



**FINAL  
ACTION PLAN  
NON-HOME FUNDS  
FY 2013-2014**

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

**May 15, 2013**



# SF 424

Date Submitted 05/15/2013	Applicant Identifier MC-06-0017	<b>Type of Submission</b>	
Date Received by state	State Identifier 800-3859-9	<b>Application</b>	<b>Pre-application</b>
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
Jurisdiction: City of San Leandro		UOG Code CA63276 SAN LEANDRO	
Street Address Line 1 835 East 14 <sup>th</sup> Street		Organizational DUNS 83-012-7416	
Street Address Line 2		Organizational Unit	
City San Leandro	California	Department Community Development	
ZIP 94577	Country U.S.A.	Division Housing Services	
Employer Identification Number (EIN): 94-6000421		County Alameda	
Applicant Type:		Program Year Start Date 07/01/13	
Local Government Township Municipal		<b>Specify Other Type if necessary:</b>	
		Specify Other Type	
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Project Titles FY 2013-2014 Consolidated Annual Action Plan		Description of Areas Affected by CDBG Project(s) City of San Leandro	
CDBG Grant Amount \$532,702		Describe	
Additional Federal Funds Leveraged \$		Additional State Funds Leveraged \$	
Locally Leveraged Funds \$		Grantee Funds Leveraged \$	
Anticipated Program Income \$0		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s) \$532,702			
<b>Home Investment Partnerships Program</b>			
HOME Project Titles			
HOPWA Grant Amount \$134,726	Additional HUD Grant(s) Leveraged \$	Describe	
Additional Federal Funds Leveraged \$		Additional State Funds Leveraged \$	
Locally Leveraged Funds \$		Grantee Funds Leveraged \$	
Anticipated Program Income \$		Other (Describe) \$903,816 Carryover from Prior Years	
Total Funds Leveraged for HOME-based Project(s) \$1,038,542			

<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
HOPWA Grant Amount \$	Additional HUD Grant(s) Leveraged \$	Describe	
Additional Federal Funds Leveraged \$		Additional State Funds Leveraged \$	
Locally Leveraged Funds \$		Grantee Funds Leveraged \$	
Anticipated Program Income \$		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s) \$			
<b>Emergency Shelter Grants Program</b>		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
ESG Grant Amount \$	Additional HUD Grant(s) Leveraged \$	Describe	
Additional Federal Funds Leveraged \$		Additional State Funds Leveraged \$	
Locally Leveraged Funds \$		Grantee Funds Leveraged \$	
Anticipated Program Income \$		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s) \$			
Congressional Districts of: Fortney Stark (D-13)		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts 13th	Project Districts 13th	<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on _____.
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review
Person to be contacted regarding this application			
Chris	Zapata		
City Manager	510-577-3354		510-577-3390
tliao@sanleandro.org / shernandez@sanleandro.org	http://www.sanleandro.org		Tom Liao - 510/577-6003 Steve Hernandez - 510/577-6005
Signature of Authorized Representative			Date Signed

## Executive Summary

### ES-05 Executive Summary

#### 1. Introduction

The FY 2010-2014 Five-Year Housing and Community Development Strategic Plan (Consolidated Plan) identifies the housing and community development needs in San Leandro and outlines the strategies for meeting these needs. The FY 2013-2014 Annual Action Plan (Consolidated Action Plan) represents the fourth (4th) year of the Five-Year Plan and implements the strategies from the Five-Year Plan through the use of Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds from the U.S. Department of Housing and Urban Development (HUD).

As a CDBG entitlement grantee, the City directly receives CDBG funds from HUD each year. In order to receive its annual CDBG grant allocation from HUD, however, the City must update its Consolidated Plan every five (5) years and annually submit the Consolidated Action Plans to HUD. The City participates in the Alameda County HOME Consortium, which is made up of the County and other Alameda County cities, excluding Berkeley and Oakland, and must apply to the County to receive its annual share of HOME funding. The County serves as the lead agency for the Consortium and the HOME Program and is responsible for submittal of the Consolidated Plan documents to HUD on behalf of the entire Consortium.

The FY 2013-2014 Action Plan outlines the proposed activities, objectives, and budget for the upcoming fiscal year. The Plan includes information on funding resources for housing and community development activities, a description of activities to be carried out, and other actions that the City will take to address issues such as barriers to affordable housing, anti-poverty strategy, and fair housing.

The FY 2013-2014 Community Development Block Grant (CDBG) entitlement grant from the U.S. Department of Housing and Urban Development (HUD) is projected to be \$532,702, after a projected five percent (5%) reduction in the City's CDBG allocation amount from last year's entitlement grant of \$560,739. There will be no CDBG program income or unallocated/unspent CDBG funds from FY 2012-2013. Therefore, the total CDBG funds available in FY 2013-2014 is estimated to be \$532,702.

The final CDBG entitlement amount for FY 2013-2014 has not been released by HUD in time for submission of the Action Plan; however, any changes to the final allocation amount will not constitute a substantial amendment to the Action Plan.

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

There are three (3) major goals identified for the funds under the Housing and Community Development Act from which the CDBG Program originated:

- Provide decent housing
- Provide a suitable living environment
- Expand economic opportunity

In addition, CDBG funds must be used to meet one of three national objectives: 1) benefit low-and moderate-income persons, 2) aid in the prevention of slum and blight, or 3) meet an urgent need. HOME funds, meanwhile, must be used specifically for housing opportunities for low- and moderate-income persons.

In preparing the proposed program budget, the following were considered: housing and community development priority needs, Five-Year Strategic Plan objectives for FY 2010-14, and CDBG eligibility criteria. The City is proposing to allocate its available CDBG dollars in the following eligible funding categories: Public Services, Public Facilities, Housing Activities, and General Administration.

For public services the City proposes to fund homeless services and a shelter, family support services for abused children and their families, and services for special needs population (i.e. meal delivery service for homebound seniors and meals in supportive settings for seniors).

For Public Facilities, the City must allocate \$206,094 to HUD for principal/interest payments for the City's outstanding \$2.5 million HUD Section 108 loan which was used to construct the City's senior center. In addition, staff proposes allocating \$20,168 to continue to assist in the implementation of the City's 2010 Updated ADA Transition Plan by funding the completion of architectural modifications designed to make City facilities (including the Main Library, Marina Community Center, City Hall, South Offices, Police Department, Washington Manor Library, and Marina Park) more accessible to persons with disabilities. Furthermore, \$30,000 of CDBG funds will be used for the continued installation of wheelchair accessible sidewalks and curbs throughout the city to bring them into ADA compliance.

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

The City's administration funding for FY 2013-2014 is anticipated to be \$106,540 in order to adhere to the HUD-regulated 20% spending cap on general administration. Staff is recommending to allocate \$96,540 to City staffing for program administration. CDBG funds will also once again be allocated to ECHO Housing's Fair Housing services. Staff proposes to allocate \$10,000 to fair housing services to assist the City in meeting the HUD requirement to affirmatively further fair housing.

Additionally, staff proposes to continue using the City's HOME funds for the acquisition, rehabilitation, and/or new construction of affordable rental housing as well as tenant-

based rental assistance to serve lower income households in need. As of today, there are no proposed HOME-funded projects.

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

Past performance for public services and capital improvement projects was evaluated and described in the City's final Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2011-2012 that was submitted to the HUD Regional Office on September 20, 2012. The CAPER evaluating FY 2011-2012 was published for public comment from August 29th through September 17, 2012.

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

HUD Consolidated Plan regulations require and provide guidelines for the City to develop a citizen participation plan that governs the public input and noticing process for creating the consolidated plan and subsequent annual action plans. The goal of the citizen participation plan is to encourage broader public involvement in the planning and allocation of CDBG and HOME funds and implementation of related programs. A minimum of two (2) public hearings are required with at least one (1) hearing to be held before the Draft FY 2013-2014 Annual Action Plan is published for public comment.

Notice of a summary and the availability of the Draft FY 2013-2014 Annual Action Plan for 30-day public comment was published in a locally circulated newspaper, *Daily Review*, on March 15, 2013. The City Council held a public hearing on April 1, 2013 to receive initial public input on the Draft Annual Action Plan and to begin the 30-day comment from April 5th through May 6th, 2013. The Draft Action Plan was available for public review and comment during the 30-day period at City Hall (City Clerk's office and Community Development Department), the Main Library, and the City website ([www.sanleandro.org/depts/cd/housing/plans.asp](http://www.sanleandro.org/depts/cd/housing/plans.asp)).

There were no comments received.

The Final Action Plan was reviewed and approved at a City Council public hearing on May 6, 2013.

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

The public comment period commenced on April 5th and ended on May 6th, 2013. There were no public comments.

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

None.

### **7. Summary**

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

## PR-05 Lead & Responsible Agencies

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

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

Agency Role	Name	Department/Agency
Lead Agency	SAN LEANDRO	Community Development – Housing Services Division

**Table 1 – Responsible Agencies**

### Consolidated Plan Public Contact Information

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

## **AP-10 Consultation**

### **1. Introduction**

The Action Plan is an important document for the HOME Consortium. Built on interagency coordination, consultation, and public participation, the Action Plan focuses attention on housing and community development needs and resources available to meet these needs. The FY 2013-2014 Action Plan was prepared through consultation with other public and private entities. The HOME Consortium Technical Advisory Committee, composed of staff from all jurisdictions in the HOME Consortium, met bi-monthly to provide policy input into the Action Plan planning process.

The City of San Leandro will continue to coordinate available CDBG, HOME, and local funds to provide housing programs, public service assistance, capital improvements, and economic development activities for eligible residents and neighborhoods in FY 2013-2014.

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

Public Services will be solely supported by the CDBG funds through the City's Community Assistance Grant Program (CAP). Efforts will continue to include the Human Services Commission (HSC) and non-profit agency directors/members to improve and evaluate the needs assessment and funding process. HSC identifies social service needs in the community and recommends to the City Council possible ways to meet those needs. HSC also evaluates and encourages the provision of social services in the City, reviews requests for funds, and makes recommendations for City financial support to social service agencies.

Additionally, CDBG funds are expected to be made available for City-initiated and/or non-profit capital improvement projects. Should funds be available, non-profit



improvements will be coordinated within the City's Planning, Building & Safety Services, Engineering & Transportation, Public Works Departments, and the City Council.

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

### **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**

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

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

EveryOne Home envisions a system of housing and services in Alameda County that, by 2020, ensures all extremely low-income residents have a safe, supportive and permanent place to call home with services available to help them stay housed and improve the quality of their lives. EveryOne Home partners are working on five core strategies:

- 1) Prevent homelessness and other housing crises;
- 2) Increase housing opportunities for homeless and extremely low-income households;
- 3) Deliver flexible services to support stability and independence;
- 4) Measure success and report outcomes and
- 5) Develop long-term leadership and build political will.

**Describe coordination with the Continuum(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, & develop funding, policies & procedures for the operation & administration of HMIS**

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

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

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

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
Building Futures With Women & Children	Services-Victims of Domestic Violence	Homeless Needs – Families with children
Davis Street Family Resource Center	Services-homeless	Homeless Needs – Families with children
Eden Council for Hope & Opportunity (ECHO HOUSING)	Housing Services-homeless Service-Fair Housing	Housing Need Assessment Homelessness Strategy Homeless Needs – Families with children
Girls Incorporated of Alameda County	Services-Children	Non-Homeless Special Needs
Safe Alternatives to Violent Environments (SAVE)	Services-Victims of Domestic Violence	Homeless Needs – Families with children
SOS / Meals on Wheels	Services-Elderly Persons	Non-Homeless Special Needs
Neighborhood Solutions	Housing	Non-Homeless Special Needs
City of San Leandro Human Services Commission	Other government - Local	Non-Homeless Special Needs

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

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Alameda County Housing and Community Development Department	Coordination on homeless goals for Strategic Plan and EveryOne Home Plan.

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

**AP-12 Participation**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation**

**Summarize citizen participation process and how it impacted goal-setting**

**Citizen Participation Outreach**

<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (If applicable)</b>
Public Meeting	Minorities Non-English Speaking – Specify other language: Spanish and Chinese Persons with disabilities Non-targeted/broad community Homeowners' Associations	Representatives from several local agencies attended the Human Services Commission public meeting (February 26th, 2013) and subsequent City Council meetings (April 1st and May 6th, 2013).	No comments were received during the 30-day comment period.	None.	
Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish and Chinese Persons with disabilities Non-targeted/broad community Homeowners' Associations				

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources

#### Introduction

This section provides a brief description of the federal, state, local, and private resources available to implement the City's FY 2013-2014 Annual Action Plan. The "Expected Amount Available" numbers are an estimate until official numbers are disbursed by HUD pending sequestration cuts. Changes to the final allocation numbers will not result in a major change resulting in a substantial amendment to the FY 2013-2014 Action Plan.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con Plan:	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	public - federal	-Acquisition -Admin and Planning -Economic Development -Housing -Public Improvements -Public Services	\$532,702	\$0	\$0	\$532,702	\$0	As a CDBG entitlement locality, the City of San Leandro directly receives CDBG funds annually from the U.S. Department of Housing and Urban Development (HUD). CDBG funds can be used for a variety of housing and community development activities which benefit lower income people.
HOME	public - federal	-Acquisition -Homebuyer assistance -Homeowner rehab -Multifamily rental new construction -Multifamily rental rehab -New construction for ownership -TBRA	\$134,726	\$0	\$903,816	\$1,038,542	\$0	The City of San Leandro receives HOME funds via a formula allocation through the Alameda County HOME Consortium. The HOME Program provides flexible funding to states and local governments for affordable housing programs and activities for low-income households. HOME funds can be used to acquire, rehabilitate, and construct affordable housing, and provide tenant-based assistance for income-eligible families.

**Table 1 - Expected Resources – Priority Table**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Housing Needs Goals	2010	2014		City-Wide	Affordable Housing Needs	CDBG: \$100,000 HOME: \$1,038,542	- Public service activities for Low/Moderate Income Housing Benefit: 15 Households Assisted -Homeowner Housing Rehabilitated: 15 Household Housing Unit
Community Development Needs Goals	2010	2014		City-Wide	Community Development Needs - Economic Development Community Development Needs - Public Services Community Development Needs - Public Facilities	CDBG: \$376,233	-Public service activities other than Low/Moderate Income Housing Benefit: 10,441 Persons Assisted
Homelessness Needs Goals	2010	2014		City-Wide	Homeless Needs	CDBG: \$0	-Homeless Person Overnight Shelter: 200 Persons Assisted -Homelessness Prevention: 215 Persons Assisted
Supportive Housing Needs Goals	2010	2014		City-Wide	Supportive Housing Needs	CDBG :\$0 HOME: \$0	Other: 0 Other

**Table 2 – Goals Summary**

**(Also see attached AP-23 Annual Goals Summary table)**

User ID: C90862  
 User Role:  
 Grantee  
 Organization:  
 SAN LEANDRO

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[Grant](#)

[Grantee/PJ](#)

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## Annual Action Plan

### AP-23 Annual Goals Summary

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Goal	Category	Geographic Area	Needs Addressed	Funding
Affordable Housing Needs Goals		City-Wide	Affordable Housing Needs	
	Start Year: 2013	End Year: 2014	Outcome: Affordability	Objective: Provide decent affordable housing
	Narrative:			
	<p>The City's Single-Family Housing Rehabilitation Program, which is administered by Neighborhood Solutions, will provide grants to fifteen (15) very low- and low-income households for minor repairs to their homes. \$90,000 CDBG funds will be used to provide these minor home repair grants.</p> <p>The City will continue to implement its FY 2010-2014 Fair Housing Plan, specifically designed to assist the City to "affirmatively further fair housing". The City will provide \$10,000 CDBG funds to ECHO Housing, a regional fair housing counseling agency, to provide housing discrimination services to fifteen (15) very low- and low-income clients.</p> <p>In addition, the City anticipates receiving HOME funds in the amount of \$134,726 from HUD via the Alameda County HOME Consortium. Alameda County is the lead administrator for HOME funds under the County HOME Consortium. The City will also carry over \$903,816 in HOME funds from previous years for a total \$1,038,542 in total HOME amount for project expenditures. The City proposes to continue to use HOME funds for the acquisition, rehabilitation, and/or new construction of affordable rental housing as well as tenant-based rental assistance for lower income households in need. Currently, however, there are no proposed HOME-funded projects.</p>			
Goal Outcome Indicator			Quantity	UoM
Public service activities for Low/Moderate Income Housing Benefit			15	Households Assisted
Homeowner Housing Rehabilitated			15	Household Housing Unit
Homelessness Needs Goals		City-Wide	Homeless Needs	
	Start Year: 2013	End Year: 2014	Outcome: Availability/accessibility	Objective: Create suitable living environments
	Narrative:			
	<p>The City has, in the past, provided CDBG funds to Building Futures with Women &amp; Children (BFWC) for its San Leandro Shelter for Women and Children and to ECHO Housing to providing tenant and landlord counseling and rental assistance program to San Leandro residents. However, due to limited CDBG funds, the City will be allocating local General Funds to BFWC and ECHO Housing to continue to provide their services that address the City's homelessness needs. BFWC's San Leandro Shelter will provide emergency shelter and support services, including food, laundry facilities, transportation vouchers, case management, mental health services, resources and referrals, advocacy, support groups, and household establishment assistance for residents moving beyond shelter, to homeless families in crisis, specifically to 200 women and children who are victims to domestic violence. ECHO Housing will provide tenant and landlord counseling, dispute resolution that provide tenants and landlords with mediation, and counseling services concerning tenant's and landlord's rights and responsibilities regarding rental housing to 215 tenants and landlords.</p>			
Goal Outcome Indicator			Quantity	UoM
Homeless Person Overnight Shelter			200	Persons Assisted
Homelessness Prevention			215	Persons Assisted
Supportive Housing Needs Goals		City-Wide	Supportive Housing Needs	
	Start Year: 2013	End Year: 2014	Outcome: Availability/accessibility	Objective: Create suitable living environments
	Narrative:			
	<p>Due to the limited availability of funds, the City of San Leandro does not anticipate funding activities that increase the availability of service-enriched housing for persons with special needs in FY 2013-2014.</p>			
Goal Outcome Indicator			Quantity	UoM
Other			0	Other
Community Development Needs Goals		City-Wide	Community Development Needs - Economic Development Community Development Needs - Public Services Community Development Needs - Public Facilities	
	Start Year: 2011	End Year: 2014	Outcome: Availability/accessibility	Objective: Create suitable living environments
	Narrative:			
	<p>The City will commit 15% (or \$79,900) of its annual CDBG allocation (plus estimated CDBG generated program income from the current fiscal year), in accordance with HUD regulations, toward Public Services. After the City issued a Community Assistance Grant Program (CAP) Request for Funding Proposal (RFP) in November 2012 to award two-year grants through FY 2013-2015 (July 1, 2013 - June 30, 2015), the following non-profit social services providers will be awarded CDBG public services funds: Child Abuse Listening, Interviewing and Coordination Center (CALICO) (\$9,500); Davis Street Family Resource Center (\$38,000); Family Emergency Center Coalition (FESCO) (\$9,500); SOS/Meals on Wheels (\$13,400); and Spectrum Community Services (\$9,500). These public services agencies will serve an estimated 10,441 persons. These projects are further detailed in section "AP - 35 Projects".</p> <p>For Public Facilities, the City will allocate \$206,094 to HUD for principal/interest payments for the City's outstanding \$2.5 million HUD Section 108 loan which was used to construct the City's senior center. In addition, staff proposes allocating \$20,168 to continue to assist in the implementation of the City's 2010 Updated ADA Transition Plan by funding the completion of architectural modifications designed to make seven (7) City facilities (Main Library, Marina Community Center, City Hall, South Offices, Police Department, Washington Manor Library, and Marina Park) more accessible to persons with disabilities. Furthermore, \$30,000 of CDBG funds will be used for the continued installation of fifteen (15) wheelchair accessible sidewalks and curbs throughout the city to bring them into ADA compliance.</p>			
Goal Outcome Indicator			Quantity	UoM
Public service activities other than Low/Moderate Income Housing Benefit			10,441	Persons Assisted
Other			22	Other

## Projects

### AP-38 Project Summary

#### Project Summary Information (Also see attached AP-38 Projects Summary table)

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
Davis Street Family Resource Center's Family Support Services - Basic Needs Program	City-Wide	Community Development Needs Goals		CDBG: \$38,000
CALICO – San Leandro Child Abuse Intervention Project	City-Wide	Community Development Needs Goals		CDBG: \$9,500
FESCO – Les Marquis Emergency Shelter	City-Wide	Community Development Needs Goals		CDBG: \$9,500
SOS/Meals on Wheels – Meal Delivery Service to Homebound Seniors	City-Wide	Community Development Needs Goals		CDBG: \$13,400
Spectrum Community Services – San Leandro Senior Nutrition and Activities Program	City-Wide	Community Development Needs Goals		CDBG: \$9,500
CDBG Program Administration	City-Wide	Affordable Housing Needs Goals Homelessness Needs Goals Supportive Housing Needs Goals Community Development Needs Goals		CDBG: \$96,540
ECHO Housing – Fair Housing Program	City-Wide	Affordable Housing Needs Goals	Affordable Housing Needs	CDBG: \$10,000
Section 108 Loan Repayment	City-Wide	Community Development Needs Goals		CDBG: \$206,094
City of San Leandro ADA Transition Plan for City Facilities	City-Wide	Community Development Needs Goals		CDBG: \$20,168
City of San Leandro ADA Curb Cuts	City-Wide	Community Development Needs Goals		CDBG: \$30,000
Single-Family Housing Rehabilitation Program	City-Wide	Affordable Housing Needs Goals		CDBG: \$90,000

**Table 3 – Project Summary**



Community Development Systems  
Integrated Disbursement & Information System (IDIS)



User ID: C90862  
User Role:  
Grantee  
Organization:  
SAN LEANDRO

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You have 3 CDBG activities that have been flagged. Click [here](#) to go to the review page.

**Annual Action Plan (2013-FINAL)**

**AP-38 Projects Summary**

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No.	Project	Goals Supported	Geographic Areas	Needs Addressed	Funding
1	CALICO - San Leandro Child Abuse Intervention Project	Community Development Needs Goals	City-Wide - Local Target area		CDBG: \$9,500
	Description	CALICO, the Child Abuse Listening, Interviewing, and Coordination Center, provide family support services tto improve mental health outcomes for San Leandro children who have suffered abuse and their families.			
	Planned Activities	CALICO's Family Resource Specialist (FRS), a skilled mental health clinician, will provide critical therapeutic interventions that can place 45 abused children on path to health adulthoods. FRS will also provide 36 caregivers with ongoing support that prevents the recurrence of violence and begins to foster healing for the children.			
2	Davis Street Family Resource Center's Family Support Services - Basic Needs Program	Community Development Needs Goals	City-Wide - Local Target area		CDBG: \$38,000
	Description	Comprehensive Family Resource Center provides emergency services to low-income people in San Leandro enabling them to move out of poverty and into self-sufficiency. Family Support Services program include basic needs services, food, clothing, and housing assistance, employment support in addition to counseling case management and information and referral, free medical and dental case, and child care.			
	Planned Activities	Basic Needs Program will provide 9,400 San Leandro clients with emergency food (3 days' worth of groceries up to twice a month), emergency clothing, and household items. Families will also be given access to other services, including employment, child care, counseling, housing assistance, and medical/dental services.  Community Counseling Services will provide crisis intervention and short-term counseling to 90 individuals, families, couples, children/youth, and seniors.  Housing Assistance will assist 100 homeless to moderate-income clients find below market rate housing.			
3	FESCO - Les Marquis Emergency Shelter	Community Development Needs Goals	City-Wide - Local Target area		CDBG: \$9,500
	Description	FESCO, Family Emergency Shelter Coalition, operates the Les Marquis Family House Program which provides a safe, home-like environment, counseling and support for homeless families to move them toward self-sufficiency and permanent housing.			
	Planned Activities	Les Marquis House is a 24-bed emergency shelter open 24 hours a day, 7 days week, 365 days a year. It will provide safe, warm housing and food, case management, life skills classes, children's activities, and linkage to independing housing, benefits acquisition, and other services such as healthcare and childcare to 169 clients, 15 of which will be San Leandrans.			
4	SOS/Meals on Wheels - Meal Delivery Service to Homebound Seniors	Community Development Needs Goals	City-Wide - Local Target area		CDBG: \$13,400
	Description	SOS/Meals on Wheels program delivers warm,nutritious meals to homebound seniors who are 60 years of age or older and unable to buy or prepare food for themselves.			
	Planned Activities	SOS/Meals on Wheels will deliver warm, nutritious meals to 80 homebound seniors in San Leandro. Drivers will also provide health check-in visits and assist the seniors with small tasks.			

5	Spectrum Community Services - San Leandro Senior Nutrition and Activities Program	Community Development Needs Goals	City-Wide - Local Target area		CDBG: \$9,500
	Description	Spectrum's Senior Nutrition and Activities Program (SNAP) help low-income San Leandro seniors stay health and independent by serving hot, nutritious meals in supportive settings, 5 days week.			
	Planned Activities	Spectrum's Senior Nutrition and Activities Program (SNAP) will serve 480 low-income San Leandro seniors with hot, nutritious meals 5 days week, 248 days per year at the San Leandro Senior Community Center and the Fargo Senior Center.			
6	CDBG Program Administration	Affordable Housing Needs Goals	City-Wide - Local Target area		CDBG: \$96,540
	Description	Homelessness Needs Goals			
	Planned Activities	Supportive Housing Needs Goals Community Development Needs Goals			
General administration and oversight of the CDBG Program.					
7	ECHO Housing - Fair Housing Program	Affordable Housing Needs Goals	City-Wide - Local Target area	Affordable Housing Needs	CDBG: \$10,000
	Description	ECHO Housing provides fair housing services to San Leandro residents to reduce housing discrimination in the City.			
	Planned Activities	<p>ECHO Housing's Fair Housing Specialist will:</p> <ul style="list-style-type: none"> <li>• provide services to 15 San Leandro households inquiring about fair housing and related issues, and/or alleging housing discrimination.</li> <li>• evaluate and investigate 15 complaints within 24 hours, when feasible, using trained investigators. If discrimination is suspected, mediation will be offered or referrals will be made to private attorneys or government agencies if the complainant so desires.</li> <li>• conduct 10 fair housing audits to determine fair housing compliance, and analyze data, and provide training and follow-up to non-compliant property owners and/or managers.</li> <li>• conduct an annual Fair Housing Seminar and 3 fair housing training sessions for tenants and/or potential homebuyers.</li> <li>• conduct 6 presentations on fair housing issues; distribute 1,000 flyers/brochures; and disseminate 4 quarterly public service announcements.</li> </ul>			
8	Section 108 Loan Repayment	Community Development Needs Goals	City-Wide - Local Target area		CDBG: \$206,094
	Description	The City received \$2.5 million HUD Section 108 Loan to complete the construction of the senior center. With the completion of the facility, the City will now make repayments based on the repayment schedule provided by HUD. The City pledges future CDBG funds to repay the \$2.5 million loan over 20 years.			
	Planned Activities	The City will use future CDBG funds to repay its \$2.5 million Section 108 Loan used to complete the construction of the City's new senior center.			
9	City of San Leandro ADA Transition Plan for City Facilities	Community Development Needs Goals	City-Wide - Local Target area		CDBG: \$20,168
	Description	The Departments of Engineering & Transportation and Public Works will complete architectural modifications to City facilities (Main Library, Marina Community Center, City Hall, South Offices, Police Department, Washington Manor Library, and Marina Park) to make them more ADA accessible.			
	Planned Activities	CDBG funds will be used to make City facilities (Main Library, Marina Community Center, City Hall, South Offices, Police Department, Washington Manor Library, and Marina Park) more accessible for seniors and disabled persons.			
10	City of San Leandro ADA Curb Cuts	Community Development Needs Goals	City-Wide - Local Target area		CDBG: \$30,000
	Description	The Department of Engineering & Transportation of the City of San Leandro will be making site improvements to sidewalks and curbs throughout the City by making them more ADA accessible.			
	Planned Activities	30 new concrete ADA-compliant ramps and sidewalks will be constructed along public right of way throughout the City of San Leandro.			

	Single-Family Housing Rehabilitation Program	Affordable Housing Needs Goals	City-Wide - Local Target area	CDBG: \$90,000
11	Description	The City's Single-Family Housing Rehabilitation Program will provide grants to very low- and low-income households for minor repairs to their homes.		
	Planned Activities	CDBG funds will be used to provide grants to 15 income-eligible (extremely low- and very low-income) households to complete minor repairs to their homes.		

[Return to Annual Action Plan Projects](#)



 Session Timeout

## AP-35 Projects

### Introduction

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

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

After assessing the City's housing and community development priority needs, evaluating the Five-Year Strategic Plan objectives for FY 2010-2014, and analyzing CDBG eligibility criteria, the City is proposing to allocate its available CDBG dollars in the following eligible funding categories: Public Services, Public Facilities, Housing Activities, and General Administration.

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

**Table 4 – Project Information**

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

The City of San Leandro allocates its annual federal CDBG and HOME funds to address the City's housing and community development needs identified in the City's FY 2010-2014 Five-Year Housing and Community Development Strategic Plan (Consolidated Plan).

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

## AP-50 Geographic Distribution

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

Most of the activities in the Action Plan meet the needs of the entire City. The income structure of the City is fairly diverse, with few low-income census tract areas. Potential sites that could possibly accommodate affordable housing and homeless facilities are identified in the City's Housing Element. The three (3) Redevelopment Project Areas within San Leandro are as follows, but their existence is in question due to the State's elimination of redevelopment agencies: the Plaza, the Joint Area, and the West San Leandro-MacArthur Boulevard. Geography was not used to determine funding allocation priorities.

### Geographic Distribution

Target Area	Percentage of Funds
City-Wide	100

Table 5 - Geographic Distribution

## Affordable Housing

### AP-55 Affordable Housing

#### Introduction

In FY 2013-2014, the City of San Leandro will continue to diligently put efforts towards providing affordable housing in the City for homeless, non-homeless, and special needs households. Despite the decreasing allocation amount, the City continues to receive HOME funds which can be used to acquire, rehabilitate, and construct affordable housing, as well as to provide tenant-based assistance for income-eligible families. The passage of the California State Legislation AB1x 26, which eliminated the Redevelopment Agency of the City of San Leandro (Agency) and all the other redevelopment agencies throughout California on February 1, 2012, has severely impaired the City's ability to finance affordable housing activities with the substantial loss of Redevelopment Housing Set-Aside funds, which the City historically used to provide affordable housing for low- and moderate-income households. Moreover, there is a very minimal balance in the City's Affordable Housing Trust Fund which includes in-lieu fees from the City's Inclusionary Zoning Ordinance from for-sale projects consisting of two (2) to six (6) total units. Consequently, with funds that continue to diminish, the City does not anticipate having the ability to provide rental assistance, produce new units, rehabilitated existing units, and/or acquire existing units in FY 2013-2014.

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

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

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

**Table 7 - One Year Goals for Affordable Housing by Support Type**

## **AP-60 Public Housing**

### **Introduction**

San Leandro is under the jurisdiction of the Housing Authority of the County of Alameda (HACA), but has no public housing. HACA administers the HUD Section 8 Housing Voucher Program for San Leandro, and the City will continue support the Housing Authority in its efforts to maintain the current level of vouchers for eligible San Leandrans.

## **AP-65 Homeless and Other Special Needs Activities**

### **Introduction**

Activities to address the housing needs of the homeless and extremely low-income persons with serious mental illness and/or those living with HIV/AIDS center on the implementation of the EveryOne Home Plan. Planning efforts began in 2004 as a unique collaboration among community stakeholders, cities, and Alameda County government agencies representing three (3) separate care systems — homeless services, HIV/AIDS services, and mental health services — that share overlapping client populations and a recognition that stable housing is a critical cornerstone to the health and well-being of homeless and at-risk people, and our communities. Since its publication in 2006, the Plan has been adopted by the Alameda County Board of Supervisors and all fourteen (14) cities, and endorsed by numerous community organizations.

Implementation of the EveryOne Home Plan is being spearheaded by a community-based organization of the same name. It is guided by a Leadership Board comprised of jurisdictional appointed members and key community constituencies such as consumers, cities, nonprofits, businesses, and faith-based organizations.

EveryOne Home envisions a system of housing and services in Alameda County that, by 2020, ensures all extremely low-income residents have a safe, supportive, and permanent place to call home with services available to help them stay housed and improve the quality of their lives. EveryOne Home partners are working on five (5) core strategies:

1. Prevent homelessness and other housing crises.
2. Increase housing opportunities for homeless and extremely low-income households.
3. Deliver flexible services to support stability and independence.
4. Measure success and report outcomes.
5. Develop long-term leadership and build political will.

**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**

- Continuing to coordinate the implementation of countywide approaches to rapid rehousing and homelessness prevention, including use of Emergency Solutions Grant funds along with resources from TANF, Foster Care and Probation. Work on additional opportunities to expand Rapid Rehousing resources throughout the County. The intention is to build on the best practices of the Priority Home Partnership, Alameda County's Homeless Prevention and Rapid Rehousing program funded by ARRA, and making adjustments from the lessons learned and the reductions in resources post stimulus. Homeless Point-In-Time Count Report to community and jurisdictions.



- Continuing to work to expand housing opportunities. The jurisdictional committee will work to ensure that each community is contributing to the creation of permanent housing affordable and accessible to the EveryOne Home target populations. Collaboration will continue with local housing authorities to increase vouchers available to the population as well. Publishing the second annual EveryOne Home Unit Progress Report in the spring of 2013.
- In support of the performance outcomes initiative EveryOne Home will collaborate with the HMIS team to produce the annual Outcomes Progress Report in the spring of 2013 reporting on performance for 2012 calendar year. Continue to provide technical assistance for provider agencies including the EveryOne Home Housed Academy in March 2013. The two-day EveryOne Housed Academy will help agencies developing changes in their operating policies and procedures that will enable them to permanently house people more quickly and perform better on the HEARTH Act outcomes as well as our local county-wide outcomes. Continue to work on the two system-wide evaluation and planning processes started in 2012 for moving toward a more centralized coordinated intake for homeless/housing services and for maximizing the benefits of our transitional housing programs.
- Continuing to keep the community informed through newsletters, meetings and website, of the collective efforts to prevent and end homelessness and the progress made on achieving the goals. 211 is a central access point in Alameda County for homeless persons seeking shelter and other service needs. In addition, the Hope Project provides outreach to street homeless in south and east Alameda County. Health Care for the Homeless provides health care to homeless in shelter and on the street. All of these programs provide an initial assessment to determine individual needs and works to meet those needs, either directly or through referrals.

**Addressing the emergency shelter & transitional housing needs of homeless persons**

ESG grantees for emergency shelter are in the process of being selected and will be included in the final version of the Action Plan.

**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**

Alameda County Housing and Community Development Department through HMIS and leadership of the EveryOne Home Performance Management Committee is supportive of the EveryOne Home initiative to establish system wide outcomes and to evaluate effectiveness of programs against those outcomes. These outcomes include shortening

the period of time homeless and reducing the recidivism rates for homeless people. An annual Outcomes Report is issued every spring tracking the progress of projects towards locally and nationally established goals. HCD and EveryOne Home collaborate with the local veteran's administration to streamline the referral and assessment process for chronically homeless veterans to access VASH vouchers. Funds from the SSVF program will assist with move-in costs for these vets in the coming year. Veteran families will also be rehoused with SSVF funds that will cover not only move-in costs but short term subsidies and supportive services. The SSVF program in Alameda County is a collaboration of four agencies. Abode Housing is the lead and partners with Operation Dignity, which does veteran specific services and street outreach, Building Futures, which services women and children and addresses issue of family, and Lifelong Medical which does much of the housing stabilization case management.

HCD, in partnership with EveryOne Home and Alameda County Social Services Agency implemented a rapid rehousing program for homeless families using Title IV Foster Care Waiver Funds. Families will be diverted from or rapidly rehoused from emergency shelters throughout the county using these dollars for transition in place rent subsidies .In the 2011 McKinney NOFA Alameda County was awarded 46 housing vouchers for chronically homeless individuals with frequent law enforcement encounters. These vouchers are distributed through five cities in Alameda County. Implementation will occur over the next twelve (12) months.

**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**

HCD, in partnership with EveryOne Home and the Alameda County Probation department, implemented a rapid rehousing program for homeless individuals (and their families when appropriate) re-entering the County from State Prisons due to realignment of prison population from State to Counties in California. Participants will be rapidly rehoused (and provided shelter if needed in the interim) using local realignment dollars for transition in place rent subsidies.

The THP+ program provides transitional housing for youth aging out of foster care. In addition, the Social Services Agency in the County, in collaboration with local providers, is development an "Emancipation Village" with housing and services for emancipating foster youth. While the Village is located in Oakland, it will serve youth coming from the entire County. Future ESG funding will provide prevention activities that will likely address these populations. In addition, see above for information on Foster Care Waiver funds for homeless prevention and rapid re-housing.

**Discussion**

The City of San Leandro was the first jurisdiction in the HOME Technical Advisory Consortium (HOMETAC) to adopt Alameda County's EveryOne Home Plan. The Human Services Commission (HSC) approved the EveryOne Home Plan on July 26, 2006. The City Council adopted the EveryOne Home Plan on November 20, 2006.

The City continues to work with the experienced and local homeless services nonprofit, Building Futures with Women and Children, to prepare a City Homeless Plan to align with the major goals of the County's EveryOne Home Plan, although objectives will vary according to the City's needs. The City shall obtain community input and City Council approval before finalizing any Homeless Plan. Also, City staff continues to serve on the EveryOne Home Leadership Board.

The City of San Leandro supports homeless and special needs service providers with CDBG funds. During FY 2013-2014, the City will help fund operating costs for programs that provide homeless services. Over the years, the City has continued to support agencies such as the San Leandro Shelter for Women and Children (for homeless and victims of domestic abuse) and Davis Street Family Resource Center (a vital local community social service center) to provide such homeless services. The City will also continue to support services that help prevent homelessness: landlord/tenant counseling, fair housing services, and the Rental Assistance Program (which offers security deposit or delinquent rental payment assistance to eligible households with hardship issues). The City will also support the implementation of the EveryOne Home Plan by providing funds for county-wide administration expenses for Continuum of Care and HMIS.

## **AP-75 Barriers to affordable housing**

### **Introduction**

The City continues to face the following barriers to affordable housing: funding, land costs, and construction costs.

**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**

### Funding

The lack of available funds for affordable housing activities continues to be a problem for the City. The problem is further exacerbated with the drastic, significant reduction in federal HOME funds and the elimination of redevelopment in California by the State.

### Land Costs

New construction and acquisition/rehabilitation of housing is severely impacted by the high cost of land in the Bay Area. The viability and feasibility of future City-assisted affordable housing developments may depend on the reasonableness of the land acquisition costs. The City will conduct financial feasibility analyses on a project-by-project basis to ensure it is not over-subsidizing affordable housing developers for any land purchase. Also, the City will continue to work with owners of existing rental units to provide financing in exchange for affordability covenants. Furthermore, the high cost of buying a home in the Bay Area continues to make it difficult for first-time homebuyers to become homeowners. With the elimination of the City's Redevelopment Agency, the City consequently has eliminated its First-Time Homebuyer Program down payment assistance loan program for low- and moderate-income first-time homebuyers.

### Construction Costs

In addition to high land costs, the rising cost of construction can also negatively affect the development of affordable housing construction and rehabilitation. In addition to undertaking financial feasibility analyses on a project-by-project basis to ensure that the City is not over-subsidizing development costs for affordable housing developers, the City will continue to work with them as well through design, planning, and financing review and recommendations to reduce increased construction costs.

### **Discussion**

The City approved an Inclusionary Zoning Ordinance in December 2004 that required developers to set aside 15% of their new ownership or rental housing units for low- and moderate-income households. The City will continue to monitor the progress of its inclusionary zoning requirement and assess, if necessary, how it can be improved through coordination with developer and other public input.

## **AP-85 Other Actions**

### **Introduction**

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

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

The Consolidated Plan priorities, highlighted in "AP-23 Annual Goals Summary", are designed to address the underserved needs in San Leandro. The primary obstacle to meeting the City's underserved needs is securing adequate funding resources.

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

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

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

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

Lastly, the City will continue to monitor the preservation of 613 Below-Market Rate (BMR) rental units (funded and/or regulated by the City/Redevelopment Agency) for tenants earning between 30% and 120% of the Area Median Income and sixty (60) existing BMR ownership units.

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

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

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

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

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

Section 220 of the 1992 Housing and Community Development Act requires jurisdictions to describe the goals, programs, and policies that will reduce the number of households with incomes below the poverty level. One strategy for increasing household income is to improve the employment potential of those who are seeking to break from the cycle of poverty. The City's Community Assistance Grant Program (CAP), which is currently funded with CDBG funds, will continue to support non-profit agencies that provide job assistance and related services to low-income members of the community. The Davis Street Family Resource Center (DSFRC) provides case management services to address their clients' financial and social struggles and, employment support services and workshops that include assistance with résumé writing, job search, interview preparation, creating a family budget, and providing clothes for interviews. Special career management courses also assist CalWORKs clients in transitioning from welfare to self-sufficiency. Moreover, DSFRC and Building Futures with Women and Children (BFWC) work collaboratively to find long-term affordable housing for homeless families who have students in the school district.

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

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

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

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

## Program Specific Requirements

### AP-90 Program Specific Requirements

#### Introduction

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

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

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0
5. The amount of income from float-funded activities	\$0
<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.	74%

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.

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220.(l)(2)**

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

None.

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

Per the Alameda County HOME Consortium guidelines, the City shall notify the Owner that the City or a City Designated Purchaser elects to exercise the City Option to purchase the HOME. The City's Notice shall include the City's calculation of the Maximum Restricted Resale Price to be paid by the City or a City Designated Purchaser.

- 3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

Per the Alameda County HOME Consortium guidelines, the City shall notify the Owner that the City or a City Designated Purchaser will not exercise the City Option to purchase the HOME. In this event, the City Response Notice shall include the following information: (1) the maximum qualifying income for an Eligible Purchaser; (2) the certifications required of an Eligible Purchaser; and (3) the Maximum Restricted Resale Price the Owner may receive for HOME, calculated by the City. Upon receipt of such notice, the Owner may proceed to sell the Home to an Eligible Purchaser at a price not to exceed the Maximum Restricted Resale Price.

- 4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

Not applicable.



**HUD  
CDBG & HOME  
CERTIFICATIONS**



# Non-State Grantee Certifications

- This certification does not apply.  
 This certification is applicable.

## NON-STATE GOVERNMENT CERTIFICATIONS

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

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

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

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

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

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Signature/Authorized Official

Date

Chris Zapata

Name

City Manager

Title

835 East 14<sup>th</sup> Street

Address

San Leandro, CA 94577

City/State/Zip

510/577-3354

Telephone Number

This certification does not apply.  
 This certification is applicable.

## Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

1. **Maximum Feasible Priority** - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit** - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2013, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments** - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

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

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

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

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

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

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

---

Signature/Authorized Official

Date

Chris Zapata

Name

City Manager

Title

835 East 14<sup>th</sup> Street

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San Leandro, CA 94577

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Telephone Number

- This certification does not apply.  
 This certification is applicable.

**OPTIONAL CERTIFICATION  
CDBG**

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

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

---

Signature/Authorized Official

Date

Name

Title

Address

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Telephone Number

This certification does not apply.  
 This certification is applicable.

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

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

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

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

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

\_\_\_\_\_  
Signature/Authorized Official

Date

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This certification does not apply.  
 This certification is applicable.

### HOPWA Certifications

The HOPWA grantee certifies that:

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

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

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

\_\_\_\_\_  
Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number



This certification does not apply.  
 This certification is applicable.

## ESG Certifications

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

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 *CFR* Part 58.
11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

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

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.  
 This certification is applicable.

## APPENDIX TO CERTIFICATIONS

### Instructions Concerning Lobbying and Drug-Free Workplace Requirements

#### Lobbying Certification

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

#### Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code). Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
San Leandro City Hall	835 East 14 <sup>th</sup> Street	San Leandro	Alameda	CA	94577

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
  - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);
  - "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;
  - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;
  - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:
    - a. all "direct charge" employees;
    - b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
    - c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

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

These documents include:

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

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Signature/Authorized Official

Date

Chris Zapata

Name

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