plan will not result in a sustainability impact.

Fiscal Impact

CDBG programs and projects are funded by HUD. Approval of the FY 2024-25 CDBG Annual Action Plan will not have a fiscal impact.

California Environmental Quality Act

Not applicable.

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Prepared by: Alec Vybiral, Senior Housing Coordinator  
Reviewed by: Luke Connolly, Asst. Director of Community Development  
Approved for Submission by: Benjamin Fu, Director of Community Development

Attachments:

- A – Draft FY 2024-25 CDBG Annual Action Plan
- B – Housing Commission Resolution 17-02 (CDBG Contingency Plan)

**City of Cupertino**  
**Fiscal Year 2024-25**  
**DRAFT Annual Action Plan**



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Annual Update of the City's Consolidated Plan for Period  
July 1, 2024, to June 30, 2025

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**Public Comment Period**

March 26, 2024, through April 24, 2024

**Housing Commission Public Hearing Date: April 25, 2024**

*Prepared by the Department of Community Development  
Housing Division  
10300 Torre Avenue  
Cupertino, CA 95014*

To be Approved by Housing Commission  
April 25, 2024

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

### Introduction

The City of Cupertino (City) receives funding from the U.S. Department of Housing and Urban Development (HUD) for housing and community development programs each year. In order to utilize these Federal funds, the City must prepare and submit a five-year report, the Consolidated Plan (Con Plan). The Consolidated Plan identifies Cupertino's needs, priorities, goals, and strategies in how Federal funds will be allocated and used for housing and community development activities over a five-year period. The Annual Action Plan (AAP) is included and submitted with the Consolidated Plan.

The Fiscal Year (FY) 2024-2025 Annual Action Plan contains the City's one-year plan to carry out housing and community development activities using Federal funds. The 2024-2025 Annual Action Plan covers the fifth year included in the City's 2020-2025 Consolidated Plan. All activities in the FY 24-25 AAP are based on current identified priorities and are intended to benefit extremely low-, low-, and moderate-income households. This Annual Action Plan will cover the timeframe of July 1, 2024, through June 30, 2025.

The City of Cupertino estimates receiving \$182,709 in Community Development Block Grant (CDBG) funds and \$7,944 in Program Income (PI) for this specific year. The City is also a participant in the County of Santa Clara's HOME Investment Partnerships Program (HOME) Consortium. These HOME funds are administered by the County of Santa Clara; thus, the City will not report on HOME fund activities. The Housing Division of the Community Development Department is the lead agency and submits all HUD-required reports for CDBG funds.

**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.*

Per 24 Code of Federal Regulations (CFR) 91.215 of HUD regulations, the City of Cupertino has organized its priority needs through housing and market analysis, citizen participation, and availability of resources to address community needs. Through these elements, providing affordable housing is considered a high priority. Preventing and assisting individuals experiencing homelessness is also considered a high priority. The top non-housing priorities identified include senior services, self-sufficiency services, fair housing services, and economic development services. The Annual Action Plan reflects three overall goals, which were identified through the Consolidated Plan:

1. To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs, and transitioning homeless persons and families into housing;

2. To provide a suitable living environment through safer, more livable neighborhoods, greater integration of lower-income residents, increased housing opportunities, and reinvestment in deteriorating neighborhoods; and
3. To expand economic opportunities through more jobs paying self-sufficiency wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of lower-income persons to achieve self-sufficiency.

In addition to CDBG funds, the City has access to a variety of Federal, state, and local resources to leverage in order to achieve its housing and community development priorities. During the five-year period, the City expects to receive or have available approximately \$1,732,127 in CDBG funds, \$250,000 in Below Market Rate (BMR) Affordable Housing Funds (AHF), and \$625,000 in General Fund Human Services Grant (HSG). These funds will be used for planned activities that align with the goals and priorities set forth in the Consolidated Plan and Annual Action Plan.

### **Evaluation of past performance**

As the lead agency, the City of Cupertino is responsible for ensuring compliance and prepares the Consolidated Annual Performance and Evaluation Report (CAPER) which outlines how the City funded activities and met goals identified in the respective Annual Action Plan. The City has made great strides in achieving its goals to serve the community. In PY (HUD Program Year) 2022, the City achieved the following accomplishments:

- Assisted 127 CA individuals through the West Valley Community Services (WVCS) Haven to Home Program, Senior Adults Legal Assistance (SALA) Legal Assistance to Elders program, Catholic Charities Long Term Care Ombudsman Program, and Maitri MTH-Direct Client Services to provide services to low- to moderate-income families, seniors, victims of domestic violence, and individuals with disabilities.
- Assisted 107 beneficiaries through the WVCS Community Access to Resources and Education (CARE) Program to prevent homelessness.
- Provided fair housing assistance, tenant-landlord counseling, and dispute resolution services to 102 individuals through Project Sentinel.
- Assisted 14 elderly and disabled seniors through the Live Oak Adult Day Care Program.
- Assisted 4 qualified homeowners by making health and safety repairs to their homes through Rebuilding Together Silicon Valley's (RTSV) Homeowner Rehabilitation Program.

The City recognizes that the evaluation of past performance is critical to ensuring that the City and its subrecipients are implementing activities effectively, and that those activities align with the City's overall strategies and goals as outlined in the 2020-2025 Consolidated Plan. The City evaluates subrecipients on a quarterly basis to ensure outcomes are aligned with the City's goals and priorities.

**Summary of Citizen Participation Process and consultation process.** *Summary from citizen participation section of plan.*

Residents, local agencies, and regional organizations were encouraged to provide input and participate in the development of the FY 2024-25 Annual Action Plan. Interested parties had opportunities to comment by April 25, 2024.

Per the City’s Citizen Participation Plan, the City provided a 30-day public commenting period which began on March 26, 2024, and ended on April 24, 2024. A public hearing was held on March 14, 2024, when the Housing Commission met to make their funding allocation recommendations, and again on April 25, 2024, when the Housing Commission met to approve the FY 24-25 AAP. The City published public notices in the local newspaper, the Cupertino Courier, to notify the public of these commenting opportunities. The draft AAP was available on the City’s Housing webpage for review.

**Summary of public comments**

Any comments that are received will be incorporated into this draft.

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

Any comments that are received will be incorporated into this draft.

**Summary**

The City of Cupertino aims to support Cupertino residents by providing fair and decent housing, livable environment, and expand economic development opportunities for individuals of low- and moderate-income through local, regional, and federal funds. The City ensures all activities to achieve the listed goals are consistent with the Consolidated Plan and are in compliance with federal regulations.

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

### 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.

**Table 1. Responsible Agency**

Agency Role	Name	Department/Agency
CDBG Administrator	Cupertino	City of Cupertino, Community Development Department

### Narrative

The Housing Division of the Community Development Department is the lead agency and is responsible for the City of Cupertino's CDBG entitlement program. Duties include implementation of grants, administration of funded activities, and preparation of required reports. The City joined the County of Santa Clara HOME Consortium in 2015 and the County is the lead agency for the HOME funds.

As a part of the Consolidated Plan process for 2020-2025, the City collaborated with the County of Santa Clara (County) as the Urban County representing the Cities of Campbell, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga; the Cities of Gilroy, Mountain View, Palo Alto, Sunnyvale, San José, and Santa Clara; and the Santa Clara County Housing Authority (SCCHA) to identify and prioritize housing and community development needs across the region, and to develop strategies to meet those needs. The FY 24-25 Annual Action Plan represents the fifth year of CDBG funding of the 2020-2025 Consolidated Plan.

### Consolidated Plan Public Contact Information

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Phone: (408) 777-1347

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

### Introduction

The Annual Action Plan is a one-year plan which describes the eligible programs, projects, and activities to be undertaken with funds expected during FY 24-25 and their relationship to the priority housing, homeless and community development needs outlined in the 2020-2025 Consolidated Plan. The City of Cupertino consulted with a variety of organizations and agencies on a local and regional level to prepare the Annual Action Plan.

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

During FY 2024-2025, the City will continue to work with non-profit organizations to provide programs and services for low-income households; private industry, including financial and housing development groups, to encourage the development of affordable housing opportunities regionally and within the City; and other local jurisdictions, including the County of Santa Clara, in carrying out and monitoring regional projects in a coordinated and cost-effective manner.

The City will continue to participate in the County's monthly CDBG Coordinator's Group meetings, in which entitlement jurisdictions throughout the region gather to discuss existing CDBG needs and proposed use of federal funds for the upcoming year.

The City will also participate in the County's Regional Housing Working Group, which is a forum for entitlement and non-entitlement jurisdictions to develop coordinated responses to regional housing challenges. The City's Housing Manager regularly monitors monthly Continuum of Care (CoC) meetings. The CoC is a broad group of stakeholders dedicated to ending and preventing homelessness in Santa Clara County. The key CoC responsibilities are ensuring community-wide implementation of efforts to end homelessness and ensuring programmatic and systemic effectiveness.

The City will attend HOME Consortium meetings between member jurisdictions for affordable housing proposals and projects.

The City will also continue to leverage its BMR AHF and General Fund HSG to assist nonprofit affordable housing developers and organizations to provide needed housing services to the residents of Cupertino.

### **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 Santa Clara County Office of Supportive Housing is the administrator of the regional Continuum of Care (CoC). The City continuously coordinates with the Santa Clara County CoC to end and prevent homelessness in the County. The Santa Clara County CoC is a group comprising

stakeholders throughout the County, including governmental agencies, homeless service and shelter providers, homeless population, housing advocates, affordable housing developers, and various private parties, including businesses and foundations.

The City's representation on the CoC Board is its Housing Manager. Members work together to plan CoC programs, identify gaps in homeless services, establish funding priorities, and pursue a systematic approach to addressing homelessness. City staff, as well as staff of other cities, meet and consult with the County's CoC staff during the monthly countywide CDBG Coordinators Group meetings, and communicate more frequently via email and/or phone on joint efforts.

The CoC is governed by the CoC Board, which takes a systems-change approach to preventing and ending homelessness. This same CoC Board is comprised of the same individuals who serve on the Destination: Home (Destination Home) Leadership Board. Destination Home is a public private partnership that is committed to collective impact strategies to end chronic homelessness. Destination Home is the governing body for the CoC and is responsible for implementing by-laws and operational protocols of the CoC.

During the development of the 2020-25 Con Plan, the City consulted both the CoC and County Office of Supportive Housing for their expertise and experience for identifying community needs.

**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**

The City of Cupertino does not receive ESG (Emergency Solutions Grant) funds and does not submit any ESG reports to HUD.

However, the County of Santa Clara receives ESG funds through the State of California. The County provides a funding reference sheet that compares the differences between ESG and CoC with regards to homeless eligibility, income restrictions, assessment, rental assistance, housing standards, lease terms, eligible costs, eligible service costs, case management, service limitations and standards, policies, and procedures.

**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>	Boys and Girls Club of Silicon Valley
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended Santa Clara focus group meeting on 11/17/19 as part of the 2020-25 Consolidated Plan process.
2	<b>Agency/Group/Organization</b>	Healthier Kids Foundation Santa Clara County
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency attended stakeholder consultation conference call on 11/16/19 as part of the 2020-25 Consolidated Plan.
3	<b>Agency/Group/Organization</b>	COMMUNITY SERVICES AGENCY OF MOUNTAIN VIEW AND LOS ALTOS
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Elderly Persons Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended stakeholder consultation conference call on 11/16/19 as part of the 2020-2025 Consolidated Plan.
4	<b>Agency/Group/Organization</b>	San Jose Conservation Corps
	<b>Agency/Group/Organization Type</b>	Services-Education

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended Gilroy focus group meeting on 11/18/19 as part of the 2020-25 Consolidated Plan process.
5	<b>Agency/Group/Organization</b>	CommUniverCity San Jose
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended stakeholder consultation conference call on 11/25/19 and regional forum meeting in San Jose on 11/20/19 as part of the 2020-25 Consolidated Plan process.
6	<b>Agency/Group/Organization</b>	The Health Trust
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended stakeholder consultation on 11/21/19 as part of the 2020-25 Consolidated Plan process.
7	<b>Agency/Group/Organization</b>	Rebuilding Together Silicon Valley
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended stakeholder consultation conference call on 11/20/19 and San Jose regional forum on 11/20/19 as part of the 2020-25 Consolidated Plan process.
8	<b>Agency/Group/Organization</b>	City of Gilroy
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City was consulted and provided emailed feedback as part of the 2020-25 Consolidated Plan process.
9	<b>Agency/Group/Organization</b>	City of Mountain View
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City attended regional forum meeting at Palo Alto on 11/7/19 as part of the 2020-25 Consolidated Plan process.
10	<b>Agency/Group/Organization</b>	City of Palo Alto
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City attended the regional forum meeting at Palo Alto on 11/7/19 as part of the 2020-25 Consolidated Plan process.
11	<b>Agency/Group/Organization</b>	Bill Wilson Center
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended Santa Clara focus group meeting on 11/7/2019, community meetings on 11/5/2019 at Roosevelt as part of the 2020-25 Consolidated Plan process.
12	<b>Agency/Group/Organization</b>	HEART OF THE VALLEY
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted through interview questions. Agency provided emailed feedback as part of the 2020-25 Consolidated Plan process.
13	<b>Agency/Group/Organization</b>	City of San Jose
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City was contacted for consultation as a partner in addressing the needs of the County as part of the 2020-25 Consolidated Plan.
14	<b>Agency/Group/Organization</b>	City of Morgan Hill
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended regional forum meeting at Morgan Hill on 11/4/19 as part of the 2020-25 Consolidated Plan process.
15	<b>Agency/Group/Organization</b>	City of Sunnyvale
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City attended regional forum meeting at Palo Alto on 11/7/19 and provided emailed feedback as part of the 2020-25 Consolidated Plan process.
16	<b>Agency/Group/Organization</b>	Servant Partners
	<b>Agency/Group/Organization Type</b>	Neighborhood Organization Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended community meeting on 11/13/19 at Hillview Library as part of the 2020-25 Consolidated Plan process.
17	<b>Agency/Group/Organization</b>	SENIOR ADULTS LEGAL ASSISTANCE (SALA)
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended Palo Alto and San Jose public engagement meeting on 11/17/19 and 11/19/19, regional forum meeting on 11/4/19 at Morgan Hill and 11/7/19 at Palo Alto as part of the 2020-25 Consolidated Plan process.
18	<b>Agency/Group/Organization</b>	HomeFirst (formerly EHC)
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended regional forum meeting at Morgan Hill on 11/4/19 as part of the 2020-25 Consolidated Plan process.
19	<b>Agency/Group/Organization</b>	Santa Clara County Office of Supportive Housing
	<b>Agency/Group/Organization Type</b>	Other government - Local County CoC
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended regional forum meeting at Morgan Hill on 11/4/19 and at Palo Alto on 11/7/19 as part of the 2020-25 Consolidated Plan process.
20	<b>Agency/Group/Organization</b>	City of Santa Clara
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended regional forum meeting at Morgan Hill on 11/4/19 and provided emailed feedback as part of the 2020-25 Consolidated Plan process.
21	<b>Agency/Group/Organization</b>	Vista Center for the Blind
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended stakeholder consultation on 12/9/19 as part of the 2020-25 Consolidated Plan process.
22	<b>Agency/Group/Organization</b>	Destination Home
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended stakeholder consultation on 11/11/19 as part of the 2020-25 Consolidated Plan process.
23	<b>Agency/Group/Organization</b>	COMMUNITY SOLUTIONS
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency attended the AFH and ConPlan joint meeting on 12/11/19 at Gilroy Council Chambers as part of the 2020-25 Consolidated Plan process.
24	<b>Agency/Group/Organization</b>	Community and Neighborhood Revitalization Committee - Gilroy
	<b>Agency/Group/Organization Type</b>	Community Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency co-hosted the AFH and ConPlan joint meeting on 12/11/18 at the Gilroy Council Chambers as part of the 2020-25 Consolidated Plan process.
25	<b>Agency/Group/Organization</b>	AT&T
	<b>Agency/Group/Organization Type</b>	Broadband
	<b>What section of the Plan was addressed by Consultation?</b>	Annual Action Plan
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Organization was given notice that the FY 23-24 Annual Action Plan was available for public comment. No comments were provided.
26	<b>Agency/Group/Organization</b>	Comcast
	<b>Agency/Group/Organization Type</b>	Broadband
	<b>What section of the Plan was addressed by Consultation?</b>	Annual Action Plan
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Organization was given notice that the FY 23-24 Annual Action Plan was available for public comment. No comments were provided.
27	<b>Agency/Group/Organization</b>	Verizon
	<b>Agency/Group/Organization Type</b>	Broadband
	<b>What section of the Plan was addressed by Consultation?</b>	Annual Action Plan
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Organization was given notice that the FY 23-24 Annual Action Plan was available for public comment. No comments were provided.
28	<b>Agency/Group/Organization</b>	Santa Clara Valley Water District
	<b>Agency/Group/Organization Type</b>	Resilience-specific Organizations
	<b>What section of the Plan was addressed by Consultation?</b>	Annual Action Plan

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Organization was given notice that the FY 23-24 Annual Action Plan was available for public comment. No comments were provided.
29	<b>Agency/Group/Organization</b>	Santa Clara County Fire Department
	<b>Agency/Group/Organization Type</b>	Resilience-specific Organizations
	<b>What section of the Plan was addressed by Consultation?</b>	Annual Action Plan
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Organization was given notice that the FY 23-24 Annual Action Plan was available for public comment. No comments were provided.
30	<b>Agency/Group/Organization</b>	Santa Clara County Sheriff's Office
	<b>Agency/Group/Organization Type</b>	Resilience-specific Organizations
	<b>What section of the Plan was addressed by Consultation?</b>	Annual Action Plan
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Organization was given notice that the FY 23-24 Annual Action Plan was available for public comment. No comments were provided.

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

No agency types were intentionally left out of the consultation process. The City contacted all relevant and known agencies to the best of its abilities.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Regional Continuum of Care Council Santa Clara County	Addresses issues pertaining to homelessness through provision of social services such as food-related assistance, legal services, and employment training opportunities.
City of Cupertino General Plan Housing Element	City of Cupertino	Serves as a policy guide to evaluate existing and future housing needs, i.e., determines whether housing availability meets the needs of the population.
Regional Housing Needs Plan for the San Francisco	Association of Bay Area Governments	Analyzes total regional housing needs, i.e., determines number of units needed to be built per income category.
Community Plan to End Homelessness in Santa Clara	Destination Home	Creates a community-wide road map that identifies specific homeless populations in the County and strategies to address the needs of these populations.
Santa Clara County Housing Authority (SCCHA)	Housing Authority of the County of Santa Clara	Addresses housing authority updates and strategies pertaining to public housing and vouchers.
Comprehensive Economic Development Strategy	Association of Bay Area Governments	Addresses issues relating to the job and labor issues, and economic development issues in the area.

**Narrative**

The City collaborated with six entitlement jurisdictions which included City of Gilroy, Mountain View, Palo Alto, San Jose, Santa Clara, and Sunnyvale to conduct public and community outreach for the 2020-2025 Consolidated Plan. The City also coordinated with a variety of public agencies to gather information on a local and regional basis. With their input and market analysis, the City identified needs and priorities that closely aligned with the community needs and priorities. These components are reflected in the FY 24-25 Annual Action Plan.

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

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

The City of Cupertino provided ample opportunities for participation throughout the Action Plan process. Public hearings were held on March 14, 2024, and on April 25, 2024, by the City of Cupertino Housing Commission to review applications and approve the draft Action Plan respectively. In addition, the City provided a 30-day public review and commenting period from March 26, 2024, through April 24, 2024. The City published notifications of the upcoming public hearings and 30-day public review period in the Cupertino Courier, and City's Housing webpage. The Plan was made available at [www.cupertino.org/housing](http://www.cupertino.org/housing).

**Citizen Participation Outreach**

**Table 4. 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	Non-targeted/broad community	The Housing Commission met on March 14, 2024, to review the FY 2024-2025 grant applications and make funding recommendations.	No comments were received.	N/A	
2	Newspaper Ad	Non-targeted/broad community	Newspaper notices informing the public of the City's scheduled public meetings and hearings on the Action Plan and notifying the public of the opening public comment period for the draft Action Plan. The public comment period opened on March 26, 2024, and closed April 24, 2024.	Any comments that are received will be incorporated into this draft.	N/A	
3	Website	Non-targeted/broad community	The draft Action Plan was posted on the City's Housing website on March 25, 2024.	Any comments that are received will be incorporated into this draft.	N/A	<a href="#">Community Development Block Grant Program   City of Cupertino, CA</a>

4	Public Meeting	Non-targeted/broad community	The City Council met on April 16, 2024, to approve the FY 2024-2025 funding allocations.	Any comments that are received will be incorporated into this draft.	N/A	
5	Public Hearing	Non-targeted/broad community	The Housing Commission met on April 25, 2024, to approve FY 2024-2025 Annual Action Plan.	Any comments that are received will be incorporated into this draft.	N/A	

DRAFT

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

### Introduction

The City of Cupertino anticipates receiving \$182,709 in CDBG entitlement funds with an additional \$7,944 in program income. The City also has \$27,781.35 of prior year unexpended funds, which makes a total of \$218,434.35 of CDBG funds available for allocation in FY 2024-25. Similar to other entitlement jurisdictions, the City faces the challenge in addressing community needs with the fluctuating Federal resources. It is important to note that the granted funds are not sufficient to overcome barriers and address low- and moderate-income individual's needs. However, the City continues to leverage local, state, and Federal funds to provide quality support and services to Cupertino residents.

The table below illustrates the Federal and local funds that will be allocated for housing and community development needs in FY 24-25.

## Anticipated Resources

**Table 6 - Expected Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				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	\$182,709.00	\$7,944.00	\$27,781.35	\$218,434.35	\$0	Funds will be used to support various community development activities, including Self-Sufficiency Services, Frail Elderly/Elderly Services, Rental Unit Rehabilitation, and Homeowner Rehabilitation.
Other: BMR Affordable Housing Fund	Public - local	Other: Affordable Housing, Fair Housing	\$50,000	\$0	\$0	\$50,000	\$0	Funds will be used to provide fair housing services.

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

The City will continue to search for creative methods to leverage private, federal, state, and local funds to develop and implement efficient projects and activities despite limited resources. All funds will be considered to generate a sustainable budget and satisfy matching requirements. The efforts are listed below.

Entitlement Funds

The City will utilize CDBG entitlement monies to serve its local community through housing and community development activities. In addition, the City joined the Santa Clara County’s HOME Consortium in 2015 to further maximize federal financial resources. The HOME Consortium is a collaborative effort to fund eligible housing projects among City of Cupertino, Gilroy, Palo Alto, and the Urban County. Beginning in FY 2015-2016, interested affordable housing developers were eligible to apply through an annual RFP process to help subsidize affordable housing construction costs in Cupertino.

The City provides a 25 percent matching funds when the City receives HOME dollars through the HOME consortium. The Veranda, a senior affordable housing rental project, was funded through the HOME Consortium and the City provided the required matching funds.

As in the past, the City will continue to reach out to developers to provide additional information on the HOME Consortium and available funding.

#### State Housing and Community Development Sources

The City will receive a total of \$300,000 in Local Action Planning Grants (LEAP) funds from the State of California. The City will be utilizing these funds to prepare the City’s Housing Element. Actions include Need Analysis, Policy Review, Public Outreach, Analysis of Barriers to Development, CEQA Review, and Site Identifications for Rezoning.

The City also received \$52,613 in Regional Early Action Planning Grants (REAP) funds from the State of California. The City will be utilizing these funds to cover the costs of a consultant connected to the Housing Element. This is an eligible activity allowed by State regulations.

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

The City is drafting its 2023-2031 Housing Element and has identified approximately 56 sites that would be able to accommodate future housing. More information can be found here: [Housing Sites Information | Engage Cupertino.](#)

#### **Discussion**

Please see discuss above.

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

### Goals Summary Information

Table 7. Goal Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeowner Rehabilitation	2024	2025	Affordable Housing	Citywide	Affordable Housing	CDBG: \$96,237.00	Homeowner Housing Rehabilitated: 7 Household Housing Unit
2	Rental Unit Rehabilitation	2024	2025	Affordable Housing	CDBG Eligible Area	Affordable Housing	CDBG: \$0	Rental Units Rehabilitated: 0 housing units
3	Frail Elderly/ Elderly Services	2024	2025	Non-Homeless Special Needs Non-Housing Community Development	Citywide	Community Services	CDBG: \$65,371.14	Public service activities other than Low/Moderate Income Housing Benefit: 20 Persons Assisted  Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 800 persons assisted
4	Services for Low-Income Families and Homeless Population	2024	2025	Homeless Non-Housing Community Development	Citywide	Prevent and Assist Those Experiencing Homelessness	CDBG: \$18,695.61	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
5	Fair Housing	2024	2025	Homeless Non-Homeless Special Needs Non-Housing	Citywide	Fair Housing	BMR Affordable Housing Fund: \$50,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Households Assisted

6	Planning and Administration	2024	2025	Planning and Administration	Citywide	Affordable Housing, Prevent and assist those experiencing homelessness, community services, Fair Housing, Economic Development	CDBG: \$38,130.60	Other: 1
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### Goal Descriptions

The Consolidated Plan goals below represent high priority needs for the City of Cupertino and serve as the basis for the strategic actions the City will use to meet these needs. The goals, listed in no particular order, are:

**Table 8. Goal Descriptions**

1	<b>Goal Name</b>	<b>Homeowner Rehabilitation</b>
	Goal Description	Make critical home repairs for lower income and disabled resident homeowners who could not otherwise afford to make critical repairs in their homes. Repairs/rehabilitation is for critical health and safety issues and/or the addition of accessible features for disabled and/or elderly homeowners who may otherwise not be able to stay in their home.
2	<b>Goal Name</b>	<b>Affordable Rental Unit Rehabilitation</b>
	Goal Description	Repair/rehabilitate affordable rental housing units for extremely low- and low-income residents.
3	<b>Goal Name</b>	<b>Frail Elderly/Elderly Services</b>
	Goal Description	Provide a broad range of services to assist frail elderly, elderly, and disabled residents. Supportive services may include activities geared to maximize the social experience and mental stimulation of elderly clients, and to improve/sustain their mental and physical function and their quality of life.
4	<b>Goal Name</b>	<b>Services for Low-Income Families and Homeless Populations</b>
	Goal Description	Provide supportive services for low-income families and homeless populations.
5	<b>Goal Name</b>	<b>Fair Housing</b>
	Goal Description	Provide landlord/tenant counseling, and dispute resolution services activities to LMI residents.
6	<b>Goal Name</b>	<b>Planning and Administration</b>
	Goal Description	Planning and administration for the CDBG program.

**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 91.215(b)**

Through the CDBG program, the City will fund activities that rehabilitate 7 affordable housing rental units occupied by low- and moderate-income households (all households will be at 80% AMI or less).

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

### Introduction

The City of Cupertino anticipates receiving \$182,709 in CDBG entitlement funds with an additional \$7,944 in program income. The City also has \$27,781.35 of prior year unexpended funds, which makes a total of \$218,434.35 of CDBG funds available for allocation in FY 2024-25. The activities funded through BMR AHF and General Fund HSG will not be reported in IDIS, as these are private and local funds utilized to maximize federal funds.

The City will accurately adjust each activity listed below as funding sources are made available.

**Table 9 – Project Information**

#	Project Name
1	Live Oak Adult Day Services – Senior Adult Day Care
2	West Valley Community Services (WVCS) – Community Access to Resources and Education Program (CARE)
3	Rebuilding Together Silicon Valley – Housing Repair and Rehabilitation Program
4	CDBG Program Administration
5	Project Sentinel Fair Housing
6	Capital Project

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

The City awards CDBG funds through an RFP process and selects agencies on their qualifications and designated budget. The City continues to leverage local funds to assist additional organizations that could not be funded with CDBG funds due to budget restraints.

## AP-38 Project Summary

<b>1</b>	<b>Project Name</b>	<b>Live Oak Adult Day Services – Senior Adult Day Care</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Frail Elderly/Elderly Services
	<b>Needs Addressed</b>	Community Services
	<b>Funding</b>	CDBG: \$9,902.34
	<b>Description</b>	<p>Live Oak Adult Services will provide services to frail elderly and elderly disabled residents who otherwise may have to be institutionalized. Supportive services are geared to maximize the social experience and mental stimulation of elderly clients, and to improve/sustain their mental and physical function and their quality of life through exercise, music, nutritious meals, visual arts, music and games and puzzles. Caregiver support workshops are also available.</p> <p>The IDIS matrix code for the project is 05A - Senior Services and the national objective is LMC. Presumed Benefit - Yes.</p>
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low-income seniors will be served by the program.
	<b>Location Description</b>	This is a citywide program. The program is currently offered at 20930 McClellan Road in Cupertino.
	<b>Planned Activities</b>	Supportive services are geared to maximize the social experience and mental stimulation of elderly clients, and to improve/sustain their mental and physical function and their quality of life through exercise, music, nutritious meals, visual arts, music and games and puzzles. Caregiver support workshops are also available.

2	<b>Project Name</b>	<b>West Valley Community Services (WVCS) – Community Access to Resources and Education Program (CARE)</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Services for Low-Income Families and Homeless Population
	<b>Needs Addressed</b>	Prevent and Assist Those Experiencing Homelessness
	<b>Funding</b>	CDBG: \$18,695.61
	<b>Description</b>	The WVCS CARE program will provide services for 100 low-income and homeless families and individuals. The program connects clients with community resources, making services easily available and accessible, and works with them on capacity building. The main objectives of CARE are to encourage more stable and sustainable solutions that foster self-sufficiency instead of dependency. The IDIS matrix code is 03T and the national objective is LMC.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 low-income individuals will be assisted through the program.
	<b>Location Description</b>	This is a Citywide program, services will be provided at WVCS Main Office located at 10104 Vista Dr, Cupertino, CA 9501.
<b>Planned Activities</b>	The WVCS CARE program will provide services for low-income and homeless families and individuals. The program connects clients with community resources, making services easily available and accessible, and works with them on capacity building. The main objectives of CARE are to encourage more stable and sustainable solutions that foster self-sufficiency instead of dependency.	
3	<b>Project Name</b>	<b>Rebuilding Together Silicon Valley – Housing Repair and Rehabilitation Program</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Homeowner Rehabilitation
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$96,237.00

	<b>Description</b>	RTSV will provide funds to low-income Cupertino homeowners who could not otherwise afford to make critical repairs in their homes, resulting in health and safety issues. Grants may include funding for the addition of accessible features for disabled and/or elderly homeowners who may otherwise not be able to stay in their homes.  The matrix code is 14-A: single-family rehabilitation and the national objective is LMH.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7 single family homes owned by low-income seniors will be repaired.
	<b>Location Description</b>	This is a Citywide program for income eligible homes.
	<b>Planned Activities</b>	RTSV will provide funds to low-income Cupertino homeowners who could not otherwise afford to make critical repairs in their homes, resulting in health and safety issues. Grants may include funding for the addition of accessible features for disabled and/or elderly homeowners who may otherwise not be able to stay in their homes.
<b>4</b>	<b>Project Name</b>	<b>CDBG Program Administration</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and administration
	<b>Funding</b>	CDBG: \$38,130.60
	<b>Description</b>	Administer the administrative costs for the overall management, coordination, and evaluation of the CDBG program, and the project delivery costs associated with bringing projects to completion.  The matrix code is 21A.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A

	<b>Location Description</b>	This is a Citywide program.
	<b>Planned Activities</b>	Administration of the CDBG program.
<b>5</b>	<b>Project Name</b>	<b>Project Sentinel Fair Housing</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Fair Housing
	<b>Needs Addressed</b>	Fair Housing
	<b>Funding</b>	BMR Affordable Housing Fund: \$50,000
	<b>Description</b>	Project Sentinel will provide landlord/tenant counseling and dispute resolution services activities to low moderate residents.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 persons will be served.
	<b>Location Description</b>	This is a Citywide program.
	<b>Planned Activities</b>	Project Sentinel will provide landlord/tenant counseling and dispute resolution services activities to 100 low/moderate income residents.
	<b>6</b>	<b>Project Name</b>
<b>Target Area</b>		Citywide
<b>Goals Supported</b>		Frail Elderly/Elderly Services
<b>Needs Addressed</b>		Community Services
<b>Funding</b>		CDBG: \$55,468.80
<b>Description</b>		Replacement of AC units at the City's Senior Center. Matrix Code: 03A Senior Centers, National Objective: LMC Presumed Benefit.
<b>Target Date</b>		6/30/2025

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 800 persons assisted
<b>Location Description</b>	Cupertino Senior Center: 21251 Stevens Creek Blvd., Cupertino, CA 95014
<b>Planned Activities</b>	Replacement of AC units at the City's Senior Center.

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## 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

HUD allows an exception to the Low-Mod Income (LMI) area benefit requirement in the case an area contains 51 percent of low- and moderate-income residents. Unfortunately, this exception does not apply to the City of Cupertino. Instead, the City will focus its services and capital improvements across the City as a whole.

### Geographic Distribution

**Table 10. Geographic Distribution**

Target Area	Percentage of Funds
Citywide	100%

### Rationale for the priorities for allocating investments geographically

Not applicable.

### Discussion

The City will allocate housing and community development resources throughout the City boundaries and does not plan to specifically serve a target area.

## AP-55 Affordable Housing - 91.420, 91.220(g)

### Introduction

The 2020-2025 Consolidated Plan has identified Affordable Housing as a high priority for the City of Cupertino, particularly for households of extremely low-income. The City aims to meet this need by funding Rebuilding Together Silicon Valley's Homeowner Repair and Rehabilitation Program. The description of planned activities are as follows:

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	7
Special-Needs	0
<b>Total</b>	<b>7</b>

**Table 1 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	7
Acquisition of Existing Units	0
<b>Total</b>	<b>7</b>

**Table 2 - One Year Goals for Affordable Housing by Support Type**

### Discussion

The City will fund affordable housing activities and projects in order to maintain the City's affordable housing stock by collaborating with Rebuilding Together Silicon Valley (RTSV). This agency will assist low- and moderate-income seniors and households by providing rehabilitation and repair services.

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

The City of Cupertino does not own or manage public housing units. However, residents of Cupertino may apply for the Housing Choice Vouchers (formerly Section 8). This program is administered by the Santa Clara County Housing Authority (SCCHA) and provides affordable rental units to 17,000 low- and moderate-income households.

### **Actions planned during the next year to address the needs to public housing**

Not applicable.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The SCCHA encourages and actively seeks public participation from residents through their transparent policy-making process. The SCCHA also ensures to include two tenants as commissioners of the SCCHA board.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The SCCHA is in good standing and not designated as a troubled agency.

### **Discussion**

The City does not own or manage any public housing units. However, the City supports and works closely with the SCCCHA.

## AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

### Introduction

The City recognizes the high priority of assisting individuals experiencing homelessness and individuals near homelessness as identified in the 2020-2025 Consolidated Plan. The City is committed to assisting and supporting activities that prevent and aid in ending homelessness. The City works closely with West Valley Community Services to administer the Community Access to Resources and Education (CARE) Program. This program provides case management and short-term rental assistance to support families experiencing homelessness transition to permanent housing.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Cupertino collaborates with the County of Santa Clara Continuum of Care (CoC), which is administered by the County Office of Supportive Housing (OSH). The County OSH conducts a biennial Point-in-Time (PIT) count to estimate the prevalence of homelessness in Santa Clara County, which includes Cupertino. The most recent PIT count took place on January 24-25, 2023.

The CoC also prepares a community plan focused on ending homelessness in the County of Santa Clara. The 2020-2025 Community Plan to End Homelessness identified three strategies:

- Address the root causes of homelessness through system and policy change;
- Expand homelessness prevention and housing programs to meet the need; and
- Improve quality of life for unsheltered individuals and create healthy neighborhoods for all.

The CoC aims to achieve a 30 percent reduction of individuals becoming homeless, house 20,000 through supportive housing, expand the Homelessness Prevention System to serve 2,500 people per year, double the amount of temporary housing and shelters, and address the racial inequities present in unsheltered individuals by 2025. The City is fully supportive of the Community Plan and will continue to collaborate with the County to achieve these goals.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

There are no emergency shelters or transitional housing located in the City of Cupertino.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals**

**and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City works closely with community service agencies to provide intensive case management for individuals experiencing chronic homelessness to help obtain permanent housing. Case management is provided on an individual basis to provide unique services to each individual.

In PY 2020, the City initiated a partnership with the West Valley Rotating Safe Car Park (RSCP) Program, which is a collaboration of faith-based communities, local city governments, and other service organizations. RSCP allows for temporary overnight parking for homeless individuals or families living out of their cars as a safe alternative to sleeping on the streets or in a homeless shelter. The program connects homeless individuals and families with hospitality and case management services. Thanks to a grant allocated to the City by Santa Clara County 5th District Supervisor Joe Simitian, the City was able to allocate \$25,000 of funding to the RSCP program which will be utilized over the course of PY 2023. These funds will be used to help participants with their vehicle expenses, including insurance, registration, repairs, and gas cards.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City will assist and fund the following organizations and services with CDBG entitlement funds as follows:

- Rebuilding Together Silicon Valley – Housing Repair and Rehabilitation Program provides health and safety repairs for low- and moderate-income homeowners.
- Live Oak Adult Day Services – Senior Adult Day Care/Caregiver Respite Program assists seniors to provide respite for their caregivers.
- West Valley Community Services – Community Access to Resource & Education (CARE) Program provides access and resources for low- and moderate-income residents.

In addition, the City will be using BMR AHF Public Services funds to assist Project Sentinel. This organization provides fair housing and tenant landlord counseling services.

The City will be using HSG General Funds to assist Catholic Charities of Santa Clara County, Maitri, Senior Adults Legal Assistance, and West Valley Community Services to provide a wide array of services to low- and moderate-income households.

**Discussion**

The efforts and programs identified above address the City’s efforts as well as the City’s collaboration with regional organizations to assist individuals experiencing homelessness and

other special needs. The City recognizes that homelessness is a complex issue and requires a collaborative effort of local agencies and public service agencies. The City will continue to support and look for different methods to assist in addressing homelessness.

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

### Introduction

The City of Cupertino faces similar barriers to affordable housing that many jurisdictions are faced with in the Bay Area. These issues include high cost of development, increased price of land, constrained development of affordable housing units, and lack of developable land. Per the City's adopted Analysis of Impediments to Fair Housing Choice (AI), the high priorities to affordable housing are:

- Facilitate access to below-market-rate units;
- Facilitate access to all available housing programs;
- Contract with local service providers to conduct ongoing outreach and education regarding fair housing for home seekers, landlords, property managers, real estate agents, and lenders;
- Contract with local service providers to conduct fair housing testing in local apartment complexes;
- Reevaluate current fair housing contracts based on highest need;
- Periodically review the Zoning Ordinance to ensure regulations are consistent with fair housing laws and do not constrain housing production;
- Assist local Housing Authorities with outreach;
- Plan for and encourage transit-oriented development;
- Facilitate safe and efficient transit routes.

The City updated its Zoning Ordinance through the 2015-2023 General Plan Housing Element to ensure compliance with State housing laws, which includes special needs housing, fair housing, and emergency housing. The City is drafting its 2023-2031 Housing Element and has identified approximately 56 sites that would be able to accommodate future housing. More information can be found here: [Housing Sites Information | Engage Cupertino](#).

**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 City identified several potential constraints to the development, maintenance, and improvement of housing and affordable housing in its 2015-2023 Housing Element update including:

- General Plan - The General Plan indicates the allowable uses and densities at various locations in the City. The Land Use/Community Design section identifies five categories of residential uses based on dwelling unit density, expressed as the number of dwelling

units permitted per gross acre. As such, a City's General Plan contains several items that can affect the development and distribution of housing, such as land-use classifications, and density and intensity standards.

- **Zoning Ordinance** - Zoning ordinances and other land-use controls have a direct effect on the availability and range of housing choices within a community. The Cupertino Zoning Ordinance establishes development standards and densities for new housing in the City. These regulations include minimum lot sizes, maximum number of dwelling units per acre, lot width, setbacks, lot coverage, maximum building height, and minimum parking requirements.
- **Parking Requirements** - Parking requirements, when excessive, may serve as a constraint to housing development by increasing development costs and reducing the amount of land available for project amenities or additional units. The City's parking requirements are higher than many other jurisdictions, particularly for single-family homes. Considering the high cost of land, the high parking standards may serve as a constraint to housing provision.
- **Site Improvements** - Site improvement requirements are the responsibility of residential developers who are responsible for constructing road, water, sewer, and storm drainage improvements on new housing sites. Where a project has off-site impacts, such as increased storm water runoff or added traffic congestion at a nearby intersection, additional developer expenses may be necessary to mitigate impacts. These expenses may be passed on to consumers, as increased sales, or rental costs.

In general, residential developers interviewed for the 2015-2023 Housing Element update reported that the Cupertino's public policies do not stand as a constraint to new housing production.

## **Discussion**

The City has identified strategies to remove or ameliorate barriers to affordable housing in their 2015-2023 Housing Element, which include:

- Continuing to implement the second dwelling unit ordinance;
- Facilitating lot consolidations;
- Being flexible with development standards;
- Planning for increased densities in the "Heart of the City";
- Collecting housing mitigation fees;
- Incentivizing development; and
- Conserving housing stock.

Additionally, the City is addressing the barriers to affordable housing through the following

programs and ordinances:

#### Below Market Rate (BMR) Affordable Housing Fund (AHF)

The City's BMR AHF receives its revenue from the payment of housing mitigation fees from non-residential (office, retail, R&D, hotel and industrial) and residential development. The residential BMR program applies to new residential developments greater than one unit. Homeownership developments of one to six units are required to pay an in-lieu fee. Homeownership developments of seven units or greater are required to designate 15 percent of the total number of units in an ownership development as affordable. Developers of market-rate rental units, where the units cannot be sold individually, must pay a housing mitigation fee to the BMR AHF.

For non-residential housing mitigation in the City, a fee is applied to new square footage of development. The fee is then deposited in the City's BMR AHF and is used for the provision of affordable housing. The City Council adopted a nexus study on May 5, 2015, that reassessed the housing mitigation fees developers pay to the BMR AHF. The nexus study was updated in 2020.

#### HOME Investment Partnerships Program (HOME)

The City joined the County's HOME Consortium in 2015. HOME funds can be used to fund eligible affordable housing projects for acquisition, construction, and rehabilitation. Beginning in the FY 2015, developers of affordable housing projects were eligible to competitively apply through an annual RFP process directly to the County for HOME funds to help subsidize affordable housing projects in Cupertino.

#### Community Development Block Grant (CDBG)

The City issues CDBG funds to non-profit agencies to provide services to Cupertino residents. For FY 24-25, the City will provide funds to the following agencies and programs to address barriers to affordable housing:

- Rebuilding Together Silicon Valley – Housing Repair and Rehabilitation Program assists eligible households with home repairs to preserve the existing housing stock.

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

### Introduction

This section discusses the City's efforts in addressing the underserved needs, expanding, and preserving affordable housing, reducing lead-based paint hazards, and developing institutional structure for delivering housing and community development activities.

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

For FY 24-25, the City plans to collaborate and fund Rebuilding Together Silicon Valley, West Valley Community Services, and Live Oak Adult Day Services with CDBG funds. These agencies assist with home repairs to preserve the existing housing stock, provide direct services to elderly and frail seniors, and education on food and medical services to low- and moderate-income residents in Cupertino.

To address obstacles to meeting underserved needs, the City supplements its CDBG funding with other resources and funds, such as:

- The City's BMR AHF fund receives its revenue from the payment of housing mitigation fees from non-residential (office, retail, R&D, hotel and industrial) and residential development. The Housing Mitigation fee program acknowledges housing needs created by the development of non-residential and residential projects, and the fees collected are deposited in the City's BMR AHF and are to be used for the provision of affordable housing.
- Each year the City allocates approximately \$50,000 from the BMR AHF to provide public service grants to public and human service agencies within the City limits.
- The City will use General Fund HSG to assist Catholic Charities of Santa Clara County, Maitri, Senior Adults Legal Assistance, and West Valley Community Services.
- HOME Program funds are available on an annual competitive basis through the State of California HOME program, and the County HOME Consortium.
- The State of California's Multifamily Housing Program has been a major source of funding for affordable housing since 2002. This program provides low-interest loans to developers of affordable rental housing.
- WVCS is a nonprofit organization that administers additional affordable housing programs in the City, which include providing support services to homeless individuals and managing a transitional housing facility.
- The Housing Trust Silicon Valley (HTSV) is a public/private venture, dedicated to increasing affordable housing in the county. The Trust makes available funds for

developers to borrow for the construction of affordable units.

- The Mortgage Credit Certificate (MCC) Program provides assistance to first-time homebuyers by allowing an eligible purchaser to take 20 percent of their annual mortgage interest payment as a tax credit against federal income taxes. The County administers the MCC Program on behalf of the jurisdictions, including the City.
- The Santa Clara County Affordable Housing Fund was created in 2002, with an initial investment by the Board of Supervisors of \$18.6 million. The AHF is used for affordable housing developments and allows the leveraging of its funding with other sources to create affordable housing in the County. Additionally, a bond measure was passed this year that will add additional public funds for affordable housing projects in the County.
- The HACSC administers the federal Section 8 program countywide. The program provides rental subsidies and develops affordable housing for low-income households, seniors and persons with disabilities living within the county.

### **Actions planned to foster and maintain affordable housing**

The City will foster and maintain affordable housing by continuing the following programs and ordinances:

- The City's Accessory Dwelling Unit Ordinance, which allows an additional unit to be built on any already developed parcel containing a single-family home.
- The City's Density Bonus Ordinance allows an increase in density for developments that provide a proportion of units for very low or low-income households or for seniors.
- All new developments must either provide BMR units or pay a housing mitigation fee, which is placed in the City's BMR AHF.
- Homeownership developments between one unit and six units pay an in-lieu fee which is deposited into the City's BMR AHF. Homeownership developments greater than six units must designate at least 15 percent of units within a development at a cost that makes the units affordable to median and moderate-income households.
- The City's participation in the County's HOME Consortium will allow developers of eligible affordable housing projects in the City to competitively apply through an annual RFP process directly to the County for HOME funds to help subsidize affordable housing projects in Cupertino, including acquisition, construction, and rehabilitation. The City utilized HOME funding from the Consortium to build an affordable housing project name The Veranda. The project has been completed and provides 18 units of low-income affordable housing to seniors.

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

The City will assist Rebuilding Together Silicon Valley to provide housing repairs to eligible homes. Lead-based paint awareness and abatement is fully integrated in these programs.

Additionally, each homeowner will be informed of the dangers, symptoms, testing, treatment, and prevention of lead-based paint poisoning. Lead-based paint hazard stabilization or abatement will be provided in each rehabilitation project. Furthermore, adherence to Federal guidelines for reduction activities with lead-based paint is provided for in every federally funded rehabilitation loan.

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

In a continuing effort to reduce poverty, the City will make it a priority to fund agencies that provide direct assistance to the homeless and those at-risk of becoming homeless. In FY 24-25, the City will allocate CDBG dollars to the following programs:

- Community Access to Resources and Education (CARE) - This program is administered by the West Valley Community Services. The agency incorporates both case management and wrap around services to help at risk and vulnerable households manage crisis and provide stabilization to help them move towards self-sufficiency. The target population of the CARE program includes low-income seniors, families with children, at-risk youth, and adults. The CARE program includes case management, access to food pantry and emergency financial assistance.
- Senior Adult Day Care/Caregiver Respite – This program is administered by the Live Oak Adult Day Services. The agency provides services for seniors at-risk of being institutionalized and provides specialized programs, such as recreation, mental stimulation, companionship, and nutritious meals, to seniors in Cupertino.

In addition, the City will be leverage additional General Fund HSG monies to assist the following programs:

- Long-Term Care Ombudsman – This program is administered by Catholic Charities of Santa Clara County. The agency assists seniors in long-term facilities with issues related to health, care, safety, and personal preferences.
- MTH Direct Client Services - This program is administered by Maitri. The agency provides transitional housing services for victims of domestic violence and children.
- Legal Assistance to Elders - This program is administered by Senior Adults Legal Assistance. The agency provides legal services to seniors, such as public benefits, long-term care, elder abuse, housing, consumer, incapacity planning, probate alternatives, and simple wills.
- Haven to Home - This program is administered by West Valley Community Services. The agency provides supportive services and housing resources to individuals experiencing homelessness and chronic homelessness.

Additionally, the City supports organizations working to reduce poverty throughout the region,

including:

- Santa Clara County Human Services, which helps clients develop a “welfare to work” plan and provides career advising, job placement, resume development, and interviewing skills to students. The Department of Human Services also serves homeless individuals with job training and housing.
- The NOVA Workforce Development Board provides training and employment services to those residing in the Cities of Santa Clara, Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, and Sunnyvale. Many of its services and programs target disadvantaged youth and adult populations, who may have limited education and/or barriers to employment.
- The SCCHA is a Moving to Work agency, which allows programs that focus on self-sufficiency and affordable housing.
- Santa Clara Unified School District’s Adult Education Center offers a variety of courses and resources, including English as a second language and resources for immigrants, high school diploma and GED courses, career training, enrichment courses, exercise, and wellness courses, parenting classes, an on-site preschool, and on-site CalWORKs office dedicated to working with students at the Adult Education Center.

#### **Actions planned to develop institutional structure**

City staff will continue the following collaborative efforts to improve institutional structure:

- Regular monthly meetings between entitlement jurisdictions at the CDBG Coordinators Meeting and Regional Housing Working Group;
- Joint jurisdiction Request for Proposals and project review committees;
- Coordination on project management for projects funded by multiple jurisdictions;
- HOME Consortium meetings between member jurisdictions for affordable housing projects; and

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

The City benefits from a strong jurisdiction and region-wide network of housing and community development partners, such as the Regional Housing Working Group and the CoC. To improve intergovernmental and private sector cooperation, the City will continue to participate with other local jurisdictions and developers in sharing information and resources.

The City will also continue to leverage its BMR AHF to assist nonprofit affordable housing

developers.

**Discussion**

Please see discussion above.

DRAFT

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

### Introduction

#### 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.

**Table 11. Program Income**

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%

### Discussion

The City will attempt to meet an overall benefit of 100% for this Annual Action Plan which will be for one year.

# **Attachment B - Housing Commission Resolution 17-02 (CDBG Contingency Plan)**

## **RESOLUTION NO. 17-02**

### **A RESOLUTION OF THE HOUSING COMMISSION OF THE CITY OF CUPERTINO RECOMMENDING APPROVAL OF THE 2017-18 CDBG, GENERAL FUND HUMAN SERVICE GRANTS (HSG) PROGRAM AND BELOW MARKET-RATE (BMR) AFFORDABLE HOUSING FUND (AHF) RECOMMENDED FUNDING ALLOCATIONS TO CITY COUNCIL FOR FINAL ADOPTION**

WHEREAS, the Housing and Community Development Act of 1974 provides that funds be made available for the Community Development Block Grant (CDBG) Program; and

WHEREAS, the City of Cupertino wishes to apply for funds as an Entitlement Jurisdiction under said Act; and

WHEREAS, the City of Cupertino estimates receiving a \$307,952 CDBG entitlement grant from the United States Department of Housing and Urban Development (HUD) to be allocated for fiscal year 2017-18; and

WHEREAS, the City of Cupertino estimates allocating \$7,944 in CDBG program income for fiscal year 2017-18; and

WHEREAS, The City of Cupertino estimates allocating up to \$8,161 of available uncommitted CDBG funds from prior fiscal year 2016-17 for fiscal year 2017-18; and

WHEREAS, the City of Cupertino is required to submit a fiscal year 2017-18 CDBG Annual Action Plan to HUD for review and approval prior to being allowed to expend CDBG funds for fiscal year 2017-18; and

WHEREAS, the City of Cupertino put into place a CDBG Contingency Plan (Exhibit 1) because of the uncertainty in the federal budget and the revised timeline provided by HUD to submit the Action Plan; and

BE IT FURTHER RESOLVED that the Housing Commission of the City of Cupertino hereby recommends approval of the fiscal year 2017-18 CDBG, HSG and BMR AHF recommended funding allocations (Exhibit 2) to the City Council for final adoption; and

BE IT FURTHER RESOLVED that the fiscal year 2017-18 CDBG, HSG and BMR AHF recommended grant funding allocations will be decreased/increased based on final budget allocations by HUD and the City Council.

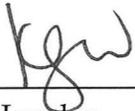
PASSED AND ADOPTED at a regular meeting of the Housing Commission of the City of Cupertino this 11<sup>th</sup> day of May, 2017 by the following vote:

Vote                    Members of the Housing Commission

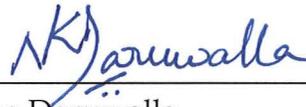
AYES:                  Chair Daruwalla, Vice Chair Chu, Kapil, Zhao, Bose  
NOES:                  none  
ABSENT:               none  
ABSTAIN:              none

ATTEST:

APPROVED:



\_\_\_\_\_  
Kerri Heuster  
Senior Housing Planner



\_\_\_\_\_  
Nina Daruwalla  
Chair, Housing Commission

## Exhibit 1 CDBG Contingency Plan

In the case of funding **increase**, the following plan is recommended:

- ⊙ Public Services (\$47,188): Distribute the additional available amount in the public services cap until an applicant is fully funded. If an applicant reaches the funding amount requested, any remaining funds will be distributed to other applicants who have not yet reached the maximum funding amount.
- ⊙ Administration (\$63,107): Funds are to be allocated to the City of Cupertino for CDBG administration. General Fund allocation will be reduced accordingly.
- ⊙ Capital/Housing Projects (\$213,259): Distribute the additional available amount in the capital/housing projects cap until an applicant is fully funded. If an applicant reaches the funding amount requested, any remaining funds will be distributed to other applicants who have not yet reached the maximum funding amount.

In the case of a funding **decrease**, the following plan is recommended:

- ⊙ Public Services (\$47,188): Distribute any funding decrease proportionately among the remaining public service applicants, but maintain a minimum funding allocation of \$15,000 for any applicant to the extent feasible.
- ⊙ Administration (\$63,107): Any decrease in funding will be supplemented by the General Fund for CDBG administration.
- ⊙ Capital/Housing Projects (\$213,259): Any decrease in funding will be supplemented by the Below Market Rate (BMR) Affordable Housing Fund (AHF) for CDBG capital/housing projects.



# CITY OF CUPERTINO

## Agenda Item

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**24-13097**

**Agenda Date: 4/25/2024**  
**Agenda #: 3.**

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Subject: Study Session and Staff Presentation on the 6th Cycle Housing Element Update

**Receive the staff presentation on the 6th Cycle Housing Element Update**

**Presenter: Luke Connolly, Assistant Director of Community Development**



# CITY OF CUPERTINO

## Agenda Item

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**24-13098**

**Agenda Date: 4/25/2024**  
**Agenda #: 4.**

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Subject: Chair's Update on Mayor's Commissioner Meeting

Receive update on the Mayor's Commissioner Meeting from the Chair of the Housing Commission