



CITY OF
PALO ALTO

CDBG

COMMUNITY DEVELOPMENT BLOCK GRANT



ANNUAL ACTION PLAN

FISCAL YEAR 2023-2024

DRAFT

ADMINISTERED BY: PLANNING AND DEVELOPMENT SERVICES

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Executive Summary

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

Introduction

The City of Palo Alto (City) Fiscal Year (FY) 2023-24 One Year Action Plan contains the City's one-year plan to carry out housing and community development activities funded by Federal formula grant funds received from the U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant (CDBG) program. The City operates on a two-year grant funding cycle for CDBG public service grants and a one-year cycle for CDBG capital housing rehabilitation and public facilities and improvement projects. This Action Plan covers the fourth of five program years covered by the City's 2020-2025 Consolidated Plan which was adopted by the Palo Alto City Council on June 15, 2020.

The Department of Planning and Development Services is the lead agency for the Consolidated Plan and submits the Annual Action Plan for the City's CDBG program. HUD requires entitlement jurisdictions to submit an annual Action Plan to report the distribution of federal entitlement grant funds over the Consolidated Plan's five-year period identifying how funding allocations help meet the goals covered in the Consolidated Plan.

The CDBG federal appropriations for FY2023-24 were released by HUD on February 27, 2023 and the City received \$514,242 for CDBG programming. With the entitlement grant and \$100,000 in estimated project income, the total of available for funding projects and programs during FY2023-24 is \$614,242.

The City's Action Plan covers the time period from July 1, 2023, to June 30, 2024, (HUD Program Year 2023). The City's FY 2023-24 Action Plan reports on the status of needs and outcomes the City expects to achieve in the coming year. All of the activities mentioned in this Action Plan are based on current priorities. By addressing these priorities, the City hopes to meet those objectives stated in the 2020-2025 Consolidated Plan. All the proposed projects and activities are intended to principally benefit residents of the City who have extremely low-, low- and moderate-income, and populations that have special needs, such as the elderly, disabled, and homeless.

Summary of the objectives and outcomes identified in the Plan

The City is part of the San Francisco Metropolitan Bay Area, located 35 miles south of San Francisco and 14 miles north of San José. The City is located within the County of Santa Clara, borders San Mateo County, and encompasses an area of approximately 26 square miles, one-third of which consists of open space¹.

¹ U.S. Census Bureau: <https://www.census.gov/quickfacts/fact/table/paloaltocity>

According to Quick facts data provided by the U.S. Census Bureau¹, the City's total resident population is 66,680, per the Census on July 1, 2022. The City has the most educated residents in the country and is

one of the most expensive cities to live in. In Silicon Valley, the City is considered a central economic focal point and is home to over 9,483 businesses.

Additionally, according to the 2022 Point in Time Homeless Census², in Palo Alto, there were 299 unsheltered homeless in 2019 and 263 in 2022. The PIT count revealed there were 14 individuals sheltered in 2019 and 11 in 2022. This number represents decrease of 12% from 2019 to 2022.

The Action Plan provides a summary of how the City will utilize its CDBG allocation to meet the needs of the City’s lower-income population. According to the U.S. Census data, 6.1% of all residents within the City had incomes below the federal poverty level. As mentioned previously, a total of \$614,242 is available for funding projects and programs during FY2023-24. In FY 2023-2024, the City was allocated \$514,242 from the federal CDBG program plus an additional \$100,000 in program income. Table 1, “Fiscal Year 2023-2024 CDBG Budget” below summarizes the uses of the funds proposed during FY 2023-24.

Table 1: Fiscal Year 2023-2024 CDBG Budget

Applicant Agency	Allocation
Public Services	
Alta Housing - SRO Resident Supportive Services	\$14,000
Catholic Charities of Santa Clara County – Long Term Care Ombudsman	\$10,000
LifeMoves – Case Management at Opportunity Center	\$23,636
Silicon Valley Independent Living Center – Case Management Services	\$16,500
Project Sentinel – Fair Housing Services	\$18,000
Peninsula Healthcare Connection – Harm Reduction Services	\$10,000
<i>Sub-total</i>	\$92,136
Planning and Administration	
City of Palo Alto Administration	\$122,848
Public Facilities	
ADA curb ramp project	\$211,673
Economic Development	
WeeCare	\$114,000
Housing	
Rebuilding Together Peninsula	\$73,585
GRAND TOTAL	\$614,242

Evaluation of past performance

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

² Santa Clara County Point-in-Time Report on Homelessness: [2022 PIT Report Santa Clara County.pdf \(sccgov.org\)](https://www.sccgov.org/docs/economic-development/housing/2022-PIT-Report-Santa-Clara-County.pdf)

The City is responsible for ensuring compliance with all rules and regulations associated with the CDBG entitlement grant program. The City's Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER) have provided many details about the goals, projects, and programs completed by the City. A review of the FY 2021-22 CAPERs reveals:

- LMI elderly were assisted: 262
- Residents that received counseling services: 151
- Homeless individuals received shelter: 56
- Individual that received housing complaint services: 24
- Persons with disabilities receiving assistance: 26
- LMI homeowners receiving home improvements: 6
- Workforce development program assistance: 14 employers and 7 individuals

The City evaluates the performance of subrecipients on a semiannual basis. Subrecipients are required to submit semiannual progress reports, which include client data, performance objectives, as well as data on outcome measures. Prior to the start of the program year, program objectives are developed collaboratively by the subrecipient and the City, ensuring that they are aligned with the City's overall goals and strategies. The City utilizes the semiannual reports to review progress towards annual goals.

Summary of citizen participation process and consultation process

The City solicited input throughout the development of the FY 2023-24 Annual Action Plan. As required by HUD, the City provides multiple opportunities for public review and comment on the Action Plan and on any substantial amendments to it. Per the City's adopted Citizen Participation Plan, the City held a 30-day public review comment period for the Action Plan. The City published notifications of upcoming public hearings and the 30-day public review comment period in a local newspaper of general circulation, on the City's CDBG webpage and via email blasts to stakeholders. The City held two advertised public hearings on February 9, 2023, and May 1, 2023. The Action Plan 30-day public review period occurred from March 28, 2023, through April 27, 2023.

Summary of public comments [To be updated after close of comment period]

There were no public comments received during the public review period.

Summary of comments or views not accepted and the reasons for not accepting them [To be updated after close of comment period]

There were no public comments received during the public review period. The City accepts and responds to all comments that are submitted. As mentioned above, no public comments were received regarding the FY2023-24 Action Plan.

The Process

PR-05 Lead and Responsible Agencies - 91.200(b)

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

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

Table 2: Responsible Agencies

Agency Role	Name	Department/Agency
CDBG Administrator	Palo Alto	City of Palo Alto: Department of Planning and Development Services

Narrative

The City is the Lead and Responsible Agency for the United States Department of Housing and Urban Development's (HUD) entitlement programs in Palo Alto. The Department of Planning and Development Services is responsible for administering the City's CDBG program. The City joined the HOME Consortium in 2015 and receives federal HOME Investment Partnership (HOME) funds through the County.

Entitlement jurisdictions receive entitlement funding (i.e., non-competitive, formula funds) from HUD. HUD requires the City to submit a five-year Consolidated Plan and Annual Action Plan to HUD listing priorities and strategies for the use of its federal funds.

The Consolidated Plan helps local jurisdictions to assess their affordable housing and community development needs and market conditions. 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 Cupertino, Gilroy, Mountain View, 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 2023-24 Annual Action Plan represents the fourth year of CDBG funding of the 2020-2025 Consolidated Plan.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)

Introduction

The Action Plan is a one-year plan which describes the eligible programs, projects, and activities to be undertaken with funds expected during FY 2023-24 and their relationship to the priority housing, homeless, and community development needs outlined in the 2020-25 Consolidated 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(I)).

During Fiscal Year 2023-24, 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 provide technical assistance to the public service agencies it funds with CDBG dollars and will continue to attend the Regional CDBG/Housing Coordinators meetings.

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's Office of Human Services Manager is in contact with the Santa Clara County Office of Supportive Housing and Destination Home regarding issues of homelessness in the community. The Santa Clara County CoC is a group comprising of 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.

City staff continues to attend regular CDBG/housing coordinator meeting. Members of the CoC meet monthly to plan CoC programs, identify gaps in homeless services, establish funding priorities, and pursue a systematic approach to addressing homelessness.

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.

Regional efforts of the CoC include the development of The Community Plan to End Homelessness, which identifies strategies to address the needs of people experiencing homelessness in the County, including chronically homeless individuals and families, families with children, veterans, and unaccompanied youth. The plan also addresses the needs of persons at risk of homelessness. The new community plan to end homelessness can be viewed at <https://destinationhomesv.org/community-plan>.

Also, during the development of the 2020-25 Consolidated Plan, the City consulted both the CoC and County Office of Supportive Housing for their expertise and experience in 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 and evaluate outcomes, and develop funding, policies, and procedures for the administration of HMIS.

The City is not an ESG entitlement jurisdiction and therefore does not receive ESG funds. However, the City does administer federal grant programs that help homeless and low-income families in Santa Clara County. The City also helps fund and conduct the Point in Time (PIT) count, the biennial regional collaborative effort to count and survey people experiencing homelessness. The data from the County of Santa Clara PIT count is used to plan, fund, and implement actions for reducing chronic homelessness and circumstances that bring about homelessness. In 2023 the PIT count was conducted on January 26.

The Santa Clara County Office of Supportive Services takes the role of Homeless Management Information System (HMIS) administration. The County, and its consultant Bitfocus, work jointly to operate and oversee HMIS. Both software and HMIS system administration are now provided by Bitfocus. Funding for HMIS in Santa Clara County comes from HUD, the County of Santa Clara, and the City of San Jose. The County's HMIS is used by many City service providers across the region to record information and report outcomes.

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

Table 3: Agencies, Groups, and Organizations Who Participated

1	Agency/Group/Organization	Boys and Girls Clubs of Silicon Valley
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Santa Clara focus group meeting on 11/7/19 as part of the 2020-25 Consolidated Plan process.
2	Agency/Group/Organization	Healthier Kids Foundation Santa Clara County
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Santa Clara focus group meeting on 11/7/19 as part of the 2020-25 Consolidated Plan process

3	Agency/Group/Organization	Community Services Agency
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended stakeholder consultation conference call on 11/15/19 as part of the 2020-25 Consolidated Plan process
4	Agency/Group/Organization	San Jose Conservation Corps Charter
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Gilroy focus group meeting on 11/18/19 as part of the 2020-25 Consolidated Plan process
5	Agency/Group/Organization	CommUniverCity San Jose
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	The Health Trust
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended stakeholder consultation on 11/21/19 as part of the 2020-25 Consolidated Plan process

7	Agency/Group/Organization	Rebuilding Together, Silicon Valley
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Strategic plan and needs assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended stakeholder consultation conference call on 11/21/19 and San Jose regional forum on 11/20/19 as part of the 2020-25 Consolidated Plan process
8	Agency/Group/Organization	City of Cupertino
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs assessment and strategic plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was contacted for consultation as a partner in addressing the needs of the County as part of the 2020-25 Consolidated Plan process
9	Agency/Group/Organization	City of Gilroy
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs assessment and strategic plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was consulted and provided emailed feedback as part of the 2020-25 Consolidated Plan process
10	Agency/Group/Organization	City of Mountain View
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs assessment and strategic plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended regional forum meeting at Palo Alto on 11/7/19 as part of the 2020-25 Consolidated Plan process

11	Agency/Group/Organization	Bill Wilson Center
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Santa Clara focus group meeting on 11/7/19, community meetings on 11/4/19 at Morgan Hill and 11/20/19 at Roosevelt as part of the 2020-25 Consolidated Plan process
12	Agency/Group/Organization	Heart of the Valley
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was consulted through interview questions. Agency provided emailed feedback as part of the 2020-25 Consolidated Plan process
13	Agency/Group/Organization	City of San Jose
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs assessment and strategic plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was contacted for consultation as a partner in addressing the needs of the County as part of the 2020-25 Consolidated Plan process
14	Agency/Group/Organization	City of Morgan Hill
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs assessment and strategic plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended regional forum meeting at Morgan Hill on 11/4/19 as part of the 2020-25 Consolidated Plan process

15	Agency/Group/Organization	City of Sunnyvale
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs assessment and strategic plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency 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	Agency/Group/Organization	Servant Partners
	Agency/Group/Organization Type	Neighborhood Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended community meeting on 11/13/19 at Hillview library as part of the 2020-25 Consolidated Plan process
17	Agency/Group/Organization	Senior Adults Legal Assistance (SALA)
	Agency/Group/Organization Type	Service-Fair Housing Legal
	What section of the Plan was addressed by Consultation?	Needs assessment and strategic plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	HomeFirst
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended regional forum meeting at Morgan Hill on 11/4/19 as part of the 2020-25 Consolidated Plan process
19	Agency/Group/Organization	Santa Clara County Office of Supportive Housing
	Agency/Group/Organization Type	Other government - County Continuum of Care
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	City of Santa Clara
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Vista Center for the Blind and Visually Impaired
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended stakeholder consultation on 12/9/19 as part of the 2020-25 Consolidated Plan process

22	Agency/Group/Organization	Destination: Home
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended stakeholder consultation on 11/11/19 as part of the 2020-25 Consolidated Plan process
23	Agency/Group/Organization	Community Solutions
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the AFH and ConPlan joint meeting on 12/11/19 at the Gilroy Council Chambers as part of the 2020-25 Consolidated Plan process
24	Agency/Group/Organization	St Mary Parish
	Agency/Group/Organization Type	Neighborhood Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the AFH and ConPlan joint meeting on 12/11/19 at the Gilroy Council Chambers as part of the 2020-25 Consolidated Plan process
25	Agency/Group/Organization	Community and Neighborhood Revitalization Committee - Gilroy
	Agency/Group/Organization Type	Community Organization
	What section of the Plan was addressed by Consultation?	Needs assessment and Strategic Plan
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	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

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

Not applicable.

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

Table 4: 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	Identifies housing inventory count to facilitate the provision of housing services to those experiencing homelessness.
City of Palo Alto Housing Element (2023-2031)	City of Palo Alto	Identifies barriers to affordable housing, such as land- use controls, inefficiencies of the development review process, and strategies to alleviate such barriers.
2019&2020 STD/HIV Annual Report	Santa Clara County HIV Planning Council for Prevention and Care	This report provides a summary findings for Santa Clara County HIV surveillance data.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
SCCHA Moving to Work Annual Plan	Santa Clara County Housing Authority	Addresses housing authority updates and strategies pertaining to public housing and vouchers.
Regional Housing Need Plan for San Francisco Bay Area	Association of Bay Area Governments	This plan analyzes the total regional housing need for the County and all of the Bay Area. This effort aligns with the Strategic Plan's goal to assist in the creation and preservation of affordable housing.
Community Plan to End Homelessness in Santa Clara	Destination: Home	The Community Plan to End Homelessness in the County is a five-year plan to guide governmental actors, nonprofits, and other community members as they make decisions about funding, programs, priorities and needs. This effort aligns with the Strategic Plan's goal to support activities to end homelessness
Palo Alto's Infrastructure: Catching Up, Keeping Up, and Moving Ahead	City of Palo Alto Infrastructure Blue Ribbon Plan. Accessibility Summary	This plan details recommendations for infrastructure maintenance and replace, as well as identifies potential sources of funding. This effort aligns with the Strategic Plan's goal to support activities that strengthen neighborhoods through the provision of community services and public improvements
City of Palo Alto Comprehensive Plan (2030)	City of Palo Alto	This plan is the primary tool for guiding future development in Palo Alto. It provides a guide for long-term choices and goals for the City future. This effort aligns with the Strategic Plan's goal to support activities that strengthen neighborhoods through the provision of community services and public improvements

Narrative

Please see above.

AP-12 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)

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

The Planning and Development Services Department is the lead agency for overseeing the development of the Consolidated Plan and Action Plan. Per the City's adopted Citizen Participation Plan, the City is to allow a 30-day public review and comment period for the Action Plan. The City has published notifications of upcoming public hearings and the 30-day public review comment period in the local newspaper of general circulation, on its CDBG webpage and via email blasts. The City held two advertised public hearings on February 9, 2023, and May 1, 2023. The Action Plan 30-day public review period was from March 28, 2023, through April 27, 2023. **The City did not receive any public comments to date.**

Citizen Participation Outreach
Table 5: Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response	Summary of comments received	Summary of comments not accepted/reason
Public Hearing	Nontargeted/ broad community	The Human Relations Commission met on Feb 9, 2023 to discuss: <ul style="list-style-type: none">• FY2023-24 Applications• Annual allocation• Draft AAP	There were no public comments	Refer to the Engagement Summary. The HRC provided comments over WeeCare application.
Public Hearing	Nontargeted/ broad community	The City Council met on May 1, 2023 to discuss: <ul style="list-style-type: none">• FY2023-24 Projects, annual allocation• Draft AAP approval	TBD	TBD

Mode of Outreach	Target of Outreach	Summary of response	Summary of comments received	Summary of comments not accepted/reason
Newspaper Ad	Nontargeted/ broad community	Notice of Human Relations Commission Public Hearing and Public Comment Period on the Draft FY2023-24 AAP and FY2023-24 CDBG Funding Allocations was published in the Daily Post on January 25, 2023.	Update if comments received	There were no public comments received.
Email Blast	Nontargeted/ broad community	Email blast of HRC Public Hearing emailed Feb 3, 2023 to approximately 65 stakeholders	Update if comments received	There were not comments received from interested stakeholders
Website Post	Nontargeted/ broad community	Website posting: https://www.cityofpaloalto.org/CDBG	Update if comments received	
Newspaper Ad	Nontargeted/ broad community	Notice of Public Hearing and Public Comment Period on the Draft AAP was published in the Daily Post on March 27, 2023	Update if comments received	TBD

Email Blast	Nontargeted/ broad community	Notice of City Council Public Hearing was published March 27, 2023) emailed to approximately 65 stakeholders	Update if comments received	TBD
Website Post	Nontargeted/broad community	Website posting: https://www.cityofpaloalto.org/CDBG	Update if comments received	TBD

Expected Resources

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

Introduction

In FY2023-24, the City will allocate \$614,242 to eligible activities that address the needs identified in the Consolidated Plan. It should be noted that while the HUD CDBG allocations are critical, the allocations are not sufficient to overcome barriers and address all needs that low- income individuals and families face in attaining self-sufficiency. The City will continue to leverage additional resources as described below to provide support and services to the populations in need within the community. The following section discusses the anticipated resources available for community development activities during the next remaining years of the City's 5-Year Consolidated Plan.

Anticipated Resources

Table 6: Expected Resources FY2023-24 – Priority Table

Source of Funds	Uses of Funds	Expected Amount Available Year 2024				Narrative Description
		Program: CDBG				
		Annual Allocation: \$	Program Income: \$	Prior Year: \$	Total: \$	
Public– Federal CDGB	Admin and Planning/ Economic Development/ Housing Public Improvement/ Public Services	\$514,242	\$100,000	\$0	\$614,242	This is the 4 th year of the 2020-2025 ConPlan. CDBG funds will be used for the preservation of owner-occupied homes, ADA street improvements, and public services that benefit low income and special needs households

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

Entitlement Funds

Leverage, in the context of the CDBG and HOME Investment Partnerships Program (HOME), means bringing other local, state, and federal financial resources to maximize the reach and impact of the City's HUD Programs. HUD, like many other federal agencies, encourages the recipients of federal monies to demonstrate that efforts are being made to strategically leverage additional funds in order to achieve greater results.

The City joined the Santa Clara County's HOME Consortium in 2015 and does not receive federal HOME funds on an entitlement basis from HUD. The HOME Consortia consists of the cities of Cupertino, Gilroy, Palo Alto, and the Urban County. HOME funds can be used to fund eligible affordable housing projects for acquisition, construction, and rehabilitation. Starting in FY 2015- 16 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 Palo Alto. Applications are directly submitted through the County's request for proposal process for available HOME funds. Certain nonprofit organizations known as Community Housing Development Organizations (CHDOs) may also apply for funding from California Department of Housing and Community Development (HCD) for housing projects located within Palo Alto. The City has only received one HOME grant from 1992 HOME funding for the Barker Hotel project. Proceeds from HOME loan repayments are deposited into a HOME Program Income Fund and used in accordance with the HOME program regulations.

In addition, the County will only fund a project that has the local support of the City. If the City receives HOME dollars from its participation in the HOME consortium, the required 25% matching funds will be provided from the City's Affordable Housing Fund, which is comprised of two sub-funds: the Commercial Housing Fund and the Residential Housing Fund. To date, no projects within the City have been funded through the HOME Consortium. Moving forward, the City plans to increase outreach to developers in the City to provide additional information on the HOME Consortium and available funding.

Other State and Federal Grant Programs

In addition to the CDBG entitlement dollars, the federal government has several other funding programs for community development and affordable housing activities. These include Section 8 Housing Choice Voucher Program, Section 202, Section 811, the Federal Home Loan Bank Affordable Housing Program (AHP), and others. It should be noted that in most cases, the City would not be the applicant for these funding sources as many of these programs offer assistance to affordable housing developers rather than local jurisdictions.

In September 2022, multiple State bills were signed, including SB 6 (Middle-Class Housing Act) and AB 2011 to advance housing development progress. These two bills streamline the regulatory process and ensure that workers building homes are being paid a fair wage. The bill helps generate new housing units plus general thousands of jobs. The California Housing Accelerator provided funding for shovel-ready projects in 2022 whose financing was stalled because of the difficulty in receiving tax credits. The City will continue to track and look for opportunities to leverage State resources for the City.

Local Housing and Community Development Sources. Other local resources that support housing and community development programs include:

- Palo Alto Commercial Housing Fund, provides assistance for the development of below market rate (BMR) housing units which are, in part, funded by mitigation fees obtained from commercial and industrial

development projects.

- ADA coordinator and city-wide ADA capital improvement listing.
- Housing Element Update provides the city with detailed housing priorities and needs.
- Rebuilding Together Peninsula assists 5-7 low-to moderate income homeowners with home improvements.

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 has no surplus public land.

Discussion

Please see information provided in previous sections.

DRAFT

Annual Goals and Objectives

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

Goals Summary Information – FY2023-24

Table 7: Goals Summary

Goal Name	Start	End	Category	Area	Needs Addressed	Fund	Goal Outcome Indicator
Affordable Housing	2020	2025	Affordable Housing	Citywide	Affordable Housing	CDBG: \$73,585	Homeowner Housing Rehabilitated: 5 Household Housing Units
Homelessness	2020	2025	Homeless	Citywide	Homelessness	CDBG: \$23,636	Public service activities other than Low/Moderate Income Housing Benefit: 350 Persons Assisted
Strengthen Neighborhoods	2020	2025	Non-Homeless Special Needs Non-Housing Community Development	Citywide	Community Services and Public Improvements	CDBG: \$262,173	Public service activities other than Low/Moderate Income Housing Benefit: 1,711 Persons Assisted
Fair Housing	2020	2025	Non-Housing Community Development	Citywide	Fair Housing	CDBG: \$18,000	Public service activities other than Low/Moderate Income Housing Benefit: 177 Persons Assisted
Economic Development	2020	2025	Non-Housing Community Development	Citywide	Economic Development	CDBG: \$114,000	Jobs created/retained: 19 Jobs

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	Assist in the creation and preservation of affordable housing for low-income and special needs households.
2	Goal Name	Homelessness
	Goal Description	Support activities to prevent and end homelessness, such as funding affordable housing opportunities, resource centers for homeless individuals, and support for tenants of single-room occupancy units.
3	Goal Name	Strengthen Neighborhoods
	Goal Description	Provide community services and public improvements to benefit low-income and special needs households. This includes assisting those with disabilities to transition from unstable housing to permanent housing, supporting residents of long-term care facilities, and supporting individuals experiencing domestic violence.
4	Goal Name	Fair Housing
	Goal Description	Promote fair housing choice by funding fair housing organizations to provide fair housing services, such as education, tenant-landlord mediation, and testing.
5	Goal Name	Economic Development
	Goal Description	Support economic development activities that promote employment growth and help lower-income people secure and maintain jobs. This includes funding nonprofits working toward developing the skills of low-income and homeless individuals.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The Consolidated Plan goals below represent high-priority needs for the City of Palo Alto (City) 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:

1. Assist in the creation and preservation of affordable housing for low-income and special needs households.
2. Support activities to end homelessness.
3. Support activities that strengthen neighborhoods through the provision of community services and public improvements to benefit low-income and special-needs households.
4. Promote fair housing choice.
5. Expand economic opportunities for low-income households.

Table 8: Project Information

No.	Project Name
1.	Catholic Charities of Santa Clara County – Long-Term Care Ombudsman
2.	LifeMoves - Opportunity Services Center and Hotel De Zink (HDZ): Case Management
3.	Alta Housing - Single Room Occupancy (SRO) Support Services
4.	Silicon Valley Independent Living Center- Housing and Emergency Services for Persons with Disabilities
5.	Project Sentinel - Fair Housing Services
6.	Peninsula Healthcare Connection – Harm Reduction
7.	City of Palo Alto - Planning and Administration
8.	WeeCare – Assist Daycare Providers
9.	Rebuilding Together Peninsula – Safe at Home
10.	ADA curb cuts

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

The City awards CDBG funding to projects and programs that will primarily benefit low-income, homeless, and special-needs households. The City operates on a two-year grant funding cycle for CDBG public service grants and a one-year cycle for CDBG capital housing rehabilitation and public facilities and improvement projects. Projects are only considered for funding within the Consolidated Plan period if they address the goals discussed above.

AP-38 Project Summary

Project Summary Information

1	Project Name	Catholic Charities of Santa Clara County: Long Term Care Ombudsman
	Target Area	Citywide
	Goals Supported	Strengthen Neighborhoods
	Needs Addressed	Community Services and Public Improvements
	Funding	CDBG: \$10,000
	Description	Long-Term Care Ombudsman Program. Eligible Activity (Matrix Code):05A. CDBG National Objective: 570.208(a)(2). CDBG Citation:570.201(e). Recipient Type: LMC
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	The program will provide advocacy and complaint investigation for 50 elderly residents of long-term care facilities in Palo Alto.
	Location Description	Long-term care and skilled nursing facilities throughout the City.
	Planned Activities	Regular contact with Palo Alto Residential Care Facilities to observe and monitor conditions of care.
2	Project Name	LifeMoves - Opportunity Services Center and Hotel De Zink (HDZ): CaseManagement
	Target Area	Citywide
	Goals Supported	Homelessness
	Needs Addressed	Homelessness
	Funding	CDBG: \$23,636
	Description	Opportunity Services Center Eligible Activity (Matrix Code):03TCDBG National Objective: 570.208(a)(2). CDBG Citation:570.201(e). Recipient Type: LMC
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	350 unduplicated individuals (homeless and/or very low-income individuals per year) will receive case management services, including assistance with housing/job searches, referrals and mentoring at the Opportunity Services Center and Hotel De Zink.
	Location Description	33 Encina Way, Palo Alto, CA 94301
	Planned Activities	Case management services will be provided to Opportunity Services Center and Hotel De Zink clients in locating housing and/or employment and be connected to benefits.
3	Project Name	Alta Housing
	Target Area	Residents of Barker Hotel (25 units) and Alma Place (106 units)
	Goals Supported	Homelessness
	Needs Addressed	Homelessness
	Funding	CDBG: \$14,000
	Description	SRO Resident Support Program. Eligible Activity (Matrix Code):05OCDBGNational Objective:570.208(a)(2). CDBG Citation:570.201(e). Recipient Type: LMC
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Case management and support counseling services will be provided to residents of Barker Hotel and Alma Place
	Location Description	439 Emerson Street, Palo Alto, CA 94301 735 Alma Street Palo Alto, CA 94301
	Planned Activities	Alta Housing engages a service coordinator to provide 40 hours of weekly services to provide case management and support counseling services to residents at Alma Place and Barker Hotel to help them maintain housing stability. Activities include financial counseling, health maintenance, information and referral problem-solving, employment assistance, crisis intervention, and case management. Both Alma Place and Barker Hotel are single-room occupancy facilities.

4	Project Name	Silicon Valley Independent Living Center: Housing and Emergency Housing Services.
	Target Area	Citywide
	Goals Supported	Strengthen Neighborhoods
	Needs Addressed	Community Services and Public Improvements
	Funding	CDBG: \$16,500
	Description	Housing and Emergency Housing Services. Eligible Activity (Matrix Code):05B. CDBG National Objective:570.208(a)(2). CDBG Citation:570.201(e). Recipient Type: LMC
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	115 unduplicated Palo Alto residents will benefit from one-on-one housing assistance.
	Location Description	Citywide
	Planned Activities	Silicon Valley Independent Living Center provides assistance for individuals with disabilities and their families to transition from homelessness, health care facilities, unstable or temporary housing to permanent affordable, accessible, integrated housing with emergency assistance, security deposits, rent, information, and referral, and other basic essentials.
5	Project Name	Project Sentinel - Fair Housing Services
	Target Area	Citywide
	Goals Supported	Fair Housing
	Needs Addressed	Fair Housing
	Funding	CDBG: \$18,000
	Description	Fair Housing Services. Eligible Activity (Matrix Code):21D. CDBG NationalObjective:570.208(a)(2). CDBG Citation: 570.206(c). Recipient Type: LMC
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	177 unduplicated individuals will be provided with fair housing services of complaint counseling, investigation, and where appropriate enforcement referral.
	Location Description	Citywide
	Planned Activities	Project Sentinel will provide community education and outreach regarding fair housing law and practices, investigation, counseling, and legal referral for victims of housing discrimination, and analyses for City staff and officials regarding fair housing practices. California and federal fair housing laws assure specific protected classes the right to be treated in terms of their individual merits and qualifications in seeking housing. Unfortunately, some people are not aware of the law or their rights.
6	Project Name	Peninsula Healthcare Connection
	Target Area	Citywide
	Goals Supported	Strengthen Neighborhoods
	Needs Addressed	Community Services and Public Improvements
	Funding	CDBG: \$10,000
	Description	PHC will deliver Harm Reduction materials to referral families. Substance Abuse Services 05F. 570.208(a)(2) 570.483(b)(2) LMC
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	400 referred households
	Location Description	City-wide
	Planned Activities	Harm Reduction materials will be delivered to referral families. Materials include: substance use treatment recommendations such as rehab center options, AA/NA meeting referrals, harm reduction kits designed for safe needle use and storage, and basic needs resources, such as Narcan. This is in response to the prevalent use of controlled substances and subsequent overdose-related deaths in the City.

7	Project Name	Planning and Administration
	Target Area	Citywide
	Goals Supported	Affordable Housing, Homelessness, Strengthen Neighborhoods, Fair Housing, Economic Development
	Needs Addressed	Affordable Housing, Homelessness, Community Services and Public Improvements, Fair Housing, Economic Development
	Funding	\$122,848
	Description	Planning and Administration: CDBG Citation: 570.206(a)
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	The City will provide general administrative support to the CDBG program.
	Location Description	Citywide
8	Planned Activities	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.
	Project Name	WeeCare
	Target Area	Citywide
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$114,000
	Description	WeeCare, a microenterprise business, will provide business improvement services to the City's daycares. Eligible Activity (Matrix Code):18C.CDBG National Objective: 570.483(b)(2)(iv). CDBG Citation: 570.208(a)(2)(iii). Recipient Type: LMCMC
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	19 daycare businesses will benefit from this project. Plus, new full-time jobs will be created by WeeCare.

	Location Description	Citywide
	Planned Activities	WeeCare intends to work with FCCH providers in Palo Alto who are already on the wait list for the BOOST program. These providers will receive staff training-learning best practices on how to grow and sustain their organization and how to better support LMI families they serve. Funds are requested will pay for WeeCare staff salaries for training providers on how to use Child Management System (CCMS) software. CCMS was developed for providers to create work plans, goals, capacity, and revenue empowering them to reach service and operations goals.
9	Project Name	Rebuilding Together Peninsula – Safe at Home
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$73,585
	Description	Preserves affordable housing by transforming homes through critical repairs and accessibility modifications at no cost to the service recipient. The majority of the low-income homeowners served will be elderly seniors and/or people with disabilities, who are physically and financially unable to maintain safe living conditions for themselves and their families. 24 CFR 570.202(a)(1) or 42 USC 5305(a)(4) LMH
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	5 LMI households will benefit from home improvements.
	Location Description	Citywide
	Planned Activities	Provide home safety repairs, mobility, and accessibility improvements for low-income households in Palo Alto, with the primary consideration being the correction of safety hazards.

10	Project Name	ADA curb cut-City of Palo Alto
	Target Area	Citywide
	Goals Supported	Strengthen Neighborhoods
	Needs Addressed	Community Services and Public Improvements
	Funding	CDBG: \$211,673
	Description	The City intends to fund a major curb ramp improvement project that will bring an estimated 70 curb ramps up to current ADA accessibility standards. 03K, 24 CFR 570.201(c) or 42 USC 5305(a)(2) LMJFI
	Target Date	10/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	2,090
	Location Description	Street intersection locations TBD
	Planned Activities	Provide safe ADA-accessible curb-cut intersections. The city will bid and award the project competitively.

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

The City allocates CDBG funds to benefit low-moderate income (LMI) households and does not have target areas. Instead, the City focuses its services and capital improvements across the City as a whole.

Geographic Distribution

Table 9: Geographic Distribution

Target Area	Percentage of Funds
Citywide	100%

Rationale for the priorities for allocating investments geographically

Not applicable.

Discussion

Please see discussion above.

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

Introduction

The incorporated and unincorporated jurisdictions within the County face barriers to affordable housing that are common throughout the Bay Area. High on the list of market barriers is the lack of developable land, which increases the cost of available lands and increases housing development costs. Local opposition is another common obstacle as many neighbors have strong reactions to infill and affordable housing developments. Their opposition is often based on misconceptions, such as a perceived increase in crime; erosion of property values; increase in parking and traffic congestion; and overwhelmed schools. However, to ensure a healthy economy, the region must focus on strategies and investments that provide housing for much of the region's workforce – for example, salesclerks, secretaries, waiters, baristas, teachers, and health service workers – whose incomes significantly limit their housing choices.

It should be noted that in a constrained housing supply market, when housing developments produce housing that is relatively affordable, higher-income buyers and renters generally outbid lower-income households. A home's final sale or rental price will typically exceed the projected sales or rental costs. Public subsidies are often needed to guarantee affordable homes for low- and moderate-income households.

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

Palo Alto is addressing the barriers to affordable housing through:

- **Density Bonus Ordinance:** The City recently updated its Density Bonus ordinance which lowered the eligibility requirements to qualify for a higher density bonus percentage up to 80% as well as providing more exceptions to applicable zoning and development standards. One significant update is if a 100% affordable development is located within a half a mile of a major transit stop, the City cannot impose any density limits and entitled to a maximum height increase of three additional stories or 33 feet.
- **Below Market Rate (BMR) Housing Program:** Established in 1974, the City's BMR requires developers to provide a certain percentage of units as BMR in every approved project of three units or more. The program originally required that for developments on sites of less than five acres, the developer must provide 15 percent of the total housing units as BMR housing units. If the site was larger than five acres, the developer was required to provide 20 percent of the units as BMR housing. The City of Palo Alto has historically used in-lieu fees and development impact fees charged on new, market-rate housing and/or commercial development to finance 100% affordable developments. The City updated its Commercial and Residential Impact Fee Nexus Studies and adopted two ordinances to make changes to its BMR program, and adopted a new fee structure. The ordinances became effective on June 19, 2017.
- **Fair Housing:** The City provides funding to Project Sentinel. Project Sentinel provides expertise in fair housing law and tenant-landlord disputes. Services include information, referrals, community outreach, and education. In addition, Project Sentinel resolves fair housing complaints via investigation, mediation, education and outreach to both property owners and tenants about fair housing policies.
- **Housing Incentive Program (HIP):** Effective May 2, 2019, the HIP was enacted as an alternative to the State Density Bonus law and provides development incentives including no housing density restrictions, increased

floor area ratios and increased lot coverage. The HIP is available to specific areas of the City where higher density development is encouraged.

- **Affordable Housing (AH) Combining District:** In 2018, the City Council adopted the Affordable Housing Combining District to provide flexible development standards beyond the State Density Bonus Law to allow 100% affordable housing projects located in a commercial zoned area.
- **Workforce Housing (WH) Combining District:** The City Council also adopted in 2018 the Workforce Housing Combining District to encourage the development of housing within half-mile of major fixed rail transit by modifying flexible development standards for the public facilities (PF) zoning district.

Discussion

Please see above.

DRAFT

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

The diminishing amount of funds continues to be the most significant obstacle to addressing the needs of underserved populations. To address this, the City supplements its CDBG funding with other resources and funds, such as:

- In FY2020-21, the City's Human Service Resource Allocation Process (HSRAP) provided \$549,306 from the General Fund in support of human services. The HSRAP funds, in conjunction with the CDBG public service funds, are distributed to local non-profit agencies. Additionally, from July 2021-2022, approximately \$37,000 was provided to nonprofit organizations serving Palo Alto residents with short-term and/or urgent funding to address emergency, critical or emerging human services needs through the Emerging Needs Fund.
- The Palo Alto Commercial Housing Fund is funded with mitigation fees provided under Palo Alto's BMR housing program from developers of commercial and industrial projects and used to assist new housing development or the acquisition, rehabilitation, or the preservation of existing housing for affordable housing
- The Palo Alto Residential Housing Fund is funded with mitigation fees provided under Palo Alto's BMR housing program from residential developers and money from other miscellaneous sources, such as proceeds from the sale or lease of City property. The Residential Housing Fund is used to assist new housing development or the acquisition, rehabilitation, or the preservation of existing housing for affordable housing.
- The City's Below Market Rate Emergency Fund was authorized in 2002 to provide funding on an ongoing basis for loans to BMR owners for special assessment loans and for rehabilitation and preservation of the City's stock of BMR ownership units.
- HOME Program funds are available on an annual competitive basis through the State of California HOME program, and the County's HOME Consortium.
- The Housing Authority of the County of Santa Clara (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.
- In 2022, the City funded Downtown Streets Team to reduce homelessness through a "work first" model. Downtown Streets Team uses its community connections to provide training and job opportunities to homeless people, specifically in the downtown area.

Actions planned to foster and maintain affordable housing

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

- A Business Tax was approved in late 2022 to fund affordable housing, public safety, homeless services, rail crossing safety, and general city services.
- The Below Market Rate Emergency Fund, which provides funding on an ongoing basis for loans to BMR owners for special assessment loans and for rehabilitation and preservation of the City's stock of BMR ownership units.
- The Commercial Housing Fund and Residential Housing Fund are used to assist new housing development or the acquisition, rehabilitation, or the preservation of existing housing for affordable housing.

- The Density Bonus Ordinance regulations allow for bonuses of 20 to 35 percent, depending on the amount and type of affordable housing provided.
- The City's participation in the County's HOME Consortium will allow developers of affordable housing projects to be eligible to competitively apply through an annual RFP process directly to the County for HOME funds to help subsidize affordable housing projects in Palo Alto, including acquisition, construction, and rehabilitation.

Actions planned to reduce lead-based paint hazards

The City's housing and CDBG staff provides information and referral to property owners, developers, and non-profit organizations rehabilitating older housing about lead-based paint (LBP) hazards. Any house to be rehabilitated with City financial assistance is required to be inspected for the existence of LBP and LBP hazards. The City will provide financial assistance for the abatement of LBP hazards in units rehabilitated with City funding. The City also requires that contractors are trained and certified in an effort to decrease the risk of potential use of LBP in new units. All development and rehabilitation projects must be evaluated according to HUD's Lead Safe Housing Rule 24 CFR Part 35.

Actions planned to reduce the number of poverty-level families

The City, in its continuing effort to reduce poverty, will prioritize funding agencies that provide direct assistance to the homeless and those in danger of becoming homeless. In FY 2023-2024, these programs will include the following:

- LifeMoves provides basic necessities for persons who are homeless or at risk of becoming homeless. The Opportunity Services Center is a comprehensive, one-stop, multi-service, day drop-in center that provides critical services for homeless Palo Alto residents. Specifically, the facility provides showers, laundry, clothing, snacks, case management, and shelter/housing referral services.
- Alta Housing provides counseling and supportive case management services for low-income residents of single-room occupancy facilities to help them maintain housing stability. Activities include financial counseling, health maintenance, information and referral, problem solving, employment assistance, crisis intervention, and case management.
- WeeCare provides business services and best management practices for small daycare businesses in the City. Many of which provide childcare for LMI families.

Actions planned to develop institutional structure

The City is striving to improve intergovernmental and private sector cooperation to synergize efforts and resources and develop new revenues for community service needs and the production of affordable housing. Collaborative efforts include:

- Regular 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.

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 County and the Continuum of Care. To improve intergovernmental and private sector cooperation, the City will continue to participate with other local jurisdictions and developers in sharing information and resources.

In addition to the actions listed above, the City will continue to coordinate with the City's human services funding efforts to comprehensively address community needs.

Discussion

Please see discussions above.

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Program Specific Requirements

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

Introduction

The following provides additional information about the CDBG program income and program requirements.

Community Development Block Grant Program (CDBG)Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$100,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$ 100,000

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.	100 %

Discussion

Please see discussion above.

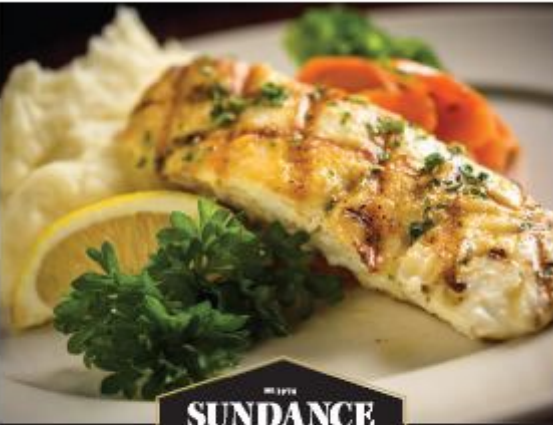
APPENDIX A

PUBLIC COMMENTS

The City held two advertised public hearings on February 9, 2023, and May 1, 2023. The Draft FY2023-24 Annual Action Plan was circulated for public comments and review from March 28, 2023, through April 27, 2023. During the 30 days public comment and review period time, **no comments were received.**

APPENDIX B


PUBLIC HEARING NOTIFICATIONS



SUNDANCE
THE STEAKHOUSE

HOOK, LINE & SINKER
Nightly Seafood Specials

1921 EL CAMINO REAL, PALO ALTO
650.321.6798 | sundancesteakhouse.com



CITY OF PALO ALTO
Notice of Funding Availability for
Public Services, Housing, and
Public Facilities Rehabilitation Projects
Program Year 2023-2024
Community Development Block Grant Program

Attendance at the Pre-Proposal Conference is MANDATORY for all applicants.

Pre-Proposal Virtual Conference Schedule
Thursday, November 10, 2022 at 11:30 a.m.

APPLICATIONS DUE: 3:00 p.m. on Monday, November 21, 2022

Applications are now available for the City of Palo Alto's FY 2023-24 Community Development Block Grant (CDBG) for Public Services, Housing, and Public Facilities Rehabilitation Projects. The applications are for funding under the City's two-year funding cycle that includes FY 2023-24 (July 1, 2023 to June 30, 2024) AND FY 2024-25 (July 1, 2024 to June 30, 2025). The City expects to distribute locally an estimated \$510,000 in funds for these funding categories from the U.S. Department of Housing and Urban Development (HUD) for the CDBG Program.

The CDBG Program is directed toward expanding and maintaining the affordable housing supply; promoting housing opportunities and choices; maintaining and improving community facilities; increasing economic opportunities, accessibility, energy efficiency and sustainability; and providing supportive services specifically for persons of low and very low income. Targeted groups might include persons who are homeless, seniors, persons with disabilities, and other special needs groups.

Mandatory Pre-Proposal Conference is scheduled for 11:30 a.m. on Thursday, November 10, 2022, via a Zoom meeting. ALL Proposers intending to submit a proposal are required to attend the virtual Pre-Proposal Conference. If unable to attend, please contact Maria Gallegos at 951.961.9068 or via e-mail at maria.gallegos@mbakerintl.com. Please find the meeting Zoom link below:


Zoom Link: <https://cityofpaloalto.zoom.us/j/89760340079>
Meeting ID: 897 6034 0079 Join by Phone: 1(669) 900-6833

The application deadline is Monday, November 21, 2022 at 3:00PM. Applications shall be submitted to Maria Gallegos, CDBG Consultant, via email at maria.gallegos@mbakerintl.com.


Applications are available on the City's website: <https://www.cityofpaloalto.org/CDBG>. To request an application or for more information please contact Maria Gallegos, CDBG Consultant, at 951.961.9068 or via email at maria.gallegos@mbakerintl.com.

Persons with disabilities who require auxiliary aids or services in using City facilities, services or programs, or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact:
ADA Coordinator, City of Palo Alto,
650-329-2550 (Voice)
ada@cityofpaloalto.org

An Independent K-8 Non-profit School




Individualized, Self-Directed Learning
"Follow the child."



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NOTICE TO BIDDERS / INVITATION TO BID

Notice is hereby given that the governing board ("Board") of the Mountain View Whisman School District ("District") will receive sealed bids to construct the following project:

Vegas Elementary School New Roll-Up Door Project ("Project" or "Contract")

Contractors must submit sealed bids on or before 2:00 p.m., February 21, 2023, at the District Office, located at 1400 Montecito Avenue, Mountain View, California 94043, at or after which time the District will open the bids and publicly read them aloud. Any claim by a Bidder of error in its bid must be made in compliance with Public Contract Code § 5109, et seq. Any bid that is submitted after this time shall be non-responsive and returned to the Bidder. The District is not responsible for Bids that are received after the deadline noted above.

The Project consists of: New roll-up door, removal of existing storefront door. Patch and repair existing building finishes.

All bids shall be on the form provided by the District. Each bid must conform and be responsive to all pertinent Contract Documents, including, but not limited to, the Instructions to Bidders.

To bid on this Project, the Bidder is required to possess one or more of the following State of California Contractor Licenses:
A – General Engineering Contractor
B – General Building Contractor

The Bidder's license(s) must be active and in good standing at the time of the bid opening and must remain so throughout the term of the Contract.

As security for its Bid, each Bidder shall provide with its Bid form

- a bid bond issued by an admitted surety insurer on the form provided by the District, or
- cash, or
- a cashier's check or a certified check, drawn to the order of the Mountain View Whisman School District.

In the amount of ten percent (10%) of the total bid price. This bid security shall be a guarantee that the Bidder shall, within seven (7) calendar days after the date of the Notice of Award, enter into a contract with the District for the performance of the services as stipulated in the bid.

The successful Bidder shall be required to furnish a 100% Performance Bond and a 100% Payment Bond if it is awarded the contract for the Project.

The successful Bidder may substitute securities for any monies withheld by the District to ensure performance under the Contract, in accordance with the provisions of Public Contract Code § 22930.

The successful Bidder and its subcontractors shall pay all workers on the Project not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to Labor Code § 1770 et seq. Prevailing wage rates are on file with the District and are available to any interested party on request or at www.dir.ca.gov/opri/statistics_and_databases.html. Bidders and Bidders' subcontractors shall comply with the registration and qualification requirements pursuant to Labor Code §§ 1725.5 & 1771.1.

A Mandatory pre-bid conference and site visit will be held on January 26, 2023, at 3:00 p.m., 220 N. Whisman Road, Mountain View, California. All participants are required to sign in at the Administration Building. The Site Visit is expected to take approximately thirty (30) minutes. Failure to attend or tardiness will render bid ineligible.

Contract Documents are available on January 18, 2023, for review by contacting Brenda Parilla-Graystone West: brenda@graystonewest.com for an electronic set of plans.

The District's Board reserves the right to reject any and all bids and/or waive any irregularity in any bid received. If the District awards the Contract, the security of unsuccessful Bidder(s) shall be returned within sixty (60) days from the time the award is made. Unless otherwise required by law, no Bidder may withdraw its bid for ninety (90) days after the date of the bid opening.

The District shall award the Contract, if it awards it at all, to the lowest responsive responsible Bidder based on: The base bid amount only.

Mountain View Whisman School District
By: Rebecca Westover, Chief Business Officer

Publication Dates: (1) January 18, 2023 (2) January 25, 2023

NEWS

Some schools go fresh for lunches

As the fine-dining chef at a suburban high school gave samples of his newest recipes, junior Anahi Nava Flores critiqued a baguette sandwich with Toscano salami, organic Monterey Jack, arugula and a scratch-made basil spread: "This pesto aioli is good!"

These are not words typically uttered in school cafeterias.

What's more, federal money to boost lunch budgets has declined. Increases in money from California's state government have made it possible for Mount Diablo to buy fresher local ingredients and hire the chef, Josh Gjerstad, a veteran of Michelin-starred restaurants.

In a national survey of 1,230 school nutrition directors, nearly all said the rising costs of food and supplies were their top challenges this year.

New trend for lucky few

The food served at the school system outside San Francisco, Mount Diablo Unified, reflects a trend away from mass-produced, reheated meals. Its lunch menus are filled with California-grown fruits and vegetables, grass-fed meats and recipes that defy the stereotype of inedible school food.

Among American schoolchildren,

SUDOKU															
Easy								Difficult							
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Puzzles on page 25

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NOTICE OF PUBLIC REVIEW, COMMENT PERIOD, AND PUBLIC HEARING FOR THE FISCAL YEAR (FY) 2023-24 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN

The Annual Action Plan (AAP) identifies the City's housing and community development needs and provides a one-year action plan to demonstrate how the City will invest its CDBG grants in order to address those needs.

This notice provides a schedule of public hearings and opportunities for public comment on these items. Comments may be provided by phone or email via the contact information listed below for both English speakers and those with limited English proficiency.

Electronic copy of the draft Annual Action Plan will be available on the City's CDBG webpage 30 days prior to the City Council meeting, tentatively scheduled for April 17, 2023 (www.cityofpaloalto.org/cdbg).

PUBLIC HEARINGS

The City of Palo Alto will hold two public hearings regarding the 2023-2024 Annual Action Plan:

1. Palo Alto Human Relations Commission (HRC) will hold the first public hearing to receive comments and recommend to the City Council the funding allocations for the draft FY 2023-24 AAP on Thursday February 9, 2023, at 6:00 p.m. To review the associated staff report and get up-to-date meeting details, please visit www.cityofpaloalto.org/City-Hall/Boards-Commissions/Human-Relations-Commission.
2. Palo Alto City Council will hold the second Public Hearing tentatively scheduled on Monday April 17, 2023, at 6:00 p.m. During this meeting the City Council will receive public comments and vote on the adoption of the FY2023-24 Annual Action Plan. A 30-day public review and comment period of the draft AAP will begin on March 18, 2023 and end on April 16, 2023. To review the associated staff report and get up-to-date meeting details, please visit: www.cityofpaloalto.org/City-Hall/City-Council/Council-Agendas-Minutes

CONTACT INFORMATION

For questions and/or comments, please contact Tina Roseberry, CDBG Consultant, at 484-655-4276 or via email at tina.roseberry@mbakerintl.com. For more information regarding the CDBG program, please visit www.cityofpaloalto.org/CDBG.

Persons with disabilities who require materials in an appropriate alternative format, auxiliary aids or modifications to policies or procedures to access City meetings, programs, or services should contact the City's ADA Coordinator, City of Palo Alto, 650-329-2550 (Voice) or by emailing ada@cityofpaloalto.org. Requests for assistance or accommodations should be submitted as soon as possible, but no later than 48 hours in advance of a scheduled meeting, program, or service.

PLACE HOLDER FOR AD PUBLISHED ON
March 27, 2023 RE: City Council meeting on
May 1, 2023

APPENDIX C

CDBG APPLICATION FORMS

TO BE COMPLETED AND SIGNED AFTER AAP APPROVAL