

## **HOUSING COMMISSION AGENDA**

**Thursday, February 21, 2019  
7:00 P.M.**

**City Council Chamber, 200 Old Bernal Avenue**

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### **CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

### **AGENDA AMENDMENTS**

### **MINUTES**

1. Approve Regular Meeting Minutes of January 17, 2019

### **CONSENT CALENDAR**

Items included on the Consent Calendar are routine and discussion by the Commission is not anticipated. Anyone wishing to speak on a Consent Calendar item should step to the rostrum and ask the Chairperson to remove that item from the Consent Calendar.

2. Approval of January 2019 Financial Reports for Ridgeview Commons
3. Management Updates for January 2019 for Ridgeview Commons

### **MEETING OPEN TO THE PUBLIC**

4. Introductions / Awards / Recognitions
5. Public Comment from the audience regarding items not listed on the agenda  
*Speakers are encouraged to limit comments to 3 minutes.*

### **MATTERS BEFORE THE COMMISSION**

Members of the audience wishing to address the Commission are requested to step to the rostrum or submit a speaker card to the Chair after the agenda report on a particular item. If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

6. Review the Annual Progress Report on Implementation of the General Plan Housing Element for Calendar Year 2018
7. Update on City Council 2019-2020 Two-Year Work Plan Prioritization Process
8. Review of Semi-Annual Progress Reports for FY 2018/19 Housing and Human Services Grant (HHSB) Subrecipients
9. Update Regarding the Housing and Human Services Grant (HHSB) Review Process for FY2019/20

### **MATTERS INITIATED BY MEMBERS OF THE COMMISSION**

**COMMISSION REPORTS:** Brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

## FUTURE AGENDA ITEMS

## ADJOURNMENT

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### Notice

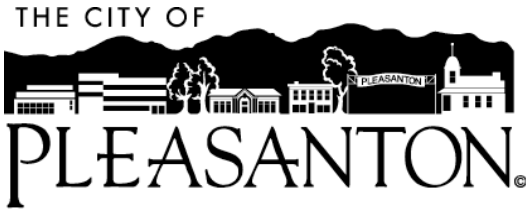
Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Housing Division, 200 Old Bernal Avenue, Pleasanton.

### Accessible Public Meetings

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation (e.g., an assistive listening device), please contact the Housing Division, PO Box 520, Pleasanton, CA 94566 or (925) 931-5007 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice prior to the meeting date.

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# Housing Commission Minutes

[SUBJECT TO APPROVAL]

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*City Council Chambers, 200 Old Bernal Ave., Pleasanton, CA*

**January 17, 2019  
7:00 p.m.**

## **CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Chairperson Tony Soby called the meeting to order at 7:00 p.m. on Thursday, January 17, 2019, in the City Council Chambers, 200 Old Bernal Avenue, Pleasanton, California.

The Pledge of Allegiance was recited, led by Chairperson Soby.

Roll call:

Present: Commissioners Jay Galvin, Zarina Kiziloglu, Anne Welsh, and Chairperson Soby.

Absent: Commissioner Matthew Gaidos

Staff: Steve Hernandez, Housing Manager, Jenny Soo, Associate Planner; and Edith Caponigro, Recording Secretary.

## **AGENDA AMENDMENTS**

There were none.

## **MINUTES**

### **1. Approve Regular Meeting Minutes of November 15, 2018**

A motion was made by Commissioner Galvin, seconded by Commissioner Kiziloglu, to approve the November 15, 2018 meeting minutes as presented. **The motion was approved unanimously.**

## **CONSENT CALENDAR**

### **2. Approval of November and December 2018 Financial Reports for Ridgeview Commons**

### **3. Management Updates for November and December 2018 for Ridgeview Commons**

A motion was made by Commissioner Welsh, seconded by Commissioner Galvin, to approve the consent calendar items. **The motion was approved unanimously.**

## **MEETING OPEN TO THE PUBLIC**

### **4. Introductions / Awards / Recognitions**

None.

### **5. Public Comment from the audience regarding items not listed on the agenda**

None

## **PUBLIC HEARINGS AND OTHER MATTERS**

### **6. Review and Recommendation of an Affordable Housing Agreement with TL Partners IV, LP for the Spotorno Ranch Project (PUD-132)**

Mr. Hernandez introduced Mike O'Hara of TL Partners IV, LP, on behalf of the Spotorno Ranch Project and their application to develop 39 single-family homes on approximately 154-acre site identified as Happy Valley Specific Plan. He advised that the proposed project is for the construction of 39 one-story and two-story single-family residential homes, open space and site improvements on an approximate 31-acre portion of the site located on the western portion of Lot 98 known as the Spotorno Flat Area.

Commissioners were advised by Mr. O'Hara that the proposal calls for paying in-lieu fees for the project and because it will exceed the fifteen (15) unit threshold, is subject to the City's 20% affordability requirements for very low, low, and/or moderate-income households and will include Accessory Dwelling Units (ADU's).

Chairperson Soby had questions about ADU's and the use of such as has been previously discussed by this Commission. He commented on making a stipulation in the CC&R's re the use of these units. Mr. Hernandez indicated this was something that the Planning Commission and City Council can consider but is not something that is in the Agreement for this project. He felt this was something for homeowners to determine how the ADU would be used.

Mr. O'Hara commented on the ADU process and credits for them, noting that homeowners would dictate what they did with the units. He liked the ideas of their inclusion as discussed by Commissioners but felt it would be difficult to monitor how they were being used, and because of this, he is proposing there be no restrictions put in place.

Chairperson Soby indicated he understood Mr. O'Hara's concerns but felt having them included could be beneficial.

Commissioner Welsh questioned if the units would come under RHNA and if the ADU design would be incorporated into the existing structure. Mr. O'Hara indicated two design would be presented and the ADU's would be separate units. Also, there would be no less than 20%, and they expect them to very popular and may end up building more than the eight (8) that have been specified.

Commissioner Galvin questioned whether sewage requirements for including accessory dwelling units had been taken into consideration.

Commissioner Kiziloglu was informed by Mr. O'Hara that the ADU's would have kitchenettes.

She also felt that additional homes were needed and thought it was disappointing that they were only being allowed to build 39 units. Mr. O'Hara advised that the challenge is that the project is in an existing neighborhood and why they chose to pay the in-lieu fees. He also felt there were more suitable site to build affordable housing.

Chairperson Soby questioned if there was a way that the City of Pleasanton and the Commission could track how the ADU's will be used in this project. He thought it would be good to learn how these will eventually be used. Mr. Hernandez advised that staff will need to brainstorm on this with the developer.

Commissioner Welsh noted that the applicant has agreed to pay the affordable housing fee and it will not be required that this affordable housing contribution go into the Lower Income Housing Fund. She would like something regarding this go into the motion for this project. Commissioner Welsh questioned Ms. Soo whether these ADU's would be included in the affordable housing requirement for the City of Pleasanton and fit with the RHNA requirements.

Commissioner Galvin had questions about the RHNA requirements and zoning law requirements. Ms. Soo advised that staff will check on these comments and provide information back to the Commission. She also commented on housing sizes in different sections of the city, specifically those in the Happy Valley area and the compatibility of homes in the area that are already built.

Commissioner Kiziloglu commented on the use of solar within this project.

A motion was made by Commissioner Galvin, seconded by Commissioner Welsh, recommending approval of an Affordable Housing Agreement with TL Partners IV, LP for the Spotorno Ranch Project ("Spotorno"), a residential development proposed on Lots 97 and 98 of the Happy Valley Specific Plan (PUD-132), with a request that all in-lieu fees from the project be put into the Lower Income Housing Fund.

**ROLL CALL VOTE:**

AYES: Commissioners Galvin, Kiziloglu, Welsh, and Chairperson Soby.  
NOES: None  
ABSENT: Commissioner Gaidos  
ABSTAIN: None

**7. Appointment of New Officers (Chairperson and Vice Chairperson) for 2019**

Mr. Hernandez advised that annually the Commission needs to select a Chair and Vice-Chairperson for each year. He asked Commissioners to consider this and select a new Chair and Vice-Chair.

A motion was made by Commissioner Welsh, seconded by Commissioner Kiziloglu, to nominate and select Commissioner Soby to serve his second term as Chair of the Housing Commission for 2019.

**ROLL CALL VOTE:**

AYES: Commissioners Galvin, Kiziloglu, Welsh, and Chairperson Soby.  
NOES: None  
ABSENT: Commissioner Gaidos  
ABSTAIN: None

A motion was made by Commissioner Galvin, seconded by Commissioner Kiziloglu, to nominate and select Commissioner Gaidos to serve as the Housing Commission Vice-Chairperson for 2019.

**ROLL CALL VOTE:**

AYES: Commissioners Galvin, Kiziloglu, Welsh, and Chairperson Soby.  
NOES: None  
ABSENT: Commissioner Gaidos  
ABSTAIN: None

**MATTERS INITIATED BY MEMBERS OF THE COMMISSION**

A. Commissioner Kiziloglu requested staff provide the Commission with information about changes being mandated by the State of California. Mr. Hernandez advised that staff is monitoring all legislative changes coming from the State and will keep on top of this within the City to determine what pro grant items they might be able to apply for. Staff will report back to the Commission.

Chairperson Soby felt it would be important to look at unique ways of providing affordable housing and receive a report back from staff.

B. Commissioner Galvin asked about plans for joint meetings with other Commissions and asked that staff inform Commissioners early when these are to be put forward.

**COMMISSION REPORTS**

None.

**FUTURE MEETING AGENDAS**

Mr. Hernandez advised that he had spoken with Brian Dolan who will be bringing City Council Priorities to the next meeting so the Housing Commission top priorities can be discussed.

**ADJOURNMENT**

The meeting was adjourned at 7:35 p.m. by unanimous consent.

DATED:

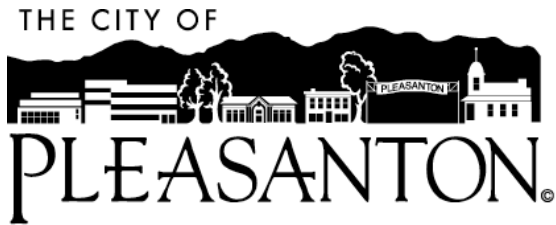
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Tony Soby, Chairperson

ATTEST:

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Steve Hernandez, Housing Manager







## **Housing Commission Agenda Report**

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February 21, 2019  
Item 2

**SUBJECT    APPROVAL OF THE JANUARY 2019 FINANCIAL REPORTS FOR RIDGEVIEW  
COMMONS**

### **RECOMMENDATION**

Staff recommends approval of the financial reports for Ridgeview Commons.

### **ATTACHMENTS**

1. Ridgeview Commons January 2019 Financial Reports
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The January 2019 financial reports for Ridgeview Commons are attached for the Commission's review and approval. A summary of monthly variances is included as attachments to the reports. Staff recommends approval of the attached financial reports.



# **Ridgeview Commons**

Financial Reports  
JANUARY 2019







PROJECT NUMBER: <b>87-007-N</b>		NAME OF PROJECT: <b>Ridgeview Commons (480)</b>	
MONTH COVERED: <b>January 31, 2019</b>		TELEPHONE NUMBER: <b>510-582-1460</b>	
1.	CASH ON HAND AND IN BANK -	Petty Cash Operating Account	300.00 454,161.03
	<i>Beginning of the Month</i>	<b>(1) OPENING CASH</b>	<b>454,461.03</b>
2.	AMOUNTS RECEIVED DURING THE MONTH		
	(a) Tenants Apartment Rent		142,453.00
	(b) Subsidy		17,540.00
	Total Rent Receipts		159,993.00
	(c) Cable TV		6,703.00
	(d) Interest Income		
	(e) Other (Specify)		
	Laundry & Vending		1,348.41
	Misc. (maint fee & others)		6.00
	(f) Commercial rent - Open Heart Kitchen		1,076.00
	(g) Transfer from Security Deposit account		3,306.17
		<b>(2) TOTAL RECEIPTS</b>	<b>172,432.58</b>
		<b>TOTAL AVAILABLE CASH</b>	<b>626,593.61</b>
3.	DISBURSEMENTS MADE DURING THE MONTH		
	(a) Current Expenses (routine operations)		60,705.53
	(b) Other Disbursements		
	(1) Monthly Mortgage & Impound payment		55,960.51
	(2) Monthly Replacement Reserve transfer		11,737.50
	(2) Related Party Payment		5,792.71
	(4) OP cash transfer to SD account		-
		<b>(3) TOTAL DISBURSEMENTS</b>	<b>134,196.25</b>
4.	ADJUSTMENTS -		
		Petty Cash	300.00
		Cash In Bank	492,397.36
		<b>(4) ENDING BALANCE</b>	<b>492,697.36</b>

PART II		OTHER FINANCIAL DATA	
1.	ACCOUNTS PAYABLE	\$	45,623.54
2.	OUTSTANDING PURCHASE ORDERS	\$	-
3.	VACANCY LOSS: Number of Units	\$	4,180.00
4.	TENANT RECEIVABLE: Number of Tenants	\$	1,786.00
	<60 DAYS	-0-	<90 DAYS
		-0-	>90 DAYS
5.	TENANT SECURITY DEPOSIT LIABILITY	\$	159,350.00
6.	SECURITY DEPOSIT ACCOUNT FUNDED	\$	159,350.00

PART III		OTHER STATISTICS		200 UNITS	
1.	NUMBER OF VACANT UNITS AT END OF MONTH				0
2.	NUMBER OF RENTED UNITS AT END OF MONTH				200
3.	NUMBER OF RENT FREE UNITS				3
4.	RENTAL ACTIVITY:	Move-Ins	4	Move-Outs	0





## Ridgeview Commons (480)

## Budget Comparison

Period = Jan 2019

Book = Accrual ; Tree = prop\_sur\_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
51100-000	RENTAL INCOME									
51200-000	Tenant Rent	148,031.00	155,856.00	-7,825.00	-5.02	148,031.00	155,856.00	-7,825.00	-5.02	1,870,278.00
51212-000	Tenant Based Subsidy	17,540.00	16,103.00	1,437.00	8.92	17,540.00	16,103.00	1,437.00	8.92	193,236.00
51400-000	Stores & Commercial	1,076.00	1,076.00	0.00	0.00	1,076.00	1,076.00	0.00	0.00	12,912.00
52200-000	Vacancy Loss	-4,180.00	-1,577.00	-2,603.00	-165.06	-4,180.00	-1,577.00	-2,603.00	-165.06	-18,925.00
52999-000	TOTAL RENTAL & SALES INCOME	162,467.00	171,458.00	-8,991.00	-5.24	162,467.00	171,458.00	-8,991.00	-5.24	2,057,501.00
54000-000	FINANCIAL REVENUE									
54100-000	Interest Income	2.74	2.00	0.74	37.00	2.74	2.00	0.74	37.00	32.00
54999-000	TOTAL FINANCIAL REVENUE-UNRESTRICT	2.74	2.00	0.74	37.00	2.74	2.00	0.74	37.00	32.00
59000-000	OTHER REVENUE									
59100-000	Laundry & Vending Revenue	1,348.41	717.00	631.41	88.06	1,348.41	717.00	631.41	88.06	8,605.00
59200-000	NSF & Late Fees	0.00	12.00	-12.00	-100.00	0.00	12.00	-12.00	-100.00	150.00
59255-000	Cable TV	6,703.00	7,627.00	-924.00	-12.11	6,703.00	7,627.00	-924.00	-12.11	91,528.00
59900-000	Other Revenue (Specify)	-10.00	12.00	-22.00	-183.33	-10.00	12.00	-22.00	-183.33	150.00
59998-000	TOTAL OTHER REVENUE	8,041.41	8,368.00	-326.59	-3.90	8,041.41	8,368.00	-326.59	-3.90	100,433.00
59999-000	TOTAL REVENUE	170,511.15	179,828.00	-9,316.85	-5.18	170,511.15	179,828.00	-9,316.85	-5.18	2,157,966.00
60000-000	EXPENSES									
62000-000	ADMINISTRATIVE EXPENSES									
62500-000	Other Renting Expenses	0.00	67.00	67.00	100.00	0.00	67.00	67.00	100.00	800.00
63100-000	Office Salaries	7,202.09	6,487.00	-715.09	-11.02	7,202.09	6,487.00	-715.09	-11.02	77,848.00
63110-000	Office Supplies	0.00	256.00	256.00	100.00	0.00	256.00	256.00	100.00	3,076.00
63113-000	Equipment Leases	618.18	336.00	-282.18	-83.98	618.18	336.00	-282.18	-83.98	4,032.00
63115-000	Postage/Delivery	0.00	130.00	130.00	100.00	0.00	130.00	130.00	100.00	1,557.00
63200-001	Management Fee	7,292.00	7,292.00	0.00	0.00	7,292.00	7,292.00	0.00	0.00	87,504.00
63300-000	Manager Salary	5,000.00	5,150.00	150.00	2.91	5,000.00	5,150.00	150.00	2.91	61,800.00
63310-000	Staff Rent Free Unit	2,026.00	2,127.00	101.00	4.75	2,026.00	2,127.00	101.00	4.75	25,528.00
63400-000	Legal Expense	0.00	208.00	208.00	100.00	0.00	208.00	208.00	100.00	2,500.00
63500-000	Audit/Tax Preparation	675.00	833.00	158.00	18.97	675.00	833.00	158.00	18.97	10,000.00
63510-001	Accounting Services	1,900.00	1,900.00	0.00	0.00	1,900.00	1,900.00	0.00	0.00	22,800.00
63600-000	Telephone/Answering Service	1,049.71	549.00	-500.71	-91.20	1,049.71	549.00	-500.71	-91.20	6,584.00
63750-000	Bank Charges	50.65	54.00	3.35	6.20	50.65	54.00	3.35	6.20	649.00
63760-000	Payroll Costs	756.23	681.00	-75.23	-11.05	756.23	681.00	-75.23	-11.05	8,169.00
63920-000	Computer Support & Equipment	1,608.46	1,868.00	259.54	13.89	1,608.46	1,868.00	259.54	13.89	22,412.00
63930-000	Training	95.00	125.00	30.00	24.00	95.00	125.00	30.00	24.00	1,500.00
63950-000	Mileage	0.00	8.00	8.00	100.00	0.00	8.00	8.00	100.00	100.00
63990-000	Other Miscellaneous	0.00	208.00	208.00	100.00	0.00	208.00	208.00	100.00	2,500.00
63999-000	TOTAL ADMIN EXPENSE	28,273.32	28,279.00	5.68	0.02	28,273.32	28,279.00	5.68	0.02	339,359.00
64000-000	UTILITIES EXPENSE									
64500-000	Electricity	3,615.56	2,964.00	-651.56	-21.98	3,615.56	2,964.00	-651.56	-21.98	35,573.00
64505-000	Solar True-up	-165.13	1,466.00	1,631.13	111.26	-165.13	1,466.00	1,631.13	111.26	17,587.00

Ridgeview Commons (480)

**Budget Comparison**

Period = Jan 2019

Book = Accrual ; Tree = prop\_sur\_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
64510-000	Water	9,385.00	7,748.00	-1,637.00	-21.13	9,385.00	7,748.00	-1,637.00	-21.13	92,982.00
64520-000	Gas	3,898.95	2,391.00	-1,507.95	-63.07	3,898.95	2,391.00	-1,507.95	-63.07	28,693.00
64900-000	Cable TV	7,433.32	7,734.00	300.68	3.89	7,433.32	7,734.00	300.68	3.89	92,814.00
64999-000	TOTAL UTILITIES EXP	24,167.70	22,303.00	-1,864.70	-8.36	24,167.70	22,303.00	-1,864.70	-8.36	267,649.00
65000-000	OPERATING & MAINT EXPENSE									
65140-000	Janitor & Cleaning Contract	4,650.00	5,672.00	1,022.00	18.02	4,650.00	5,672.00	1,022.00	18.02	68,064.00
65150-000	Janitor & Cleaning Supplies	0.00	206.00	206.00	100.00	0.00	206.00	206.00	100.00	2,470.00
65190-000	Exterminating Contract	538.00	679.00	141.00	20.77	538.00	679.00	141.00	20.77	8,150.00
65200-000	Exterminating Supplies	0.00	8.00	8.00	100.00	0.00	8.00	8.00	100.00	100.00
65250-000	Rubbish Removal	4,562.00	5,453.00	891.00	16.34	4,562.00	5,453.00	891.00	16.34	65,433.00
65300-000	Security Contract & Safety Monitoring	477.75	739.00	261.25	35.35	477.75	739.00	261.25	35.35	8,866.00
65360-000	Grounds Supplies	0.00	42.00	42.00	100.00	0.00	42.00	42.00	100.00	500.00
65370-000	Grounds Contract	3,994.00	6,619.00	2,625.00	39.66	3,994.00	6,619.00	2,625.00	39.66	79,428.00
65400-000	Maintenance Payroll	5,014.07	5,737.00	722.93	12.60	5,014.07	5,737.00	722.93	12.60	68,847.00
65410-000	Maintenance Supplies	56.56	2,661.00	2,604.44	97.87	56.56	2,661.00	2,604.44	97.87	31,937.00
65420-000	Repair Contract	0.00	3,443.00	3,443.00	100.00	0.00	3,443.00	3,443.00	100.00	41,317.00
65450-000	Elevator Maintenance/Contract	992.00	1,036.00	44.00	4.25	992.00	1,036.00	44.00	4.25	12,430.00
65460-000	HVAC Repairs/Maint	202.50	375.00	172.50	46.00	202.50	375.00	172.50	46.00	4,500.00
65600-000	Decorating Contract	1,680.00	208.00	-1,472.00	-707.69	1,680.00	208.00	-1,472.00	-707.69	2,500.00
65610-000	Decorating Supplies	0.00	83.00	83.00	100.00	0.00	83.00	83.00	100.00	993.00
65910-000	Kitchen Equipment	0.00	288.00	288.00	100.00	0.00	288.00	288.00	100.00	3,458.00
65999-000	TOTAL OP & MAINT EXP.	22,166.88	33,249.00	11,082.12	33.33	22,166.88	33,249.00	11,082.12	33.33	398,993.00
67000-000	TAXES & INSURANCE									
67100-000	Real Estate Taxes	0.00	67.00	67.00	100.00	0.00	67.00	67.00	100.00	800.00
67110-000	Payroll Taxes	2,379.45	1,850.00	-529.45	-28.62	2,379.45	1,850.00	-529.45	-28.62	22,198.00
67120-000	State Taxes	66.67	67.00	0.33	0.49	66.67	67.00	0.33	0.49	800.00
67200-000	Property & Liability Insurance	4,870.15	4,977.00	106.85	2.15	4,870.15	4,977.00	106.85	2.15	59,721.00
67220-000	Workmen's Compensation	492.77	597.00	104.23	17.46	492.77	597.00	104.23	17.46	7,169.00
67230-000	Health Insurance	1,778.40	2,164.00	385.60	17.82	1,778.40	2,164.00	385.60	17.82	25,970.00
67290-000	Other Insurance (Specify)	3,686.74	2,424.00	-1,262.74	-52.09	3,686.74	2,424.00	-1,262.74	-52.09	29,082.00
67599-000	TOTAL TAX & INSURANCE	13,274.18	12,146.00	-1,128.18	-9.29	13,274.18	12,146.00	-1,128.18	-9.29	145,740.00
69000-000	SERVICE EXPENSE									
69250-001	SC - Contracted Services	414.90	3,350.00	2,935.10	87.61	414.90	3,350.00	2,935.10	87.61	40,200.00
69299-000	TOTAL RESIDENT SERVICE ADMINISTRAT	414.90	3,350.00	2,935.10	87.61	414.90	3,350.00	2,935.10	87.61	40,200.00
69990-000	TOTAL SERVICE EXPENSE	414.90	3,350.00	2,935.10	87.61	414.90	3,350.00	2,935.10	87.61	40,200.00
73000-000	REPLACEMENT RESERVE									
73100-000	Floor Coverings	1,606.94	1,896.00	289.06	15.25	1,606.94	1,896.00	289.06	15.25	22,752.00
73110-000	Window Coverings	0.00	167.00	167.00	100.00	0.00	167.00	167.00	100.00	2,000.00
73120-000	Kitchen Appliances	0.00	300.00	300.00	100.00	0.00	300.00	300.00	100.00	3,600.00
73140-000	Tubs/Showers/Toilets/Sinks/Vanity	0.00	208.00	208.00	100.00	0.00	208.00	208.00	100.00	2,500.00
73150-000	Doors & Windows	0.00	33.00	33.00	100.00	0.00	33.00	33.00	100.00	400.00
73170-000	Large Appliance	0.00	708.00	708.00	100.00	0.00	708.00	708.00	100.00	8,500.00

## Ridgeview Commons (480)

**Budget Comparison**

Period = Jan 2019

Book = Accrual ; Tree = prop\_sur\_is

		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
73173-000	A. C. / Chiller Units	0.00	379.00	379.00	100.00	0.00	379.00	379.00	100.00	4,545.00
73200-000	Roofs/Decks	0.00	525.00	525.00	100.00	0.00	525.00	525.00	100.00	6,300.00
73550-000	Furn, Fixtures & Equip (T)	0.00	1,833.00	1,833.00	100.00	0.00	1,833.00	1,833.00	100.00	22,000.00
73560-000	Other Improvements (T)	0.00	667.00	667.00	100.00	0.00	667.00	667.00	100.00	8,000.00
73699-000	TOTAL REPLACEMENT RESERVE	1,606.94	6,716.00	5,109.06	76.07	1,606.94	6,716.00	5,109.06	76.07	80,597.00
83000-000	OTHER CASH PAYMENTS									
83100-000	Tax & Ins Impound Funding	7,400.26	7,400.00	-0.26	0.00	7,400.26	7,400.00	-0.26	0.00	88,803.00
83102-000	Tax & Ins Impound Withdrawal	0.00	-7,400.00	-7,400.00	-100.00	0.00	-7,400.00	-7,400.00	-100.00	-88,803.00
83112-000	Replacement Reserve Funding	11,737.50	11,738.00	0.50	0.00	11,737.50	11,738.00	0.50	0.00	140,850.00
83125-000	Debt Service	48,560.25	48,560.00	-0.25	0.00	48,560.25	48,560.00	-0.25	0.00	582,723.00
83150-000	Fixed Assets Capitalized	0.00	4,525.00	4,525.00	100.00	0.00	4,525.00	4,525.00	100.00	54,300.00
83299-000	TOTAL CASH PAYMENTS	67,698.01	64,823.00	-2,875.01	-4.44	67,698.01	64,823.00	-2,875.01	-4.44	777,873.00
89990-000	TOTAL EXPENSES	157,601.93	170,866.00	13,264.07	7.76	157,601.93	170,866.00	13,264.07	7.76	2,050,411.00
90900-000	NET INCOME	12,909.22	8,962.00	3,947.22	44.04	12,909.22	8,962.00	3,947.22	44.04	107,555.00



## Ridgeview Commons (480)

**Income Statement**

Period = Jan 2019

Book = Accrual ; Tree = prop\_is

		Period to Date	Year to Date
51100-000	RENTAL INCOME		
51200-000	Tenant Rent	148,031.00	148,031.00
51212-000	Tenant Based Subsidy	17,540.00	17,540.00
51400-000	Stores & Commercial Rent	1,076.00	1,076.00
52200-000	Vacancy Loss	-4,180.00	-4,180.00
52999-000	TOTAL RENTAL & SALES INCOME	162,467.00	162,467.00
54000-000	FINANCIAL REVENUE		
54100-000	Interest Income	2.74	2.74
54999-000	TOTAL FINANCIAL REVENUE-UNRESTRICTED	2.74	2.74
59000-000	OTHER REVENUE		
59100-000	Laundry & Vending Revenue	1,348.41	1,348.41
59255-000	Cable TV	6,703.00	6,703.00
59900-000	Other Revenue (Specify)	-10.00	-10.00
59998-000	TOTAL OTHER REVENUE	8,041.41	8,041.41
59999-000	TOTAL REVENUE	170,511.15	170,511.15
60000-000	EXPENSES		
62000-000	ADMINISTRATIVE EXPENSES		
63100-000	Office Salaries	7,202.09	7,202.09
63113-000	Equipment Leases	618.18	618.18
63200-001	Management Fee	7,292.00	7,292.00
63300-000	Manager Salary	5,000.00	5,000.00
63310-000	Staff Rent Free Unit	2,026.00	2,026.00
63500-000	Audit/Tax Preparation	675.00	675.00
63510-001	Accounting Services	1,900.00	1,900.00
63600-000	Telephone, Cable & Internet	1,049.71	1,049.71
63750-000	Bank Charges	50.65	50.65
63760-000	Payroll Costs	756.23	756.23
63920-000	Computer Support & Equipment	1,608.46	1,608.46
63930-000	Training, Events & Giveaways	95.00	95.00
63999-000	TOTAL ADMIN EXPENSE	28,273.32	28,273.32
64000-000	UTILITIES EXPENSE		
64500-000	Electricity	3,615.56	3,615.56
64505-000	Solar True-up	-165.13	-165.13
64510-000	Water	9,385.00	9,385.00
64520-000	Gas	3,898.95	3,898.95

Ridgeview Commons (480)			
Income Statement			
Period = Jan 2019			
Book = Accrual ; Tree = prop_is			
		Period to Date	Year to Date
64900-000	Cable TV	7,433.32	7,433.32
64999-000	TOTAL UTILITIES EXP	24,167.70	24,167.70
65000-000	OPERATING & MAINT EXPENSE		
65140-000	Janitor & Cleaning Contract	4,650.00	4,650.00
65190-000	Exterminating Contract	538.00	538.00
65250-000	Rubbish Removal	4,562.00	4,562.00
65300-000	Security Payroll/Contract	477.75	477.75
65370-000	Grounds Contract	3,994.00	3,994.00
65400-000	Maintenance Payroll	5,014.07	5,014.07
65410-000	Maintenance Supplies	56.56	56.56
65450-000	Elevator Maintenance/Contract	992.00	992.00
65460-000	HVAC Repairs/Maint	202.50	202.50
65600-000	Decorating Contract	1,680.00	1,680.00
65999-000	TOTAL OP & MAINT EXP.	22,166.88	22,166.88
67000-000	TAXES & INSURANCE		
67110-000	Payroll Taxes	2,379.45	2,379.45
67120-000	State Taxes	66.67	66.67
67200-000	Property & Liability Insurance	4,870.15	4,870.15
67220-000	Workmen's Compensation	492.77	492.77
67230-000	Health Insurance	1,778.40	1,778.40
67290-000	Other Insurance (Specify)	3,686.74	3,686.74
67599-000	TOTAL TAX & INSURANCE	13,274.18	13,274.18
68000-000	FINANCIAL ACCOUNTS		
68200-000	Interest on Mortgage Payable	21,639.28	21,639.28
68245-000	Interest - City Loans	28,010.42	28,010.42
68599-000	TOTAL FINANCIAL ACCTS	49,649.70	49,649.70
69000-000	SERVICE EXPENSE		
69250-001	Contracted Services	414.90	414.90
69299-000	TOTAL RESIDENT SERVICE ADMINISTRATI	414.90	414.90
69990-000	TOTAL SERVICE EXPENSE	414.90	414.90
73000-000	REPLACEMENT RESERVE		
73100-000	Floor Coverings	1,606.94	1,606.94
73699-000	TOTAL REPLACEMENT RESERVE	1,606.94	1,606.94
78000-000	DEPRECIATION/AMORTIZATION		
78100-000	Depreciation	34,685.36	34,685.36

## Ridgeview Commons (480)

**Income Statement**

Period = Jan 2019

Book = Accrual ; Tree = prop\_is

		<b>Period to Date</b>	<b>Year to Date</b>
78160-000	Amortization - Debt Issuance Costs	6,075.27	6,075.27
78199-000	TOTAL DEPRECIATION/AMORTIZATION	40,760.63	40,760.63
83000-000	OTHER CASH PAYMENTS (T)		
83100-000	Tax & Ins Impound Funding	7,400.26	7,400.26
83101-000	Tax & Ins Impound Funding Contra	-7,400.26	-7,400.26
83112-000	Replacement Reserve Funding	11,737.50	11,737.50
83113-000	Replacement Reserve Funding Contra	-11,737.50	-11,737.50
83125-000	Debt Service	48,560.25	48,560.25
83126-000	Debt Service Contra	-48,560.25	-48,560.25
83299-000	TOTAL CASH PAYMENTS	0.00	0.00
89990-000	TOTAL EXPENSES	180,314.25	180,314.25
90900-000	NET INCOME	-9,803.10	-9,803.10





**Balance Sheet (With Period Change)**

Period = Jan 2019

Book = Accrual ; Tree = prop\_bs

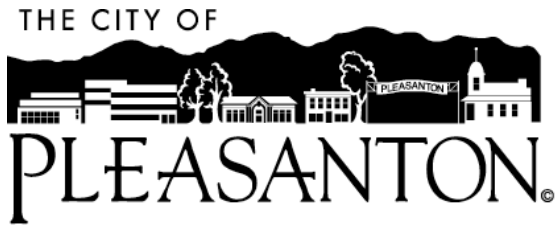
		Balance	Beginning	Net
		Current Period	Balance	Change
10100-000	CURRENT ASSETS			
10110-000	Petty Cash	300.00	300.00	0.00
10120-000	Operating Account	492,397.36	454,161.03	38,236.33
10122-000	Payroll Account	17,156.27	40,244.83	-23,088.56
10491-000	Transfer to/from Security Deposit	5,062.74	3,306.17	1,756.57
10499-000	TOTAL UNRESTRICTED CASH	514,916.37	498,012.03	16,904.34
10600-000	RESTRICTED FUNDS			
10690-000	Security Deposits	64,382.34	64,896.77	-514.43
10691-000	Security Deposit Transfer	-5,062.74	-3,306.17	-1,756.57
10695-000	Security Deposit Acct. (2)	100,030.40	100,030.40	0.00
10699-000	TOTAL RESTRICTED FUNDS	159,350.00	161,621.00	-2,271.00
10700-000	IMPOUNDED FUNDS			
10716-000	Hazard Insurance Impound	75,377.69	70,400.93	4,976.76
10718-000	Earthquake Insurance Impound	2,423.87	0.37	2,423.50
10730-000	Replacement Reserve	1,118,055.28	1,106,317.78	11,737.50
10798-000	TOTAL IMPOUNDED FUNDS	1,195,856.84	1,176,719.08	19,137.76
10799-000	TOTAL RESTRICTED FUNDS	1,355,206.84	1,338,340.08	16,866.76
10900-000	Operating Account Offset	-1,643.00	0.00	-1,643.00
10999-000	TOTAL CASH / CASH EQUIVALENTS	1,868,480.21	1,836,352.11	32,128.10
11000-000	RECEIVABLES			
13910-000	Tenant Accounts Receivable	1,786.00	2,354.00	-568.00
13999-000	TOTAL RECEIVABLES	1,786.00	2,354.00	-568.00
14500-000	PREPAID EXPENSES			
14515-000	Prepaid Property Insurance	1,330.58	1,520.66	-190.08
14525-000	Prepaid Insurance - Other	40,554.08	44,240.82	-3,686.74
14590-000	Miscellaneous Prepaid Expenses	8,330.31	23,329.79	-14,999.48
14599-000	TOTAL PREPAID EXPENSES	50,214.97	69,091.27	-18,876.30
15599-000	TOTAL CURRENT ASSETS	1,920,481.18	1,907,797.38	12,683.80
17499-000	LAND AND FIXED ASSETS			
17600-000	Work in Process (JC)	62,833.70	62,833.70	0.00
17800-000	Buildings	15,090,118.97	15,090,118.97	0.00
17805-000	Building Improvements	293,956.61	293,956.61	0.00
17820-000	Other Improvements	103,946.86	103,946.86	0.00
17851-000	Carpeting	125,748.68	125,748.68	0.00
17853-000	Furniture, Fixtures & Equipt	404,017.20	404,017.20	0.00
17950-000	Accumulated Depreciation	-11,631,148.80	-11,596,463.44	-34,685.36
17999-000	TOTAL LAND AND FIXED ASSETS	4,449,473.22	4,484,158.58	-34,685.36
18100-000	OTHER ASSETS			
18300-000	Refundable Deposits	137,493.53	138,140.40	-646.87
19900-000	TOTAL OTHER ASSETS	137,493.53	138,140.40	-646.87

**Balance Sheet (With Period Change)**

Period = Jan 2019

Book = Accrual ; Tree = prop\_bs

		Balance	Beginning	Net
		Current Period	Balance	Change
<b>19999-000</b>	<b>TOTAL ASSETS</b>	<b>6,507,447.93</b>	<b>6,530,096.36</b>	<b>-22,648.43</b>
20100-000	Accounts Payable	0.00	36,329.20	-36,329.20
20120-000	Accrued Liabilities	40,076.80	26,233.39	13,843.41
20160-000	Accrued Income Taxes	866.67	800.00	66.67
20182-000	Accrued Property Insurance	4,680.07	0.00	4,680.07
20199-000	TOTAL ACCOUNTS PAYABLE / ACCRUED LIABILITIES	45,623.54	63,362.59	-17,739.05
21900-000	SECURITY DEPOSITS			
21910-000	Tenant Security Deposits	158,457.00	160,728.00	-2,271.00
21970-000	Deposit Refund - Unclaimed	893.00	893.00	0.00
21999-000	TOTAL SECURITY DEPOSITS	159,350.00	161,621.00	-2,271.00
23700-000	INTEREST PAYABLE-Current			
23710-000	Accrued Interest - Mortgage	21,639.28	21,762.10	-122.82
23799-000	TOTAL INTEREST PAYABLE-Current	21,639.28	21,762.10	-122.82
24999-000	TOTAL CURRENT LIABILITY	226,612.82	246,745.69	-20,132.87
25100-000	NOTES AND LOAN PAYABLES			
25120-000	Mortgage Payable	4,721,295.51	4,748,093.66	-26,798.15
25170-000	Loan Payable - City	4,000,000.00	4,000,000.00	0.00
25171-000	Loan Payable - City RDA	225,000.00	225,000.00	0.00
25172-000	Loan Payable - City (II)	2,250,000.00	2,250,000.00	0.00
25340-000	Debt Issuance Costs	-640,926.06	-647,001.33	6,075.27
25499-000	TOTAL NOTES AND LOAN PAYABLES	10,555,369.45	10,576,092.33	-20,722.88
26700-000	INTEREST PAYABLE-LT			
26720-000	Accrued Interest - City	8,357,638.42	8,329,628.00	28,010.42
26799-000	TOTAL INTEREST PAYABLE-LT	8,357,638.42	8,329,628.00	28,010.42
29999-000	TOTAL LIABILITIES	19,139,620.69	19,152,466.02	-12,845.33
30010-000	CAPITAL/FUND BALANCE			
30120-000	Capital Balance - GP	-12,404,624.72	-12,404,624.72	0.00
30199-000	TOTAL CAPITAL / FUND BALANCE	-12,404,624.72	-12,404,624.72	0.00
30500-000	EARNINGS			
30510-000	Accumulated Earnings	-227,548.04	-217,744.94	-9,803.10
31199-000	TOTAL EARNINGS	-227,548.04	-217,744.94	-9,803.10
<b>32999-000</b>	<b>TOTAL EQUITY &amp; LIABILITY</b>	<b>6,507,447.93</b>	<b>6,530,096.36</b>	<b>-22,648.43</b>



## Housing Commission Agenda Report

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February 21, 2019  
Item 3

**SUBJECT    MANAGEMENT UPDATE FOR JANUARY 2019 FOR RIDGEVIEW COMMONS**

**RECOMMENDATION**

This item is informational; no action is necessary.

**ATTACHMENTS**

1. Ridgeview Commons Monthly Management Update for January 2019
- 

The most recent monthly management reports for Ridgeview Commons are attached. These items are for the Commission's information and reference and no action is required.



## **RIDGE VIEW COMMONS UPDATE JANUARY 2019**

- **Apartment Turnover**

Last year ended with a flurry and the new year is starting off the same way. We had six (6) move out, four (4) new residents move in, and three (3) give 30 – day notice. Five (5) out of the six (6) residents moved to assisted care facilities, and the other moved into a HUD property.

- **Annual Reporting**

The end of the year brings about the filing of the following reports:

1. Welfare Exemption Report
2. Statements of Family Household Income
3. Alameda County Assessor's Property Report

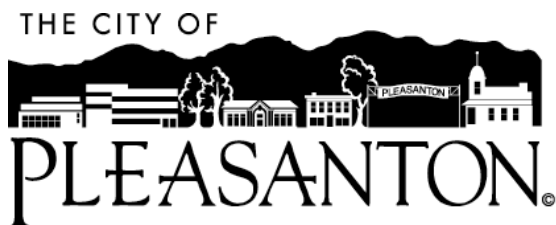
- **CTCAC File and On-site Inspection**

The California Tax Credit Allocation Committee (CTCAC) staff conducted a file and on-site physical inspection in December. Twenty (20) tenant files were reviewed and the corresponding units were inspected. The results from the file and on-site physical inspection found only minor deficiencies that have already corrected and documented.

- **Allied Landscape**

Allied replaced four (4) of our aging irrigation controllers with new Weathermatic Smartline Controllers. This is a high efficiency self-adjusting controller that complies with the state of California 2020 mandate. A new battery backup system and pest proofing protection were included in the installation.





## Housing Commission Agenda Report

February 21, 2019  
Item 6

**SUBJECT** Review the Annual Progress Report on Implementation of the General Plan Housing Element and Growth Management Report for Calendar Year 2018

### **RECOMMENDATION**

Staff recommends the Housing Commission review the Housing Element Annual Progress Report and forward to the City Council with a recommendation for approval

### **ATTACHMENTS**

1. Draft Pleasanton Housing Element Annual Progress Report – 2018

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### **BACKGROUND**

Section 65400 of the California Government Code requires the City to file an annual report with the State Department of Housing and Community Development (HCD) addressing the status of the General Plan Housing Element and progress made toward implementing its goals and policies. The General Plan Housing Element for the 2015-2023 planning period was adopted by the City Council on January 6, 2015. This annual report will be the fourth submitted for this Housing Element cycle.

### **DISCUSSION**

The Housing Element Annual Progress Report – 2018 is attached for Housing Commission review (Attachment 1). HCD has specific reporting requirements for the Annual Progress Report, including information contained in a series of standardized spreadsheet tables (completed tables are attached to this report). Recently approved State housing legislation 2017, requiring more detailed reporting and additional data to be submitted as part of the APR, is now in effect and reflected in this Housing Element Annual Progress Report. The new standardized tables required by HCD are not able to be reproduced in a viewer friendly manner. Staff has attempted to make the tables as clear as possible and a link to pdf copies is available upon request.

In the past, HCD only required reporting on the number of housing unit permits issued each reporting year. HCD now requires reporting on the number of completed entitlements, housing unit permits issued, and housing permits finalized during the year, including the type of units (single-family, multifamily, etc.), and the affordability categories (very low-, low-, moderate- and above moderate-income). Table B of Attachment 1 and included here, is a summary that tracks building permits issued for

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each year of the Housing Element’s Regional Housing Needs Allocation (RHNA) period (2015-2023). In 2018, entitlements were given for 34 new residential housing units, building permits were issued for 98 new residential housing units, and 421 residential units were finalized.

**Table 1: Table B – Regional Housing Needs Allocation Progress**

Table B								
Regional Housing Needs Allocation Progress								
Permitted Units Issued by Affordability								
		1	2				3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	716	54	128	0	25	207	509
	Non-Deed Restricted		0	0	0	0		
Low	Deed Restricted	391	16	21	7	28	72	319
	Non-Deed Restricted		0	0	0	0		
Moderate	Deed Restricted	407	0	7	1	0	25	382
	Non-Deed Restricted		2	3	5	7		
Above Moderate		553	819	228	102	38	1187	0
Total RHNA		2067						
Total Units			891	387	115	98	1491	1210

The 98 building permits issued in 2018 is a slight decrease from the 114 permits issued in 2017 and a notable decrease from the 387 and 891 permits issued in 2016 and 2015. The number has been decreasing as the higher density Housing Element opportunity sites were redeveloped. Based on the existing market demand and approvals in the past years, including Irby Ranch and Sunflower Hill, staff expects that the City will issue approximately 100 again in 2019.

**GROWTH MANAGEMENT REPORT**

A Growth Management Report was presented to the City Council on October 15, 2013, determining that the annual unit allocation commencing July 1, 2014, through June 30, 2022, is 235 units, consistent with the City’s RHNA (Regional Housing Need Allocation). On February 3, 2015, the City Council further amended Pleasanton Municipal Code Chapter 17.36 to ensure that the Growth Management Ordinance does not include constraints that would prevent the City from meeting its share of the regional housing need for all income levels during the Housing Element planning period and stated the City's intention to have the City Manager regularly report on efforts to meet goals of the Growth Management Ordinance.



In 2018, the City approved a total of thirty-four (34) Growth Management Allocations. 31 units (Sunflower Hill) were approved by the City Council and three were administratively approved by the Zoning Administrator.

**RECOMMENDATION**

Staff recommends the Housing Commission review the Housing Element Annual Progress Report and Growth Management Report and forward these items to the City Council with a recommendation for approval.

Attachment:

1. Pleasanton Housing Element Annual Progress Report – 2018











**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**

(CCR Title 25 §6202)

<b>Jurisdiction</b>	Pleasanton	
<b>Reporting Year</b>	2018	(Jan. 1 - Dec. 31)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
 Please contact HCD if your data is different than the material supplied here

**Table B**  
**Regional Housing Needs Allocation Progress**  
**Permitted Units Issued by Affordability**

		1	2								3	4	
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	716	54	128		25						207	509
	Non-Deed Restricted												
Low	Deed Restricted	391	16	21	7	28						72	319
	Non-Deed Restricted												
Moderate	Deed Restricted	407		7	1							25	382
	Non-Deed Restricted		2	3	5	7							
Above Moderate		553	819	228	102	38						1187	
Total RHNA		2067											
Total Units 44			891	387	115	98						1491	1210

Note: units serving extremely low-income households are included in the very low-income permitted units totals  
 Cells in grey contain auto-calculation formulas









**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
 (CCR Title 25 §6202)

<b>Jurisdiction</b>	Pleasanton
<b>Reporting Year</b>	2018 (Jan. 1 - Dec. 31)

**Table D**  
**Program Implementation Status pursuant to GC Section 65583**

<b>Housing Programs Progress Report</b>			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1 Name of Program	2 Objective	3 Timeframe in H.E	4 Status of Program Implementation
<p><b>Program 1.1:</b> Discourage the redesignation of areas designated for High Density Residential development. The objective of this program is to ensure that adequate sites are available to accommodate the City's regional housing need for all income levels.</p>	<p><b>Policy 1:</b> At a minimum, maintain the amount of high-density residential acreage currently designated on the General Plan Map and permitting high density housing.</p>	<p>As General Plan Amendments are proposed and ongoing</p>	<p>The City continues to discourage any redesignation of areas currently designated for High Density Residential development. There were no High Density Residential Properties redesignated in 2018.</p>
<p><b>Program 6.1:</b> Continue monitoring second units to determine if they are being rented and, if so, determine their rent levels. Include conditions of approval for second unit Administrative Design Review approvals requiring a monitoring program.</p>	<p><b>Policy 6:</b> Actively promote the creation of second units on single family residential lots and their maintenance as sources of housing affordable to moderate-, low-, and very low-income households.</p>	<p>Complete surveys annually beginning in May 2015</p>	<p>The City continues to monitor accessory (second) dwelling units in the city as required by the following standard for all approved second units. In 2017 the City approved an update to the Accessory (Second) Dwelling Unit Ordinance.</p>
<p><b>Program 6.2:</b> Create incentives for homeowners to rent their second units to moderate-, low-, and very low-income households as well as those with disabilities (including developmental disabilities). The City's role would be to develop the program materials including information, criteria for qualifications, and incentives, and to monitor the success of the program. Incentives should include fee reductions or waivers and information/assistance to help homeowners be landlords. Such incentives should be made available to applicants of second units during the Administrative Design Review or Building permit process.</p>		<p>Complete by the end of 2016. Quantified Objective: Five units per year.</p>	<p>In 2017 the City adopted changes to the Accessory (Second) Dwelling Unit Ordinance to be consistent with State law. The City will continue to encourage homeowners of accessory (second) dwelling units to rent their units. The City will continue discussions with the Tri-Valley Affordable Housing Committee as well as ECHO Housing (a non-profit housing counseling agency) regarding creating incentives and programs for interested homeowners.</p>
<p><b>Program 6.3:</b> Conduct a review of the Second Unit Ordinance, including a survey of similar requirements in other Bay Area cities. Using this review, consider allowing second units without an Administrative Design Review process in new single-family developments, subject to performance standards, consider reducing the existing Second Unit Ordinance requirements, such as the parking and height limit requirements, to encourage the development of second units, consider other measures to promote the creation of second units, and adopt necessary changes as appropriate.</p>		<p>May 2016. Quantified Objective: 5 percent of new single family homes include a second unit.</p>	<p>In 2017 the City conducted a comprehensive review of the Accessory (Second) Dwelling Unit Ordinance and adopted updates to the ordinance including reducing parking requirements for properties near public transportation. The adopted ordinance will help to make it easier for property owners to create accessory dwelling units and junior accessory dwelling units. The City continues to promote the creation of accessory units.</p>
<p><b>Program 7.1:</b> Monitor new multiple family residential development proposals with respect to housing tenure to ensure that sufficient numbers of rental units are provided to meet the above policy.</p>	<p><b>Policy 7:</b> Encourage at least 50 percent of multiple-family housing units to be rental apartments.</p>	<p>As multiple-family residential development proposals are received.</p>	<p>The City continues to monitor new multi-family residential developments. In 2018, all new multi-family residential developments that were entitled were rental apartments.</p>
<p><b>Program 8.1:</b> Regulate condominium, townhouse, and mobile home conversions and mitigate tenant displacement through the provisions of the City's Condominium Conversion Ordinance, and Government Code, Section 65863.7 (as to mobile homes). This includes requiring condominium converters to maintain rental units for households with special needs including those with developmental disabilities, such as lifetime leases with rental caps for persons with disabilities, to the extent permitted by State law and denying conversion of apartment units to condominiums if the percentage of multiple family units available for rent, city wide, is below 50 percent.</p>	<p><b>Policy 8:</b> Minimize displacement of tenants in rental apartments and mobile homes and encourage ownership of lower cost residential units by prior renters through the regulation of condominium conversions.</p>	<p>As needed</p>	<p>The City continues to regulate condominium conversions. This program is implemented on an ongoing basis, and no residential rental units were converted to ownership units in 2018.</p>

<p><b>Program 8.2:</b> Review the City's Condominium Conversion Ordinance to identify desirable changes, such as potentially requiring more housing units affordable to low- and very low-income households and longer tenant noticing requirements, if market conditions are resulting in the displacement of lower-income tenants.</p>		<p>Complete the review by the end of 2017.</p>	<p>The City continues to monitor the number of for-rent versus for-ownership units in the city. There were no applications to convert residential rental units to ownership units in 2018.</p>
<p><b>Program 9.1:</b> Seek State and Federal assistance for the development of housing to meet the housing needs of households with extremely low, low, and very low incomes as well as those with disabilities (including developmental disabilities). Potential sources may include the HUD Section 202 and 811 programs (for senior housing and housing for persons with disabilities), the State HELP and CHFA programs, State/Federal lower-income housing tax credits, and bond financing. The timing of application will depend upon the schedule for specific projects proposed by individual developers in as much as the City does not currently own any land for development of housing affordable to low- and very low-income households and those with disabilities. If the City is successful in securing an open source of funding for housing affordable to low- and very low-income households, such as State HELP funds, the availability of these funds will be promoted through the City's web site, in local newspapers, and through posting at public places subject to normal procedures. The objective of this program is to secure available funding required to finance new affordable housing development. A timeline would be developed on a project by project basis as affordable development inquiries/applications are submitted to the City.</p>	<p><b>Policy 9:</b> Support the development of housing for persons with special needs.</p>	<p>Seek funding annually and when specific development proposals are brought forward.</p>	<p>The City continues to seek state and federal assistance to the greatest extent feasible. The City's ability to secure an open source of funding for affordable housing has been hampered by the significant reduction and/or elimination in recent years of many of the traditional programs such as Sections 202, 811, and HELP. The City continues to review available options on a project-specific basis and has approved financing programs related to new affordable housing projects such as Kottinger Gardens and Sunflower Hill. For example, the City has recently worked with Alameda County to secure Measure A1 bond funds: \$4.6 million for Kottinger Gardens, which is scheduled to complete construction in May 2019, and nearly \$7.2 million for Sunflower Hill, which is scheduled to begin construction in April 2019. The City continues to monitor the availability of new funding sources for affordable housing and will apply for funding as appropriate.</p>
<p><b>Program 9.2:</b> Seek creative alternative and nontraditional means, including using available City financial and property resources and working cooperatively with community groups, that will assist in the production of or preserve housing for extremely low-, very low-, low-, and moderate income- households as well as special needs housing including housing for those with disabilities.</p> <p><b>Program 9.3:</b> Advocate changes in Federal and State legislation to provide incentives for the development of housing for special needs and housing affordable to extremely low-, low- and very low-income households and to overcome barriers to housing affordable to low- and very low-income households.</p>		<p>Ongoing and meet with community groups every two years.</p> <p>Ongoing</p>	<p>The City has had meetings with several groups, including MidPen Housing, Sunflower Hill and Tri-Valley REACH, which may lead to the development of new affordable housing within the next several years.</p> <p>The City continues to advocate Federal and State legislative changes and provides general support to legislative efforts on an ongoing basis.</p>
<p><b>Program 10.1:</b> Conduct a review of the Growth Management Program and amend as necessary to assure the rate of residential development, limited to 235 units per year consistent with the City's Growth Management unit allocation, is consistent with the City's current and new infrastructure capacities, including roadways, water, sewer, and facilities, etc. The objective of this program is to assure that the City's Growth Management Program is consistent with State law and that there is a procedure for assuring that there is available infrastructure to serve future approved residential development, and to create a more efficient process for implementing the program.</p>	<p><b>Policy 10:</b> Support the development and rehabilitation of housing affordable to extremely low-, low- and very low-income households and review infrastructure needs.</p>	<p>Early 2017; then annually.</p>	<p>The City continues to monitor and review the Growth Management Program. On February 3, 2015, the City Council adopted Ordinance No. 2112 amending Pleasanton Municipal Code Chapter 17.36, to ensure that the Growth Management Ordinance does not include constraints including preventing the City from meeting its share of the regional housing need for all income levels during the Housing Element planning period per Program 30.2. No additional changes were made in 2018.</p>
<p><b>Program 10.2:</b> Require the duration of extremely low-, low- and very low income set aside units within projects to be in perpetuity.</p>		<p>As Housing Agreements are put in place for lower-income projects.</p>	<p>The City continues to require that all regulatory agreements for below-market rental units to be in perpetuity (or if required due to financing, for 99 years).</p>
<p><b>Program 11.1:</b> Continue to provide incentives such as reduced development fees, assistance in public improvements, priority in permit processing, increased density, altered site development standards, mortgage revenue bonds, affordable-housing competition, and other creative incentives to encourage the development of housing affordable to moderate-, low-, extremely low-, and very low-income households and households with special needs. A priority will be placed on projects that provide the largest number of units at the greatest level of affordability. The availability of incentives will be incorporated in the City's Inclusionary Zoning Ordinance, to be consistent with State law and recent court decisions, but for specific projects, will also be promoted through the City's web site, in local newspapers, and through posting at public places subject to normal procedures. The objective of this program is to assure that incentives are made available and known to the development.</p> <p><b>Program 12.1:</b> Maintain zoning adequate to accommodate Pleasanton's share of the regional housing need for all income levels. Sites designated High Density Residential or Mixed Use shall be developed at a minimum density of 30 units per acre, and comport with the adopted Housing Site Development Standards and Design Guidelines for Multifamily Development.</p>	<p><b>Policy 11:</b> Give greater priority to providing housing which is affordable to extremely low income households and to households at the low end of the low-income range (50 to 80 percent of median income).</p> <p><b>Policy 12:</b> Strive toward meeting Pleasanton's share of regional housing needs, as defined by the Regional Housing Needs Determination (RHND).</p>	<p>Ongoing and enhanced promotional efforts at least once by May 2017.</p> <p>Ongoing</p>	<p>The City is continuing to provide incentives and assistance to encourage the development of affordable housing. The availability of incentives is incorporated in the City's Inclusionary Zoning Ordinance, but for specific projects was also promoted through the City's website, in local newspapers, and through posting at public places subject to normal procedures.</p> <p>The City continues to monitor the zoning within the City to accommodate all RHNA needs. This is implemented on an ongoing basis.</p>
<p><b>Program 12.2:</b> Attempt to rehabilitate five ownership housing units affordable to extremely low-, low- and very low-income households identified as having major building code violations each year between 2017 and 2023, and maintain their affordability. Attempt to rehabilitate at least one apartment complex by 2020. Single-family homes will be identified through the City's Housing Rehabilitation Program which already has in place an outreach program. The City will survey existing apartment complexes, including working with local non-profit housing development agencies, to ascertain the need for rehabilitation. Owners of identified complexes will be contacted and made aware of the availability of rehabilitation assistance.</p>		<p>Annually/Ongoing</p>	<p>The City continues to rehabilitate affordable housing to the greatest extent feasible. Since October 2016, Habitat for Humanity has been administering the City's Housing Rehabilitation Program, which provides grants or loans to low-, very low-, and extremely low-income homeowners. No City-sponsored major rehab work was implemented in apartment complexes; however, the City is currently working on one small project to install accessibility improvements at a privately owned rental unit occupied by an extremely low-income tenant.</p>

<p><b>Program 12.3:</b> Strive to construct, rehabilitate, and conserve the City's regional share of housing within the constraints of available infrastructure, traffic, air quality, and financial limits, by the conclusion of the current Regional Housing Needs Determination period – in 2023.</p>		<p>By 2023</p>	<p>The City continues to strive to construct housing within the constraints of available infrastructure, traffic, air quality, and financial limits. Combined, the City's 2015-2023 housing sites inventory can accommodate at least 3,243 units.</p>
<p><b>Program 12.4:</b> Work with the Tri-Valley Housing Opportunity Center and employers to develop partnerships for participating in programs to make housing affordable to their workers.</p>		<p>Meet annually with groups mentioned in the program.</p>	<p>In 2016, the City began working with ECHO Housing to perform first time homebuyer services previously provided by TVHOC. As part of ECHO's agreement with the City, they will conduct outreach to employers and lower income target groups in the community to encourage participation in affordable housing programs. The City continues to meet regularly as a member of the Tri-Valley Affordable Housing Committee to help develop strategies to make housing more affordable to local businesses.</p>
<p><b>Program 14.1:</b> Preserve for the longest term feasible, rent restricted assisted projects affordable to extremely low-, low- and very-low-income households, and provide assistance to retain below-market rate rent restrictions.</p>	<p><b>Policy 14:</b> Preserve for the longest term feasible, restricted units affordable to extremely low-, low- and very-low-income households which are at risk of changing to market-rate housing.</p>	<p>Ongoing and when units become at risk of converting to market rate.</p>	<p>Since 2001, all regulatory agreements have included a provision that the terms shall apply in perpetuity (or for 99 years if restricted due to financing requirements). The City continues to implement this policy on all new projects.</p>
<p><b>Program 14.2:</b> Structure future rent-restriction contract agreements to allow the City the opportunity to purchase or subsidize assisted units at the conclusion of the rent-restriction period.</p>		<p>Ongoing and when units become at risk of converting to market rate.</p>	<p>The City continues to analyze rent-restriction contract agreements as they come in on a case-by-case basis. In 2018, no rent-restriction agreements were executed.</p>
<p><b>Program 14.3:</b> Structure future rent-restriction contract agreements for all new assisted projects with limited or no time restrictions to minimize the displacement of tenants.</p>		<p>When new assisted projects are approved.</p>	<p>The City continues to look at creative ways to structure agreements and maximize the term of affordability.</p>
<p><b>Program 14.4:</b> Provide rehabilitation funds or other incentives such as a density bonus where appropriate for apartment complexes in exchange for extended or perpetual assisted housing time periods.</p>		<p>Ongoing; dependent on specific proposals</p>	<p>The City continues to attempt to provide apartment rehabilitation loans to the greatest extent feasible; however, no apartment projects sought City funding for rehabilitation projects in 2018. The City will continue to monitor future opportunities for providing financial assistance to existing apartment complexes in exchange for affordability restrictions.</p>
<p><b>Program 14.5:</b> Issue bonds or provide other funding where appropriate to reduce apartment complex mortgage rates in exchange for extended or perpetual assisted-housing time periods.</p>		<p>Ongoing; dependent on specific proposals</p>	<p>The City continues to issue bonds and provide funding for appropriate projects on a case by case basis. No bonds were issued in 2018.</p>
<p><b>Program 15.1:</b> Identify a funding mechanism for infrastructure improvements contained in the General Plan to accommodate projected housing growth.</p>	<p><b>Policy 15:</b> Make appropriate modifications to the Land Use Element of the General Plan, Zoning Ordinance, and other City ordinances, programs, and policies to facilitate the provision of housing, especially housing for those with disabilities (including developmental disabilities), and housing affordable to moderate , low , and very low income households.</p>	<p>Research currently available funding mechanisms annually</p>	<p>The City continues to make infrastructure improvements on an as-needed basis. Other improvements include the City's new Recycled Water Project. Improvements to sewer capacity have been funded through the CIP under existing replacement and expansion funds.</p>
<p><b>Program 15.2:</b> Waive City fees for housing developments that provide a minimum of 15 percent affordable to extremely low-, low- and very low-income households.</p>		<p>As applications are received for projects containing units for lower-income households</p>	<p>The City continues to review waiving City fees for eligible affordable projects on a case-by-case basis.</p>
<p><b>Program 15.3:</b> Expedite the development review process for housing proposals that provide a minimum of 15 percent affordable to moderate-, low-, extremely low, and very low-income households.</p>		<p>As applications are received for projects containing units for lower-income households</p>	<p>The City continues to expedite the development review process for affordable projects on an as needed basis.</p>
<p><b>Program 15.4:</b> Support State legislative reform to improve the fair-share housing process and provide financial and other incentives to strengthen local jurisdictions' abilities to meet their fair-share responsibilities.</p>		<p>Ongoing</p>	<p>The City continues to advocate Federal and State legislative changes and provides general support on an ongoing basis.</p>

<p><b>Program 15.5:</b> Assess the level of effort to overcome infrastructure constraints to housing affordable to extremely low-, low- and very-low-income households on a periodic basis.</p>		<p>As needed or in conjunction with the Housing Element update</p>	<p>The City continues to assess infrastructure constraints and needs on a periodic basis.</p>
<p><b>Program 15.6:</b> Assess future sewer infrastructure needs, including sewer infrastructure upgrades and facilities to accommodate future RHNA cycles in the region.</p>		<p>2014–2017.</p>	<p>The City continues to assess sewer infrastructure as new residential projects are reviewed. Sewer capacity was not a deterrent to housing development during the 2007–2014 planning period and is not anticipated to be a deterrent during the current period.</p>
<p><b>Program 15.7:</b> Continue to work with non-profit and for-profit housing developers, service providers, Pleasanton employers, the Pleasanton Unified School District, and urban planning specialists to develop new programs and incentives for meeting the full range of Pleasanton's future affordable housing needs.</p>		<p>Ongoing</p>	<p>As noted previously, the City continues to work with nonprofit and for-profit developers and collaborates with non-profit housing agencies and other Tri-Valley cities to develop new programs and incentives to meet the full range of housing needs within the City. In 2018, the Pleasanton City Council approved the Sunflower Hill project, which will have 31 affordable multifamily residential units to be designated for individuals with special needs.</p>
<p><b>Program 15.8:</b> As required by State law, the City will review the status of Housing Element programs by April of each year, beginning April 2012. The review will cover consistency with other General Plan programs and community goals, the status of implementing actions, accomplishments, and a review of housing sites identified in the Housing Element. In particular, the annual review will cover development assumptions and actual development activity on sites by assessing projected development potential compared to actual development approval and construction. This will also include residential units anticipated on mixed use zoned sites. The primary intent of the annual review is to maintain adequate sites during the Housing Element planning period. In addition, the annual review will evaluate the effectiveness of the City's inclusionary zoning requirements (see Programs 17.1 and 17.2) to determine if modifications are needed.</p>		<p>Annually</p>	<p>On a yearly basis, the City continues to review the status of all Housing Element programs as well as evaluate the effectiveness of the City's inclusionary zoning requirements. The City has submitted its annual progress report to the state by the required deadline.</p>
<p><b>Program 16.1:</b> Continue housing education programs available on the City's website, at other public venues, through City publications and mailings, and through partnerships with regional organizations.</p>	<p><b>Policy 16:</b> Educate the public regarding the community, environmental, and economic benefits of Pleasanton's affordable housing program.</p>	<p>Ongoing</p>	<p>In 2018 the City continued to provide updated information in electronic (i.e., web) and printed format to educate private citizens, developers, and other interested parties on the range of programs promoting affordable housing.</p>
<p><b>Program 16.2:</b> Continue to coordinate public information with surrounding communities to provide up-to-date listings of opportunities for regional affordable housing and programs for extremely low-, low- and very-low-income households.</p>		<p>Ongoing</p>	<p>In 2018 the City continued to provide public information regarding regional affordable housing and available programs.</p>
<p><b>Program 16.3:</b> Develop incentive/revitalization programs for neighborhoods to encourage support for affordable housing opportunities. Such incentives could include enhanced public amenities or other investment in areas where additional multifamily housing is planned.</p>		<p>As applications are received for projects containing affordable housing opportunities</p>	<p>In 2018, no neighborhood incentives/revitalization programs were implemented. The City continues to analyze and review possible programs for future incentives in coordination with new projects.</p>

<p><b>Program 17.1:</b> Review the City's Inclusionary Zoning Ordinance and amend if required: · for consistency with the Housing Element and other City affordable housing programs: · to identify incentives for non-profit housing developers and other housing developers to construct projects including three bedroom units for large households; · to determine if it is appropriate to increase the percentage of affordability to support housing affordable to low- and very-low-income households; · to be consistent with recent court decisions regarding rental housing;</p> <p><b>Program 17.2:</b> Monitor the results of the Inclusionary Zoning Ordinance annually to determine consistency with State law and recent court decisions and to determine if developers are primarily building new housing units affordable to low- and very low-income households instead of paying in lieu fees for new developments. If it is determined by the City Council, upon recommendation by the Housing Commission, that the Inclusionary Zoning Ordinance is not producing sufficient housing affordable to low- and very low-income households, consider modifying the Ordinance so that it can better achieve that objective. As part of the Inclusionary Ordinance review, conduct meetings with developers to identify specific changes that may be considered by the City.</p>	<p>Policy 17: Ensure compliance with the Inclusionary Zoning Ordinance by requiring each for-sale residential and non residential development to which the Ordinance applies to include its pro rata share of housing needs for low- and very low-income households or, if the Ordinance criteria are met, to contribute to the lower income housing fund to facilitate the construction of housing affordable to extremely low-, low-, very low-, and moderate-income households. Review and modify policies for rental housing to conform with State law and recent court decisions. It is strongly encouraged that the Inclusionary Zoning Ordinance requirements be met by building housing affordable to extremely-low, low and very low income households.</p>	<p>January 2017, then annually.</p> <p>Annually/Ongoing</p>	<p>The City has continued to monitor the inclusionary zoning ordinance. In 2018, the City approved an update to the City's development impact fees, including the City's Lower Income Housing Fee. The City continues to evaluate necessary updates to the Inclusionary Zoning Ordinance.</p> <p>Refer to the status for Program 17.1.</p>
<p><b>Program 18.1:</b> Review and modify the lower income housing fee annually in conformance with AB 1600, and consider changing the basis of the fee to reflect the true cost of providing housing.</p>	<p>Policy 18: Use the lower-income-housing fee to generate funds for the provision of housing affordable to extremely low-, low- and very low-income households. The low-income housing fund should be used primarily to leverage State and Federal funds in the development of housing affordable to low- and very low-income households and in-house loan programs, so that the fund may be used most efficiently and maintained over time. When considering allocation of these funds, priority will be given to non-profit housing developers with a project including three bedroom units affordable to large extremely low, low- and very low-income households.</p>	<p>Annually</p>	<p>Refer to the status for Program 17.1.</p>
<p><b>Program 18.2:</b> Continue to exempt all housing units affordable to low- and very low-income households from the low income housing fee.</p>		<p>Ongoing</p>	<p>The City has continued to exempt all affordable housing units from the low income housing fee in 2018. As the City works on future projects, the expectation is that all units affordable to low- and very low-income households will be exempt from payment of the Lower Income Housing Fee in conformance with the City's long-standing policy.</p>
<p><b>Program 18.3:</b> Use the Lower Income Housing Fund to help build housing affordable to low- and very low-income households on City owned land.</p>		<p>As needed/Ongoing</p>	<p>Kottinger Gardens, which utilized Lower Income Housing Funds, was completed and fully leased up in July 2017. Unused Lower Income Housing Funds from Phase 1 was transferred to Phase 2, which began construction in January 2018. In addition the City Council approved an Affordable Housing Agreement that included the dedication of 1.64 acres of land to the City to be used in partnership with Sunflower Hill on a future residential affordable housing development for individuals with special needs. The City also committed \$2.25 million from the fund for the Sunflower Hill project.</p>
<p><b>Program 18.4:</b> Use the Lower Income Housing Fund to extend rent restriction agreements, purchase land, write down mortgage costs, rehabilitate units, subsidize rents, issue tax exempt bonds, post loan collateral, pay pre-development costs, and otherwise help produce housing units affordable to lower income households. The objective of this is to utilize the Lower Income Housing Fund in a manner consistent with City ordinance and to support affordable housing, particularly developments proposed by non-profit developers that include units for large families at very low incomes.</p>		<p>Explore ways to use the fund for the list of activities in the program annually and as needed. Quantified Objective: 150 units</p>	<p>In July 2017, construction of Phase 1 of Kottinger Gardens was completed, and in January 2018 Phase 2 began which included funds from the Lower Income Housing Fund (LIHF), to assist in the redevelopment of Kottinger Place and Pleasanton Gardens, two aging rental complexes that provide housing to extremely low-income elderly persons. The City also committed \$2.25 million from the fund for the Sunflower Hill project.</p>

<p>Program 18.5: When considering how to utilize the City's Lower-Income Housing Fund, consider whether a proposal with a non-profit housing developer and a for-profit housing developer partnership should be a higher priority project due to its ability to potentially secure better funding and be developed.</p>		<p>Consider prioritization by January 2016.</p>	<p>Although this situation did not present itself in 2018, the City is currently working with Sunflower Hill, a nonprofit organization, on a housing project within Irby Ranch and will continue to consider both non-profit vs. for-profit partnerships on a case-by-case basis.</p>
<p>Program 26.1: Actively assist owners of property zoned or designated High-Density-Residential in soliciting non profit housing organizations for proposals to develop housing affordable to extremely low-, moderate-, low-, and very low-income households on available sites using lower income housing fees. The objective of this program is to assure that owners of HDR properties are informed of City affordable housing programs. The City will notify all property owners of HDR sites of available City housing programs within 6 months of Housing Element adoption.</p> <p>Program 26.2: Continue to actively support the activities of non-profit organizations that provide special needs housing as well as housing affordable to low- and very low-income households, through technical assistance or other means. The objective of this program is to assure that the City maintains a full range of incentives that are beneficial to assisting non-profit housing developers.</p>	<p>Policy 26: Encourage non-profit and joint for-profit housing developments by offering incentives. Non-profit and joint for-profit housing developers of housing affordable to moderate-, low-, extremely low-, and very low-income households shall have the highest City priority for approval. Specific City incentives to encourage such housing developments are the following:</p> <ul style="list-style-type: none"> <li>• Priority for the Growth Management affordable-housing sub allocation;</li> <li>• Expedited permit processing;</li> <li>• Fee waivers;</li> <li>• Contributions from the lower-income housing fund;</li> <li>• Use of available City-owned land;</li> <li>• Density bonuses;</li> <li>• City assistance in obtaining financing or funding;</li> <li>• Assistance in providing public improvements;</li> <li>• Consideration of reduced development standards, such as reducing the number of parking spaces ; - (this consideration does not include reducing the number of required on-site parking spaces in the Downtown Specific Plan Area); and</li> <li>• Consideration of mortgage revenue bonds.</li> </ul>	<p>Ongoing; information to property owners within six months of Housing Element adoption and at least two additional times during the planning period.</p> <p>Meet with nonprofit housing providers annually and ongoing</p>	<p>The City continues to provide a wide range of information and available resources related to affordable housing on the City's website. The City will continue to encourage owners of high density residential sites to partner with non-profit organizations.</p> <p>The City maintained active support (including financial assistance through the City's Housing and Human Services Grant program) for a wide range of nonprofit organizations in 2018, including East Bay Housing Organizations, Habitat for Humanity, ECHO Housing, CRIL, Abode Services, and Tri-Valley REACH, Inc. In addition, the City worked directly with MidPen Housing, Satellite Affordable Housing Associates (SAHA), and Sunflower Hill on project-specific activities.</p>
<p>Program 26.3: When land becomes available to the City, consider reserving those sites for non-profit organizations to build housing affordable to moderate-, low-, extremely low-, and very low-income households that include three bedroom units for large households.</p>		<p>When land becomes available to the City</p>	<p>As noted above, the City will acquire one parcel of land within Irby Ranch with the intent of using the land to provide new affordable housing in partnership with Sunflower Hill (a nonprofit). The City will continue to monitor future opportunities to acquire land for affordable housing.</p>
<p>Program 30.1: Continue to use the Growth Management Report to monitor the numbers and types of units built at all income levels. Use this information to facilitate the issuance of sufficient numbers of permits to meet the regional housing need throughout the planning period.</p>	<p>Policy 30: Encourage substantial private development of housing affordable to extremely low, low, and very low income households through the Growth Management Program.</p>	<p>With preparation of Growth Management Report</p>	<p>The City continues to monitor and review the Growth Management Program. In 2018 the City issued a total of 3 Growth Management Allocations out of the maximum 235 allocations per year.</p>
<p>Program 30.2: Review and amend the Growth Management Program to reflect current housing and infrastructure conditions and current housing needs, and to ensure that the Growth Management Ordinance does not include constraints including preventing the City from meeting its share of the regional housing need for all income levels during the Housing Element planning period. Potential revisions include establishing a regional housing need allocation exemption for all lower income housing, incorporating all lower income regional housing need allocation requirements into the growth management allocation, and mandating the ability to "borrow" allocation units for lower income housing from future years to accommodate all levels of regional housing need allocation through the developer's development agreement, growth management agreement or other legislative act.</p>		<p>January 2016 for review and amendments and continue annual review. The City shall notify HCD of implementation, utilizing the annual General Plan progress report required by Government Code Section 65400.</p>	<p>Refer to the status for Program 30.1.</p>
<p>Program 35.1: Maintain building and housing code enforcement programs, and monitor project conditions of approval.</p>	<p>Policy 35: Eliminate all substandard housing conditions within the community.</p>	<p>Ongoing</p>	<p>The City continues to maintain active Building and Code Enforcement programs. The City responds to resident complaints related to Building Code and Housing Code violations on an ongoing basis.</p>
<p>Program 35.2: Continue the Rental Housing Rehabilitation Program to improve rental units affordable to low-, extremely low-, and very-low-income households.</p>		<p>Apply for funding annually and ongoing</p>	<p>The City continues to rehabilitate affordable housing to the greatest extent feasible. Since October 2016, Habitat for Humanity has been administering the City's Housing Rehabilitation Program, which provides grants or loans to low-, very low-, and extremely low-income homeowners. No City-sponsored major rehab work was implemented in apartment complexes; however, the City is currently working on one small project to install accessibility improvements at a privately owned rental unit occupied by an extremely low-income tenant.</p>



<p><b>Program 35.3:</b> Supplement CDBG funds with the City's Lower-Income Housing Fund for rehabilitation of housing units affordable to extremely low-, low- and very-low-income households.</p>		Ongoing	In 2018, the City continued to supplement CDBG funds with other funding sources. The City's Housing Rehabilitation Program was funded through a combination of local (City Lower Income Housing Funds) and federal HOME funds.
<p><b>Program 36.1:</b> Regularly assess the need for workforce housing (including stock, type and quantity of housing) in the community. Develop routine planning and economic development activities to better integrate assessment information into efforts that produce a built environment responsive to the need for workforce housing, in accordance with the Economic Development Strategic Plan. The City Council shall consider the appropriate steps to address the identified needs.</p>	<p><b>Policy 36:</b> Encourage development of workforce housing that helps to achieve the goals of the Economic Development Strategic Plan.</p>	Ongoing	The City Council has established workforce housing as one of their work plan priorities and has committed to performing an analysis of financing alternatives available for workforce housing within the City. Once the analysis is complete, the City will consider the appropriate steps to address any identified needs.
<p><b>Program 37.1:</b> Provide and maintain existing sites zoned for multi-family housing, especially in locations near existing and planned transportation and other services, as needed to ensure that the City can meet its share of the regional housing need.</p>	<p><b>Policy 37:</b> Disperse high-density housing throughout the community, in areas near public transit, major thoroughfares, shopping, and employment centers.</p>	Ongoing	The City continues to maintain existing residential sites near transportation corridors and services as needed to ensure that the City can meet its share of regional housing needs.
<p><b>Program 38.1:</b> Maintain existing zoning of infill sites at densities compatible with infrastructure capacity and General Plan Map designations.</p>	<p><b>Policy 38:</b> Strongly encourage residential infill in areas where public facilities are or can be made to be adequate to support such development.</p>	Ongoing	The City continues to maintain existing zoning of infill sites with densities consistent with the General Plan. This program is implemented on an ongoing basis.
<p><b>Program 38.2:</b> Encourage the development of second units and shared housing in R-1 zoning districts to increase the number of housing units while preserving the visual character within existing neighborhoods of single-family detached homes.</p>		Ongoing	The City continues to encourage the development of accessory dwelling units and adopted a revised Accessory Dwelling Unit Ordinance in 2017.
<p><b>Program 38.3:</b> For those properties designated for high density residential development with existing commercial uses, conduct outreach with property owners and businesses to identify specific incentives for business relocation and to encourage property owners to develop their properties with housing. Develop appropriate incentives that would facilitate relocating existing commercial/office/industrial uses in order to enable development with residential uses. Specific incentives may include the following: - Transfer of development rights; - A review of traffic requirements and evaluation measures to facilitate mixed use development; - Development of transit alternatives; - Use of development agreements; - Flexibility of parking standards; and - Expedited processing of development applications.</p> <p><b>Program 40.1:</b> Acquire and/or assist in the development of one or more sites for housing affordable to low- and very-low-income households.</p>	<p><b>Policy 40:</b> Reserve suitable sites for subsidized housing affordable to low- and very-low-income households.</p>	<p>Annually</p> <p>Convene City staff meeting annually to discuss potential opportunities and ongoing; dependent on specific proposals and opportunities.</p>	<p>Of the high density sites within the City, the CM Capital 2 site is occupied by corporate offices, and the Sheraton Hotel site adjacent to the West Dublin/Pleasanton BART Station also contains commercial uses. The City will continue to identify specific incentives for business relocation and to encourage property owners to develop their properties with housing.</p> <p>The City continues to assist in the development of affordable housing. As noted previously, the City will acquire one parcel of land within Irby Ranch with the intent of using the land to provide new affordable housing in partnership with Sunflower Hill (a nonprofit). The City will continue to monitor future opportunities to acquire sites for affordable housing.</p>
<p><b>Program 40.2:</b> Utilize tax-exempt bonds, and other financing mechanisms, to finance the construction of housing units affordable to extremely low-, low- and very-low-income households, to purchase land for such a use, and to reduce mortgage rates.</p>		Ongoing; dependent on specific proposals and opportunities.	The City continues to look for new financing mechanisms to assist in the development of affordable units. In 2016, the City supported the passage of a new affordable housing bond (Measure A1) for Alameda County that awarded Pleasanton \$11.7 million dollars in new funds for affordable housing in Pleasanton.
<p><b>Program 40.3:</b> If the City acquires or obtains control of a potential housing site, in order to facilitate the provision of affordable housing and a mixed-income environment, the City may issue an RFP in conjunction or in partnership with non-profit or for-profit partnerships for development providing at least 20 percent of the units to very low-income households and 20 percent of the units to low-income households.</p> <p><b>Program 42.1:</b> Support State and Federal provisions for enforcing anti-discrimination laws.</p>	<p><b>Policy 42:</b> Promote fair and equal access to housing for all persons regardless of race, color, religion, gender, disability, sexual orientation, age, national origin, or family status. The City will promote equal housing opportunities through printed housing brochures that are distributed at City Hall, the Senior Center, the Library, and other public places. The City will also maintain up-to-date information on housing opportunities affordable to low- and very low-income households and fair housing issues on its web site.</p>	<p>As Appropriate (i.e., Based on Land Availability)</p> <p>Quantified Objective: 150 units</p> <p>As needed</p>	<p>In 2018 the City did not acquire any new properties but approved the future acquisition of one parcel of land within Irby Ranch with the intent of using the land to provide new affordable housing in partnership with Sunflower Hill (a nonprofit). The City will continue to stay committed to providing affordable housing in the future.</p> <p>The City continues to support State and Federal provisions for enforcing anti-discrimination laws. This program is implemented on an ongoing basis.</p>

<p><b>Program 42.2:</b> Publicize information on fair housing laws and refer all complaints to the US Department of Housing and Urban Development, ECHO, and the California Department of Fair Employment and Housing.</p>		<p>Ongoing as needed</p>	<p>The City continues to provide information and other suggested resources on fair housing laws on the City's website and works closely with ECHO to provide tenant/landlord education programs.</p>
<p><b>Program 43.1:</b> Continue to provide housing opportunities for households with special needs such as studio and one-bedroom apartments for the elderly and single-person households, three-bedroom apartments for large households, specially designed units for persons with disabilities, SROs, emergency shelter and transitional housing for the homeless, and units affordable to extremely low-, low- and very low-income households with single-parent heads of households or those with disabilities (including developmental disabilities). The City will continue to make available funding from sources such as the City's Lower-Income Housing Fund, and the City's Federal HOME and CDBG grants to assist local non-profit agencies and housing developers. The City will also provide technical support to agencies to seek other sources of funding and to plan and develop housing for persons with special needs.</p>	<p><b>Policy 43:</b> Provide for the special-housing needs of large households, the elderly, persons with disabilities including developmental disabilities, extremely low income households, the homeless, farmworkers, and families with single-parent heads of households.</p>	<p>Seek funding annually and ongoing</p>	<p>The City continues to provide housing opportunities for households with special needs. The City has been working diligently with MidPen Housing on Kottinger Gardens, the 185-unit project for low- and extremely low-income elderly. As described already, Phase 1 (131-units) was completed and fully leased up in July 2018, while Phase 2 (54-units) commenced construction in January 2018. The City also approved the Sunflower Hill project which will have affordable housing for adult with developmental disabilities.</p>
<p><b>Program 43.2:</b> Require as many low- and very-low-income units as is feasible within large rental projects to utilize Universal Design standards to meet the needs of persons with disabilities and to allow for aging in place.</p>		<p>As projects with low- and very low-income units come forward.</p>	<p>The City continues to require universal design standards on all development projects involving new construction of 15 or more multifamily dwellings, both ownership and rental housing, and must provide a minimum of 10 percent of the total units as universally designed units that meet standard condition requirements. In 2017, the Housing and Planning Commissions held a joint workshop and directed staff to include additional Universal Design standards including requiring roll-in showers with a portion of all new multi-family residential projects with more than 15 units.</p>
<p><b>Program 43.3:</b> Set aside a portion of the City's CDBG funds each year to developers of extremely low income housing, special needs housing and service providers.</p>		<p>Annually</p>	<p>The City continues to set aside CDBG public funds each year for low-income service providers such Open Heart Kitchen. The City's Human Services Commission included housing in its priority statement for the Housing and Human Services Grant (HHS) application processes in 2018. However, the City does not utilize its CDBG funds for housing-related activities.</p>
<p><b>Program 43.4:</b> Set aside a portion of the City's Lower-Income Housing Fund for housing projects which accommodate the needs of special housing groups such as for persons with physical, mental, and/or developmental disabilities, and persons with extremely low-incomes.</p>		<p>Annually</p>	<p>The City continues to set aside Lower-Income Housing Fund (LIHF) money to assist in projects that accommodate those with special needs. In 2017, the Housing Commission and Planning Commission recommended approval of Irby Ranch which included the dedication of 1.64 acres of land to the City to be used in partnership with Sunflower Hill for a residential development for adult individuals with special needs. In February 2018, City Council approved financing for the Sunflower Hill project, which was needed to apply for tax credit financing.</p>
<p><b>Program 43.5:</b> Give priority for the production of housing for persons with disabilities in infill locations, which are accessible to City services.</p>		<p>Ongoing</p>	<p>The City continues to give priority to housing for persons with disabilities. Sites for new high density housing are located in infill locations and accessible to transit and commercial services.</p>
<p><b>Program 43.6:</b> Encourage the provision of special-needs housing, such as community care facilities for the elderly, and persons with disabilities (including developmental disabilities) in residential and mixed-use areas, especially near transit and other services. The City will provide regulatory incentives such as expedited permit processing in conformance with the Community Care Facilities Act and fee reductions where the development would result in an agreement to provide below-market housing or services. The City provides fee reductions per Pleasanton Municipal Code Chapter 18.86 (Reasonable Accommodations) on the basis of hardship. The City will maintain flexibility within the Zoning Ordinance to permit such uses in non-residential zoning districts.</p>		<p>Ongoing</p>	<p>The City provides fee reductions per Code Chapter 18.86 (Reasonable Accommodations) of the Pleasanton Municipal Code and continues to encourage special-needs and affordable housing for the elderly and those with disabilities.</p>
<p><b>Program 43.7:</b> Require some units to include Universal Design and accessibility features for all new residential projects receiving governmental assistance, including tax credits, land grants, fee waivers, or other financial assistance. Consider requiring some units to include Universal Design and accessibility features in all other new residential projects to improve the safety and utility of housing for all people, including home accessibility for people aging in place and for people with disabilities.</p>		<p>Ongoing</p>	<p>The City continues to require universal design for larger new residential projects. Inclusion of universal design elements was required as a condition of approval for all new projects involving new construction of 15 or more multifamily dwellings, both ownership and rental housing eligible projects must provide a minimum of 10 percent of the total units as universally designed units that meet standard condition requirements. In 2017, the Housing and Planning Commissions held a joint workshop and directed staff to include additional Universal Design standards including requiring roll-in showers with a portion of all new multi-family rental residential projects with more than 15 units.</p>
<p><b>Program 46.1:</b> Implement the applicable housing related air quality, climate change, green building, water conservation, energy conservation, and community character programs of the Pleasanton General Plan, including: - Policy 6 and programs 6.1 and 6.3 of the Air Quality and Climate Change Element; - Programs 1.5, 1.7, 1.8, 1.12, 1.13, 1.14, and 3.12 of the Water Element; - Program 9.1 of the Community Character Element; - Policies 2, 3, 4, 6 and 7 and programs 2.1-2.7, 3.1-3.5, 4.1-4.3, 6.1-6.4, 7.1-7.3, and 7.6 of the Energy Element</p> <p><b>Program 46.2:</b> Utilize the City's Lower-Income Housing Fund for low-interest loans to support alternative energy usage and/or significant water conservation systems in exchange for securing new and/or existing rental housing units affordable to low and very-low income households.</p>	<p><b>Policy 46:</b> Preserve and enhance environmental quality in conjunction with the development of housing, including additions and remodels.</p>	<p>Ongoing</p> <p>Ongoing; dependent on specific proposals</p>	<p>The City continues to implement applicable housing related air quality, climate change, green building, water conservation, energy conservation, and community character programs of the Pleasanton General Plan. This is implemented on an ongoing basis through project review.</p> <p>The City continues to encourage the use of City's Lower-Income Housing Fund through a partnership with GRID Alternatives (an ongoing program). The solar systems promote affordability by reducing the monthly housing costs for these residents. However activity was temporarily suspended due to a transition to a new contractor.</p>
<p><b>Program 47.1:</b> Identify the level of need for special needs housing, including housing for low-income-non-senior adults with disabilities, in the community that is not being met in existing housing. The City Council shall consider the appropriate steps to address the identified needs.</p>	<p><b>Policy 47:</b> Implement Resolution 10-390, requiring enhancements to existing non-discrimination housing policies.</p>	<p>When Other Programs Are Reviewed, Such as Community Development Block Grant and Home Programs, as Appropriate</p>	<p>The Background Report for the Pleasanton Housing Element was finalized in 2015 as part of the Housing Element Update. It includes analyses of housing affordability and special needs housing. A part of the Housing Element Update the City Council considered updates to the City's programs, goals and policies to appropriately address the identified needs.</p>

<p><b>Program 47.2:</b> Survey older multi-family residential complexes and consider utilizing the City's Lower-Income Housing Fund, Federal grants, and/or other funds to provide low-interest loans to retrofit existing residential units for the purpose of developing three bedroom rental units affordable to large, low- and very low-income households.</p>		<p>By December 2017.</p>	<p>The City continues to promote the creation of three bedroom affordable rental units. However, no requests for rehabilitation occurred in 2018.</p>
<p><b>Program 47.3:</b> The City will schedule a workshop with non-profit housing developers and owners of sites rezoned to accommodate housing affordable to low- and very low-income households for the purpose of facilitating discussion regarding potential opportunities, programs, financial support, etc. The City will utilize its Lower-Income Housing Fund, Federal funds, and/or other funds/financial support to assist with the acquisition of a site or to assist with development of a project with three bedroom units affordable to large low- and very low-income households by a non-profit housing developer. The City will work cooperatively with developers to identify any funding gap in project financing and will make contributions from its Lower Income Housing Fund to help close this gap. A minimum of \$1 million will be made available for this purpose.</p>		<p>Schedule workshop by January 2017; other assistance dependent on specific proposals</p>	<p>The City continues to support the development of new residential projects and projects for those with special needs. The City is continuously working with developers to identify funding gaps in project financing and can provide contributions from its Lower Income Housing Fund to help close this gap. In 2018, the City approved the financing for Sunflower Hill, which will provide affordable rental housing for individuals/households with developmental disabilities.</p>
<p><b>Program 47.4:</b> As part of the City's Consolidated Annual Performance Evaluation Report approval, or other time deemed appropriate by the City Manager, the City Manager will present a report regarding the City's efforts to fulfill Resolution 10-390, the success of the efforts and the plan and proposals to attract well-designed housing affordable to low and very low income households with children in the future.</p>		<p>Annually or as deemed needed by City Manager</p>	<p>In August of each year, the Consolidated Annual Performance Evaluation Reports (CAPER) is completed for the previous fiscal year. The reports were reviewed by the Pleasanton Housing and Human Services Commissions prior to their submittal to HUD. The reports included demographic information on persons assisted by various programs during the fiscal year, including income, race, elderly and disabled. In addition, around April each year the City Council is presented the Housing Element Annual Progress Report which includes a summary of the City's efforts to attract well designed housing affordable to low and very low income households.</p>
<p><b>Program 47.5:</b> The City will work in good faith with non-profit and for-profit developers to secure property, within Pleasanton and its current sphere of influence, for the development of well-designed affordable housing for families with children in Pleasanton.</p>		<p>Ongoing</p>	<p>The City continues to explore opportunities within the current sphere of influence to develop affordable housing for families with children throughout the City.</p>



**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
 (CCR Title 25 §6202)

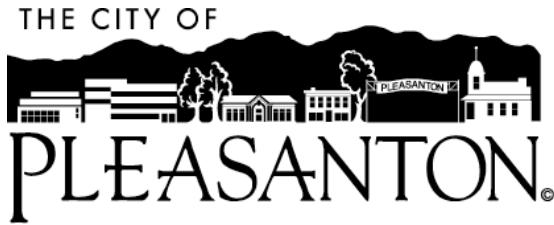
<b>Jurisdiction</b>	Pleasanton	
<b>Reporting Period</b>	2018	(Jan. 1 - Dec. 31)

Note: + Optional field  
 Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name <sup>+</sup>	Local Jurisdiction Tracking ID <sup>+</sup>	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

**NOT APPLICABLE**





## Housing Commission Agenda Report

February 21, 2019  
Item 7

**SUBJECT UPDATE ON CITY COUNCIL 2019-2020 TWO-YEAR WORK PLAN PRIORITIZATION**

### **RECOMMENDATION**

This item is for the Commission's information only; no action is required.

### **ATTACHMENT:**

1. Draft 2019-2020 Work Plan

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### **Overview**

For the past approximately 13 years, the City Council has adopted a two-year work plan designed to inform the community of the Council's "shared vision," and to provide the City Manager with the policy direction needed to direct City resources, including preparation of the annual budget and capital improvement plan.

The priority setting process has typically included a City Council workshop for the purpose of discussing short- and long-term objectives for the City. Information for this workshop has typically included potential priority projects identified by the public, individual mayor and councilmember goals, projects identified by City staff, projects discussed collectively by the City Council, and not-yet completed priority projects previously approved by the City Council.

Following the identification and concurrence of priorities at this workshop, the Council adopts the priorities in the form of a two-year annual work plan at a later City Council meeting. The results then get incorporated into the City's annual budget and capital improvement plan.

The City Council's current goals and objectives are organized into the following categories, each reflecting a broad overview of the city's short- and long-term objectives:

1. Develop Bernal Community Park
2. General Plan Implementation
3. Maintain Fiscal Responsibility
4. Address Affordable Housing
5. Implement Improved traffic Circulation Measures
6. Foster Economic Development
7. Strengthen Youth Programs, Services and Activities
8. Assure a Safe and Secure Community
9. Protect and Enhance Pleasanton's Quality of Life, including Downtown
10. Pursue Environmental Awareness, Health, Land Use and Preservation Issues
11. Operate an Effective and Cost Efficient Government
12. Establish Integrated Initiatives for Organizational Success

The current draft 2019-2020 work plan was recently updated to reflect new potential priority projects as identified by the public, individual goals provided by the mayor and councilmembers (over the past year), projects identified by City staff, projects discussed collectively by the City Council, and not-yet completed priority projects previously approved by the City Council. The draft work plan is attached for your review.

### **Discussion**

In order to ensure that the greatest number of prioritized projects are completed within the time frame of the 2019-20 two year work plan, and with the limitation of City staff and resources in mind, the Commission is encouraged to limit their recommended priorities to two-to-three strategically chosen projects and/or initiatives. This focused approach will allow for a more refined prioritization process for the City Council Workshop, and result in a more realistic two-year work plan and appropriate subsequent annual budget.

There are currently two housing related Council priorities in the draft work plan, listed below. The Develop Kottinger Gardens priority was included in the previous plan.

- 1. Develop Kottinger Gardens.** Implement the approved development concept identified in the Kottinger Place and Pleasanton Gardens Predevelopment Analysis Report resulting in a new affordable senior housing development on the Pleasanton Gardens sites.
- 2. Comprehensive Housing Legislative Review, Policy & Regulation Update (including SB 35 readiness).** Review and update processes, policies and regulations to ensure compliance with the 2017 Housing Package and any other housing legislation.

Additionally, City staff would like to also have the Housing Commission review three additional housing-related priorities.

- 1. Develop Sunflower Hill.** Commence construction of the Sunflower Hill affordable rental housing project for developmentally disabled residents.
- 2. Review changes to the City's First Time Homebuyer Downpayment Assistance Program.** Assess possible changes to the program policies in order make the downpayment assistance program a viable option for first time homebuyers in the current real estate market.
- 3. Create and adopt a Homelessness Strategy.** Adopt a homelessness strategy for the City of Pleasanton.

### **Staff Recommendation**

At this time, the City staff is seeking the Housing Commission assistance in refining or amending the housing-related priorities. Particularly, staff is requesting that the Commission review the draft work plan and provide the following information:

- Identify any housing-related project(s) that your commission determines is no longer a priority.
- Recommend the City Council prioritize a newly added project and/or initiative as described in the work plan, or consider the addition of a new project/initiative not currently part of the work plan.
- Provide comment on any project that is part of the existing work plan Staff will compile comments from all commission and committees and present them to the City Council for consideration as part of its workshop, tentatively scheduled in March.



Goals	Project Description	Responsible Department	CIP?	Status
<b>Bernal Property</b> Develop Bernal Community Park				
<b>Design Phase I of Bernal Community Farm</b>	Design the first phase of the Bernal Park Community Farm Master Plan.	CMO/ENG	Yes	NEW

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>General Plan</b> Implement General Plan and pursue long-term advanced planning activities</p>				
<p><b>Lester Property</b></p>	<p>Consider a residential subdivision, with other on- and off-site amenities on the Lester Property consistent with Measure PP restrictions. The project would incorporate the dedication of land to the EBRPD and a new staging area for improved public access to the Pleasanton Ridge.</p>	<p>CDD</p>	<p>No</p>	<p>Application received March 30, 2018 for 33 lot single-family residential development, including open space dedication and construction of EBRPD Staging Area. Application under review, with Planning Commission workshop expected March/April 2019.</p>
<p><b>Merritt Property</b></p>	<p>Consider a residential subdivision on a property located on Foothill Road (between Foothill Road and I-680, south of Foothill High School) currently in Alameda County, with age-restricted housing and other on- and off-site amenities. This property is currently within the City's sphere of influence and inside the City's urban growth boundary. However, the property is currently located in unincorporated Alameda County.</p>	<p>CDD</p>	<p>No</p>	<p><b>NEW</b></p>
<p><b>East Pleasanton</b></p>	<p>Restart the East Pleasanton Specific Plan process, which would be the foundation for future development of the area.</p>	<p>CDD</p>	<p>No</p>	<p><b>NEW</b></p>
<p><b>Monitor and coordinate the City's response to various CASA proposals through the State Legislative Cycle - Inform and educate the public regarding outcomes.</b></p>	<p>Initiate an information and education effort with the community regarding changes to housing law and local control.</p>	<p>CDD</p>	<p>No</p>	<p><b>NEW</b></p>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Fiscal Sustainability</b> Maintain fiscal sustainability</p>				
<p><b>Adopt 10-year Infrastructure and Facilities Replacement Plan (10-year Capital Plan)</b></p>	<p>Identify over a 10-year period: (1) anticipated repairs and/or replacements of City-owned facilities and infrastructure in each of the ten years, (2) the estimated cost of the projects identified to be replaced, and (3) a funding plan for those projects identified. Projects identified in the 10-year Capital Plan will be included in subsequent CIPs.</p>	<p>FIN/ OSD</p>	<p>No</p>	<p>UNDERWAY</p>
<p><b>2019/20 – 2020/21 Operating Budget and FY 2019/20 - 2022/23 CIP</b></p>	<p>Identify projected revenues, operating fund balances, and anticipated operating expenditures by department and fund over the next two years. Identify capital projects and anticipated capital project funding sources over next four years.</p>	<p>FIN</p>	<p>No</p>	<p>NEW</p>
<p><b>Update the City's Water and Sewer Master Plans, including City Connection Fees</b></p>	<p>Update the Water System Master Plan (2004) and the Sewer Master Plan (2007) to reflect current and future operations of the City's water distribution and sewer collection systems, water quality standards, and identification of system improvements and necessary maintenance, including an update to water and sewer connection fees.</p>	<p>OSD/ENG</p>	<p>Yes</p>	<p>NEW</p>
<p><b>Update Utility Fees</b></p>	<p>Update rates associated with the City's utilities systems - water, sewer and recycled water - which is required every 5 years.</p>	<p>FIN/OSD</p>	<p>No</p>	<p>NEW</p>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Affordable Housing</b> Address affordable housing needs</p>				
<p><b>Kottinger Gardens, Phase II</b></p>	<p>Implement the approved development concept identified in the Kottinger Place and Pleasanton Gardens Predevelopment Analysis Report resulting in a new affordable senior housing development on the Pleasanton Gardens sites.</p>	<p>CMO</p>	<p>Yes</p>	<p>Phase II Underway. It is anticipated that all 54 units will be fully occupied by August 2019.</p>
<p><b>Comprehensive Housing Legislative Review, &amp; Policy and Regulation Update (including SB 35 readiness)</b></p>	<p>Review and update processes, policies and regulations to ensure compliance with the 2017 Housing Package and any other housing legislation.</p>	<p>CDD</p>	<p>No</p>	<p><b>NEW</b></p>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Traffic Circulation</b> Implement improved traffic circulation measures</p>				
<p><b>Improve Traffic Circulation</b></p>	<p>The General Plan Traffic Circulation Element will be used as a framework for implementation, including but not limited to, local and regional infrastructure improvements, signal timing, best practices, the bike and pedestrian master plan and other related initiatives.</p>	<p>CDD</p>	<p>Yes</p>	<p>Ongoing</p>
<p><b>Trails Master Plan Update</b></p>	<p>The Trails Master Plan will supplement the recently adopted Bicycle and Pedestrian Master Plan to focus on off-street trails. With the significant amount of development within Pleasanton over the last few years and the identification of trails in other various plans (Specific Plans, Master Plans, Design Guidelines, etc.) it was apparent that a new trails master plan was required. The plan will identify existing and future trails, trails standards and classifications, trail design principles, signage and wayfinding recommendations, operation and maintenance recommendations, and evaluate, compare, and prioritize projects based on the input received during the public outreach process.</p>	<p>CDD/ ENG</p>	<p>No</p>	<p>The City received the final draft which was posted to <a href="http://www.PleasantonTrails.com">www.PleasantonTrails.com</a>. The master plan will be presented to the Committees, Commissions and Council per the below schedule:                       January 28, 2019 - Bicycle, Pedestrians, and Trails Committee                      February 14, 2019 – Parks and Recreation Commission                      February 27, 2019 – Planning Commission                      March 19, 2019 – City Council for Adoption                       If PRC and PC comments lead to more significant revisions then Council adoption would be pushed to the first meeting of April to allow enough time to make changes.</p>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Traffic Circulation - Continued</b> Implement improved traffic circulation measures</p>				
<p><b>Continue to Support State Route 84 Widening</b></p>	<p>Support state and regional efforts to improve State Route 84 including the widening to four lanes between Pigeon Pass and I-680.</p>	<p>CDD</p>	<p>Yes</p>	<p>There are two separate projects underway on State Route (SR) 84. The segment of SR 84 from Concannon Boulevard to Ruby Hill Drive is under construction and will widen the roadway from one lane in each direction to two lanes in each direction. This project is managed by Alameda County Transportation Commission and has an estimated project completion date of fall 2019. The segment of SR 84 from Pigeon Pass to I-680 has completed environmental review and Caltrans adopted the environmental document in the summer of 2018. Preliminary engineering and design has begun. The design process and right of way acquisition will take approximately two years with construction to follow in 2021. Construction of the segment of SR 84 from Pigeon Pass to I-680 will be the final segment in a series of improvements to widen SR 84 to expressway standards from I-580 in Livermore to I-680 in Sunol.</p>
<p><b>Complete planning process to connect BART to the new Valley-Link Light-Rail Authority</b></p>	<p>Monitor and mitigate Pleasanton impacts throughout the planning process, working with Dublin, Livermore and other representatives.</p>	<p>CDD</p>	<p>Yes</p>	<p>In October 2017 the Governor signed Assembly Bill 758 which created The Tri-Valley San Joaquin Valley Regional Rail Authority. This new authority has been created for the sole purpose of connecting Bart to ACE. The Authority has selected a hybrid powered, multiple-unit vehicle technology with the ability to convert to fully electric power in the future. Valley Link is proposing to provide a new rail service from the existing Dublin / Pleasanton BART Station to San Joaquin County, utilizing existing rights-of-way in the center of the I-580 corridor to provide connectivity between ACE and Bart. Valley Link is proposed to provide frequent, all-day regional rail. service with future expansion all the way to Lathrop in the Central Valley. On September 4, 2018, the City Council voted to support the decision of the Rail Authority to pursue a single-track Multiple Unit rail system extending from Pleasanton to Lathrop as opposed to an extension of the conventional BART system. Authority staff and their consulting team are working on a Feasibility Study required by AB 758 to be completed by July 2019. Work has also begun on individual station design and the project environmental impact report which is expected to be completed in 2019.</p>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Traffic Circulation - Continued</b> Implement improved traffic circulation measures</p>				
<p><b>Design Sunol Blvd Interchange Improvements</b></p>	<p>The Sunol Boulevard at I-680 interchange is the top ranked intersection for future traffic signals. All local interchange improvements are fully funded by local agencies. This project will be separated into 3 phases. The first phase will analyze the existing and anticipated future traffic volumes to develop a feasible and optimal interchange configuration. This feasibility study will look at several ramp designs (including new direct access ramps), signalization, bicycle and pedestrian needs as well as alternate design concepts like roundabouts. Once the preferred alignment is determined, the City will issue a Request for Proposals for design of the interchange improvements so that a Plans and Specifications package can be delivered to Caltrans for review and approval. In the third and final phase, the City will construct the project.</p>	<p>CDD/ ENG</p>	<p>Yes</p>	<p>Staff issued a Request for Proposal in December of 2017 and has selected AECOM as the consulting firm to completed the Project Initiation Document. Upon completion of this document, AECOM may be authorized to begin environmental work and design.</p>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Traffic Circulation - Continued</b> Implement improved traffic circulation measures</p>				
<p><b>Design West Las Positas Bicycle and Pedestrian Improvements</b></p>	<p>The Pedestrian and Bicycle Master Plan has developed a prioritized list of corridors to be completed with an "all users and abilities" design concept. West Las Positas Boulevard is ranked as the top corridor in the Pedestrian and Bicycle Master Plan and this project will design the bicycle and pedestrian improvements on West Las Positas from Foothill Road to Kirkcaldy Street. These improvements may include buffered and protected bike lanes, protected intersections, enhanced crossings, pathway widening, way finding and directional signage, recommendations for parking removal and other bicycle and pedestrian related improvements.</p>	<p>CDD/ ENG</p>	<p>Yes</p>	<p>Staff awarded the design of the West Las Positas Improvements in June of 2018 to Toole Design Group. A kickoff meeting was held in August of 2018. Walk audits were completed in October 2018. The design process is anticipated to take 6 months.</p>



Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Traffic Circulation - Continued</b> Implement improved traffic circulation measures</p>				
<p><b>Design 2nd Bernal Bridge</b></p>	<p>The existing Bernal Avenue bridge across the Arroyo de Laguna was built in 1941 and provides one lane for vehicle traffic in each direction, and a pedestrian sidewalk on the south side of the bridge only. It is proposed that a second bridge be built on the south side of the existing bridge, which would include two lanes for eastbound traffic, a bike lane, and a pedestrian sidewalk. The first phase of this project will be to analyze design alternatives for the second bridge. Subsequent phases will include the design of the preferred alternative, and obtain required regulatory permits, and construction of the bridge. The existing bridge is an older truss style bridge which was common for its vintage, and many people still see the truss bridge as aesthetically pleasing. However it is envisioned the second bridge will be to today's standards with care given to aesthetically complement the existing truss bridge, but not try to replicate it.</p>	<p>ENG</p>	<p>Yes</p>	<p>Underway. A contract for the alternative design study has been awarded to Biggs Cardoso, and it is anticipated work will begin in March 2019.</p>
<p><b>Widen westbound Bernal Avenue at First Street to allow 2nd left turn lane</b></p>	<p>Design and construct this General Plan circulation improvement. This project will improve a.m. and p.m. traffic impacts and minimize cut-through traffic in the Independence and Junipero neighborhoods.</p>	<p>CDD/ ENG</p>	<p>Yes</p>	<p>Underway. \$2,500,000 is allocated in Capital Improvement Program (CIP) to include design, land acquisition, and construction. City Council awarded a design contract to HMM in December of 2018 to develop 35% plans for the intersection design. The design plans are expected by June 2019. This design concept will be presented at an advertised public meeting and additional meetings may be planned depending upon feedback. The 35% plans will determine exact land acquisition requirements, and if the 35% plans are approved, land acquisition will begin in parallel to completing the design documents for construction bid.</p>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Traffic Circulation - Continued</b> Implement improved traffic circulation measures</p>				
<p><b>Implement new traffic signal technology</b></p>	<p>Improve traffic circulation for all modes of travel by pursuing technology updates and other appropriate tools.</p>	<p>CDD</p>	<p>Yes</p>	<p><b>NEW</b></p>
<p><b>Long-Term Parking Solution for ACE Station</b></p>	<p>As part of ACE's future plans to expand the frequency of train service, work with Alameda County and ACE to identify permanent overflow parking areas for ACE riders, including the fairgrounds and former SFPUC site as ways to more effectively manage the parking supply/circulation system around the existing station. Coordinate with ACE to allow downtown visitors or employees to utilize the ACE parking lots during weekends or other time periods when ACE parking demand is low.</p>	<p>CDD</p>	<p>Yes</p>	<p>TIMELINE: The San Joaquin Regional Rail Commission (SJRRRC) was the lead agency for the ACE forward draft Environmental Impact Report (DEIR). The DEIR described both near and long term parking improvements for the Pleasanton Station. Due to significant environmental concerns associated with overall system expansion, the SJRRRC is no longer pursuing the DEIR. SJRRRC will be issuing a new EIR that only evaluates improvements in San Joaquin County. Staff will continue to explore various parking improvements near the station including the temporary use of the recently acquired San Francisco Water Property located next to the Pleasanton Library.</p>
<p><b>Short-term ACE Station Parking Solution</b></p>	<p>Improve the former SFPUC parcel on Old Bernal Avenue to provide additional (temporary) parking supply.</p>	<p>CDD</p>	<p>Yes</p>	<p><b>NEW</b></p>

Goals	Project Description	Responsible Department	CIP?	Status
<b>Economic Development</b> Foster economic prosperity				
<b>Johnson Drive Economic Development Zone</b>	Complete the Economic Development Zone to incentivize the redevelopment of Johnson Drive area with new freeway oriented land-uses, including commercial, hospitality, office, and retail.	CDD	Yes	Underway
<b>Expand Pleasanton life sciences industry sector</b>	Prepare and implement a program designed to support and expand the life science industry sector in Pleasanton.	ED	No	NEW
<b>Develop coordinated business support program</b>	Develop a coordinated business support program to include key strategies such as a 'shop local' campaign, Doing Business with the City program, and local purchasing practices.	ED	No	NEW
<b>Fiber Master Plan</b>	Develop a Fiber Master Plan to identify current assets and areas that are deficient with respect to broadband and high-speed network access. A Fiber Master Plan would incorporate "dig once" policies, include design specifications in development plans, and plan for current and future needs where back-haul connectivity is required.	CMO/ENG/IT/ ED/CDD	Yes	NEW

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Youth Programs</b> Strengthen youth programs, services and activities</p>				
<p><b>Health and Safety Issues and Policies</b></p>	<p>Create a Health and Wellness subcommittee to inform the community and City council regarding mental health issues facing Pleasanton children, youth, teens and their families. The subcommittee will work collaboratively to present ideas, programs activities that address issues identified.</p>	<p>LR</p>	<p>No</p>	<p>Underway. The Youth Commission approved the creation of the Health and Wellness subcommittee on May 10, 2017. The Health and Wellness Committee partnered with SIAC (Students Inter School Action Council) to host the Teen Wellness event, "Let's Address Stress" on March 28, 2018. The event featured a speaker and panel of Amador and Foothill high school students and alumni discussing how to best deal with stress. The subcommittee is currently working on the 2019 Teen Wellness Event to be held on March 27, 2019. Future elements of this priority include the identification of methods to expand the City/PUSD Rides to School partnership program.</p>
<p><b>Expand Connections to Youth and Teen Services</b></p>	<p>Promote awareness and access to a variety of opportunities for youth, teens, and young adults in the areas of workforce development, recreation, and enrichment opportunities with a specific emphasis on reaching under-served youth, teens, young adults and their families.</p>	<p>LR</p>	<p>No</p>	<p>Underway. Since January 2018, the Ptownlife Web Team has focused on producing a weekly e-newsletter to educate subscribers on local information, events, and activities, focusing on activities for youth and teens. Participation in the team provides an opportunity for students to get experience in journalism, marketing, and event planning. In addition, the City's Library and Recreation Department partnered with PUSD to create a new summer recreational day camp program for elementary and middle school students attending summer school. Future elements of this priority include a Youth Commission review of the Pleasanton Municipal Code to provide youth members with full voting rights on City commissions, and exploring additional education programs for under-served populations.</p>
<p><b>Expand Recruitment Strategies for Youth and Young Adults - e.g. PUSD partnerships, internships, etc.</b></p>	<p>Develop a recruitment strategy to expand opportunities for youth and young adults. Greater outreach for recreation employment, summer student programs and internships with the City will be among the programs under consideration.</p>	<p>HR/LR</p>	<p>No</p>	<p>Underway. Human Resources, along with Library and Recreation staff have created a subcommittee to address collaborative recruitments, including: updated and unified marketing, job fairs, hiring, and regional partnerships to be ready for the Summer 2019 recruitment season.</p>

Goals	Project Description	Responsible Department	CIP?	Status
<b>Public Safety</b> Ensure a safe and secure community				
<b>North Pleasanton Police Substation</b>	Construct a police substation in North Pleasanton, in partnership with Workday, BART and Simon Properties.	PD	Yes	Underway. Timeline for completion is summer 2019.
<b>Design EOC at Fire Training Facility</b>	The existing City Emergency Operations Center, located within the Police Department, is antiquated. EOC operations and Police operations can exist together, but ideally the Emergency Operations Center would be located where EOC staff can manage the emergency command operation, while the police can focus on their first responder duties. For this reason it is envisioned that a new EOC be constructed at the Operations Services Center yard. The EOC would be built to "essential services" building codes and meet modern requirements with respect to technology and communications abilities. In addition the EOC, while not in use during an active emergency situation, would be able to serve as a classroom for City personnel.	ENG	Yes	\$400,000 budgeted in FY 2018/19 to design EOC. Work to commence in 2020.
<b>Design and Construct "New" Fire Station #3</b>	Design and construct a new Fire Station #3 at the current location (West Las Positas and Santa Rita intersection).	ENG/ LPFD	Yes	Design Underway. \$4,035,000 budgeted for project in CIP 2017/18 for design and construction of Fire Station. Construction work to commence in 2019.
<b>Design Fire Station #2 Improvements</b>	Design and plan for necessary remodel improvements to Fire Station #2, which was built in 1984. Improvements are necessary to accommodate the functions of the current day fire department.	ENG/ OSD	Yes	\$470,000 budgeted in CIP 2018/19 for design of renovation project. Construction funds are not yet identified. Design of Station #2 improvements will begin after Fire Station #3 construction begins.

## 2019/20 City Council Work Plan

Goals	Project Description	Responsible Department	CIP?	Status
<b>Quality of Life</b> Protect and enhance Pleasanton's quality of life				
<b>Downtown</b>				
<b>Rotary Park - Phase II</b>	Construct final improvements at the Rotary Park in Downtown Pleasanton.	ENG/ LR	Yes	\$750,000 budgeted in CIP 2017/18 specifically to acquire additional land to the east of the current Rotary Park necessary before final phase of park can be constructed. Acquisition process has not begun.
<b>Lions Wayside and Delucchi Park Renovation</b>	Design and construct new park consistent with approved master plan, incorporating the newly acquired properties at 4363 and 4377 First Street into the design process.	CMO/ ENG	Yes	In October of 2018, the City Council received information from staff regarding the inability to receive permits for the undergrounding of the drainage ditch in Lions Wayside Park to implement the adopted Master Plan. The Council reviewed four alternatives design concepts, narrowed the choice of alternatives to three, and directed staff to work with Park and Recreation Commission to prepare a recommendation for revisions to the Master Plan that do not involve the filling of the drainage ditch. The firm of Moore, Iacofano, and Goltzman (MIG) was hired to assist staff in a process to select a final design with the Commission. The first of at least three meetings with the Commission was held on January 10, 2019. The process will also involve consultation with permitting agencies to ensure the feasibility of the final design. Staff estimates that they will return to City Council with a recommendation in the fall of 2019.
<b>Downtown Specific Plan Update</b>	Update the Downtown Specific Plan as a framework for proposed downtown initiatives to ensure alignment with land use, improvements (e.g. revitalize Division Street to Firehouse Arts Center, enhanced gateways and way-finding signage) and business attraction and retention.	CDD	No	The Downtown Specific Plan Task Force and Specific Plan process was initiated in January 2017. An extensive public outreach program was conducted through 2017 to consider land use and policy alternatives. A preferred draft land use concept, including options for Civic Center site, was reviewed and accepted by City Council December 19, 2017. Redline plan chapters were developed and reviewed through first half of 2018, and the Public Review Draft, reflecting input on redline chapters published in November 2018. The Plan was presented to the Task Force, Planning Commission and several City Boards, Commissions and key stakeholder groups at meetings held in November and December 2018. Publication of the Draft Environmental Impact Report is expected in early February, with Task Force meetings to review the EIR and make a final recommendation on the Plan in February through April 2019. Public Hearings with the Planning Commission and City Council to consider plan adoption expected in June-August, 2019.

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Quality of Life - continued</b> Protect and enhance Pleasanton's quality of life</p>				
<p><b>Downtown</b></p>				
<p><b>Library and Civic Center Plan</b></p>	<p>Following the completion of the Downtown Specific Plan, initiate an effort to finalize consideration of a new Library, Community Center, Police Department and Civic Center to be located on the Bernal Property (at the currently zoned location of a performing/cultural arts center) for consideration by the voters.</p>	<p>CMO/FIN</p>	<p>No</p>	<p>The library and civic center plan was previously "accepted" by the City Council, pending completion of the Downtown Specific Plan update. The plan will be revisited at that time for further modification and for Council policy direction on how to proceed for further consideration and approval.</p>
<p><b>Construct Downtown Corridor (Bernal to Abby) Parking Improvements</b></p>	<p>Implement the parking strategies in accordance with the guidelines outlined in the Downtown Pleasanton Parking Strategy and Implementation Plan.</p>	<p>ENG</p>	<p>Yes</p>	<p>City Council awarded a design contract to improve transportation corridor between Abbie Street and Bernal Avenue. The design will be similar to the parking and trail area in the corridor adjacent to Firehouse Arts Center. However, a retaining wall is necessary due to topography. Staff is currently working with adjacent businesses and the Downtown Business Association to address the parking lot and trail transitions along the edges with the multiple private properties. Design will then be presented to the Bike, Pedestrian and Trails Committee before being publicly bid. The construction award is anticipated in late Spring/Early Summer 2019.</p>
<p><b>Design Division Street Improvements (Downtown)</b></p>	<p>Following adoption of the City's Downtown Specific Plan Update, initiate design improvements for Division Street consistent with the concepts outlined in the planning document.</p>	<p>CDD/ENG</p>	<p>Yes</p>	<p><b>NEW</b></p>
<p><b>Design Lighting Improvements on St Mary's from Peters to City's Railroad Parking Lot (including improved safety lighting in the parking area)</b></p>	<p>The area is under lit in the evenings. Evaluate proposed need, and if necessary, design and construct.</p>	<p>ENG</p>	<p>Yes</p>	<p><b>NEW</b></p>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Quality of Life - continued</b> Protect and enhance Pleasanton's quality of life</p>				
<p><b>Infrastructure &amp; Maintenance</b></p>				
<p><b>Sound Wall Repair and Replacement Program</b></p>	<p>Initiate repair and replacement of sound walls on Valley Avenue from Busch to Hopyard, as well as Stoneridge Drive and West Las Positas.</p>	<p>END/OSD</p>	<p>Yes</p>	<p>Due to a failure of a section of the sound wall on the north side of Valley Avenue across from Harvest Park Middle school, the scope of this project has changed. A study of the cause of failure, and an analysis of all walls along Valley between Hopyard and Santa Rita (which are same construction type as failed section) was performed. All 8,400 linear feet of wall are in similar condition as failed section. Cost estimate to replace all walls, as well as landscaping on public side of walls and being cognizant of various types private property improvements on private side of sound wall is estimated at approximately \$5 million. Design of the replacement project will need to occur in the next two calendar years and City funding secured through the CIP.</p>
<p><b>Softball Complex Field House Renovations</b></p>	<p>Renovate the Softball Field House located in the Ken Mercer Sports Park, including: exterior weatherproofing (wood siding, metal roof), aesthetic enhancements, remodel of all four score sheds, installation of improved lighting, ADA restroom upgrades, and interior improvements.</p>	<p>ENG/OSD</p>	<p>Yes</p>	<p>\$709,000 was budgeted in CIP 2017/18 for design and construction. Design was completed and competitively bid. Estimated construction cost was \$592,000. Two bids received; \$1,165,000 and \$1,395,000. The City Council rejected bids at their meeting on 2/6/2018. Staff will modify plans and re-advertise for construction bid as work load permits, most likely after completion of DBAC remodel in March 2019.</p>
<p><b>Amador Theater Facility Assessment</b></p>	<p>Assess and remediate the structural needs of the Amador Theater to improve and enhance the arts programming in the community.</p>	<p>ENG</p>	<p>Yes</p>	<p>\$60,000 is budgeted in CIP 2017/18 for this assessment. Work on project has not yet begun.</p>
<p><b>Century House Facility Assessment and Master Plan</b></p>	<p>Develop a Master Plan for the Century House to determine its potential functionality and feasibility of a renovation.</p>	<p>ENG</p>	<p>Yes</p>	<p>An architect lead consultant team was hired to evaluate the building to determine improvements (ADA, structural, electrical, plumbing, HVAC, etc.) necessary to open the building for public use. Report will identify improvements with cost estimates. It will then be a policy decision what investments can be justified in the building. Draft report expected in early 2019. Final report likely complete by March 2019. Master Plan will follow based on outcome of report and City Council direction.</p>



Goals	Project Description	Responsible Department	CIP?	Status
<b>Quality of Life - continued</b> Protect and enhance Pleasanton's quality of life				
<b>Infrastructure &amp; Maintenance</b>				
<b>Replace Concession Stand #2 at Ken Mercer Sports Park</b>	Construct new concession stand (#2) at Ken Mercer Sports Park to meet health department codes to permit the sale of food and beverages. The replacement building would be similar to the modular Concession Stand #3 that was replaced in 2012.	ENG/ LR/ OSD	Yes	\$350,000 budgeted for project in CIP 2017/18. Project will commence in 2019.
<b>New Amenities</b>				
<b>Add Bocce Courts at Senior Center</b>	Initiate review by Parks and Recreation Commission to determine location and estimate costs for adding additional bocce courts in Pleasanton, with consideration for the Pleasanton Senior Center.	ENG/ LR	Yes	Underway. Renovation of existing courts to commence in summer 2019.
<b>Design Undergrounding of Bernal Avenue ditch</b>	Design and install piping to convey storm water from the fairgrounds along the south side of Bernal Avenue between the Alameda County Fairgrounds and Bernal Park to minimize erosion of the sides of the ditch along Bernal, which at this time is beginning to encroach into and undermine the bike/pedestrian path that runs alongside the ditch.	ENG	Yes	\$350,000 identified in CIP 2019/20 and CIP 2020/21 for the project.
<b>Inclusionary/All Access Playground</b>	Construct an all ADA access and all abilities play structure to foster more connections for young families.	ENG/OSD/LR	Yes	<b>NEW</b>

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Quality of Life - continued</b> Protect and enhance Pleasanton's quality of life</p>				
<p><b>New Amenities</b></p>				
<p><b>Add new Lighted Basketball Courts at Bernal Community Park</b></p>	<p>Determine whether the Parks and Recreation Master Plan and Bernal Park Master Plan should be amended to add lighted Basketball Courts as part of a future improvement phase on the Bernal Property.</p>	<p>ENG/OSD/LR</p>	<p>Yes</p>	<p><b>NEW</b></p>
<p><b>Add a Culture Art Walk</b></p>	<p>Determine whether the Civic Center and Library Master Plan should be amended to incorporate a Cultural Art Walk in the proposed circular meadow area adjacent to the proposed Library and Community Center location.</p>	<p>ENG/OSD/LR</p>	<p>Yes</p>	<p><b>NEW</b></p>
<p><b>Add new Outdoor Pickleball Courts</b></p>	<p>Initiate review by the Parks and Recreation Commission to determine whether the Parks and Recreation Master Plan should be amended to add and prioritize new Outdoor Pickleball Courts and to identify suitable location.</p>	<p>ENG/OSD/LR</p>	<p>Yes</p>	<p><b>NEW</b></p>

Goals	Project Description	Responsible Department	CIP?	Status
<b>Quality of Life - continued</b> Protect and enhance Pleasanton's quality of life				
<b>New Amenities</b>				
<b>Add new Lighted Sand Volleyball Courts</b>	Initiate review by the Parks and Recreation Commission to determine whether the Parks and Recreation Master Plan should be amended to add and prioritize new lighted sand volleyball courts and to identify suitable location.	ENG/OSD/LR	Yes	NEW
<b>Add new Skate park (and/or expand existing skate park at Mercer Sports Park)</b>	Initiate review by the Parks and Recreation Commission to determine whether to add a new skate park or expand the current skate park in the Ken Mercer Sports Park, as outlined in the Parks and Recreation Master Plan.	ENG/OSD/LR	Yes	NEW
<b>Other</b>				
<b>Work to Reduce Homelessness in Pleasanton</b>	Continue to address Homelessness through Street Outreach Team program, work collaboratively with Dublin, Livermore and Alameda County on a regional approach to addressing homelessness in the Tri-Valley (Coordinated Entry System for Homeless Program).	CMO/LR	No	The Pleasanton Homeless Outreach Team continues to meet quarterly to discuss ongoing issues and how emerging needs may be addressed. The team triages information received regarding homeless persons in the community and refers them to the appropriate city staff person or service provider. City staff, in conjunction with CityServe, secured county impact funds for case management as well as the State Homeless Emergency Aid Program. Abode Services which conducts the street outreach for the city through a Housing and Human Services Grant will end their outreach service on June 30, 2019 and CityServe will replace Abode. Abode Services will remain the contract for the Coordinated Entry System for the homeless program for the Tri-Valley. Staff is working with the Cities of Livermore and Dublin and our non-profit and faith-based partners. Multiple City staff participated in the January 30, 2019 Alameda County Homeless Point In Time County. Coordinated efforts are underway to create a draft framework to address homelessness in the City of Pleasanton for review by the housing and Human Services Commissions and City Council.

Goals	Project Description	Responsible Department	CIP?	Status
<b>Quality of Life - continued</b> Protect and enhance Pleasanton's quality of life				
<b>Other</b>				
<b>Fairgrounds – Project Review (Hotel and Amphitheatre)</b>	Manage entitlement of Alameda County Fairgrounds hotel development for a site at the west side of the Fairgrounds. Also monitor plans for Amphitheatre expansion to ensure that surrounding community needs are addressed and mitigated.	CDD	No	NEW
<b>Implement Phase III of Pioneer Cemetery Master Plan</b>	Construct Phase III improvements, including beautification of entry way and providing wayfinding signage throughout the cemetery.	LR/ENG/CMO	Yes	NEW
<b>Old Vineyard Avenue Trail</b>	Design and construct Phases II and III of the Old Vineyard Avenue Pedestrian Trail. Phase II would connect Clara Lane to Vineyard Terrace/Silver Oaks Lane and Phase III from Mingioa Street/Heinz Ranch Court to Vineyard Avenue. Phase I, from Old Vineyard Avenue to Mingioa, was completed in 2018.	CDD/ENG	Yes	NEW
<b>Amend the City's Code and Development Standards to enhance minimum ADA accessibility requirements (eg. roll-in showers, other universal design elements, etc.)</b>	Amend the City's code and development standards to ensure a higher level of accessibility standards for new apartment construction.	CDD/CMO	No	NEW
<b>Amend the City's code to trigger mandated trash enclosure improvements/expansions in the City's commercial, office and industrial areas.</b>	Establish a threshold for when mandated improvements are necessary when property owners expand, intensify and/or improve their properties in the C/O/I districts to ensure refuse and recycling containers can be effectively stored within enclosed areas.	CDD/CMO	No	NEW
<b>Front Yard Paving Code Amendment</b>	Amend code to clarify City's position on front yard paving in residential zoning districts.	CDD	No	NEW

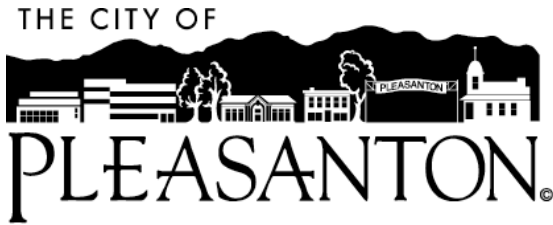
Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Environmental Awareness</b> Pursue environmental awareness, health, land use and preservation issues</p>				
<p><b>Conduct East Bay Community Energy Assessment and Present to Council for Consideration to Join the JPA</b></p>	<p>Conduct an assessment based on the criteria established and report back to Council with findings. The City opted not to participate in the County's CCA program, but did establish a policy to reconsider joining the CCA program following "proof of concept", after one full year of operation (November 2019).</p>	<p>OSD</p>	<p>No</p>	<p><b>NEW</b></p>
<p><b>Evaluate and Implement Making Water Conservation a Way of Life Executive Order B-37-16</b></p>	<p>Prepare and implement new requirements to reduce water use - Making Conservation a Way of Life, consistent with the Governor's established Executive Order B-37-16 to respond to and prepare for future droughts.</p>	<p>OSD</p>	<p>No</p>	<p><b>NEW</b></p>
<p><b>Continue to Participate with Regional Agencies on a Potable Reuse Project</b></p>	<p>Explore potable reuse as State regulatory requirements continue to emerge. Continue to partner with regional partners following the Joint Tri-Valley Potable Reuse Technical Feasibility Study.</p>	<p>OSD</p>	<p>Yes</p>	<p><b>NEW</b></p>
<p><b>Climate Action Plan 2.0</b></p>	<p>Update the Climate Action Plan, which was adopted in 2012. The new plan will need to address state-mandated greenhouse gas emissions tracking and reductions to 1990 levels by mandated timelines.</p>	<p>CMO/OSD</p>	<p>No</p>	<p><b>NEW</b></p>

Goals	Project Description	Responsible Department	CIP?	Status
<b>City Services</b> Operate an effective and cost-efficient government				
<b>Jointly plan facilities for increased student population</b>	Work with Pleasanton Unified School District and developers to plan facilities for increased student population.	CDD	Yes	Staff regularly meets with PUSD representatives and shares near-term and long-term development projections to allow PUSD to plan school facilities/programs accordingly.
<b>Assessment of Paratransit Services</b>	Initiate an assessment of the City's paratransit system to ascertain if greater efficiencies can be achieved in partnership and/or in consolidation/reorganization with surrounding service providers (e.g. LAVTA).	LR/CMO	No	The Mobility Forward: Tri-Valley Paratransit Study report is in draft form and being finalized for review by the City Council in early 2019. Public outreach for this study included two meetings on June 24 and 27, 2017. Online and in-person surveys were also received. The consultant worked with LAVTA and PPS and has received and analyzed transit data and made recommendations based upon the analysis.
<b>Joint PUSD/City Maintenance Facility Study</b>	Research the feasibility of co-locating the School District's maintenance facility on City property or adjacent property and potential shared services and facilities.	CMO	No	A preliminary feasibility study was completed and presented to the City/PUSD Liaison Committee for review and discussion; the study is scheduled to be presented at the City/District joint meeting on April 8, 2019 for further discussion and direction.

Goals	Project Description	Responsible Department	CIP?	Status
<p><b>Organizational Success</b> Operate an effective and cost-efficient government</p>				
<p><b>Remove City Hall Modular Buildings</b></p>	<p>Relocate IT department staff and some members of the Library and Community Services department staff so the two existing modular buildings at the downtown City Hall site can be demolished and removed.</p>	<p>CMO/ ENG/ OSD</p>	<p>Yes</p>	<p>With the newly combined Library and Recreation Department it has been determined that the Recreation staff members in the modular office behind 200 Old Bernal Ave. will be relocated into a remodeled offices in the library. City Council approved a design contract for the library remodel on December 4, 2018. Plans and specifications are being developed for the remodel, with anticipation that the construction will begin after summer programs at the library are complete in 2019. Staff should be able to move out of the modular into the library in early 2020. Planning staff will then move out of their offices in 200 Old Bernal into the modular to allow the Planning offices to be remodeled. This should be accomplished in 2020 and the modular behind 200 Old Bernal can then be removed. There are not yet plans for moving the IT Department staff and removing the modular on the corner of Main Street and Bernal Avenue.</p>
<p><b>Coordinated Communications Strategy</b></p>	<p>Implement the City's Communication and Community Engagement Plan, with emphasis on developing an internal network through which to develop and distribute information across multiple platforms, and to support key communications initiatives such as Pleasanton Progress newsletter and <u>update of the City website</u>, to become a primary source of information for residents, business and stakeholders.</p>	<p>ED/PD</p>	<p>No</p>	<p><b>NEW</b></p>
<p><b>Upgrade Tyler-Munis to version 2018.1</b></p>	<p>Implement major upgrade of the City's integrated financial and human resource management system to version 2018.1. The City is required to complete this upgrade by April 2021.</p>	<p>FIN/IT/HR/OSD</p>	<p>No</p>	<p><b>NEW</b></p>







# Housing Commission Agenda Report

February 21, 2019  
Item 8

**SUBJECT     REVIEW OF SEMI-ANNUAL PROGRESS REPORTS FOR FY 2018/19 HOUSING AND HUMAN SERVICES GRANT (HHSB) SUBRECIPIENTS**

**RECOMMENDATION**

This item is for the Commission’s information only; no action is required.

**ATTACHMENTS**

1. 1<sup>st</sup> Semi-Annual Reports (covers July 1 – December 2018) Submitted via ZoomGrants

**Background**

At its March 21 meeting, the Housing Commission will be reviewing applications for housing-related funding through the City’s Housing and Human Services Grant (HHSB) program for FY 2019/20. Recently, the Commission requested an opportunity to receive updates from agencies that received funding for the current fiscal year (2018/19) prior to considering applications for the coming year.

**Discussion**

A total of three (3) housing-related projects received HHSB funding in FY 2018/19:

AGENCY	PROJECT	FUNDING	SOURCE
Abode Services	Tri-Valley Rapid Rehousing Program (Rent Subsidies) (Case Management)	\$53,036.94* \$63,224.33*	HOME LIHF
Abode Services	HOPE Street Outreach	\$50,000	LIHF
CRIL	Housing & Independent Living Services	\$15,000	LIHF
ECHO Housing	Housing Counseling Services	\$40,000	LIHF
Tri-Valley REACH	Housing Preventative Maintenance & Repair	\$12,000	LIHF

*\* Unused carry-over funds from FY16/17 and FY17/18.*

All agencies have submitted online semi-annual reports in January through the ZoomGrants system. These 1<sup>st</sup> Semi-Annual Reports cover July 1 through December 2018. Copies of these reports are attached for your reference.

All agencies have been invited to attend the February 21 meeting and make a brief presentation to the Commission on the status of their respective programs during the first half of the fiscal year.

**Staff Recommendation**

This report is for the Commission's general information. The Commission will have the opportunity to ask questions at the meeting as appropriate.

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My Account > FY 2018/19 Housing and Human Services Grant Program > HOPE Outreach

### City of Pleasanton

**USD\$ 500,000.00**

Housing Division

Available

**1/22/2018** Deadline

## FY 2018/19 Housing and Human Services Grant Program

Abode Services

### HOPE Outreach

[Next Submitted Application](#)

**USD\$ 33,133.96** USD\$ 50,000.00 Requested

#### Report 1

Due date (mm/dd/yyyy)

Report 1 not required

✓ Report 1 submitted: 1/14/2019

**Un-Submit**

#### GENERAL INFORMATION

**1. Name of Person Completing Report:**

Rachel Cole-Jansen

**2. Title:**

Community Health Services Manager

**3. Telephone:**

5103642037

**4. E-Mail:**

rcolejansen@abodeservices.org

## PROJECT / PROGRAM STATUS

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### 5. Describe the current status of your project or program (e.g., planning, pre-development, activity underway, service marketing, etc.) and the current focus of any activity.

HOPE Outreach is a crucial component of our work at Abode Services. Abode Services' mission is to end homelessness by assisting low-income, un-housed people, including those with special needs, to secure stable, supportive housing, and to be advocates for the removal of the causes of homelessness. Currently, the HOPE Project is providing street outreach services to people in Pleasanton who are homeless, extremely vulnerable, and currently disconnected from services. Our HOPE outreach team has continued to work closely with the Pleasanton Police Department, City staff, and other service providers to identify people who are homeless and on the street, receiving a total of 37 referrals during the first two quarters of the FY, and a total of 108 site visits with 60 contacts to clients at those sites. As proposed, we have been visiting them regularly at their sites to build rapport; and engaging them in services to promote stabilization. By providing these critically important linkages to homeless participants, the street outreach team has continued to systematically strengthen safety net services in Pleasanton, offering an alternative to criminalization and empowering the City to effectively address the crisis of homelessness in an increasingly progressive and effective manner. This has included working with 11 individuals on the intensive Housing Navigation with 181 total units of service provided, with several individuals in the housing search process. This thereby works to enhance overall quality of life in the community.

### 6. Describe any significant actions taken during the reporting period.

n/a

### 7. If applicable, describe any modifications to the project or program goals, timelines, etc., and reason(s) for change. If you have not submitted invoices due to project delays, please provide details here.

n/a

### 8. Were any costs (from any source) incurred for this project or program during this reporting period?

<input checked="" type="checkbox"/> Yes	1 total to date
<input type="checkbox"/> No	

### 9. Were any Pleasanton grant funds expended for this project or program during this reporting period?

<input type="checkbox"/> Yes (already submitted invoice/s)	
<input checked="" type="checkbox"/> Yes (but invoice/s not yet submitted)	1 total to date
<input type="checkbox"/> No (no expenditures this period)	
<input type="checkbox"/> Other:	

**CLIENT DATA**

**10. Please indicate how client data are reported for this project or program (please keep consistent for questions 11 through 14 and with your original application):**

<input checked="" type="checkbox"/>	Persons	1 total to date
<input type="checkbox"/>	Households	

**11. Please indicate the Numeric GOAL stated in your HHS contract for the number of Pleasanton clients to be served THIS FISCAL YEAR (if none, enter a zero).**

<input type="text" value="15"/>	Numeric GOAL for THIS FISCAL YEAR.	15 total to date
<input type="text" value="15.00"/>	<b>TOTAL</b>	<b>15.00 TOTAL</b>

**12. Please complete the following table regarding the NUMBER OF UNDUPLICATED CLIENTS SERVED during this reporting period using the indicator chosen above (persons OR households):**

<input type="text" value="6"/>	A) Number of NEW PLEASANTON CLIENTS served by this project during this reporting period (unduplicated) [NOTES: In the 1st semi-annual report, all unduplicated clients are considered to be new. In the 2nd semi-annual report, include only new unduplicated clients who were not included in the previous report.]	6 total to date
<input type="text" value="3,675"/>	B) Number of NEW CLIENTS AGENCY-WIDE served by this project during this reporting period (unduplicated; if project serves only Pleasanton clients, enter a zero; do not include Pleasanton residents in this answer)	3,675 total to date
<input type="text" value="3,681.00"/>	<b>TOTAL</b>	<b>3,681.00 TOTAL</b>

**13. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following income categories:**

*(the total should match the number reports in 11B above)*

<input type="text" value="6"/>	Extremely Low Income (<30% Median)	6 total to date
<input type="text" value="0"/>	Very Low Income (30% to 50% Median)	0 total to date

<input type="text" value="0"/>	Low Income (50% to 80% Median)	0 total to date
<input type="text" value="0"/>	Moderate Income and Above (>80% Median)	0 total to date
<input type="text" value="6.00"/>	<b>TOTAL</b>	<b>6.00 TOTAL</b>

**14. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following special categories:**

*(note that some clients may meet multiple categories and some not any)*

<input type="text" value="0"/>	Seniors (62 and older)	0 total to date
<input type="text" value="6"/>	Disabled	6 total to date
<input type="text" value="3"/>	Female-Headed Households	3 total to date
<input type="text" value="9.00"/>	<b>TOTAL</b>	<b>9.00 TOTAL</b>

**15. List the number of new, unduplicated Pleasanton clients your agency served during this reporting period in the following race/ethnicity categories. [Notes: Total must equal 11B. HUD considers "Hispanic" as an ethnicity and not a separate race.]**

<input type="text" value="6"/>	White	6 total to date
<input type="text" value="0"/>	White + HISPANIC	0 total to date
<input type="text" value="0"/>	Black/African American	0 total to date
<input type="text" value="0"/>	Black/African American + HISPANIC	0 total to date
<input type="text" value="0"/>	Asian	0 total to date
<input type="text" value="0"/>	Asian + HISPANIC	0 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native	0 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native + HISPANIC	0 total to date
<input type="text" value="0"/>	Native Hawaiian/Other Pacific Islander	0 total to date
<input type="text" value="0"/>	Native Hawaiian/Other Pacific Islander + HISPANIC	0 total to date
<input type="text" value="0"/>	American Indian/ Alaskan Native and White	0 total to date
<input type="text" value="0"/>	American Indian/ Alaskan Native and White + HISPANIC	0 total to date

<input type="text" value="0"/>	Asian and White	0 total to date
<input type="text" value="0"/>	Asian and White + HISPANIC	0 total to date
<input type="text" value="0"/>	Black/African American and White	0 total to date
<input type="text" value="0"/>	Black/African American and White + HISPANIC	0 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native and Black/African American	0 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native and Black/African American + HISPANIC	0 total to date
<input type="text" value="0"/>	Other/Multi Racial	0 total to date
<input type="text" value="0"/>	Other/Multi Racial + HISPANIC	0 total to date
<input type="text" value="6.00"/>	<b>TOTAL</b>	<b>6.00 TOTAL</b>

**UNITS OF SERVICE**

**16. Please define the primary UNIT OF SERVICE you use for this project or program (e.g., counseling hours, medical visits, meals served, miles driven, etc.; should match the unit of service stated in your HHSG contract):**

hours of service

**17. Numeric GOAL stated in your HHSG contract for the units of service to be provided to Livermore clients THIS FISCAL YEAR (if none, enter a zero)**

1500

**18. Please complete the following table regarding the UNIT OF SERVICE listed above:**

<input type="text" value="1458.5"/>	Number of units of service provided to Pleasanton clients during THIS REPORTING PERIOD (if none, enter a zero)	1,459 total to date
<input type="text" value="0"/>	Number of units of service provided AGENCY-WIDE for this project during THIS REPORTING PERIOD (enter a zero if not applicable or if project serves only Pleasanton clients; do not include Pleasanton units in this answer)	0 total to date
<input type="text" value="1,458.50"/>	<b>TOTAL</b>	<b>1,458.50 TOTAL</b>

**19. Please include any additional comments or clarifications here (if you have no**

**additional comments, enter "N/A"):**

*[e.g., additional unit of service types, anecdotal information, etc.]*

n/a

#### **CAPER REPORT (END OF YEAR)**

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**20. For CAPER [DO NOT ANSWER UNTIL FINAL REPORT]: Name and title of person who will attend Human Services Commission CAPER meeting (August or September):**

n/a

**21. For CAPER: Describe the original purpose for which the City granted the HHSO funds. If applicable, explain why your agency did not spend the entire grant.**

n/a

**22. For CAPER: Describe the accomplishments of the project or program funded through HHSO. Provide detail on how the program responded to needs within the community. Describe any new and creative methods the agency implemented to meet community needs**

n/a

**23. For CAPER: Does the agency feel this project or program was a success? How do you measure the success? Did it meet or exceed the goals and outcomes described in the performance measures in the original application? If not, why?**

n/a

**24. For CAPER: Describe any problems or delays encountered with the project or program. How were they handled? What effects, if any, were there on costs? Describe any changes that made the project or program successful now or in the future.**

n/a

**25. For CAPER: List agencies you collaborated with on this project or program. Describe the nature of the collaboration.**

n/a

**26. For CAPER: Did you obtain funding from other sources not identified above? If so, list sources and amounts.**

n/a



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[My Account](#) > [FY 2018/19 Housing and Human Services Grant Program](#) > [Tri-Valley Rapid Re-Housing Program](#)**City of Pleasanton****USD\$ 500,000.00**

Housing Division

Available

**1/22/2018** Deadline**FY 2018/19 Housing and Human Services Grant  
Program****Abode Services****Tri-Valley Rapid Re-Housing Program****USD\$ 51,355.43** USD\$ 150,000.00 Requested[Previous Submitted Application](#)[Next Submitted Application](#)**Report 1**Due date (mm/dd/yyyy) Report 1 not required 

✓ Report 1 submitted: 1/15/2019

**Un-Submit****GENERAL INFORMATION****1. Name of Person Completing Report:**

Juan Guel Jr.

**2. Title:**

Sr. Housing Program Manager

**3. Telephone:**

(510) 270-1131

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[My Account](#) > [FY 2018/19 Housing and Human Services Grant Program](#) > [Housing and Independent Living Services](#)**City of Pleasanton****USD\$ 500,000.00**

Housing Division

Available

**1/22/2018** Deadline**FY 2018/19 Housing and Human Services Grant  
Program**

Community Resources for Independent Living

**Housing and Independent Living  
Services**[Previous Submitted Application](#)[Next Submitted Application](#)**USD\$ 15,000.00** USD\$ 15,000.00 Requested**Report 1**Due date (mm/dd/yyyy) Report 1 not required 

✓ Report 1 submitted: 1/15/2019

**Un-Submit****GENERAL INFORMATION****1. Name of Person Completing Report:**

Michael Galvan

**2. Title:**

Program Director

**3. Telephone:**

510.881.5743

**4. E-Mail:**

michael.galvan@crilhayward.org

**PROJECT / PROGRAM STATUS**

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**5. Describe the current status of your project or program (e.g., planning, pre-development, activity underway, service marketing, etc.) and the current focus of any activity.**

15 consumers were directly provided one or more independent living skills training, support or counseling services to improve their level of independence. This represents 50% of CRIL's FY2018-19 annual goal of 30. CRIL's travel training program continues to be well received. The number of Pleasanton consumers who are accessing CRIL's Device Lending Library are also increasing. The high cost of rent, not only in the Tri-Valley but in the entire Bay Area, is presenting an incredible challenge to CRIL's consumers.

CRIL worked with the following Pleasanton agencies or businesses these last two quarters: Alameda County Social Services; Alameda County Public Authority for IHSS; Axis; CityServe; East Bay Innovations; ECHO; Hope Project, Open Heart Kitchen; Pleasanton Paratransit, Pleasanton Senior Center; Pleasanton Unified High School District; St. Vincent de Paul Society; Season of Sharing; Senior Support Program of the Tri-Valley; Tri-Valley Housing Opportunity; Tri-Valley Non Profit Association; Tri-Valley SELPA and Valley Care Medical Center for a total of 18 so far this FY.

CRIL also helped, indirectly, 60 Pleasanton residents with disabilities and/or seniors with functional limitations who have not yet become consumers. This brings CRIL's total for FY2018-19 to 60 indirects.

**6. Describe any significant actions taken during the reporting period.**

n/a

**7. If applicable, describe any modifications to the project or program goals, timelines, etc., and reason(s) for change. If you have not submitted invoices due to project delays, please provide details here.**

n/a

**8. Were any costs (from any source) incurred for this project or program during this reporting period?**

- Yes 1 total to date
- No

**9. Were any Pleasanton grant funds expended for this project or program during this reporting period?**

- Yes (already submitted invoice/s)
- Yes (but invoice/s not yet submitted) 1 total to date

- No (no expenditures this period)
- Other:

**CLIENT DATA**

**10. Please indicate how client data are reported for this project or program (please keep consistent for questions 11 through 14 and with your original application):**

- Persons 1 total to date
- Households

**11. Please indicate the Numeric GOAL stated in your HHS contract for the number of Pleasanton clients to be served THIS FISCAL YEAR (if none, enter a zero).**

<input type="text" value="30"/>	Numeric GOAL for THIS FISCAL YEAR.	30 total to date
<input type="text" value="30.00"/>	<b>TOTAL</b>	<b>30.00 TOTAL</b>

**12. Please complete the following table regarding the NUMBER OF UNDUPLICATED CLIENTS SERVED during this reporting period using the indicator chosen above (persons OR households):**

<input type="text" value="15"/>	A) Number of NEW PLEASANTON CLIENTS served by this project during this reporting period (unduplicated) [NOTES: In the 1st semi-annual report, all unduplicated clients are considered to be new. In the 2nd semi-annual report, include only new unduplicated clients who were not included in the previous report.]	15 total to date
<input type="text" value="0"/>	B) Number of NEW CLIENTS AGENCY-WIDE served by this project during this reporting period (unduplicated; if project serves only Pleasanton clients, enter a zero; do not include Pleasanton residents in this answer)	0 total to date
<input type="text" value="15.00"/>	<b>TOTAL</b>	<b>15.00 TOTAL</b>

**13. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following income categories:**  
*(the total should match the number reports in 11B above)*

<input type="text" value="14"/>	Extremely Low Income (<30% Median)	14 total to date
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<input type="text" value="1"/>	Very Low Income (30% to 50% Median)	1 total to date
<input type="text" value="0"/>	Low Income (50% to 80% Median)	0 total to date
<input type="text" value="0"/>	Moderate Income and Above (>80% Median)	0 total to date
<input type="text" value="15.00"/>	<b>TOTAL</b>	<b>15.00 TOTAL</b>

**14. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following special categories:**

*(note that some clients may meet multiple categories and some not any)*

<input type="text" value="2"/>	Seniors (62 and older)	2 total to date
<input type="text" value="15"/>	Disabled	15 total to date
<input type="text" value="1"/>	Female-Headed Households	1 total to date
<input type="text" value="18.00"/>	<b>TOTAL</b>	<b>18.00 TOTAL</b>

**15. List the number of new, unduplicated Pleasanton clients your agency served during this reporting period in the following race/ethnicity categories. [Notes: Total must equal 11B. HUD considers "Hispanic" as an ethnicity and not a separate race.]**

<input type="text" value="6"/>	White	6 total to date
<input type="text" value="5"/>	White + HISPANIC	5 total to date
<input type="text" value="0"/>	Black/African American	0 total to date
<input type="text" value="1"/>	Black/African American + HISPANIC	1 total to date
<input type="text" value="1"/>	Asian	1 total to date
<input type="text" value="0"/>	Asian + HISPANIC	0 total to date
<input type="text" value="1"/>	American Indian/Alaskan Native	1 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native + HISPANIC	0 total to date
<input type="text" value="1"/>	Native Hawaiian/Other Pacific Islander	1 total to date
<input type="text" value="0"/>	Native Hawaiian/Other Pacific Islander + HISPANIC	0 total to date
<input type="text" value="0"/>	American Indian/ Alaskan Native and White	0 total to date
<input type="text" value="0"/>	American Indian/ Alaskan Native and White + HISPANIC	0 total to date

<input type="text" value="0"/>	Asian and White	0 total to date
<input type="text" value="0"/>	Asian and White + HISPANIC	0 total to date
<input type="text" value="0"/>	Black/African American and White	0 total to date
<input type="text" value="0"/>	Black/African American and White + HISPANIC	0 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native and Black/African American	0 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native and Black/African American + HISPANIC	0 total to date
<input type="text" value="0"/>	Other/Multi Racial	0 total to date
<input type="text" value="0"/>	Other/Multi Racial + HISPANIC	0 total to date
<input type="text" value="15.00"/>	<b>TOTAL</b>	<b>15.00 TOTAL</b>

**UNITS OF SERVICE**

**16. Please define the primary UNIT OF SERVICE you use for this project or program (e.g., counseling hours, medical visits, meals served, miles driven, etc.; should match the unit of service stated in your HHS contract):**

counseling hours

**17. Numeric GOAL stated in your HHS contract for the units of service to be provided to Livermore clients THIS FISCAL YEAR (if none, enter a zero)**

307.75

**18. Please complete the following table regarding the UNIT OF SERVICE listed above:**

<input type="text" value="199.5"/>	Number of units of service provided to Pleasanton clients during THIS REPORTING PERIOD (if none, enter a zero)	200 total to date
<input type="text" value="0"/>	Number of units of service provided AGENCY-WIDE for this project during THIS REPORTING PERIOD (enter a zero if not applicable or if project serves only Pleasanton clients; do not include Pleasanton units in this answer)	0 total to date
<input type="text" value="199.5"/>	<b>TOTAL</b>	<b>199.50 TOTAL</b>

**19. Please include any additional comments or clarifications here (if you have no additional comments, enter "N/A"):**

*[e.g., additional unit of service types, anecdotal information, etc.]*

n/a

#### **CAPER REPORT (END OF YEAR)**

---

**20. For CAPER [DO NOT ANSWER UNTIL FINAL REPORT]: Name and title of person who will attend Human Services Commission CAPER meeting (August or September):**

n/a

**21. For CAPER: Describe the original purpose for which the City granted the HHSG funds. If applicable, explain why your agency did not spend the entire grant.**

n/a

**22. For CAPER: Describe the accomplishments of the project or program funded through HHSG. Provide detail on how the program responded to needs within the community. Describe any new and creative methods the agency implemented to meet community needs**

n/a

**23. For CAPER: Does the agency feel this project or program was a success? How do you measure the success? Did it meet or exceed the goals and outcomes described in the performance measures in the original application? If not, why?**

n/a

**24. For CAPER: Describe any problems or delays encountered with the project or program. How were they handled? What effects, if any, were there on costs? Describe any changes that made the project or program successful now or in the future.**

n/a

**25. For CAPER: List agencies you collaborated with on this project or program. Describe the nature of the collaboration.**

n/a

**26. For CAPER: Did you obtain funding from other sources not identified above? If so, list sources and amounts.**

n/a

**4. E-Mail:**

jguel@abodeservices.org

**PROJECT / PROGRAM STATUS**

---

**5. Describe the current status of your project or program (e.g., planning, pre-development, activity underway, service marketing, etc.) and the current focus of any activity.**

The Pleasanton TriValley Rapid Rehousing Program currently has 7 active participants at the end of this reporting period. 4 of those are housed and 3 are currently in housing search. We had a total of 11 program participants enrolled in the program this reporting period. 4 have exited (2 of them exited housed, 2 of them exited due to lost contact)

We have been in housing search and engaging Landlords and properties daily. We have made some inroads with property owners and have a regular presence in the TriValley community.

**6. Describe any significant actions taken during the reporting period.**

N/A

**7. If applicable, describe any modifications to the project or program goals, timelines, etc., and reason(s) for change. If you have not submitted invoices due to project delays, please provide details here.**

N/A

**8. Were any costs (from any source) incurred for this project or program during this reporting period?**

- |   |                 |
|---|-----------------|
| <input checked="" type="checkbox"/> Yes | 1 total to date |
| <input type="checkbox"/> No             |                 |

**9. Were any Pleasanton grant funds expended for this project or program during this reporting period?**

- |   |                 |
|---|-----------------|
| <input checked="" type="checkbox"/> Yes (already submitted invoice/s) | 1 total to date |
| <input type="checkbox"/> Yes (but invoice/s not yet submitted)        |                 |
| <input type="checkbox"/> No (no expenditures this period)             |                 |
| <input type="checkbox"/> Other:                                       |                 |

**CLIENT DATA**

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**10. Please indicate how client data are reported for this project or program (please keep consistent for questions 11 through 14 and with your original application):**



<input type="checkbox"/>	Persons	
<input checked="" type="checkbox"/>	Households	1 total to date

**11. Please indicate the Numeric GOAL stated in your HHS contract for the number of Pleasanton clients to be served THIS FISCAL YEAR (if none, enter a zero).**

<input type="text" value="6"/>	Numeric GOAL for THIS FISCAL YEAR.	6 total to date
<input type="text" value="6.00"/>	<b>TOTAL</b>	<b>6.00 TOTAL</b>

**12. Please complete the following table regarding the NUMBER OF UNDUPLICATED CLIENTS SERVED during this reporting period using the indicator chosen above (persons OR households):**

<input type="text" value="6"/>	A) Number of NEW PLEASANTON CLIENTS served by this project during this reporting period (unduplicated) [NOTES: In the 1st semi-annual report, all unduplicated clients are considered to be new. In the 2nd semi-annual report, include only new unduplicated clients who were not included in the previous report.]	6 total to date
<input type="text" value="0"/>	B) Number of NEW CLIENTS AGENCY-WIDE served by this project during this reporting period (unduplicated; if project serves only Pleasanton clients, enter a zero; do not include Pleasanton residents in this answer)	0 total to date
<input type="text" value="6.00"/>	<b>TOTAL</b>	<b>6.00 TOTAL</b>

**13. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following income categories:**

*(the total should match the number reports in 11B above)*

<input type="text" value="3"/>	Extremely Low Income (<30% Median)	3 total to date
<input type="text" value="3"/>	Very Low Income (30% to 50% Median)	3 total to date
<input type="text" value="0"/>	Low Income (50% to 80% Median)	0 total to date
<input type="text" value="0"/>		0 total to date

Moderate Income and Above (>80% Median)		
6.00	<b>TOTAL</b>	<b>6.00 TOTAL</b>

**14. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following special categories:**

*(note that some clients may meet multiple categories and some not any)*

1	Seniors (62 and older)	1 total to date
2	Disabled	2 total to date
5	Female-Headed Households	5 total to date
8.00	<b>TOTAL</b>	<b>8.00 TOTAL</b>

**15. List the number of new, unduplicated Pleasanton clients your agency served during this reporting period in the following race/ethnicity categories. [Notes: Total must equal 11B. HUD considers "Hispanic" as an ethnicity and not a separate race.]**

1	White	1 total to date
2	White + HISPANIC	2 total to date
3	Black/African American	3 total to date
0	Black/African American + HISPANIC	0 total to date
0	Asian	0 total to date
0	Asian + HISPANIC	0 total to date
0	American Indian/Alaskan Native	0 total to date
0	American Indian/Alaskan Native + HISPANIC	0 total to date
0	Native Hawaiian/Other Pacific Islander	0 total to date
0	Native Hawaiian/Other Pacific Islander + HISPANIC	0 total to date
0	American Indian/ Alaskan Native and White	0 total to date
0	American Indian/ Alaskan Native and White + HISPANIC	0 total to date

<input type="text" value="0"/>	Asian and White	0 total to date
<input type="text" value="0"/>	Asian and White + HISPANIC	0 total to date
<input type="text" value="0"/>	Black/African American and White	0 total to date
<input type="text" value="0"/>	Black/African American and White + HISPANIC	0 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native and Black/African American	0 total to date
<input type="text" value="0"/>	American Indian/Alaskan Native and Black/African American + HISPANIC	0 total to date
<input type="text" value="0"/>	Other/Multi Racial	0 total to date
<input type="text" value="0"/>	Other/Multi Racial + HISPANIC	0 total to date
<input type="text" value="6.00"/>	<b>TOTAL</b>	<b>6.00 TOTAL</b>

**UNITS OF SERVICE**

**16. Please define the primary UNIT OF SERVICE you use for this project or program (e.g., counseling hours, medical visits, meals served, miles driven, etc.; should match the unit of service stated in your HHSG contract):**

Placements

**17. Numeric GOAL stated in your HHSG contract for the units of service to be provided to Livermore clients THIS FISCAL YEAR (if none, enter a zero)**

6 to 10

**18. Please complete the following table regarding the UNIT OF SERVICE listed above:**

<input type="text" value="6"/>	Number of units of service provided to Pleasanton clients during THIS REPORTING PERIOD (if none, enter a zero)	6 total to date
<input type="text" value="0"/>	Number of units of service provided AGENCY-WIDE for this project during THIS REPORTING PERIOD (enter a zero if not applicable or if project serves only Pleasanton clients; do not include Pleasanton units in this answer)	0 total to date
<input type="text" value="6.00"/>	<b>TOTAL</b>	<b>6.00 TOTAL</b>

**19. Please include any additional comments or clarifications here (if you have no additional comments, enter "N/A"):**

*[e.g., additional unit of service types, anecdotal information, etc.]*

N/A

#### **CAPER REPORT (END OF YEAR)**

---

**20. For CAPER [DO NOT ANSWER UNTIL FINAL REPORT]: Name and title of person who will attend Human Services Commission CAPER meeting (August or September):**

N/A

**21. For CAPER: Describe the original purpose for which the City granted the HHSG funds. If applicable, explain why your agency did not spend the entire grant.**

N/A

**22. For CAPER: Describe the accomplishments of the project or program funded through HHSG. Provide detail on how the program responded to needs within the community. Describe any new and creative methods the agency implemented to meet community needs**

N/A

**23. For CAPER: Does the agency feel this project or program was a success? How do you measure the success? Did it meet or exceed the goals and outcomes described in the performance measures in the original application? If not, why?**

N/A

**24. For CAPER: Describe any problems or delays encountered with the project or program. How were they handled? What effects, if any, were there on costs? Describe any changes that made the project or program successful now or in the future.**

N/A

**25. For CAPER: List agencies you collaborated with on this project or program. Describe the nature of the collaboration.**

N/A

**26. For CAPER: Did you obtain funding from other sources not identified above? If so, list sources and amounts.**

N/A

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[My Account](#) > [FY 2018/19 Housing and Human Services Grant Program](#) > [Housing Counseling Services](#)**City of Pleasanton****USD\$ 500,000.00**

Housing Division

Available

**1/22/2018** Deadline**FY 2018/19 Housing and Human Services Grant  
Program**

Eden Council for Hope and Opportunity

**Housing Counseling Services****USD\$ 40,000.00** USD\$ 40,000.00 Requested[Previous Submitted Application](#)[Next Submitted Application](#)**Report 1**

Due date (mm/dd/yyyy) 1/15/2019

Report 1 not required 

✓ Report 1 submitted: 2/11/2019

**Un-Submit****GENERAL INFORMATION****1. Name of Person Completing Report:**

Marjorie A. Rocha

**2. Title:**

Executive Director

**3. Telephone:**

510-581-9380

**4. E-Mail:**

margie@echofairhousing.org

**PROJECT / PROGRAM STATUS****5. Describe the current status of your project or program (e.g., planning, pre-development, activity underway, service marketing, etc.) and the current focus of any activity.**

Activity has been underway for this project since the start of the fiscal year (July 1, 2018). During the first half of the fiscal year, we provided 145 counseling sessions to 144 unduplicated client households.

**6. Describe any significant actions taken during the reporting period.**

ECHO continues to provide services to the Spanish-speaking community. A bilingual staff person is available 9am to 5pm, Monday through Friday.

**7. If applicable, describe any modifications to the project or program goals, timelines, etc., and reason(s) for change. If you have not submitted invoices due to project delays, please provide details here.**

ECHO participated in the following outreach and activities:

8/24/18 - distributed 360 fliers to Pleasanton community-based organizations  
 11/15/18 - distributed 350 fliers to Pleasanton community-based organizations

7/9/18 - National Association of Residential Property Managers Training  
 12/6/18 - Eden I&R Fair Housing Training

11/8/18 - attended Northern California Fair Housing Coalition for training and case review

**8. Were any costs (from any source) incurred for this project or program during this reporting period?**

<input checked="" type="checkbox"/> Yes	1 total to date
<input type="checkbox"/> No	

**9. Were any Pleasanton grant funds expended for this project or program during this reporting period?**

<input checked="" type="checkbox"/> Yes (already submitted invoice/s)	1 total to date
<input type="checkbox"/> Yes (but invoice/s not yet submitted)	
<input type="checkbox"/> No (no expenditures this period)	
<input type="checkbox"/> Other:	

**CLIENT DATA**

**10. Please indicate how client data are reported for this project or program (please keep consistent for questions 11 through 14 and with your original application):**

<input type="checkbox"/> Persons	
<input checked="" type="checkbox"/> Households	1 total to date

**11. Please indicate the Numeric GOAL stated in your HHSG contract for the number of Pleasanton clients to be served THIS FISCAL YEAR (if none, enter a zero).**

305	Numeric GOAL for THIS FISCAL YEAR.	305 total to date
305.00	<b>TOTAL</b>	<b>305.00 TOTAL</b>

**12. Please complete the following table regarding the NUMBER OF UNDUPLICATED CLIENTS SERVED during this reporting period using the indicator chosen above (persons OR households):**

144	A) Number of NEW PLEASANTON CLIENTS served by this project during this reporting period (unduplicated) [NOTES: In the 1st semi-annual report, all unduplicated clients are considered to be new. In the 2nd semi-annual report, include only new unduplicated clients who were not included in the previous report.]	144 total to date
906	B) Number of NEW CLIENTS AGENCY-WIDE served by this project during this reporting period (unduplicated; if project serves only Pleasanton clients, enter a zero; do not include Pleasanton residents in this answer)	906 total to date
1,050.00	<b>TOTAL</b>	<b>1,050.00 TOTAL</b>

**13. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following income categories:**

*(the total should match the number reports in 11B above)*

20	Extremely Low Income (<30% Median)	20 total to date
15	Very Low Income (30% to 50% Median)	15 total to date
88	Low Income (50% to 80% Median)	88 total to date
21	Moderate Income and Above (>80% Median)	21 total to date

144.00	<b>TOTAL</b>	<b>144.00 TOTAL</b>
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**14. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following special categories:**

*(note that some clients may meet multiple categories and some not any)*

32	Seniors (62 and older)	32 total to date
21	Disabled	21 total to date
71	Female-Headed Households	71 total to date
124.00	<b>TOTAL</b>	<b>124.00 TOTAL</b>

**15. List the number of new, unduplicated Pleasanton clients your agency served during this reporting period in the following race/ethnicity categories. [Notes: Total must equal 11B. HUD considers "Hispanic" as an ethnicity and not a separate race.]**

41	White	41 total to date
2	White + HISPANIC	2 total to date
6	Black/African American	6 total to date
	Black/African American + HISPANIC	
11	Asian	11 total to date
	Asian + HISPANIC	
	American Indian/Alaskan Native	
	American Indian/Alaskan Native + HISPANIC	
	Native Hawaiian/Other Pacific Islander	
	Native Hawaiian/Other Pacific Islander + HISPANIC	
	American Indian/ Alaskan Native and White	
	American Indian/ Alaskan Native and White + HISPANIC	
	Asian and White	
	Asian and White + HISPANIC	
	Black/African American and White	



	Black/African American and White + HISPANIC	
	American Indian/Alaskan Native and Black/African American	
	American Indian/Alaskan Native and Black/African American + HISPANIC	
80	Other/Multi Racial	80 total to date
4	Other/Multi Racial + HISPANIC	4 total to date
144.00	<b>TOTAL</b>	<b>144.00 TOTAL</b>

**UNITS OF SERVICE**

**16. Please define the primary UNIT OF SERVICE you use for this project or program (e.g., counseling hours, medical visits, meals served, miles driven, etc.; should match the unit of service stated in your HHS contract):**

Inquiry/Complaint

**17. Numeric GOAL stated in your HHS contract for the units of service to be provided to Livermore clients THIS FISCAL YEAR (if none, enter a zero)**

305

**18. Please complete the following table regarding the UNIT OF SERVICE listed above:**

145	Number of units of service provided to Pleasanton clients during THIS REPORTING PERIOD (if none, enter a zero)	145 total to date
905	Number of units of service provided AGENCY-WIDE for this project during THIS REPORTING PERIOD (enter a zero if not applicable or if project serves only Pleasanton clients; do not include Pleasanton units in this answer)	905 total to date
1,050.00	<b>TOTAL</b>	<b>1,050.00 TOTAL</b>

**19. Please include any additional comments or clarifications here (if you have no additional comments, enter "N/A"):**

*[e.g., additional unit of service types, anecdotal information, etc.]*

ECHO achieved the following for the first half of the fiscal year:

Fair Housing Counseling, Mediation, Investigation, or Enforcement - 0 households/0 units of service/0 cases investigated

Tenant/Landlord Counseling and Mediation - 32 households/33 units of service

Rental Assistance Program - 0 households/0 units of service

Homeseeing Program - 112 households/112 units of service

#### **CAPER REPORT (END OF YEAR)**

---

**20. For CAPER [DO NOT ANSWER UNTIL FINAL REPORT]: Name and title of person who will attend Human Services Commission CAPER meeting (August or September):**

N/A

**21. For CAPER: Describe the original purpose for which the City granted the HHSO funds. If applicable, explain why your agency did not spend the entire grant.**

N/A

**22. For CAPER: Describe the accomplishments of the project or program funded through HHSO. Provide detail on how the program responded to needs within the community. Describe any new and creative methods the agency implemented to meet community needs**

N/A

**23. For CAPER: Does the agency feel this project or program was a success? How do you measure the success? Did it meet or exceed the goals and outcomes described in the performance measures in the original application? If not, why?**

N/A

**24. For CAPER: Describe any problems or delays encountered with the project or program. How were they handled? What effects, if any, were there on costs? Describe any changes that made the project or program successful now or in the future.**

N/A

**25. For CAPER: List agencies you collaborated with on this project or program. Describe the nature of the collaboration.**

N/A

**26. For CAPER: Did you obtain funding from other sources not identified above? If so, list sources and amounts.**

N/A

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My Account > FY 2018/19 Housing and Human Services Grant Program >  
Tri-Valley REACH, Inc. Housing Preventative Maintenance and Repair

### City of Pleasanton

**USD\$ 500,000.00**

Housing Division

Available

**1/22/2018** Deadline

## FY 2018/19 Housing and Human Services Grant Program

Tri-Valley REACH, Inc.

### Tri-Valley REACH, Inc. Housing Preventative Maintenance and Repair

[Previous Submitted Application](#)

**USD\$ 12,000.00** USD\$ 12,000.00 Requested

#### Report 1

Due date (mm/dd/yyyy)

Report 1 not required

✓ Report 1 submitted: 1/15/2019

**Un-Submit**

#### GENERAL INFORMATION

**1. Name of Person Completing Report:**

Kay A King

**2. Title:**

Board Chair

**3. Telephone:**

925-980-6739

**4. E-Mail:**

skkbking@comcast.net

**PROJECT / PROGRAM STATUS**

---

**5. Describe the current status of your project or program (e.g., planning, pre-development, activity underway, service marketing, etc.) and the current focus of any activity.**

The project is Maintenance and Repair for 7 Pleasanton homes housing adults with developmental disabilities so they may live as independently as possible. On an annual basis, REACH expenses range from \$25-\$30k. REACH was awarded \$12k in LIHF. AS of 12/30/18, REACH has submitted monthly invoices and has expended all funds.

**6. Describe any significant actions taken during the reporting period.**

Due to the nature of the project and by maintaining the 7 Pleasanton homes along with 2 Livermore homes for over 28 years, REACH demonstrates an accurate projection of services needed and there were no significant or necessary actions taken during this reporting period.

REACH has a solid understanding of the financial and management requirements to properly maintain and repair the homes on a regular and as needed basis.

**7. If applicable, describe any modifications to the project or program goals, timelines, etc., and reason(s) for change. If you have not submitted invoices due to project delays, please provide details here.**

No modifications or changes were made

**8. Were any costs (from any source) incurred for this project or program during this reporting period?**

- |   |                 |
|---|-----------------|
| <input checked="" type="checkbox"/> Yes | 1 total to date |
| <input type="checkbox"/> No             |                 |

**9. Were any Pleasanton grant funds expended for this project or program during this reporting period?**

- |   |                 |
|---|-----------------|
| <input checked="" type="checkbox"/> Yes (already submitted invoice/s) | 1 total to date |
| <input type="checkbox"/> Yes (but invoice/s not yet submitted)        |                 |
| <input type="checkbox"/> No (no expenditures this period)             |                 |
| <input type="checkbox"/> Other:                                       |                 |

**CLIENT DATA**

---

**10. Please indicate how client data are reported for this project or program (please keep consistent for questions 11 through 14 and with your original application):**

<input checked="" type="checkbox"/>	Persons	1 total to date
<input type="checkbox"/>	Households	

**11. Please indicate the Numeric GOAL stated in your HHS contract for the number of Pleasanton clients to be served THIS FISCAL YEAR (if none, enter a zero).**

15	Numeric GOAL for THIS FISCAL YEAR.	15 total to date
15.00	<b>TOTAL</b>	<b>15.00 TOTAL</b>

**12. Please complete the following table regarding the NUMBER OF UNDUPLICATED CLIENTS SERVED during this reporting period using the indicator chosen above (persons OR households):**

0	A) Number of NEW PLEASANTON CLIENTS served by this project during this reporting period (unduplicated) [NOTES: In the 1st semi-annual report, all unduplicated clients are considered to be new. In the 2nd semi-annual report, include only new unduplicated clients who were not included in the previous report.]	0 total to date
0	B) Number of NEW CLIENTS AGENCY-WIDE served by this project during this reporting period (unduplicated; if project serves only Pleasanton clients, enter a zero; do not include Pleasanton residents in this answer)	0 total to date
0.00	<b>TOTAL</b>	<b>0.00 TOTAL</b>

**13. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following income categories:**

*(the total should match the number reports in 11B above)*

15	Extremely Low Income (<30% Median)	15 total to date
	Very Low Income (30% to 50% Median)	
	Low Income (50% to 80% Median)	

	Moderate Income and Above (>80% Median)	
15.00	<b>TOTAL</b>	<b>15.00 TOTAL</b>

**14. Please indicate the number of new, unduplicated Pleasanton clients served during this reporting period, as reported in 11B above, who met the following special categories:**

*(note that some clients may meet multiple categories and some not any)*

	Seniors (62 and older)	
15	Disabled	15 total to date
	Female-Headed Households	
15.00	<b>TOTAL</b>	<b>15.00 TOTAL</b>

**15. List the number of new, unduplicated Pleasanton clients your agency served during this reporting period in the following race/ethnicity categories. [Notes: Total must equal 11B. HUD considers "Hispanic" as an ethnicity and not a separate race.]**

12	White	12 total to date
1	White + HISPANIC	1 total to date
	Black/African American	
	Black/African American + HISPANIC	
2	Asian	2 total to date
	Asian + HISPANIC	
	American Indian/Alaskan Native	
	American Indian/Alaskan Native + HISPANIC	
	Native Hawaiian/Other Pacific Islander	
	Native Hawaiian/Other Pacific Islander + HISPANIC	
	American Indian/ Alaskan Native and White	
	American Indian/ Alaskan Native and White + HISPANIC	
	Asian and White	

	Asian and White + HISPANIC	
	Black/African American and White	
	Black/African American and White + HISPANIC	
	American Indian/Alaskan Native and Black/African American	
	American Indian/Alaskan Native and Black/African American + HISPANIC	
	Other/Multi Racial	
	Other/Multi Racial + HISPANIC	
15.00	<b>TOTAL</b>	<b>15.00 TOTAL</b>

**UNITS OF SERVICE**

**16. Please define the primary UNIT OF SERVICE you use for this project or program (e.g., counseling hours, medical visits, meals served, miles driven, etc.; should match the unit of service stated in your HHSG contract):**

Number of homes - 7 units

**17. Numeric GOAL stated in your HHSG contract for the units of service to be provided to Livermore clients THIS FISCAL YEAR (if none, enter a zero)**

35

**18. Please complete the following table regarding the UNIT OF SERVICE listed above:**

7	Number of units of service provided to Pleasanton clients during THIS REPORTING PERIOD (if none, enter a zero)	7 total to date
9	Number of units of service provided AGENCY-WIDE for this project during THIS REPORTING PERIOD (enter a zero if not applicable or if project serves only Pleasanton clients; do not include Pleasanton units in this answer)	9 total to date
16.00	<b>TOTAL</b>	<b>16.00 TOTAL</b>

**19. Please include any additional comments or clarifications here (if you have no additional comments, enter "N/A"):**

*[e.g., additional unit of service types, anecdotal information, etc.]*

REACH maintains 7 homes in Pleasanton and 2 in Livermore, The homes are identified as "unit". The numeric goal for each home was estimated between 5 - 6 monthly visits for maintenance or repair services per home during a 12 month period,

#### **CAPER REPORT (END OF YEAR)**

---

**20. For CAPER [DO NOT ANSWER UNTIL FINAL REPORT]: Name and title of person who will attend Human Services Commission CAPER meeting (August or September):**

na

**21. For CAPER: Describe the original purpose for which the City granted the HHSG funds. If applicable, explain why your agency did not spend the entire grant.**

na

**22. For CAPER: Describe the accomplishments of the project or program funded through HHSG. Provide detail on how the program responded to needs within the community. Describe any new and creative methods the agency implemented to meet community needs**

na

**23. For CAPER: Does the agency feel this project or program was a success? How do you measure the success? Did it meet or exceed the goals and outcomes described in the performance measures in the original application? If not, why?**

na

**24. For CAPER: Describe any problems or delays encountered with the project or program. How were they handled? What effects, if any, were there on costs? Describe any changes that made the project or program successful now or in the future.**

na

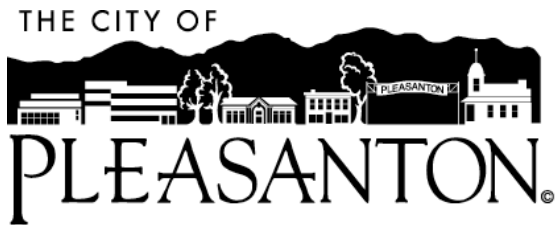
**25. For CAPER: List agencies you collaborated with on this project or program. Describe the nature of the collaboration.**

na

**26. For CAPER: Did you obtain funding from other sources not identified above? If so, list sources and amounts.**

na





## Housing Commission Agenda Report

February 21, 2019  
Item 9

**SUBJECT UPDATE REGARDING THE HOUSING AND HUMAN SERVICES GRANT (HHSG)  
REVIEW PROCESS FOR FY2019/20**

### **RECOMMENDATION**

This item is for the Commission's information only; no action is required.

### **ATTACHMENTS**

1. FY 2019/20 HHSG Application Received Through ZoomGrants
2. Agenda Report from the February 7, 2018 Human Services Commission Meeting
3. Copies of Housing-Related FY 2018/19 HHSG Applications (6)

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### **BACKGROUND**

In November 2009, the Housing Commission reviewed and provided comments regarding the draft application packet and process for the first year of the new Housing and Human Services Grant (HHSG) program which started in fiscal year 2010/11. At that time, the Commission expressed a strong interest in retaining a key role in any recommendations regarding the use of federal HOME funds and City Lower Income Housing Funds (LIHF).

Two application distribution workshops for the eighth year of HHSG (FY 2019/20) were held in December 2018 in collaboration with staff from the cities of Livermore and Dublin. The meetings were mandatory and attended by representatives from a variety of agencies which provide housing and services to lower income residents. HHSG applications were due Tuesday, January 22, 2019. As shown in Attachment 1, a total of 27 applications were received from 18 different agencies for an aggregate request of \$1,095,937.

At its meeting on February 6<sup>th</sup>, 2019, the Human Services Commission (HSC) discussed the evaluation process for the HHSG applications. A copy of the staff report from the meeting is included as Attachment 2 (the minutes from the meeting are not yet available). At the meeting, the HSC agreed to follow a review process similar to that which was used last year. Accordingly, the majority of the applications listed in Attachment 1 will be reviewed at the HSC's March 6<sup>th</sup> meeting with the goal of developing a recommendation to the City Council for funding. This plan maintains the Housing Commission's role as the reviewing body for any proposed use of HOME or LIHF funds.

Application Review Process

Several years ago, the cities of Pleasanton, Livermore, and Dublin purchased ZoomGrants, an online grant application software program that allows organizations to complete each city’s Housing and Human Services Grant (HHSG) applications via the internet. The program was introduced in December 2010 at the grant workshops held prior to the FY 2011/12 allocation process.

This year applicants for HHSG funds have once again used ZoomGrants to submit their applications. Agencies also use the software throughout the fiscal year to submit invoices and semi-annual reports on grant progress. As the reviewing body with responsibility for reviewing the majority of HHSG applications, the HSC has utilized ZoomGrants for the past several years to review HHSG applications online and is currently in the process of reviewing and evaluating FY 2019/20 funding applications. Because the Housing Commission will be reviewing a small subset of the total number of applications staff has provided hard copies of the applications as Attachment 3.

**DISCUSSION**

The purpose of this report is to provide the Housing Commission (HC) with an update of the HHSG applications that were received and an explanation of how the HC will be involved in the specific allocation of HOME and LIHF funds. As shown in Attachment 1, staff has identified six (6) of the 27 applications that are likely to be considered for HOME and/or LIHF funding based either on specific requests or past history:

App #	Agency / Project	Possible Source(s):	
		HOME	LIHF
1	Abode Services / Tri-Valley Rapid Rehousing Program: \$150,000 a) Tenant-Based Rental Assistance b) Case Management Services	\$95,305	\$54,695
10	CityServe of the TriValley / Housing Grant for Homeless Street Outreach/Homelessness Prevention		\$50,000
11	Community Resources for Independent Living (CRIL)		\$16,025
13	ECHO Housing / Housing Counseling Services		\$40,000
14	Habitat for Humanity / Housing Rehabilitation Program		\$150,000
27	Tri-Valley REACH / Housing Preventative Maintenance Repair		\$25,000
		<b>\$93,305</b>	<b>\$335,720</b>
	<b>TOTAL</b>	<b>\$431,025</b>	

Copies of the six (6) full applications are included as Attachment 3 in order to provide the Commission with additional time for preliminary review prior to the March meeting.

### Abode Services / Tri-Valley Rapid Rehousing Program

Abode Services has applied for a fourth year of funding for the Tri-Valley Rapid Rehousing Program project which is in its fourth year of operation. This program includes tenant-based rental assistance which is eligible under the HOME program. As indicated in the table, Abode has requested \$95,305 for tenant-based rent subsidies (which the City has traditionally funded through HOME). The remaining funding requested (\$54,695) would be for case management and related housing services and would be eligible for funding through the LIHF as in the past.

### CityServe of the TriValley / Housing Grant for Homeless Street Outreach/Homelessness Prevention

CityServe has applied for \$50,000 to provide street outreach services in Pleasanton to individuals who are homeless, extremely vulnerable, and currently disconnected from services. Abode Services was the former administrator for the HOPE Street Outreach program for the last three years. The CityServe team has been working and will continue to work closely with Pleasanton Police, City staff, and other service providers to identify people who are homeless and on the street. The goal is to connect these persons with services including health care and housing; thereby strengthening safety net services in Pleasanton and empowering the City to better address the crisis of homelessness in a progressive and effective manner. The CityServe team will also administer a homelessness prevention program that will provide concerted efforts to keep Pleasanton residents from entering homelessness. This program was funded last year using LIHF funds.

### Community Resources for Independent Living (CRIL) / Housing & Independent Living Services

CRIL's Housing & Independent Living Services has been historically funded with LIHF funds. Its funding request of \$16,025 will provide extremely low-and very low-income Pleasanton residents who have a disability with housing search education and assistance, peer counseling, independent living skills & self-advocacy training, personal assistant/homecare worker referrals, employment assistance, benefits advocacy, access to health and mental health services and travel training.

### ECHO Housing / Housing Counseling Services

The application from ECHO Housing for \$40,000 represents a project that has been funded in previous fiscal years using LIHF funds. ECHO meets federal requirements for making available a range of housing counseling services including fair housing education and investigation, tenant/landlord counseling and mediation, rental assistance for delinquent rent and deposits, and general home-seeking information. These services are an important part of the continuum of housing services available for Pleasanton residents.

### Housing Rehabilitation Program

Habitat for Humanity is the City's Housing Rehabilitation Program (HRP) administrator as of October 2016. Habitat's funding request of \$150,000 will provide critical home repairs, paid for by grants or loans from the City, to Pleasanton homeowners who are cost-burdened and economically vulnerable. Repairs prioritize the improvement of indoor air quality, such as mold/mildew remediation, roof replacement, damaged siding, ceiling repairs, and window and door replacements. Other repairs include accessibility and safety improvements that include installation of ramps, fences, and grab bars; plumbing; electrical work; insulation; abatement work; and exterior paint. This program has utilized City LIHF funds, federal HOME and CDBG funds. Any federal funds allocated to this program will be assessed once the federal funds allocations are provided to the City.

Tri-Valley REACH / Housing Preventative Maintenance and Repair 2019-2020

Tri-Valley REACH's funding request of \$25,000 will be used specifically toward housing preventative maintenance, rehabilitation and repair for seven homes located in Pleasanton that provided affordable housing for adults with developmental disabilities.

Funding Recommendation

Based on this preliminary evaluation, staff is currently working on an analysis of the HHSG applications to develop a funding recommendation for consideration by the Human Services Commission (HSC) at its upcoming meeting on March 7<sup>th</sup>. That recommendation will separate out those applications that are recommended for HOME or LIHF funding (most likely from the list above) for review by the Housing Commission (HC) on March 21<sup>st</sup>. At that, staff will provide detailed information on each project and a specific recommendation for funding (including information on current balances of HOME and LIHF funds). The HC's recommendation regarding HOME and LIHF funds will be forwarded directly to the City Council for final action in April.

Summary

The preceding table includes more than \$93,000 in federal HOME funds and more than \$335,000 in LIHF funds. As in prior years, it is possible that projects will either not be fully funded or will be funded in part from other sources.

While specific figures have not yet been released by HUD, the City's annual allocation of HOME funds for FY 2018 was approximately \$137,000. In FY2018/19 the HC approved a total of \$180,224.33 in City LIHF funds to supplement the funding of "housing services" projects of the type listed below.

<b>Agency / Project</b>	<b>LIHF</b>
Abode Services / HOPE Outreach	\$50,000
Abode Services / Tri-Valley Rapid Rehousing Program: a) Tenant-Based Rental Assistance b) Case Management Services	\$63,224.33*
CRIL / Housing & Independent Living Services	\$15,000
ECHO Housing / Housing Counseling Services	\$40,000
Tri-Valley REACH / Housing Preventative Maintenance & Repair 2018-2019	\$12,000
Total	<b>\$180,224.33</b>

\* Unused carry-over funds from FY16/17 and FY17/18.

Staff believes that the current process for reviewing and allocating HHSG funds continues to meet the concerns of both the HC and the HSC for preserving the HC's role in reviewing HOME and LIHF funds as expressed by both commissions when the City's grant process was reorganized in 2009. Staff will have specific recommendations on funding amounts from each program at the March 21<sup>st</sup> meeting.

## **STAFF RECOMMENDATION**

This report is for the Commission's information only. No specific action is required at this time, although the Commission is welcome to provide feedback regarding the HHSG review process. The March 21<sup>st</sup> agenda will include a detailed report regarding the proposed allocation of HOME and LIHF funds for several HHSG applications.



**ATTACHMENT 1**

FY 2019/20 HHSG APPLICATION

RECEIVED THROUGH ZOOMGRANTS





**Attachment 1**

**FY 2019/20 HHSG APPLICATIONS RECEIVED THROUGH ZOOMGRANTS**

**CITY OF PLEASANTON FY 2019/20 HHSG PROGRAM**

**Applications Received by 01/22/2019 Deadline**

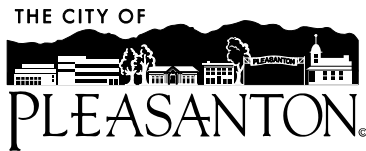
	<b>Agency Name</b>	<b>Application Title</b>	<b>Capital Improvement Project</b>	<b>Public Services</b>	<b>Housing Services</b>
1	Abode Services	Tri-Valley Rapid Re-housing Program			\$ 150,000
2	Axis Community Health	Ensuring Appropriate & Timely Access to Care with Triage Call Nurse		\$ 13,195	
3	CALICO Center	Pleasanton Child Abuse Intervention Program		\$ 11,000	
4	Chabot-Las Positas CCD/Tri-Valley One Stop Center	Pleasanton Career & Business Services 2019-2020		\$ 12,703	
5	Chabot-Las Positas CCD/Tri-Valley One Stop Center	Pleasanton VITA Program 2019-2020		\$ 9,164	
6	Child Care Links	Behavioral Health Care Services		\$ 25,000	
7	Child Care Links	Diaper Pantry		\$ 12,000	
8	CityServe of the TriValley	Crisis Intervention-Sheltered Residents		\$ 30,000	
9	CityServe of the TriValley	CDBG Grant for Facility Build Out	\$ 60,000		
10	CityServe of the TriValley	Housing Grant for Homeless Street Outreach/Homelessness Prevention*			\$ 50,000
11	Community Resources for Independent Living	Housing and Independent Living Services			\$ 16,025
12	Easter Seals Bay Area	Easter Seals Kaleidoscope Community Adult Program		\$ 15,000	
13	Eden Council for Hope and Opportunity	Housing Counseling Services			\$ 40,000
14	Habitat for Humanity East Bay/Silicon Valley, Inc.	Housing Rehabilitation Program			\$ 150,000
15	Hope Hospice, Inc	Grief Support Center and Hospice Volunteer Program		\$ 15,000	
16	Legal Assistance for Seniors	Legal Services, Medicare Counseling, Community Education for Pleasanton Seniors		\$ 10,000	
17	NAMI Tri-Valley	Pleasanton Housing & Human Services Grant Application		\$ 7,766	
18	Open Heart Kitchen	Open Heart Kitchen Pleasanton Hot Meal & Bag Lunch Program		\$ 20,000	
19	Open Heart Kitchen	Open Heart Kitchen Senior Meal Programs		\$ 50,000	
20	Spectrum Community Services	Meals on Wheels for Pleasanton's Homebound Elderly		\$ 22,680	
21	Sunflower Hill	Special Needs Horticulture Teaching Support		\$ 33,000	
22	Tri-Valley Haven	Capital Improvement Project (Facilities Rehabilitation Project)	\$ 158,404		
23	Tri-Valley Haven	Counseling and Temporary Restraining Order Clinic		\$ 20,000	
24	Tri-Valley Haven	Shiloh Domestic Violence Shelter and Services		\$ 35,000	
25	Tri-Valley Haven	Sojourner House Homeless Shelter Program		\$ 80,000	
26	Tri-Valley Haven	Tri-Valley Haven's Food Pantry		\$ 25,000	
27	Tri-Valley REACH, Inc.	Housing Preventative Maintenance and Repair 2019-2020			\$ 25,000
			<b>\$ 218,404</b>	<b>\$ 446,508</b>	<b>\$ 431,025</b>

**TOTAL REQUESTED: \$ 1,095,937**



**ATTACHMENT 2**  
AGENDA REPORT  
FROM FEBRUARY 6, 2019  
HUMAN SERVICES COMMISSION MEETING





## HUMAN SERVICES COMMISSION AGENDA REPORT

February 6, 2019  
Item 5

**TITLE: DISCUSS EVALUATION PROCESS AND MEETING FORMAT FOR THE  
FISCAL YEAR 2019/2020 HOUSING AND HUMAN SERVICES GRANT  
PROGRAM REVIEW**

**SUMMARY**

The Human Services Commission will be reviewing the FY 2019/2020 Housing and Human Services Grant (HHSG) applications at its March 6, 2019, meeting. In an effort to streamline the review and funding recommendation process, the commission should discuss the evaluation process and meeting format. Staff is also available to answer any technical questions commissioners may have related to the use of ZoomGrants, the online grant software program.

**RECOMMENDATION**

Discuss the evaluation and meeting format procedures for the FY 2019/2020 Housing and Human Services Grant process to be held on Wednesday, March 6, 2019, including agency presentations and the meeting start time.

**FINANCIAL STATEMENT**

There are no immediate costs associated with this process, until funding requests are approved by City Council action.

## **BACKGROUND**

The commission will be reviewing the Housing and Human Services Grants (HHSO) at its March 6, 2019 meeting. This year, the commission will again be reviewing the FY 2019/2020 HHSO applications online with the ZoomGrants program that was implemented several years ago.

HHSO applications for fiscal year 2019/2020 were due Tuesday, January 22, 2019, by 11:59 p.m. Attachment 1 lists the 27 applications that were received with an aggregate funding request of \$1,095,937. Housing-related projects that are eligible for funding through either federal HOME or local LIHF funds are identified as blue highlighted columns. The Human Services Commission does not review these applications through ZoomGrants, they are addressed through the Housing Commission.

Commissioners were sent an email after the application deadline indicating that they could access the applications on ZoomGrants to start the review process. Applications will remain available for review for a period of three (3) weeks until Thursday, February 14, 2019, at 11:59 p.m. The applications will still be viewable on ZoomGrants after that time; however, commissioners will not be able to modify entries.

At the March 6, 2019 meeting, city staff will provide recommendations and a summary of the commissioners' review in an agenda report for commission consideration. The March 6, 2019 commission meeting will start promptly at 6 p.m.

## **ALTERNATIVE ACTION**

Any other action as determined by the Human Services Commission.

Submitted by:



Jay Ingram  
Recreation Manager

Attachment:

1. Summary of HHSO Applications Received

FY 2019/20 HHSG APPLICATIONS RECEIVED THROUGH ZOOMGRANTS

TOTAL REQUESTS: \$ 1,095,937 \$ 1,154,574 FY18/19

Alpha Ord	Agency Name	Project Title	Funds Requested
1	Abode Services	Tri-Valley Rapid Re-housing Program	\$ 150,000
2	Axis Community Health	Ensuring Appropriate & Timely Access to Care with Triage Call Nurse	\$ 13,195
3	CALICO Center	Pleasanton Child Abuse Intervention Program	\$ 11,000
4	Chabot-Las Positas CCD/Tri-Valley One Stop Center	Pleasanton Career & Business Services 2019-2020	\$ 12,703
5	Chabot-Las Positas CCD/Tri-Valley One Stop Center	Pleasanton VITA Program 2019-2020	\$ 9,164
6	Child Care Links	Behavioral Health Care Services	\$ 25,000
7	Child Care Links	Diaper Pantry	\$ 12,000
8	City of Pleasanton	Section 108 Loan Repayment for Axis Clinic	\$ 23,539
9	CityServe of the TriValley	Crisis Intervention-Sheltered Residents	\$ 30,000
10	CityServe of the TriValley	CDBG Grant for Facility Build Out	\$ 60,000
11	CityServe of the TriValley	Housing Grant for Homeless Street Outreach/Homelessness Prevention*	\$ 50,000
12	Community Resources for Independent Living	Housing and Independent Living Services	\$ 16,025
13	Easter Seals Bay Area	Easter Seals Kaleidoscope Community Adult Program	\$ 15,000
14	Eden Council for Hope and Opportunity	Housing Counseling Services	\$ 40,000
15	Habitat for Humanity East Bay/Silicon Valley, Inc.	Housing Rehabilitation Program	\$ 150,000
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17	Legal Assistance for Seniors	Legal Services, Medicare Counseling, Community Education for Pleasanton Seniors	\$ 10,000
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20	Open Heart Kitchen	Open Heart Kitchen Senior Meal Programs	\$ 50,000
21	Spectrum Community Services	Meals on Wheels for Pleasanton's Homebound Elderly	\$ 22,680
22	Sunflower Hill	Special Needs Horticulture Teaching Support	\$ 33,000
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25	Tri-Valley Haven	Shiloh Domestic Violence Shelter and Services	\$ 35,000
26	Tri-Valley Haven	Sojourner House Homeless Shelter Program	\$ 80,000
27	Tri-Valley Haven	Tri-Valley Haven's Food Pantry	\$ 25,000
28	Tri-Valley REACH, Inc.	Housing Preventative Maintenance and Repair 2019-2020	\$ 25,000

\$ (58,637) difference

<b>New Projects/Applicants (did not submit last year)</b>		<b>Key:</b>
CityServe of the Tri-Valley	CDBG Grant for Facility Build Out	HOME/LIHF(Low Income Housing Fund) Eligible Projects
CityServe of the Tri-Valley	Homeless Street Outreach/Homelessness Prevention*	Section 108 Annual Loan Payment (not a ZoomGrants application)
Child Care Links	Behavioral Health Care Services	
Habitat for Humanity East Bay/Silicon Valley, Inc.	Housing Rehabilitation Program (City Administrator contract ends June 2019)	
NAMI Tri-Valley	Pleasanton Housing & Human Services Grant Application	
<b>Prior Year FY18/19 Grantees (Did Not Submit)</b>		
Abode Services*	HOPE Outreach	\$ 5,000
Eden I&R, Inc. +	2-1-1 Alameda County	\$ 20,000
Pleasanton Unified School District	Student Health Services	\$ 5,000
Regional Parks Foundation	Shadow Cliffs Interpretive Pavillion	\$ 30,000
Senior Support Program of the Tri-Valley +	VAST Volunteer Gas Cards	\$ 5,000
		\$ 65,000

\* Abode Services was formerly the Hope Street Outreach administrator

+ Contracts directly with the City

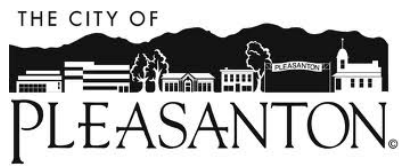




**ATTACHMENT 3**

COPIES OF HOUSING-RELATED  
FY 2019/20 HHSG APPLICATIONS





Powered by [ZoomGrants™](#)

City of Pleasanton  
Housing Division  
**FY 2019/20 Housing and Human Services Grant Program**  
1/22/2019 deadline

## Abode Services Tri-Valley Rapid Re-Housing Program

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 150,000.00** Requested

Submitted: 1/19/2019 10:34:16 PM  
(Pacific)

**Project Contact**

Carrie Gaydos  
[kmccoy@abodeservices.org](mailto:kmccoy@abodeservices.org)  
Tel: (510) 270-1161 | Ext. #301

**Additional Contacts**

*none entered*

**Abode Services**

40849 Fremont Boulevard  
Fremont, CA 94538

**Executive Director**

Louis Chicoine  
[cgaydos@abodeservices.org](mailto:cgaydos@abodeservices.org)

Telephone (510) 270-1161 | Ext.  
#301

Fax (510) 270-1161 | Ext.  
#301

Web [www.abodeservices.org](http://www.abodeservices.org)

**Application Questions** [top](#)

### ORGANIZATION INFORMATION

**1. Please describe your organization category (select one of the following):**

- Non-Profit
- For-Profit
- Public Agency
- Other:

**2. Please describe your agency's mission (no more than 3 sentences).**

Abode Services' mission is to end homelessness by assisting low-income, un-housed people, including those with special needs, to secure stable, supportive housing; and to be advocates for the removal of the causes of homelessness.

We develop and implement innovative programs to end homelessness. Our agency is built on the principles of Housing First, a proven approach that has demonstrated results far superior to the traditional approaches to homelessness.

**3. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in each category below.**

*(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))*

Extremely Low Income (<30% AMI)

17	Very Low Income (30%-50% AMI)
18	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
	Above Moderate Income (>120% AMI)
62.00	<b>TOTAL</b>

**4. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in the race/ethnicity categories below. The total number must match the total number listed in the income categories in questions #3 above.**

*(Per HUD, "Hispanic" is an ethnicity and not a separate race.)*

17	White
4	White + HISPANIC
4	Black/African American
0	Black/African American + HISPANIC
1	Asian
0	Asian + HISPANIC
1	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
0	Other Multi Racial
0	Other Multi Racial + HISPANIC
27.00	<b>TOTAL</b>

**5. In the PRIOR fiscal year (2017/2018), list the total number of Pleasanton clients served in each category below.**

5	Disabled
6	Female Headed Households
8	Seniors
5	Youth
23	Homeless
47.00	<b>TOTAL</b>

## PROGRAM APPLICATION

**6. If you are submitting more than one application for Pleasanton HHS funding, enter the numerical ranking of the priority of this proposal and the total number of proposals your agency is submitting for the coming fiscal year.**

*(Example: '1 of 1' means you are submitting only one proposal; '1 of 3' would mean you are submitting 3*

proposals and this one is the highest priority of the three.)

N/A

**7. Is this proposal a request for Capital Improvement or Public Service funding?**

Capital Improvement

Public Service

**8. Please indicate below if this application is a request for one-time funding and/or "seed" funding.**

One-time funding

Seed funding

Neither / Not Applicable

**9. Is your agency able to assess that your clients are "eligible beneficiaries" (i.e. low- and moderate-income persons and/or "presumed" beneficiaries according to HUD)?**

*If so, how? If not, please explain how you plan to assess whether your clients are "eligible beneficiaries".*

Yes

**10. Please list the total number of PLEASANTON clients your agency proposes to serve through this project for each income category below in fiscal year 2019/2020.**

*(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))*

4	Extremely Low Income (<30% AMI)
4	Very Low Income (30-50% AMI)
5	Low Income (50-80% AMI)
0	Moderate Income (80%-120% AMI)
0	Above Moderate Income (>120% AMI)
13.00	<b>TOTAL</b>

**11. Please list the total number of PLEASANTON clients your agency proposes to serve through this project in the race/ethnicity categories below in fiscal year 2019/2020. Per HUD, "Hispanic" is an ethnicity and not a separate race.**

*(The total number must match the total number listed in the income categories in questions #10 above.)*

30	White
6	White + HISPANIC
6	Black/African American
0	Black/African American + HISPANIC
2	Asian
0	Asian + HISPANIC
0	American Indian/Alaskan Native
2	American Indian/Alaskan Native + HISPANIC
1	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
1	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
3	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC

4	Other Multi Racial
0	Other Multi Racial + HISPANIC
55.00	<b>TOTAL</b>

**12. In the UPCOMING fiscal year (2019/2020), indicate the number of Pleasanton clients your agency will serve in the categories below.**

3	Disabled
3	Female Headed Household
3	Senior
4	Youth
23	Homeless
36.00	<b>TOTAL</b>

**13. Provide a brief summary of the program/project for which your agency is seeking funding**

*(No more than three sentences. Your answer will be used widely during the review and implementation process to describe your project).*

For over a decade, Abode's Tri-Valley Housing Scholarship Program (TVHSP) provided housing and supportive services to Livermore families seeking education and employment. In Fiscal Year 2017 and continued into 2018, we began partnering with the City of Livermore to transition the program to a rapid re-housing model, drawing on Abode Services' expertise with this best practice, designed to end homelessness, and during this first year of transition, we have found that there are many Pleasanton households in need of Rapid Re Housing assistance. Abode established itself as a leader of rapid re-housing efforts in Alameda County, beginning with the Homeless Prevention and Rapid Re-housing Program (HPRP) in 2009 and continuing with the re-housing of well over 1,000 households, enabling us to provide housing and services to Livermore residents who are most in need, and to effectively use City funds to facilitate an escape from the crisis of homelessness for families and individuals, while also promoting stabilization and maximum self-sufficiency.

**14. Please justify your agency's capacity to implement this program and/or project.**

*(Identify federal grants management, staff resources, and skills experience).*

With more than 29 years of experience connecting individuals and families experiencing homelessness to high-quality housing and services, Abode Services has the capacity and expertise to build and sustain the proposed program. Our Housing Department works with more than 500 landlords in Santa Clara and Alameda counties, providing housing search and placement, housing quality inspections, and landlord engagement. Our Social Services Department coordinates services for participants in our shelter and supportive housing programs, offering comprehensive on-site services as well strong relationships with 40 other local service providers to connect participants to additional services. Our Department of Health and Wellness provides mental health and wellness-focused services (including Medi-Cal Specialty Mental Health Services) within our housing and outreach programs. Abode is identified as a Housing First agency, and all of our programs – from our street-level outreach to permanent supportive housing – are designed to screen people in, rather than out; to connect people as quickly as possible to housing; and to “walk with them” on their journey to recovery, offering non-judgmental, wrap-around services, and multiple opportunities to succeed.

Our programs are unified by a commitment to evidence-based practices, a desire for continual program improvement that is driven by data, and the belief that anyone can succeed in housing if given the proper support. Further, our strong financial, data/evaluation, and compliance teams employed by Abode ensure that our programs are integrated across the agency and held up by a strong infrastructure.

**15. Describe the challenges, needs, or service gaps in Pleasanton that your program/project addresses.**

*(You should reference Pleasanton demographics, statistics, and reports to make your case. Also, note if you conducted outreach to clients or the public to develop this program.)*

The Tri-Valley Rapid Re-Housing Program will work to help families and individuals in Pleasanton and the Tri-Valley Area escape homelessness, increase their income and obtain stability. People become homeless when communities lack affordable housing options, something increasingly true of Pleasanton.

The East County/Tri Valley area is one of the most expensive places in Alameda County to live, with average rent for a Pleasanton two-bedroom apartment already at \$2,201 in 2014, and an increase in Alameda County of 36% in average rental rates since 2009. Over 40% of households pay more than 34.5% of monthly income on housing costs across The Alameda County Home Consortium area, putting them at increased risk of housing instability

(HOME Consortium reports). Further, according to the most recently published Eastern Alameda County Human Services Needs Assessment (2011), the number of people in Pleasanton receiving Medi-Cal, CalWORKS, food assistance, or general assistance at least doubled between 2003 and 2011.

Additionally, safety net services are insufficient to meet demonstrated needs in Tri-Valley. The report from the 2014 Livermore Mayor's Summit on Homelessness noted that the only shelter in the area serving single men, the Livermore Homeless Refuge, is open only during winter and bad weather. Meanwhile, a search for homeless shelters in Dublin and Pleasanton returns no results at all. This combination of limited resources and rising housing costs makes clear the need for effective housing programs, such as the Tri-Valley Rapid Rehousing Program, to bolster the safety net and facilitate a path back to stability and self-sufficiency for homeless individuals and families.

**16. How would you characterize your program/project based on the continuum of approaches to addressing housing and human services needs listed below?**

*Select the TOP THREE (3) areas.*

- PREVENTION (helps prevent a problem before it emerges)
- EARLY INTERVENTION (addresses a problem in its early manifestation to keep it from becoming worse)
- TRANSITION (helps move clients toward a better situation, lower level of need, etc.)
- MAINTENANCE (helps to ensure that clients do not decline, etc.)
- SELF-SUFFICIENCY (helps move clients toward a situation in which they will no longer need the program or service)
- STABILIZATION (helps clients attain stability so that they can work toward a better situation)

**17. Describe in detail how the program/project will address each of the three housing and human services needs selected above (i.e. how it specifically addresses prevention/early intervention, etc.)**

Rapid Re-Housing is an intervention designed to help individuals and families to quickly exit homelessness and return to permanent housing. The core components of a Rapid Re-Housing program are housing identification, move-in and rental assistance (including prevention/arrears payments), and Rapid Re-housing case management and services. Rapid Re-Housing assistance is offered without preconditions, the resources and services provided are typically tailored to the unique needs of the household being served and the program looks to provide the lowest effective level of assistance for the shortest duration necessary.

Rapid Re-Housing case management and services is to help households stabilize in permanent housing and access the services that they need in the community. Housing Service coordinators and Case Managers will assist households to resolve crises that arise, intervene in conflicts between the landlord and program participant, and, will connect households to community and mainstream services for additional resources and support based on their needs. Housing Service coordinators and Case Managers will utilize a strengths based approach to empower participants. All participants being referred to the Rapid Re Housing Program will go through an assessment. The assessment is to determine if the participant meets the eligibility requirements set forth by the available funding streams as well as determining what level of financial support is needed. Once a determination of eligibility is met and the participant is enrolled in the Rapid Re-Housing Program, they will be eligible for cores services that will include a combination of housing and stabilization services. Re-assessments will be conducted at each 3 month mark for the duration of the stay in the program. The re-assessments will determine continued enrollment and eligibility and determine if continued financial subsidy support is still needed.

**18. Explain how your agency will implement this program/project and which staff will administer the activities. How will clients access the program/project?**

Abode Services will serve six to ten Pleasanton households with these funds. Four households will receive Rapid Re-Housing assistance and related services, and two will receive homelessness prevention assistance.

We will actively engage households exiting shelters. We will also take referrals from other providers, accept self-referrals and those that come from our outreach team. We have a centralized Rapid Re-Housing hotline from which individuals obtain additional information and can complete brief eligibility screenings.

The Housing Service Coordinator (HSC) will continue to meet participants who are referred to the program at the Livermore Multi-Services Center before they are housed. This location is easily accessible from the Dublin/Pleasanton BART and the Livermore Transit Center. After participants have been placed into housing, the HSC will conduct regular home visits.

The Rapid Re-Housing program offers participants up to 12 months of rental assistance in three-month intervals. The program manager can approve extensions beyond 12 months, based on demonstrated need. Every 90 days,

the Housing Service Coordinator completes an income assessment and rental assistance typically decreases, as the goal is to have participants gradually move toward payment of the full lease amount. Prevention households and those receiving gap assistance (not a part of the budget figures for this request) typically receive subsidy for shorter periods of time (e.g., back rent and a few additional months of support) and lighter to very minimal services.

The HSG will also provide service connections and coordination, to include referrals to employment search support; benefits; parenting support and child care; and a variety of other services.

All program activities are overseen by the Resident Services' Manager, who supervises the Housing Service Coordinator, and by the Director of Social Services, a member of the Abode Services Senior Management Team.

**19. Describe in detail how your agency will use Pleasanton HSG funds in this program/project.**

Because we typically provide an average of 12 months of rental assistance for participants in this program, we will be able to re-house more people, thereby enhancing the likelihood of improved outcomes for stabilization. In turn, our goal is to stretch City funding further while also improving quality of life for residents.

As part of the program, we use funds to support costs aligned with the full-time HSC position, a position that serves both Pleasanton and Livermore, from whom we are also requesting funds. Using our current rapid re-housing model, the HSC augments the efforts of the Abode Community Landlord Retention Coordinator in conducting strategic outreach to landlords, a necessary element of program success because of the challenges of housing program participants in Pleasanton, a high-rent community.

Outreach targets landlords in Pleasanton in order to increase the number of units available to program participants. In the current rental market, landlords are able to be highly selective in choosing tenants, and often decline to rent to homeless households that may be struggling to address issues with poor/no credit and/or prior evictions. Building relationships with Alameda County landlords continues to require an investment of personnel time but is nonetheless an element of critical importance in cultivating the type of trust required to encourage property owners to take a chance on participants. Time for this activity is built into the program budget.

Moreover, escalating rents further mitigate housing placement in Pleasanton, even with rental assistance. If we are awarded funding, our pledge is to continue engaging in discussion with City staff about housing Pleasanton households in other areas when staff outreach to landlords fails to result in identifying affordable housing options.

**20. Describe what evidence-based methods your agency uses or will use (for new projects) to ensure successful results for this program/project?**

Abode Services is a leading practitioner of Housing First - a proven way to successfully re-house people experiencing homelessness that dramatically departs from the traditional "Housing Readiness" approach.

A "Housing Readiness" approach requires people who are homeless to pass through a series of interventions and behavioral steps that are intended to take them to progressively more stable forms of housing.

In reality, without the foundation of stable housing, it is all too easy for vulnerable people to get stuck along the way and fail.

We've adopted a different approach: Housing First.

Housing First recognizes that someone who's homeless doesn't need a series of hoops to jump through: they need a home. Once they have permanent housing, the services that follow are much more effective.

Further, Abode Services has become a national leader in the field of rapid re-housing, another established best practice. Abode was involved in developing rapid re-housing programs just as the model was emerging, when we were successfully awarded 12 contracts – totaling \$4 million in Alameda County as part of the 2009 Recovery Act-funded Homelessness Prevention and Rapid Re-Housing (HPRP) program. In 2010, we were the first agency in Alameda County to convert a winter shelter program to Rapid Re-Housing, using data and staff expertise to help several governmental stakeholders and dozens of faith-based entities understand the how the same resources could generate much greater outcomes if used to support rapid re-housing. In 2013, we converted our Linkages transitional housing program for homeless families into rapid re-housing, which allowed us to double our impact from roughly 45 families a year to more than 90. We have since implemented numerous Rapid Re-Housing programs throughout Alameda County, including a Family Reunification program, the CalWORKS Housing Program, and the Realignment/AB 109 program for re-entry populations.

**21. Describe how you will measure the effectiveness of this program/project. Describe your criteria for**



**success. What results do you expect to have achieved at the end of this grant?**

Abode Services is dedicated to measuring and tracking data across more than 50 programs, including the Tri-Valley Rapid Re-Housing Program. Programs are designed and modified using outcomes data, and following evaluation. This approach demonstrates the Abode commitment to making program improvement a top priority. We remain an active participant in Alameda County's Homeless Management Information System (HMIS) database, and will use it to track participant information, including demographics, household composition, and disability status, as well as income and destination at program exit. To support our efforts with more than 300 landlords, we also have an internal housing unit database, Welcome MAT (built on a Salesforce platform).

The Housing Service Coordinator maintains a detailed and thorough case management file for each household enrolled in the program. Files contain completed enrollment forms, individual service plans, referrals for additional services, case management notes, and other documentation, which is used to help tailor service referrals and coordinate service delivery based on needs that vary by household.

At Abode, qualitative and quantitative methods culminate to provide a deep and broad look into program performance, as related to both individual households and groups of program participants. Our records are regularly reviewed by program staff, managers, and senior leadership, who look for trends that inform service delivery and enhance quality. A steadfast commitment to use of data and evaluation helps us to stay responsive to the needs of stakeholders and partners, including funders, landlords and program participants.

To clearly define parameters for achievement, we will work toward the following objectives:

-80% of households will maintain housing or move into a permanent unit once the rental assistance period has ended.

-75% of households will increase their income while in the program.

**22. Describe the population this program/project will serve and how they will benefit.**

The Tri-Valley Rapid Re-Housing Program will serve six to 10 Pleasanton households who are homeless/at housing risk and have little to no income. These households will be referred to us from other Abode programs, including our area outreach team; our partnering service providers in the area; and by City staff, such as police and library personnel. Participants will also be able to self-refer through our agency Rapid Re-Housing Hotline.

The program will continue to serve homeless families and individuals with an established connection to Pleasanton (e.g., resided there prior to becoming homeless, are employed there, or attend school in the city) and have income less than 50% of the area median. Prevention funds will be available to households in Pleasanton with incomes below 30% of the area median.

Having instituted a newly redesigned program last year, we continue to find that many program participants have significant barriers to housing stability, including long-term unemployment, poor or no credit history, health concerns, or a history in the foster care system and/or other institutions. We acknowledge that households become homeless for many reasons; therefore, we commit ourselves to providing individualized services that help address the causes unique to each household and promote their housing stability.

Abode Services currently improves the lives of over 8,200 people each year through more than 50 programs. Our breadth of service allows us to meet the various needs of groups who experience the crisis of homelessness, with dedicated programs for foster youth/transition-age youth; veterans; people exiting chronic homelessness; individuals re-entering from the criminal justice system; families with children; and people living with significant disabilities.

Through this program, participants will be able to quickly and easily secure housing. They will have access to services designed to help them increase their income and achieve housing stability

**23. Please choose a common indicator that your agency will use to track clients (select only ONE):**

- Persons  
 Households

**24. Define the primary unit of service (e.g. number of classes provided, hours of case management, number of medical visits, number of meals served, miles driven, etc.) to be used when tracking this program/project, submitting invoices, etc.**

*NOTE: Do NOT reiterate the number of clients or number of households served.*

The primary unit of service for tracking will be number of individuals/families housed.

**25. Provide a numeric GOAL for the units of service to be provided to Pleasanton clients by this project.***(NOTE: "Other" refers to the unit of service in question #24 above.)*

	Persons
6	Households
	Other
6.00	<b>TOTAL</b>

**26. How is this project's implementation culturally appropriate? How will you outreach to your target population in question #22 above, including to low income, limited English speakers, and disabled persons?**

With nearly 30 years of experience working with people who are homeless, very low-income, and often marginalized, Abode Services has the background required to deliver quality services in a culturally sensitive and appropriate manner. Through the Tri-Valley Rapid Re-Housing Program, we propose to continue offering services using a Housing First model, a nationally recognized best practice.

Abode has been offering services in the Tri-Valley for over a decade and is deeply familiar with the local community. The HSC works out of the permanent supportive housing site on Carmen Avenue, close to the Livermore Transit Center and easily accessible to participants taking public transit. We also maintain an office at the Livermore Multi-Service Center. Both spaces are accessible to persons with disabilities. The Housing Service Coordinator is mobile and available to meet with participants in a variety of places, including their homes, in order to offer services in comfortable environments. HSC job duties include the outreach, previously discussed herein.

The Housing Service Coordinator is required to speak both English and Spanish. Abode Services also has access to people on staff who speak French, Cantonese, Mandarin and Korean, and uses interpreters who work by phone to assist participants who face language specific barriers.

**27. Identify the organizations your agency collaborates with AND their role in this specific program/project.**

Abode Services collaborates with more than 30 other service providers in order to help program participants access a wide range of services to address their needs. These include Tri-Valley organizations embedded in the local community and highly accessible to participants.

Our Tri-Valley partners include the following:

- The Cities of Pleasanton and Livermore/funders of housing and services programs
- The Livermore Police Department/referring partner in street outreach
- Axis Community Health/primary health care and medication referrals
- Tri-Valley Haven/counseling and services for families that have experienced domestic violence
- Community Resources for Independent Living (CRIL)/life skills assistance, information and referral, and assistive technology
- Tri-Valley One-Stop Career Center/employment services
- Las Positas Community College/education and career center services

Additional Alameda County partners include the following:

- Alameda County Social Services/CalWORKS, operated by Abode Services in the East County from our Livermore Office.
- Tri-City Health Center/primary and specialized medical services, also our partner on the HOPE Project, a street outreach team and mobile clinic that conducts outreach to homeless people in the Tri-Valley.
- Kidango/child care and family services
- Eden I & R/information and referral

Abode Services also benefits from a broad range of volunteer support and in-kind donors, including several groups in the Tri-Valley area. Please see additional information provided in response to Question 28 below.

**28. Describe leveraging or sustainability efforts your organization is implementing to ensure the long-term viability of this program/project.**

Abode Services is dedicated to operating sustainable, effective programs that meet participants' needs. Having grown substantially over the past 10 years, we have developed an increasingly diverse funding base that includes government, corporate and foundation grants, individual donors, civic/service organizations, and faith communities.

We continue to grow our funding base as needs increase and are particularly skilled at leveraging rapid re-housing funds to best match the participant funding source. Abode currently manages rapid re-housing contracts with several different jurisdictions in a service area that will soon expand to include five counties. We have systems in place to support the infrastructure necessary to grow programs in a way that keeps pace with demonstrated community need. Abode manages a diverse array of funding types that include Emergency Solutions Grant funds, CalWORKS funding, Alameda County Boomerang funds, and Realignment funding. We operate a rapid re-housing hotline, which provides for a single point of entry and streamlined approach to dissemination of information that results in best use of funds and efficiency in quickly housing people.

**29. What will be the impact on your agency, program, and/or project goals if the program is not funded at the full amount requested? Will your organization have the ability to sustain itself if the funding allocated is less than requested?**

*Please provide detailed information to understand if this is a funding gap and/or funds used to leverage additional sources outside of Pleasanton, i.e. County/State/Federal.*

The Rapid Re-Housing program model is a proven cost-effective way of ending homelessness. The amount of rental assistance provided to participants is defined by need, according to documented income level. Every three months, the HSC works with participants to re-evaluate their current income level, gradually tapering the rental assistance until the participant is able to earn and save more. This process helps the participant prepare to maximize independence, eventually taking responsibility for the full amount of the lease. It also facilitates meeting participant needs in a way that minimizes waste or excess. The program budget presented includes personnel and fringe/benefits costs for an Abode Housing Service Coordinator with a caseload of six to 10 Pleasanton households. It includes outreach aligned with the position, which is a critically important element of identifying and recruiting landlords willing to rent to program participants. The salary and benefits package is consistent with similar positions in the Tri-Valley area at similar nonprofits.

It should be noted that comparing the cost of providing crisis services to people who are homeless, the cost of housing - even with enriched social services - is much lower. Alameda County's implementation of the Homeless Prevention and Rapid Re-Housing Program in 2009-2012, according to data from the National Alliance to End Homelessness, found the cost to Rapid Re-House homeless household averaged just \$2,800 as opposed to \$10,714 to house a household that had first entered an emergency shelter, and \$25,000 for a household that had been in a transitional housing program. By moving households directly from homelessness to housing stability, rapid re-housing reduces the time families spend in crisis, and helps redirect money that would have otherwise been spent on crisis intervention to support for more substantive outcomes focused on long-term stability.

Partial funding will result in less households served.

## CAPITAL PROJECTS

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**30. Is your agency requesting funds for a Capital Improvement project (e.g. construction)?**

- Yes  
 No

**31. For Capital Improvement projects, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.**

*(NOTE: Capital Improvement project funding requests must answer the Capital Improvement-specific questions AND upload the required documents. If additional space is required, upload answers to the documents section.)*  
 N/A

**32. If your agency is requesting Capital Improvement project funding, please describe the land tenure status (e.g. does your agency own or lease the property, lease terms). If you do not have site control, describe your site control plan.**

*(If this is not applicable, enter "N/A".)*  
 N/A

**33. Will relocation be required if the building is occupied?**

*If yes, describe and upload your agency's relocation plan. If this is not applicable, enter "N/A".*  
 N/A

**34. Identify the project team (e.g. architect/engineer, contractor, and/or consultants).**

N/A

**35. Has a Market Study, Property Needs Assessment and/or other evaluation which identifies the need for the proposed project been completed?**

*If so, describe and upload the project reports and schedule. If no reports have been completed, explain how you plan to proceed.*

N/A

**36. If your agency is requesting Capital Improvement project funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?**

*(NOTE: Please contact staff immediately if you have questions regarding Davis-Bacon requirements.)*

- N/A
- Yes
- No
- Not known / To be determined

**37. Please remember to upload the following information:**

*(in the DOCUMENTS section)*

- Agency 3-5 Year Strategic Plan/Needs Assessment
- Current annual budget for the entire agency
- List of Board of Directors
- Capital expenditure budget (your own format is acceptable)
- Supplemental information as applicable (e.g., photos, designs, site drawings, specs, etc.)
- Proposed project budget including sources and uses and budget assumptions for development phases
- Pro forma operating budget with estimated revenue and expenses
- Evidence of site control
- Title report (acquisition, new facilities and substantial rehabilitation)
- Other Back-up that may be requested by the City
- Environmental Studies/Reports
- Letters of community support
- Copy of latest audit, financial review by CPA, or IRS 990
- Other: N/A

## **POLICY CONSISTENCY**

---

**38. Identify AT LEAST ONE Critical Need from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- Workforce Development /Job Training
- Healthcare and Behavioral Health
- Disability Services and Access
- Food and Nutrition
- Youth Services
- Senior Services
- Homeless Services

**39. Identify AT LEAST ONE Barrier to Service Delivery from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- A marketing and publicity campaign that provides consumers with additional education and information about the agencies programs and services.
- Coordination and collaboration with other service providers.
- Access and utilize "un-tapped" resources.

- Remove barriers that limit access to services and participation (e.g., language, time, cost, transportation, etc.).

**40. Describe in detail how the program/project will address the barriers selected in question #39 above.**

As discussed previously, Abode Services collaborates with more than 30 other service providers in order to help program participants access a wide range of services to address their needs. These include Tri-Valley organizations embedded in the local community and highly accessible to participants. The partnering agencies listed in the response to Question 27 are part of a network of collaborators who join forces to coordinate service delivery and maximize resources. As a well-established nonprofit long visible in the Tri-Valley, Abode often spearheads efforts to identify possible duplication of efforts. We do so because we have the infrastructure to analyze data and methodically evaluate programs for effectiveness. We staff seven full-time employees to ensure that data gathered is data used to identify problems, including potential issues with duplication. The Rapid Re-Housing program uses the HMIS system and case management records to carefully record and monitor participant information, aligning participants with funding streams based on identified needs. To that end, we are able to offer synthesized information to our partners, which helps our entire network to work more effectively and efficiently.

Part of the Rapid Re-Housing program is case management, which includes assisting participants in the creation of individualized service plans that are specifically tailored to define obstacles to stable housing and address them. One way we facilitate stabilization is to inform and educate about benefits for which participants may be eligible, then, follow up to support them as they apply for benefits, access educational opportunities and work to define ways to increase their income. Meetings with the HSC take place in three-month intervals, so the support to succeed is provided.

**41. Describe in detail how the program/project is accessible to clients via public transportation, and if applicable, any measures used to specifically reduce transportation barriers for clients.**

The Housing Service Coordinator (HSC) meets with participants who are referred to the program at a mutually agreed upon location in Pleasanton or locations like the Livermore Multi-Services Center, coffee shop, or other convenient location before they are housed. This location is easily accessible from the Dublin/Pleasanton BART and the Livermore Transit Center. After participants have been placed into housing, the HSC conducts regular home visits, going to the participants as opposed to requiring them to come to her. We also actively engage households exiting shelters, take referrals from other providers, accept self-referrals and those that come from our outreach team, another way of facilitating ease and addressing any possible transportation barriers that might impede service delivery and housing stabilization. We have a centralized Rapid Re-Housing Hotline from which individuals obtain information and can begin the process of re-housing by completing a brief eligibility screening questionnaire.

**42. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "guiding principle" that relates to your program/project:**

- Be culturally accessible, appropriate and inclusive
- Encourage community engagement and involvement
- Promote energy and resource efficiency
- Encourage networking and information sharing across service providers
- Encourage process streamlining
- Consolidate service delivery

**43. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "goal" that relates to your program/project:**

- Preserve and increase affordable rental housing for extremely low (30% AMI), very low (50% AMI), and low income (80% AMI) households
- Preserve existing affordable rental housing and ownership housing for households at or below 80% AMI
- Assist low- (80% AMI) and moderate- (120% AMI) income first time homebuyers
- Promote fair housing and reduce housing discrimination
- Maintain, improve, and expand the capacity of housing, shelter, and services to homeless individuals and families
- Increase the availability of service-enriched housing for persons with special needs
- Improve community health and access to basic and specialty care (dental, optometry, behavioral, mental health care services) for low-income, uninsured, under-insured residents

- Increase and maintain affordable and accessible wellness and development opportunities for youth that are age-appropriate
- Support and expand programs and opportunities that keep seniors engaged and involved in their community
- Foster and encourage innovative programs that meet emergency community needs with emphasis on low income and underserved population
- Support capital improvement projects that benefit households at or below 80% AMI
- Promote economic development opportunities

**44. Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Strategic Goal that relates to your program/project:**

- Promote affordable rental housing
- Preserve rental and ownership housing
- Increase homeownership opportunities for first time homebuyers
- Reduce housing discriminaton
- Prevent homelessness and/or assist those experiencing homelessness
- Promote the production of service-enriched housing
- Improve health care access
- Improve opportunities for youth
- Improve opportunities for seniors
- Foster innovative programs and services
- Improve public service support
- Promote economic development opportunities

**Budget** [top](#)

<b>Funding Sources/Status</b>	<b>Committed</b>	<b>Requested/Pending</b>	<b>Planned Request</b>	<b>TOTAL</b>
City of Pleasanton		USD\$ 150,000.00		USD\$ 150,000.00
City of Livermore		USD\$ 118,855.00		USD\$ 118,855.00
<b>Total</b>	<b>USD\$ 0.00</b>	<b>USD\$ 268,855.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 268,855.00</b>

<b>Funding Uses / Expenses</b>	<b>TOTAL Prog Budget (incl Pls HHSB)</b>	<b>Amount Requested (Pls HHSB ONLY)</b>
Capital: Construction/Rehab		
Capital: Permits & Fees		
Capital: Design		
Capital: Engineering		
Capital: Acquisition		
Capital: Other Soft Costs (define below)		
Personnel: Salaries* (see instructions below)	USD\$ 56,200.00	USD\$ 18,546.00
Personnel: Benefits* (see instructions below)	USD\$ 14,050.00	USD\$ 4,637.00
Operating: Supplies	USD\$ 1,000.00	USD\$ 330.00
Operating: Printing/Copying	USD\$ 150.00	USD\$ 50.00
Operating: Postage	USD\$ 0.00	USD\$ 0.00
Operating: Telephone	USD\$ 450.00	USD\$ 150.00
Operating: Travel	USD\$ 2,000.00	USD\$ 0.00

Operating: Housing Assistance*	USD\$ 160,000.00	USD\$ 95,305.00
Operating: Pleasanton Preference Support	USD\$ 12,000.00	USD\$ 12,000.00
Operating: Move-In Costs	USD\$ 6,000.00	USD\$ 1,980.00
Administrative Costs	USD\$ 37,777.00	USD\$ 17,002.00
<b>Total</b>	<b>USD\$ 289,627.00</b>	<b>USD\$ 150,000.00</b>

### Budget Narrative

Salaries (leveraged with other funding sources):

Housing Service Coordinator - \$50,000 base salary @0.33 FTE = \$16,500 in Pleasanton HHSG funds. The Housing Service Coordinator will provide direct housing search assistance and supportive service coordination to Pleasanton households.

Program Manager - \$62,000 base salary @0.033FTE = \$2,046 in Pleasanton HHSG. The Program Manager supervises the Housing Service Coordinator and oversees program evaluation and outreach.

Benefits: 25% of \$18,546 total salaries = \$4,637.

Total personnel: \$23,183 annualized/\$1,932 monthly

Operations (leveraged with other funding sources):

Supplies: \$330 for office supplies (\$27.50/month)

Printing/Copying: \$50 (\$4-5/month) for printing and reproduction of outreach materials and program documentation.

Telephone: \$150 (\$12.50/month) for the HSC to carry a phone in the field and be responsive to participant and landlord contacts.

Travel: \$660 for HSC's travel costs to participants' homes and landlord outreach.

Housing Assistance: \$93,305 to provide rental assistance to at least eight Pleasanton households. Amount is based on current assistance levels to Pleasanton residents and assumes 2 continuing households from the scholarship program, and 6 additional Rapid Re-Housing households.

Pleasanton Preference Support: \$12,000 to provide gap assistance/landlord incentives for households who wish to stay in Pleasanton.

Move-in Funds: \$1,980 to help provide participants with needed materials when moving back into housing – furniture, kitchen supplies, linens, etc.

Admin: Standard rate of 15% to cover infrastructure supporting program, including data collection and evaluation, financial tracking and reporting, and fund development and leveraging.

### Documents [top](#)

#### Documents Requested \*

Current Annual Budget for the Entire Agency

#### Required? Attached Documents \*

✓ [Agency Budget](#)

List of Board of Directors with their contact information (telephone or email is sufficient)

✓ [Board of Directors](#)

(CAPITAL) If your agency is applying for CAPITAL funding, please upload your Capital expenditure budget (your own format is acceptable)

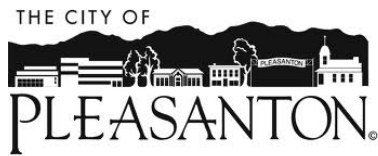
(CAPITAL) Supplemental = photos, designs, site drawings, specifications, etc.)		
Resume or Vita of Executive Director, Program Manager, and Fiscal Officer	✓	<a href="#">Executive Director</a> <a href="#">Program Manager</a> <a href="#">Program Director</a> <a href="#">Fiscal Officer</a>
Personnel policies including affirmative action plan and grievance procedure	✓	<a href="#">Personnel Policies</a>
Agency audit requirements and copy of last audit	✓	<a href="#">Agency Audit</a>
Type of insurance carried, bonding, workers' compensation	✓	<a href="#">Insurance</a>
Articles of Incorporation/Bylaws	✓	<a href="#">By-Laws</a>
Conflict of Interest Statement (if not included in Bylaws)	✓	<a href="#">Conflict of Interest</a>
State and Federal nonprofit determination letters (if applicable)	✓	<a href="#">State</a> <a href="#">Federal</a>
Organization chart	✓	<a href="#">Organizational Chart</a>
Board of Directors' authorization to request HHSG funding	✓	<a href="#">Board Res.</a>
Board of Directors' designation of authorized official	✓	<a href="#">Authorized Official</a>
City of Pleasanton Business License	✓	<a href="#">City of Pleasanton Business License</a>
(CAPITAL) Proposed project budget, including all sources and uses and budget assumptions for development phases.		
(CAPITAL) Pro forma operating budget with estimated revenue and expenses		
(CAPITAL) Evidence of Site Control		
(CAPITAL) Title Report (acquisition, new facilities and substantial rehabilitation)		
(CAPITAL Optional as Requested by City) Environmental Reports / Community Support Letters		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 134097

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City of Pleasanton  
Housing Division  
**FY 2019/20 Housing and Human Services Grant Program**  
1/22/2019 deadline

CityServe of the TriValley  
**Housing Grant for Homeless Street Outreach/Homelessness Prevention-Cit Pleasanton**

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 50,000.00** Requested

Submitted: 1/22/2019 11:14:57 PM (Pacific)

**Project Contact**

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**Executive Director**

Gloria Gregory  
[gloria@cityservetrialley.org](mailto:gloria@cityservetrialley.org)

**Application Questions** [top](#)

**ORGANIZATION INFORMATION**

**1. Please describe your organization category (select one of the following):**

- Non-Profit  
 For-Profit  
 Public Agency  
 Other:

**2. Please describe your agency's mission (no more than 3 sentences).**

We serve people in the Tri-Valley by 1) Caring for people in crisis, 2) Coordinating resources and volunteers between the faith-based community, non-profits, schools, businesses & government agencies 3) Connecting community volunteers to local non-profits

**3. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in category below.**

(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))

355	Extremely Low Income (<30% AMI)
38	Very Low Income (30%-50% AMI)
44	Low Income (50%-80% AMI)

27	Moderate Income (80%-120% AMI)
0	Above Moderate Income (>120% AMI)
464.00	<b>TOTAL</b>

**4. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in race/ethnicity categories below. The total number must match the total number listed in the income categories in questions #3 above.**

*(Per HUD, "Hispanic" is an ethnicity and not a separate race.)*

172	White
140	White + HISPANIC
104	Black/African American
0	Black/African American + HISPANIC
24	Asian
0	Asian + HISPANIC
0	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
6	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
18	Other Multi Racial
0	Other Multi Racial + HISPANIC
464.00	<b>TOTAL</b>

**5. In the PRIOR fiscal year (2017/2018), list the total number of Pleasanton clients served in each category below.**

73	Disabled
154	Female Headed Households
24	Seniors
78	Youth
135	Homeless
464.00	<b>TOTAL</b>

## PROGRAM APPLICATION

**6. If you are submitting more than one application for Pleasanton HHSG funding, enter the numerical ranking of the priority of this proposal and the total number of proposals your agency is submitting for the coming fiscal year.**

*(Example: '1 of 1' means you are submitting only one proposal; '1 of 3' would mean you are submitting 3 proposals and this is the highest priority of the three.)*

This application is our second priority request. We are also requesting a \$30,000 Human Services Crisis Intervention/Homelessness Prevention grant for sheltered residents and a \$60,000 CBDG grant for facility build out

**7. Is this proposal a request for Capital Improvement or Public Service funding?**

- Capital Improvement
- Public Service

**8. Please indicate below if this application is a request for one-time funding and/or "seed" funding.**

- One-time funding  
 Seed funding  
 Neither / Not Applicable

**9. Is your agency able to assess that your clients are "eligible beneficiaries" (i.e. low- and moderate-income persons and/or "presumed" beneficiaries according to HUD)?**

*If so, how? If not, please explain how you plan to assess whether your clients are "eligible beneficiaries".*

Yes, we are able to assess our clients are "eligible beneficiaries" as defined above through our requirement they provide copies of their most recent 2 months income bank statements, and appropriate ID and most current benefit award statements

**10. Please list the total number of PLEASANTON clients your agency proposes to serve through this project for each income category below in fiscal year 2019/2020.**

*(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))*

135	Extremely Low Income (<30% AMI)
56	Very Low Income (30-50% AMI)
14	Low Income (50-80% AMI)
0	Moderate Income (80%-120% AMI)
0	Above Moderate Income (>120% AMI)
205.00	<b>TOTAL</b>

**11. Please list the total number of PLEASANTON clients your agency proposes to serve through this project in the race/ethnicity categories below in fiscal year 2019/2020. Per HUD, "Hispanic" is an ethnicity and not a separate race.**

*(The total number must match the total number listed in the income categories in questions #10 above.)*

90	White
43	White + HISPANIC
33	Black/African American
0	Black/African American + HISPANIC
11	Asian
4	Asian + HISPANIC
2	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
6	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
16	Other Multi Racial
0	Other Multi Racial + HISPANIC
205.00	<b>TOTAL</b>

**12. In the UPCOMING fiscal year (2019/2020), indicate the number of Pleasanton clients your agency will serve in the categories below.**

98	Disabled
194	Female Headed Household

48	Senior
79	Youth
205	Homeless
624.00	<b>TOTAL</b>

**13. Provide a brief summary of the program/project for which your agency is seeking funding**

*(No more than three sentences. Your answer will be used widely during the review and implementation process to describe project).*

This application seeks funding to continue to provide Homeless Street Outreach & Homelessness Prevention services to homeless Pleasanton residents & sheltered Pleasanton residents at imminent risk of loss of housing & in need of rental assistance to preserve their housing.

This funding will augment Alameda County IMPACT funding for homeless services in the Tri-Valley in the amount of \$100,000 which we are receiving (those funds available 7/1/18-6/30/19) and State of California HEAP (Homeless Emergency Aid Program) funding the Tri-Valley cities have directed Alameda County to administer through us for homeless services in the Tri-Valley amount of \$494,000 (\$247,000 available 7/1/19-12/31/19 and \$247,000 available 1/2/20-6/30/21).

**14. Please justify your agency's capacity to implement this program and/or project.**

*(Identify federal grants management, staff resources, and skills experience).*

We are governed by a 9 member Board of Directors, qualified to make decisions re: our organization's strategy & operation board includes a diverse group of individuals currently employed in business, school, & faith-based leadership roles. One board member is a Pleasanton resident.

Our organization's management & services are led by Executive Director, Gloria Gregory. Gloria is Co-Founder of CityServ the Tri-Valley & has served as Executive Director for the organization since 2012, Gloria is a 34 year Pleasanton resident with 15 years of professional business experience, which included Vice-President of Sales & Marketing, Pulte Home Corporation, \ President of Operations and Training, Kaufman & Broad Mortgage, Gloria holds a Bachelor's degree in Secondary Education from Arizona State University.

Our financial statements are prepared by our Board Treasurer, Patrice Van Dussen, who has 25 years experience as controller in the public sector.

Our staff consists of Administrative Manager, Marielle Evans (Marielle holds a Masters degree from Princeton University and is well-qualified to manage all reporting, including federal grants), a very effective Crisis Intervention Specialist, Aaron Horner (Aaron holds a Bachelor's degree in Human Services Management from the University of Phoenix and is Spanish speaking), Graciela Pena & Natessa Martinez, 2 part time (20 hours per week) Crisis Intervention Specialists. Graciela is Spanish speaking. Our capacity is expanded through the volunteer Administrative/Crisis Intervention support team we have built over the last 10 years & continue to build. We have 9 very capable volunteers in established roles (the group includes a CPA, who handles weekly input of financial data, & a retired Clorox data manager, who assists in managing our client data and data reporting. We have all needed technology, including excellent software for human services data management and reporting.

**15. Describe the challenges, needs, or service gaps in Pleasanton that your program/project addresses.**

*(You should reference Pleasanton demographics, statistics, and reports to make your case. Also, note if you conducted outreach to clients or the public to develop this program.)*

Our services provide direct, very responsive help to Pleasanton's most vulnerable citizens, help like rent assistance when a low income resident receives a 3 day notice to pay or vacate & has no one to turn to for help to avoid becoming homeless. In the last 12 months 7/1/18-12/31/18 we paid \$4,999 in rental assistance for 8 Pleasanton households to prevent loss of housing. In most cases the household in need was made up of a single mother with children under the age of 16. Example: an 11/28/19 incident of domestic abuse at an apt. in Pleasanton; the household included a 1 yr. old boy & 11 yr. old girl. The abuser, father of the children was put in jail. The mother did not work & called our office very distressed over the 12/1 rent due. We met with her the same day & assured we would pay 1/2 the \$2300 rent due & reach out to a church for the other 1/2, The rent was paid per our plan, & we provided other help.

In November 2018 we began "ride alongs" with the Pleasanton police dept. On the first we discovered a 67 year old woman in her van in a parking lot; we learned she could not drive her van due to delinquent DMV fees; she could no longer have her van at the Pleasanton senior center or visit the library. We collaborated with her & a Pleasanton church to gather funds to pay the fees due, we took her to the DMV office to get her renewed license. We provided her blankets in December & are working to provide dental & vision services & housing she needs.

We provide direct, fast action to remedy situations like those just described to fill the service gap they represent.

Pleasanton's population has continued to grow rapidly, now over 83,000 residents, and Pleasanton's homeless and at-risk homelessness population has also grown. We fill many gaps in direct, responsive crisis services as that need grows, especially for homeless and at risk of homelessness residents. We also provide food, personal hygiene products, clothing, car repair assistance.

**16. How would you characterize your program/project based on the continuum of approaches to addressing housing and human services needs listed below?**

*Select the TOP THREE (3) areas.*

- PREVENTION (helps prevent a problem before it emerges)

- ✓ EARLY INTERVENTION (addresses a problem in its early manifestation to keep it from becoming worse)
- ✓ TRANSITION (helps move clients toward a better situation, lower level of need, etc.)
- MAINTENANCE (helps to ensure that clients do not decline, etc.)
- SELF-SUFFICIENCY (helps move clients toward a situation in which they will no longer need the program or service)
- ✓ STABILIZATION (helps clients attain stability so that they can work toward a better situation)

**17. Describe in detail how the program/project will address each of the three housing and human services needs selected above (i.e. how it specifically addresses prevention/early intervention, etc.)**

Our Homelessness Prevention services provide early intervention when we provide rental assistance to prevent loss of housing. We augment this service with funds received from other grants by providing car repair assistance to maintain necessary transportation to employment & delinquent utility bill payment so the household has services necessary without interruption. We provide transition & stabilization services as in the Pleasanton veteran sleeping in his van for 9 months after divorce displaced him. He had been a Pleasanton resident over 6 years with a 10 year old at a Pleasanton school. He came to us 9/24/18. We provided motel nights as needed, gas, food cards, and connected him to a VA housing voucher we were advised by the Livermore Housing Authority. He moved into Livermore housing on 12/20/18.

We provide stabilization & transition services when we take homeless clients direct to detox in San Leandro and to Hayward to get ID needed to register for social services & for employment.

With each client we assess their layers of need & work with them to address the most urgent first & create a plan for them to stabilize their situation & follow a path to household & income security (self-sufficiency). Beyond our immediate financial help we meet with the client for budgeting coaching &/or take them to the One Stop Career Center in Dublin for employment search & improved employment search. Becky Hopkins, Pleasanton's Assistant to the City Manager says our services are especially valuable because we work with the client "start to finish", Some clients we continue to coach & encourage for years as we see their progress.

Our services facilitate transition of Pleasanton residents from homeless or "at risk" re: housing, job, health, relationship loss to a better situation and lower level of need as we network with every human service resource in the Tri-Valley. We provide services not available through other providers, & we carefully connect our clients to existing services.

**18. Explain how your agency will implement this program/project and which staff will administer the activities. How do clients access the program/project?**

Our Homeless Street Outreach/Homelessness Prevention services are already implemented. We serve Pleasanton's homeless population by working closely with the Pleasanton Police Department to maintain knowledge of that population and their location in the city. We schedule "ride alongs" with the police department officers designated for homeless outreach. We go to the homeless where they are, under bridges, living in vehicles in parking lots, in ravines. Our goal is to establish relationships with them that assure them we are there to help them move toward a better situation.

All clients can access our services by calling our office or by a local community services provider contacting us & requesting we contact the client. We partner strongly with Tri-Valley & Pleasanton human services non-profits, churches, businesses, the Pleasanton Unified School District, and the Pleasanton community in general. We will go to meet the clients at non-profit locations, school sites, churches, on the street (as already mentioned), and in the case of sheltered clients in need of rental assistance, at their housing location.

Our Executive Director oversees our Homeless Street Outreach/Homeless Prevention Services. At this time we have 1.5 Crisis Intervention Specialists who meet directly with homeless clients & provide the street outreach assistance. With this funding request we seek to hire another Homeless Street Outreach team member who will be dedicated to Pleasanton homeless clients. This grant proposes 1/2 the payroll cost of the new Crisis Intervention Specialist would be covered by this funding and 1/2 by state HEAP (Homeless Emergency Aid Program) funding, which is already designated to be available to our agency.

**19. Describe in detail how your agency will use Pleasanton HHSG funds in this program/project.**

\$10,000 will be used for rental assistance for homelessness prevention.

\$4,200 will be used for supplies/fees for direct expenditures by our Crisis Intervention Homeless Street Outreach team to help homeless Pleasanton residents. Such costs will include fees to obtain client IDs & copies of other vital documents needed for social services, employment & housing applications. Our goal will be to assist the homeless clients to become "housing ready" having all items needed to apply for low cost housing when it is available. Funds will also be used for payment of delinquent DMV registration fees to prevent police impounding of the vehicle, especially for homeless clients living in vehicles. We assist with reasonable amounts needed for auto repair. We will pay for motel night(s) for those at risk of deteriorating health conditions, including homeless seniors, & for employment interviews, clothing for employment & job interviews, school clothes for homeless children. We will pay for needed food gift cards for perishable items & personal hygiene items not found at food pantries (personal hygiene items not allowed for purchase with CalFresh benefits (items like laundry detergent, tooth paste, shampoo, deodorant, bath soap). Limited payment for cell phone service & payment of storage unit fees to prevent loss of personal items, will also be considered.

\$10,800 will be used for a portion of the wages for new administrative staff to support our Crisis Intervention Specialists. This staff will assist with entering client & services data to ensure our data is thorough & accurate in order to provide relevant & valuable reporting. This person will be trained to answer the phone & complete the initial client intake.

\$25,000 will be used for 50% of the payroll costs to hire a new Crisis Intervention Specialist to serve homeless Pleasanton residents (the other half of this cost will be funded through Alameda County Homeless Emergency Assistance Program funding).

**20. Describe what evidence-based methods your agency uses or will use (for new projects) to ensure successful results for this program/project?**

We utilize evidence-based methods extensively in our work. The Executive Director, Administrative Manager, and Crisis Intervention Specialists meet bi-weekly to review recorded data to learn what methods of intervention in specific client profiles have yielded positive progress. We regularly ask ourselves how we can make our services more effective in specific client situations, and we complete research to provide answers.

We measure small and large outcomes, such as a client obtaining a child's birth certificate, which will be needed as part of a low income housing application soon to be submitted and as large as a client obtaining employment. We discuss methods to motivate clients to move forward as well as methods that are not working. We will continue to record and measure our service methods and outcomes and remain flexible to adjust our methods to increasingly ensure success.

We believe success in all our work, especially regarding our use of evidence-based methods, is greatly enhanced by our emphasis on quickly establishing a relationship of respect and care with our clients. We work one on one with our clients, who invariably display the emotions, vulnerability of individuals in crisis. This intense relationship setting allows us to clearly learn our clients' priorities, culture, preferences and values. We apply this knowledge to our research and experiences to best practice to formulate new methods and adjustments in our services in order to provide the most effective services.

In November of 2018 we began a focused effort to understand the necessary referral route to successfully connect our clients with existing Alameda County Behavioral Health and Alameda County Parole services, especially regarding Tri-Valley homeless and at risk of homeless residents. That focus has yielded new knowledge and opened relationships for learning about best practices and interventions.

**21. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?**

In our Social Solutions client data management system we enter each step of services provided to our clients. Entries measuring effectiveness of service include these outcomes:

housing (short or long term), motel nights, food resources, employment, transportation, utility bill assistance, housing security (including prevention of start of the eviction process), medical assistance (this includes connecting the client to specific services at Axis Community Health, Stanford Valley Care, payment of fees for prescriptions and care), clothing, legal services, donated items (most frequently furniture for families/individuals newly moved into Tri-Valley low income housing), attained vital documents (such as ID, birth certificate, social security cards needed for social services, employment, housing applications), qualified benefits. We continually monitor progress toward and achievement of these outcomes as the measure of success of our Homeless Prevention/Crisis Intervention Services. These are among our most important criteria for success. At the end of the grant we expect to have achieved at least one of these significant outcomes for each Pleasanton client we serve; our goal is to collaborate with other service providers extensively so that a minimum of 90% of clients contacting us for Crisis Intervention Services will be assisted to stability and beyond the need for repeated crisis intervention services (our goal would be 100% reach that stability, but we anticipate up to 10% of our clients will not follow the steps needed to reach stability).

**22. Describe the population this program/project will serve and how they will benefit.**

This funding will serve the homeless population in Pleasanton & low-income sheltered residents in immediate risk of loss of housing. Included in the served population will be female heads of household, disabled, seniors, youth & every race & ethnicity among the homeless in Pleasanton.

Benefits to this population will be evaluation of needs for each client to become housing ready & employment ready (regardless of employment unless physical or mental disability prevents employment). We will educate clients on how to obtain needed identification and other necessary documentation (birth certificates, social security cards for all family members, etc) to achieve employment and housing. We will take clients to social services office in Hayward directly & assist them in obtaining needed documents. We assist them in their search for available shelter space and low cost housing. We will drive them directly to detox treatment facility in San Leandro when clients are ready to enter that program.

For homeless living in cars that become inoperable due to need of repair/tires, we will work with them to find funds for those needs & provide some financial assistance to complete the repair/tire purchase. For homeless with DMV fees due or delinquent they cannot pay (including those living in vehicles), we will work with them to find funds needed & provide some assistance with payment so they are not at risk of losing the vehicle to impoundment.

We will consider providing limited motel lodging for homeless who are ill, elderly, with small children, before hospitalization, immediately after hospitalization, have a job interview scheduled. We will purchase sleeping bags, blankets, clothing for job interviews & for homeless school children, perishable food and personal hygiene items.

Pleasanton homeless residents will be assisted in whatever their crisis situation involves. The types of Crisis Intervention services provide benefits to people in universal ways,

**23. Please choose a common indicator that your agency will use to track clients (select only ONE):**

- Persons  
 Households

**24. Define the primary unit of service (e.g. number of classes provided, hours of case management, number of meetings, number of meals served, miles driven, etc.) to be used when tracking this program/project, submitting invoices, etc.**

*NOTE: Do NOT reiterate the number of clients or number of households served.*

Crisis Intervention hours of service

**25. Provide a numeric GOAL for the units of service to be provided to Pleasanton clients by this project.**

(NOTE: "Other" refers to the unit of service in question #24 above.)

	Persons
	Households
2050	Other
2,050.00	<b>TOTAL</b>

**26. How is this project's implementation culturally appropriate? How will you outreach to your target population in question #22 above, including to low income, limited English speakers, and disabled persons?**

We understand culture to refer to the diversity of experiences within groups including gender, race, national origin, class, or religion. We strive to understand cultural differences & the need for culturally sensitive and informed care. We strive to make clients from various cultures feel comfortable in communicating details of their crisis situations to us & being comfortable in understanding & accepting our strategies in assisting them.

Regarding clients of various national origins, we employ two Spanish speaking staff members (one male & one female) to ensure we are able to effectively communicate with our large number of Latino Pleasanton clients. A testimony to our effectiveness assisting Latino clients is the \$10,000 grant we received in December 2018 from the local Latino Giving Circle.

We collaborate with the Muslim Community Center (MCC) located in Pleasanton to engage Farsi & Arabic speakers in order to more effectively communicate with clients of Middle Eastern origin. Our data details 3 clients over the last 18 months who we partnered with the MCC based on the need for Farsi translation. In at least one of those instances the translation partnership evolved into a partnership to financially help the client with needed apt. deposit and first month's rent.

Additionally, we have volunteers from the Indian, Portuguese, Chinese, & Russian cultures available who have assisted us with translation as needed.

Our strongest outreach to low income & limited English-speakers in Pleasanton occurs through our close working relationships with the Child Welfare, Social Work, & Parent Liaison Staff at the Pleasanton Unified School District. We also work closely with La Familia & outreach to low income, limited English-speakers through that organization. We have a good working relationship with CRIL (Community Resources in Independent Living & the Senior Support Program of the Tri-Valley. Referrals & collaborations regarding clients occur between us regularly.

**27. Identify the organizations your agency collaborates with AND their role in this specific program/project.**

Core to our mission at CityServe is collaboration with other agencies/organizations (including faith-based) to ensure unduplicated efforts & effective community impact. Our well-developed working relationships are evidenced by the 3,120 specific instances of collaboration recorded in our database in 2018. Often we record 5 or more referrals at our initial client connection.

We work closely with Abode Services to ensure homeless clients' entry into the Alameda County Coordinated Entry Program as well as all Abode services. We frequently partner with Axis Community Health by complementing one another's services. We receive calls from Axis personnel when their client has urgent need of motel lodging to recover from a medical issue, or need other crisis intervention. In turn, we connect our clients (often driving them direct to the clinic) for needed services, sometimes paying for essential medical tests not covered by MediCal. We partner with the Emergency Room Social Work staff at Stan Health/Valley Care hospital to provide services for patients (example: our pick-up & delivery of a needed prescription to allow discharge of a patient without funds to pay for it. We picked it up and delivered it to the hospital).

Our ability to respond quickly & creatively has allowed CityServe to become a strong partner agency with so many others in the Tri-Valley including Senior Support Program of the Tri-Valley and One Stop Career Center. Please see our publication, "Net For Community Collaboration", included with this application, for an extensive list. That list does not include Tri-Valley cities police departments, school districts, faith-based groups, businesses & service groups,

Our services involve issues in so many need areas (homelessness, rental assistance, medical, child care, emergency motel lodging, shelter housing low income housing, employment, foster care, food and clothing needs, literacy, veteran services, more) our collaborations are endless.

**28. Describe leveraging or sustainability efforts your organization is implementing to ensure the long-term viability of this program/project.**

Our continued receipt of local city grant application approvals is a huge factor in leveraging approvals from other funding sources! Certainly local cities' confidence & investment in our organization & services speaks very positively to other organizations evaluating our funding requests.

The crisis intervention services & administrative support for those services, including data entry & reporting, we will provide to the City of Pleasanton & Pleasanton residents through this funding are part of the largest effort involved in our mission statement "caring for people in crisis" in the Tri-Valley. The primary aspects of leveraging & sustainability of that effort have been in place and will continue. As the "CityServe of the Tri-Valley Summary January-December 2018", included with this application, states in section "CityServe Financials", in 2018 our revenue was received from 4 revenue streams: faith-based organizations 49%, individuals & businesses 39%, cities 9%, & program income 3%.

As opportunities grew to provide gap services to Pleasanton & Tri-Valley residents, we submitted grant applications to grant funders in addition to local cities, in 2017. At that time we also began to submit applications to local foundations & business funding. Revenues grew from those sources in 2018. We will continue to increase the number of private & business grant/foundation applications we submit in 2019 with the goal of increasing that revenue to 25% of our income. Our strategy

includes establishing the position of Director of Development to spearhead fundraising efforts. Awareness of the value of our Crisis Intervention Services continues to grow in the Tri-Valley & donations from local reside businesses, & churches increase accordingly. We plan new efforts re: press releases, social media, & local chambers of commerce to increase this awareness. We will continue our focused work to build partnerships of support with local faith-based organizations.

**29. What will be the impact on your agency, program, and/or project goals if the program is not funded at the full amount requested? Will your organization have the ability to sustain itself if the funding allocated is less than requested?**

*Please provide detailed information to understand if this is a funding gap and/or funds used to leverage additional sources outside of Pleasanton, i.e. County/State/Federal.*

If the grant funds we seek in this application are not funded, we will not be able to provide the extent of services to the Pleasanton homeless and at risk of imminent homelessness residents this funding is to benefit, and we will not be able to provide the data entry and other administrative support for our Crisis Intervention Specialists in order to ensure thorough and extensive data analysis and reporting that is important to us as well as your commission for understanding Pleasanton residents' crisis needs, situations, and solutions.

We will have the ability to sustain our organization if the funding is less than requested.

## CAPITAL PROJECTS

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**30. Is your agency requesting funds for a Capital Improvement project (e.g. construction)?**

- Yes  
 No

**31. For Capital Improvement projects, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.**

*(NOTE: Capital Improvement project funding requests must answer the Capital Improvement-specific questions AND upload required documents. If additional space is required, upload answers to the documents section.)*

N/A

**32. If your agency is requesting Capital Improvement project funding, please describe the land tenure status (e.g. if your agency own or lease the property, lease terms). If you do not have site control, describe your site control plan (If this is not applicable, enter "N/A".)**

N/A

**33. Will relocation be required if the building is occupied?**

*If yes, describe and upload your agency's relocation plan. If this is not applicable, enter "N/A".*

N/A

**34. Identify the project team (e.g. architect/engineer, contractor, and/or consultants).**

N/A

**35. Has a Market Study, Property Needs Assessment and/or other evaluation which identifies the need for the project been completed?**

*If so, describe and upload the project reports and schedule. If no reports have been completed, explain how you plan to proceed.*

N/A

**36. If your agency is requesting Capital Improvement project funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?**

*(NOTE: Please contact staff immediately if you have questions regarding Davis-Bacon requirements.)*

- N/A  
 Yes  
 No  
 Not known / To be determined

**37. Please remember to upload the following information:**

*(in the DOCUMENTS section)*

- Agency 3-5 Year Strategic Plan/Needs Assessment
- Current annual budget for the entire agency
- List of Board of Directors



- Capital expenditure budget (your own format is acceptable)
- Supplemental information as applicable (e.g., photos, designs, site drawings, specs, etc.)
- Proposed project budget including sources and uses and budget assumptions for development phases
- Pro forma operating budget with estimated revenue and expenses
- Evidence of site control
- Title report (acquisition, new facilities and substantial rehabilitation)
- Other Back-up that may be requested by the City
- Environmental Studies/Reports
- Letters of community support
- Copy of latest audit, financial review by CPA, or IRS 990
- Other:

## POLICY CONSISTENCY

### 38. Identify AT LEAST ONE Critical Need from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:

- Workforce Development /Job Training
- Healthcare and Behavioral Health
- Disability Services and Access
- Food and Nutrition
- Youth Services
- Senior Services
- Homeless Services

### 39. Identify AT LEAST ONE Barrier to Service Delivery from the "Human Services Strategic Plan Needs Assessment 2014-2016" that relates to your program/project:

- A marketing and publicity campaign that provides consumers with additional education and information about the age appropriate programs and services.
- Coordination and collaboration with other service providers.
- Access and utilize "un-tapped" resources.
- Remove barriers that limit access to services and participation (e.g., language, time, cost, transportation, etc.).

### 40. Describe in detail how the program/project will address the barriers selected in question #39 above.

We have effectively and consistently addressed each of these barriers for years.

- 1) Campaign re: education/information about Tri-Valley agencies & services: 6 years ago we set out to establish a comprehensive website providing information & connection to Tri-Valley human services resources for community use. Our website, [www.cityserveptrivalley.org](http://www.cityserveptrivalley.org), is widely used, including on the Pleasanton School District Social Services website as a link for staff & parents to identify & connect with local human service solutions. We have created "Guides" for several service types; the first was 6 years ago- the "Tri-Valley Food Resources Guide" that lists 9 food pantry/hot meal locations in Pleasanton (30 in the Tri-Valley-food is available for free 7 days per week!), Other Guides we produce are back to school backpack distribution, holiday program resources for food & gifts, Most recent is the "Field Services Guide", listing ways anyone in the community can connect a homeless person to 8 top services for them. Other need solutions listed in our Field Services Guide "Domestic/Child Abuse", Employment/Veteran Services", "Legal Issues", "Seniors", "Mental Health", Family Support Groups established a monthly CityServe Newsletter, distributed to over 1,000 recipients of every Tri-Valley profile, detailing information on human services non-profits & their services & volunteer needs. All this is on our website; please visit it to see its value.
- 2) Coordination & Collaboration: 6 years ago we held the first CityServe Community Meeting based on our perception there was little communication between human service providers, churches, schools, cities. We plan & facilitate these bi-monthly meetings providing sector education & collaboration; our 1/15/19 such meeting in Pleasanton drew 55 participants.
- 3) Access & Utilize "un-tapped resources": for the last 8 years we have rallied & connected local faith-based organizations to focus on & collaborate more re: local human services needs

### 41. Describe in detail how the program/project is accessible to clients via public transportation, and if applicable, what measures used to specifically reduce transportation barriers for clients.

We will be actively present on the streets and throughout the Pleasanton community, working to connect with and serve all homeless in Pleasanton. We have two office locations; our primary office is on Main Street in downtown Pleasanton, and we have a satellite office at the Multi-Service Center in Livermore. Homeless residents throughout the Tri-Valley visit the Multi-

service Center to receive many types of services. We provide bus tickets to get to our locations. Whenever a client has any challenge visiting our locations, we visit them at their location. For homeless clients this includes parking lots, under bridge: ravines. If the client is a school district referral, we often meet them at a school site. In other cases, we go to the referral site the Axis Community Health Clinic in either Pleasanton or Livermore, the One Stop Career Center, the affordable housing o site. We have visited all those example sites to meet clients within the last several months. We do whatever is needed to eliminate any transporttio barrier for our clients.

**42. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015 Consolidated Plan "guiding principle" that relates to your program/project:**

- Be culturally accessible, appropriate and inclusive
- Encourage community engagement and involvement
- Promote energy and resource efficiency
- Encourage networking and information sharing across service providers
- Encourage process streamlining
- Consolidate service delivery

**43. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015 Consolidated Plan "goal" that relates to your program/project:**

- Preserve and increase affordable rental housing for extremely low (30% AMI), very low (50% AMI), and low income (8 AMI) households
- Preserve existing affordable rental housing and ownership housing for households at or below 80% AMI
- Assist low- (80% AMI) and moderate- (120% AMI) income first time homebuyers
- Promore fair housing and reduce housing discrimination
- Maintain, improve, and expand the capacity of housing, shelter, and services to homeless individuals and families
- Increase the availability of service-enriched housing for persons with special needs
- Improve community health and access to basic and specialty care (dental, optometry, behavioral, mental health care services) for low-income, uninsured, under-insured residents
- Increase and maintain affordable and accessible wellness and development opportunities for youth that are age-appropriate
- Support and expand programs and opportunities that keep seniors engaged and involved in their community
- Foster and encourage innovative programs that meet emergency community needs with emphasis on low income and underserved population
- Support capital improvement projects that benefit households at or below 80% AMI
- Promote economic development opportunities

**44. Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Strategic Goal that relates your program/project:**

- Promote affordable rental housing
- Preserve rental and ownership housing
- Increase homeownership opportunities for first time homebuyers
- Reduce housing discriminaton
- Prevent homelessness and/or assist those experiencing homelessness
- Promote the production of service-enriched housing
- Improve health care access
- Improve opportunities for youth
- Improve opportunities for seniors
- Foster innovative programs and services
- Improve public service support
- Promote economic development opportunities

**Budget** [top](#)

Funding Sources/Status	Committed	Requested/Pending	Planned Request	TOTAL
City of Pleasanton Housing Grant-Homeless Street Outreach		USD\$ 50,000.00		USD\$ 50,000.00
HEAP funding (Homelessness Emergency Aid Program) funding through Alameda County	USD\$ 40,800.00	USD\$ 0.00		USD\$ 40,800.00
City of Livermore Human Services Grant		USD\$ 0.00	USD\$ 15,000.00	USD\$ 15,000.00
City of Pleasanton Human Services Grant-Crisis Intervention/Homeless Prevention Services		USD\$ 15,000.00		USD\$ 15,000.00
<b>Total</b>	<b>USD\$ 40,800.00</b>	<b>USD\$ 65,000.00</b>	<b>USD\$ 15,000.00</b>	<b>USD\$ 120,800.00</b>

Funding Uses / Expenses	TOTAL Prog Budget (incl Pls HHSG)	Amount Requested (Pls HHSG ONLY)
Direct Disbursement for homeless supplies/rent assistance, motel nights	USD\$ 30,000.00	USD\$ 14,200.00
Payroll cost - Administrative staff person	USD\$ 40,800.00	USD\$ 10,800.00
Payroll cost - Criss Intervention Specialist, Pleasanton Homeless & At Risk of Homelessness Outreach	USD\$ 50,000.00	USD\$ 25,000.00
	USD\$ 0.00	USD\$ 0.00
	USD\$ 0.00	
	USD\$ 0.00	USD\$ 0.00
Operating: Supplies		
Operating: Printing/Copying		
Operating: Postage		
Operating: Telephone		
Operating: Rent & Utilities		
Operating: Accounting/Audit		
Operating: Other (define below)		
<b>Total</b>	<b>USD\$ 120,800.00</b>	<b>USD\$ 50,000.00</b>

**Budget Narrative**

We are requesting funds in this grant application to partially pay for new staff for Administrative Support for our Crisis Intervention Specialists who will serve Pleasanton homeless & at imminent risk of loss of housing residents. We are requesting \$10,800, 26%, of the cost of wages and payroll taxes/workers comp insurance for this new staff member in this grant application. The remainder of this person's cost will be requested through a Pleasanton Human Services grant application for \$15,000 (37%) and an application through the City of Livermore Human Services grant program for \$15,000 of this staff cost (37%). This staff member will be trained to take initial client calls and intake initial data into our client management software system. This staff member will assist our Administrative Manager in preparing of data analysis reports and reports to be used in communicating client results, client needs, our outreach methods to Pleasanton city, police staff as well as the Pleasanton Human Services Commission and Housing Authority and other stakeholders. We are requesting \$25,000 (50%) of cost for a new staff member, a Crisis Intervention Specialist for Pleasanton Homeless Street Outreach & Homelessness Prevention (assistance to Pleasanton residents at risk of immediate loss of housing). The other 50% of this cost for serving Pleasanton residents will come from county Homeless Emergency Assistance Program (HEAP) funding.

**Documents** [top](#)

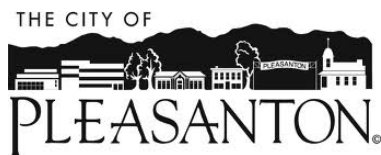
Documents Requested *	Required?	Attached Documents *
Current Annual Budget for the Entire Agency	✓	<a href="#">CityServe 2019 Budget</a>
List of Board of Directors with their contact information (telephone or email is sufficient)	✓	<a href="#">CityServe Board Members</a>

(CAPITAL) If your agency is applying for CAPITAL funding, please upload your Capital expenditure budget (your own format is acceptable)		
(CAPITAL) Supplemental = photos, designs, site drawings, specifications, etc.)		
Resume or Vita of Executive Director, Program Manager, and Fiscal Officer	✓	<a href="#">CityServe Resume</a>
Personnel policies including affirmative action plan and grievance procedure	✓	<a href="#">Grievance Policy</a>
Agency audit requirements and copy of last audit	✓	<a href="#">Audit Statement</a>
Type of insurance carried, bonding, workers' compensation	✓	<a href="#">Pleasanton Insurance 1</a> <a href="#">Pleasanton Insurance 2</a>
Articles of Incorporation/Bylaws	✓	<a href="#">CityServe By-Laws</a>
Conflict of Interest Statement (if not included in Bylaws)	✓	<a href="#">CityServe By-Laws</a>
State and Federal nonprofit determination letters (if applicable)	✓	<a href="#">990 2017</a> <a href="#">Cal Franchise Document</a>
Organization chart	✓	<a href="#">CityServe Org Chart 2019</a>
Board of Directors' authorization to request HHSG funding	✓	<a href="#">Board Funding Authorization</a>
Board of Directors' designation of authorized official	✓	<a href="#">Board Director Authorization</a>
City of Pleasanton Business License	✓	<a href="#">Pleasanton 2018 License</a> <a href="#">Pleasanton 2019 License Application</a>
		<a href="#">Network for Collaboration</a> <a href="#">Resource Field Guide</a> <a href="#">Jan-Dec CityServe Summary</a> <a href="#">Food Resource Grid</a> <a href="#">CityServe Brochure</a> <a href="#">January Newsletter</a> <a href="#">CityServe 3-5 Year Plan</a>
(CAPITAL) Proposed project budget, including all sources and uses and budget assumptions for development phases.		
(CAPITAL) Pro forma operating budget with estimated revenue and expenses		
(CAPITAL) Evidence of Site Control		
(CAPITAL) Title Report (acquisition, new facilities and substantial rehabilitation)		
(CAPITAL) Optional as Requested by City) Environmental Reports / Community Support Letters		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 134130

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City of Pleasanton  
Housing Division  
**FY 2019/20 Housing and Human Services Grant Program**  
1/22/2019 deadline

## Community Resources for Independent Living Housing & Independent Living Skills

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 16,025.00** Requested

Submitted: 1/22/2019 4:13:31 PM (Pacific)

**Project Contact**

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**Additional Contacts**

*none entered*

**Community Resources for  
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**Executive Director**

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Web [www.crilhayward.org](http://www.crilhayward.org)

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### ORGANIZATION INFORMATION

**1. Please describe your organization category (select one of the following):**

- Non-Profit  
 For-Profit  
 Public Agency  
 Other:

**2. Please describe your agency's mission (no more than 3 sentences).**

Community Resources for Independent Living (CRIL) was founded in 1979 as a peer-based & governed disability resource & advocacy agency for southern & eastern Alameda County residents with any type of disability or functional limitation.

CRIL's mission is to provide advocacy & resources to people with disabilities to improve lives & make communities fully accessible.

CRIL's range of self-sufficiency services, coupled with peer support & self-advocacy training, facilitate vulnerable and underrepresented members of the community to take control of their lives & gain or maintain the ability to live as independently as desired.

**3. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in each category below.**

*(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))*

Extremely Low Income (<30% AMI)

Very Low Income (30%-50% AMI)

2	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
0	Above Moderate Income (>120% AMI)
26.00	<b>TOTAL</b>

**4. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in the race/ethnicity categories below. The total number must match the total number listed in the income categories in questions #3 above.**

*(Per HUD, "Hispanic" is an ethnicity and not a separate race.)*

19	White
2	White + HISPANIC
4	Black/African American
0	Black/African American + HISPANIC
1	Asian
0	Asian + HISPANIC
0	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
0	Other Multi Racial
0	Other Multi Racial + HISPANIC
26.00	<b>TOTAL</b>

**5. In the PRIOR fiscal year (2017/2018), list the total number of Pleasanton clients served in each category below.**

26	Disabled
1	Female Headed Households
2	Seniors
4	Youth
6	Homeless
39.00	<b>TOTAL</b>

## PROGRAM APPLICATION

**6. If you are submitting more than one application for Pleasanton HHS funding, enter the numerical ranking of the priority of this proposal and the total number of proposals your agency is submitting for the coming fiscal year.**

*(Example: '1 of 1' means you are submitting only one proposal; '1 of 3' would mean you are submitting 3 proposals and this one is the highest priority of the three.)*

1 of 1

**7. Is this proposal a request for Capital Improvement or Public Service funding?**

- Capital Improvement  
 Public Service

**8. Please indicate below if this application is a request for one-time funding and/or "seed" funding.**

- One-time funding  
 Seed funding  
 Neither / Not Applicable

**9. Is your agency able to assess that your clients are "eligible beneficiaries" (i.e. low- and moderate-income persons and/or "presumed" beneficiaries according to HUD)?**

*If so, how? If not, please explain how you plan to assess whether your clients are "eligible beneficiaries".*

Yes. Consumers receiving direct services are persons with disabilities who fit HUD's Income Guidelines for low-income beneficiaries. CRIL's Intake Form asks for a current address, income level & source (SSI/SSDI) , and personal demographics.

**10. Please list the total number of PLEASANTON clients your agency proposes to serve through this project for each income category below in fiscal year 2019/2020.**

*(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))*

20	Extremely Low Income (<30% AMI)
5	Very Low Income (30-50% AMI)
2	Low Income (50-80% AMI)
2	Moderate Income (80%-120% AMI)
1	Above Moderate Income (>120% AMI)
30.00	<b>TOTAL</b>

**11. Please list the total number of PLEASANTON clients your agency proposes to serve through this project in the race/ethnicity categories below in fiscal year 2019/2020. Per HUD, "Hispanic" is an ethnicity and not a separate race.**

*(The total number must match the total number listed in the income categories in questions #10 above.)*

15	White
4	White + HISPANIC
4	Black/African American
0	Black/African American + HISPANIC
4	Asian
0	Asian + HISPANIC
0	American Indian/Alaskan Native
1	American Indian/Alaskan Native + HISPANIC
2	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
0	Other Multi Racial
0	Other Multi Racial + HISPANIC
30.00	<b>TOTAL</b>

**12. In the UPCOMING fiscal year (2019/2020), indicate the number of Pleasanton clients your agency will serve in the categories below.**

30	Disabled
5	Female Headed Household
10	Senior
5	Youth
5	Homeless
55.00	<b>TOTAL</b>

**13. Provide a brief summary of the program/project for which your agency is seeking funding**

*(No more than three sentences. Your answer will be used widely during the review and implementation process to describe your project).*

CRIL's Housing & Independent Living Services for People with Disabilities will provide extremely low-and very low-income Pleasanton residents who have a disability with housing search education and assistance, peer counseling, independent living skills & self-advocacy training, personal assistant/homecare worker referrals, employment assistance, benefits advocacy, access to health and mental health services and travel training. The primary goals of the program are to:

- 1) Enhance the self-efficiency of low income Pleasanton residents with disabilities, including youth and seniors with functional limitations;
- 2) Increase the availability of resources and support to some of the City's most vulnerable residents; and
- 3) Improve the integration of existing social services in Pleasanton.

CRIL will directly serve 30 low-income Pleasanton residents with disabilities. In addition, CRIL will indirectly serve 60 more individuals & businesses through disability education, technical assistance and information & referral.

**14. Please justify your agency's capacity to implement this program and/or project.**

*(Identify federal grants management, staff resources, and skills experience).*

CRIL has mandated annual funding from the Department of Rehabilitation (DoR). This funding (\$414,000) from DoR and (\$89,000) from the Administration for Community Living (ACL) averages roughly half of CRIL's budget. CRIL has received these funds for over 17 years and each year funds have increased slightly. In addition, CRIL receives funding from various cities: Fremont (\$10,000), Dublin (\$9,000), Pleasanton (\$15,000), Livermore (\$10,000). These funds have been awarded for over 18 years. The City of Hayward has funded CRIL's Travel Program (75,000) for 6 years and CRIL's accessible van rental program (at \$75,000) for 2 years.

CRIL was founded in 1979 and has served the southern and eastern parts of Alameda County. CRIL has 3 offices - Hayward, Fremont and Livermore. All three offices are accessible by public transit and are fully accessible. CRIL's IL Coordinator has an office at the Livermore Multi-Service Center and has been with CRIL for the past 8 years. She is a bilingual woman who has expertise in the area of employment & benefits. Consumers have access to all of CRIL's services and service providers. CRIL has a staff of 11 (9 of whom have disabilities & 10 of whom are members of minority groups). As a result, CRIL is able to provide peer based services to our consumers.

CRIL's executive director has worked in the disability field for over 30 years. The other 10 CRIL staff share 53 years of experience. CRIL is the only full-service disability organization in Southern and Eastern Alameda County.

**15. Describe the challenges, needs, or service gaps in Pleasanton that your program/project addresses.**

*(You should reference Pleasanton demographics, statistics, and reports to make your case. Also, note if you conducted outreach to clients or the public to develop this program.)*

The 2018 American Community Survey estimated data indicates that there are 83,007 residents in Pleasanton, with approximately 9,000 over 65 and an estimated 8,000 with a disability or an independent living difficulty. The need for accessible Long Term Services & Supports (LTSS) is a growing healthcare and quality of life concern for our rapidly aging population, an issue reflected in the 2011 Tri-Valley Human Services Needs Assessment. As our residents age and live longer, we need to develop systems and services that address their desire to age in place gracefully and with dignity.

Alameda County has one of the highest rates of poverty among adults with disabilities age 18 to 64 years in the Bay Area. Although Pleasanton is one of the wealthier East Bay area cities, 2017 American Community Survey showed that about 3,500 Pleasanton residents are living below poverty, the majority of whom are disabled. These residents are among the poorest Americans by HUD Income Guidelines and need access to free and/or low cost food, healthcare, transportation, housing and LTSS service coordination.

CRIL's services meet or support many of these critical needs: Information & Referral; ADA & disability law education; Peer support; Housing counseling & assistance; Personal Assistant referral, training & matching; Independent living



skills training & healthy living workshops; Disaster preparedness workshops & advocacy; Assistive technology referral & loan program; Employment counseling; employment benefits counseling; Youth Transition Services, Long-term services & supports counseling; Leadership training; and Advocacy. CRIL's Housing & Independent Living Services are free to Pleasanton residents of all ages with functional limitations or disabilities & designed to help individuals with disabilities maintain their quality of life, become fully integrated into and involved in society, & live as independently as possible for as long as possible.

**16. How would you characterize your program/project based on the continuum of approaches to addressing housing and human services needs listed below?**

Select the TOP THREE (3) areas.

- PREVENTION (helps prevent a problem before it emerges)
- EARLY INTERVENTION (addresses a problem in its early manifestation to keep it from becoming worse)
- TRANSITION (helps move clients toward a better situation, lower level of need, etc.)
- MAINTENANCE (helps to ensure that clients do not decline, etc.)
- SELF-SUFFICIENCY (helps move clients toward a situation in which they will no longer need the program or service)
- STABILIZATION (helps clients attain stability so that they can work toward a better situation)

**17. Describe in detail how the program/project will address each of the three housing and human services needs selected above (i.e. how it specifically addresses prevention/early intervention, etc.)**

CRIL supports the independent lives of persons with disabilities. To this end, all of CRIL's programs are geared to develop the freedom and decision making process of the disabled. CRIL works with a person to discern new and different patterns in which to accomplish tasks. It is not that the disabled cannot do but that they do in a different manner.

**EARLY INTERVENTION:** As an Independent Living Center, CRIL reaches out to people living with a disability at the earliest possible point: infancy, pre-school, schools, hospitals, nursing homes, etc. Whether you are born with a disability or have an acquired, CRIL attempts to provide support in helping a person to learn how to adapt to their situation. This may involve AT devices, benefit counseling, training to go back to work.

**TRANSITION:** For some, CRIL will encounter people in hospitals or nursing homes as they attempt to transition back to community based living. 2 CRIL staff have been trained in the Coleman Care Transitions Intervention Model to help in this process. Some will be children or transitional age youth with whom CRIL works to ensure a successful navigation in their venture: school, job and/or living on one's own.

**SELF-SUFFICIENCY:** CRIL also provides financial resources: how to understand your credit report, how to develop a budget, ways to go back to school while maintaining your medical benefits.

**18. Explain how your agency will implement this program/project and which staff will administer the activities. How will clients access the program/project?**

CRIL's Tri-Valley IL Coordinator is very familiar with the resources & services available in Pleasanton & the surrounding cities. CRIL's Tri-Valley office is located in the Livermore Multi-Service Center. CRIL has developed strong relationships with service providers at ECHO, Abode Services, the Livermore Housing Authority, Pleasanton Housing Services & other local agencies that provide housing and social services. CRIL's Tri-Valley Employment & Benefits Coordinator is also a bilingual woman with a disability, and is able to provide disability peer support and role modeling to both English and Spanish speaking residents of Pleasanton.

CRIL is a long-standing subcontractor & advisory committee member with the Season of Sharing program & has access to funding that can assist qualifying low-income residents with one-time mortgage or rent payments, security deposits, access modifications or other costs associated with retaining housing or moving into a new home.

CRIL's Housing & IL Services will be administered through the following comprehensive service methods:

1. Monthly Housing Workshops - topics covered include individual housing needs, eligibility for Section 8 and other subsidized programs, credit checks & repair, housing research, applications, interviews, tenant rights and responsibilities and more.
2. Monthly Job Club & 1:1 Employment Counseling
3. Monthly Travel Training Workshops
4. Individualized & Group Travel Training Excursions
5. Monthly Peer Support Groups to address various IL topics.
6. Individual Independent Living Plan development & coordination - CRIL's IL Coordinator meets individually with each consumer to help them develop a plan that includes specific steps & timelines for meeting their goals.
7. IL Coordinator refers or coordinates meetings with other outside service providers to assist with plan implementation.
8. IL Coordinator checks in with each consumer every 30 - 60 days to see how they're doing with meeting their goals.

**19. Describe in detail how your agency will use Pleasanton HSG funds in this program/project.**

The Tri-Valley Program operating budget of \$109,395 covers the bare-bones costs for CRIL to continue operating a full-service branch office for Pleasanton, Livermore and Dublin residents with disabilities. With these costs CRIL supports an IL Coordinator who provides over 200 Tri-Valley disabled residents with all of CRIL's numerous independent living services including the Housing & IL Support Services program and the Employment Services program as well as an IL-Travel Trainer supporting Travel needs and training within the Tri Valley. Small portions of supervision and administrative time are also allocated to this program. The remaining non-personnel costs are associated with the necessary operations of an office: rent, utilities, accounting, IT support, insurance & travel reimbursement.

The three Tri-Valley cities funds, Foundation grant from Hindu Temple and the Department of Rehabilitation along with Alameda County Transportation Commission share the funding for CRIL's Tri-Valley branch operating budget. The City of Pleasanton is respectfully requested to fund approximately 14.6 % of the Tri-Valley area Housing & IL program.

**20. Describe what evidence-based methods your agency uses or will use (for new projects) to ensure successful results for this program/project?**

CRIL utilizes a national online database management system called CILSuite, which is specifically designed to track data & services for independent living centers such as CRIL. Data can be entered securely from any computer with internet access & CRIL management is able to monitor the timeliness & completeness of every consumer's service record. In addition, the structure of the online Intake form & data logs allows for uniformity & consistency in all consumer service records. CILSuite allows CRIL staff & management alike to regularly track & monitor the status of each consumer's status with completing steps to achieve their personalized goals, as well as progress toward achieving the defined program outcomes: retention or placement in affordable, accessible housing & an increase in personal independence & self-sufficiency.

CRIL's Program Director runs monthly audits of CILSuite to ensure that data is entered correctly and that consumers are working on their goals and completing them.

**21. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?**

CRIL's Housing & IL Services for people with disabilities will provide 30 Pleasanton residents with improved access to housing, peer counseling, employment & benefits counseling, travel & mobility training, I & R, LTSS counseling, assistive technology info and AT device loans & advocacy. Housing counseling will include local resource info, application assistance, budgeting & credit counseling, landlord mediation and/or applications to Season of Sharing and Dept. of Rehabilitation's housing transition fund. CRIL will also provide indirect information & referral, technical & assistive technology support, ADA & disability law education and community advocacy to 40 additional Pleasanton residents & businesses to assist them with increasing their knowledge & independence.

CRIL utilizes a national online database management system called CILSuite, to track data & services for independent living centers such as CRIL. CILSuite allows CRIL staff & to track & monitor the status of each consumer's status with completing steps to achieve their personalized goals.

Consumers are also asked to complete an annual Satisfaction Survey which allows us to evaluate the type & quality of services provided. Consumers provide management & the board of directors with feedback on the impact that our services & supports have had on their level of independence. CRIL's 2016 survey returns had over a 90% positive satisfaction rating.

**22. Describe the population this program/project will serve and how they will benefit.**

This program will serve extremely low & very low income Pleasanton residents of all ages, including youth and seniors, who have a disability or disabling condition.

Those seeking help in a housing search will be provided with resources and supports to help in their quest. Those seeking employment will have guidance and assistance from CRIL's Employment & Benefits Coordinator is trained on counseling consumers on the integration of work incentives and other tools to achieve self-sufficiency through employment. CRIL's IL provider will also assist consumers with navigating the job readiness resources available through the American Job Centers (formerly One Stop Career Centers), and prepare consumers for their job hunt through the CRIL Job Club which addresses creating cover letters, resume writing, interviewing skills, dressing for success and more. Pleasanton residents will also benefit by being able to retain or obtain affordable, accessible and safe housing through their work with CRIL's IL Coordinator which in turn decreases the City's homeless population and minimizes the possibility of institutionalization of this at-risk population.

Other Pleasanton residents with disabilities will obtain needed information, support, counseling & training which will help them maintain or gain greater independence & well being, thereby decreasing the likelihood of emergency intervention or institutional care.

**23. Please choose a common indicator that your agency will use to track clients (select only ONE):**

- Persons
- Households

**24. Define the primary unit of service (e.g. number of classes provided, hours of case management, number of medical visits, number of meals served, miles driven, etc.) to be used when tracking this program/project, submitting invoices, etc.**

*NOTE: Do NOT reiterate the number of clients or number of households served.*  
counseling hours

**25. Provide a numeric GOAL for the units of service to be provided to Pleasanton clients by this project.**

*(NOTE: "Other" refers to the unit of service in question #24 above.)*

30	Persons
N/A	Households
300	Other
330.00	<b>TOTAL</b>

**26. How is this project's implementation culturally appropriate? How will you outreach to your target population in question #22 above, including to low income, limited English speakers, and disabled persons?**

CRIL's Housing & IL services are directed specifically toward low-income Pleasanton residents with disabilities & older seniors who are typically underserved & extremely vulnerable. Since the majority of CRIL's staff are also people with disabilities who live in Alameda County, we are in a uniquely credible & powerful position to provide peer counseling, personal support, an array of local resources and peer role modeling with this population.

Having a full service branch office at the Livermore Multi-Service Center allows CRIL staff & management to develop and maintain strong partnerships & collaborations with other Pleasanton area social service agencies. We have presented workshops on personal assistance services, assistive technology, and disaster preparedness at the Pleasanton Senior Center and to residents who live at local HUD apartment complexes. We also partnered with the Hindu CCC in 2012 - 2018 to sponsor a Mega Health Fair for low-income Tri-Valley residents. With grant funding, CRIL provided free flu vaccines for 125 people through Sutter At-Home Healthcare at the 2018 Hindu Mega Health Fair.

One of CRIL's Tri-Valley Coordinators is also bilingual & bicultural in Spanish/English and is therefore able to provide culturally appropriate, direct outreach & services to the 10% Hispanic population of Pleasanton. Not only are individual services provided in Spanish for these consumers, but many of our workshops & trainings are also conducted in Spanish. Consumers who speak other languages are served via contracted translators through the County's Language Line Services. We also have a list of certified independent ASL interpreters for residents who are Deaf. CRIL offers its services in English, Spanish, Farsi and Dari. CRIL materials are available in English, Spanish, Chinese, Braille, in enlarged format, on CD, and electronically which is accessible. CRIL's website ([www.crilhayward.org](http://www.crilhayward.org)) has a button which provides translation into different languages.

**27. Identify the organizations your agency collaborates with AND their role in this specific program/project.**

CRIL's Tri-Valley branch is located in the Livermore Multi-Resource Center which allows CRIL to work closely with other service agencies located at the Center. Quite often CRIL staff will bring a consumer over to work with a colleague at Department of Social Services or Department of Rehabilitation to address the person's comprehensive needs, especially in relation to housing assistance. We have closely collaborated with the Livermore Housing Authority, Abode Services, ECHO Housing and Season of Sharing (SOS) to improve the probability of reaching the desired outcome of a housing placement.

Various Tri-Valley workshops are often co-facilitated with staff from Alliance Health, Senior Services Coalition, the Public Authority of Alameda County, the Alameda County Public Health Department, Social Security and the Alameda County Food Bank. Some are held at the Livermore Multiservice Center and others at Tri-Valley area senior centers, libraries or housing complexes. Other social service agencies with which CRIL staff routinely coordinates services include Eden Housing, BACS, BOSS, HACA, Tri-Valley Senior Support Services, Pleasanton Paratransit, Pleasanton Senior Center, Regional Center of the East Bay, the Center for Independent Living (CIL), Spectrum Tri-Valley Haven and the Pleasanton High School District.

CRIL partnered with TheCIL (Berkeley) & the Alameda County Area Agency on Aging (AAA) to establish an Aging & Disability Resource Connection (ADRC) in Alameda County. This core team of CRIL, CIL and AAA is working with over 20 other agencies that serve seniors and persons with disabilities to improve the access to and coordination of Long Term Services and Supports for these populations to maintain their health, independence and activity within the community. CRIL is also a member of Alameda County's Council on Age-Friendly Communities.

**28. Describe leveraging or sustainability efforts your organization is implementing to ensure the long-term**

**viability of this program/project.**

In addition to Pleasanton HHS, the cities of Livermore & Dublin, Department of Rehabilitation, Alameda County Transportation Commission and the Hindu CCC contribute to the overall costs of operating CRIL's Housing Services program & supporting our full-service branch office in the Tri-Valley.

The total FY 2018-19 program budget for comprehensive branch operations in the Tri-Valley is \$109,395. At \$16,025, Pleasanton's portion is just under 14.6 % of our total program costs. With Pleasanton's support, CRIL is able to provide more than one dozen programs & services to residents in the Pleasanton community, including housing search workshops, disability rights advocacy, life skills training, health & wellness workshops, employment services, benefits counseling, travel training & peer support groups. We also provide ADA materials to businesses & non-disabled Pleasanton residents, which improve the accessibility & inclusiveness of the Pleasanton community. The Hindu CCC specifically supports our efforts to provide access to medical resources and services for low-income seniors & people with disabilities in the Tri-Valley community.

**29. What will be the impact on your agency, program, and/or project goals if the program is not funded at the full amount requested? Will your organization have the ability to sustain itself if the funding allocated is less than requested?**

*Please provide detailed information to understand if this is a funding gap and/or funds used to leverage additional sources outside of Pleasanton, i.e. County/State/Federal.*

This project is very cost effective for Pleasanton because with a limited investment that leverages other funding, CRIL is able to maintain a level of knowledgeable, caring, and culturally proficient service providers to assist the City with reducing homelessness & meeting the housing needs of its most vulnerable residents, assist others in obtaining employment & moving out of poverty, and to improve the lives of many other low income residents with disabilities through peer support groups, IL & advocacy skills training, mobility/travel training, community leadership development, I & R and resource connections.

A reduction in the requested funding would result in CRIL scaling back services to some of the most vulnerable people in Pleasanton.

## CAPITAL PROJECTS

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**30. Is your agency requesting funds for a Capital Improvement project (e.g. construction)?**

- Yes  
 No

**31. For Capital Improvement projects, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.**

*(NOTE: Capital Improvement project funding requests must answer the Capital Improvement-specific questions AND upload the required documents. If additional space is required, upload answers to the documents section.)*

N/A

**32. If your agency is requesting Capital Improvement project funding, please describe the land tenure status (e.g. does your agency own or lease the property, lease terms). If you do not have site control, describe your site control plan.**

*(If this is not applicable, enter "N/A".)*

N/A

**33. Will relocation be required if the building is occupied?**

*If yes, describe and upload your agency's relocation plan. If this is not applicable, enter "N/A".*

N/A

**34. Identify the project team (e.g. architect/engineer, contractor, and/or consultants).**

N/A

**35. Has a Market Study, Property Needs Assessment and/or other evaluation which identifies the need for the proposed project been completed?**

*If so, describe and upload the project reports and schedule. If no reports have been completed, explain how you plan to proceed.*

N/A

**36. If your agency is requesting Capital Improvement project funding, will this project require implementation**

**of Davis-Bacon/Fair Labor Standards Act requirements?**

(NOTE: Please contact staff immediately if you have questions regarding Davis-Bacon requirements.)

- N/A
- Yes
- No
- Not known / To be determined

**37. Please remember to upload the following information:**

(in the DOCUMENTS section)

- Agency 3-5 Year Strategic Plan/Needs Assessment
- Current annual budget for the entire agency
- List of Board of Directors
- Capital expenditure budget (your own format is acceptable)
- Supplemental information as applicable (e.g., photos, designs, site drawings, specs, etc.)
- Proposed project budget including sources and uses and budget assumptions for development phases
- Pro forma operating budget with estimated revenue and expenses
- Evidence of site control
- Title report (acquisition, new facilities and substantial rehabilitation)
- Other Back-up that may be requested by the City
- Environmental Studies/Reports
- Letters of community support
- Copy of latest audit, financial review by CPA, or IRS 990
- Other: No Documents needed.

**POLICY CONSISTENCY****38. Identify AT LEAST ONE Critical Need from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- Workforce Development /Job Training
- Healthcare and Behavioral Health
- Disability Services and Access
- Food and Nutrition
- Youth Services
- Senior Services
- Homeless Services

**39. Identify AT LEAST ONE Barrier to Service Delivery from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- A marketing and publicity campaign that provides consumers with additional education and information about the agencies programs and services.
- Coordination and collaboration with other service providers.
- Access and utilize "un-tapped" resources.
- Remove barriers that limit access to services and participation (e.g., language, time, cost, transportation, etc.).

**40. Describe in detail how the program/project will address the barriers selected in question #39 above.**

CRIL supports its consumers in determining how to deal with physical, psychological and emotional barriers. For example, CRIL's travel trainer will assist a person with a visual impairment to learn safe routes to home, work, medical, etc. Moreover, the process supports the person to learn how to navigate these routes on one's own.

CRIL works with other local agencies to provide a seamless delivery of services. So, with Carmen Avenue Apartments, CRIL has provided Disaster Preparedness Workshops. With the Hindu Temple, CRIL works with the Mega Health Fair

to provide free flu shots. With WHEELS, CRIL offers travel training sessions to enable to learn how to utilize the public transportation system.

**41. Describe in detail how the program/project is accessible to clients via public transportation, and if applicable, any measures used to specifically reduce transportation barriers for clients.**

All of CRIL's three offices (Livermore, Fremont and Hayward) are on or near bus routes. All three are also accessible by paratransit. All three offices are totally accessible.

**42. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "guiding principle" that relates to your program/project:**

- Be culturally accessible, appropriate and inclusive
- Encourage community engagement and involvement
- Promote energy and resource efficiency
- Encourage networking and information sharing across service providers
- Encourage process streamlining
- Consolidate service delivery

**43. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "goal" that relates to your program/project:**

- Preserve and increase affordable rental housing for extremely low (30% AMI), very low (50% AMI), and low income (80% AMI) households
- Preserve existing affordable rental housing and ownership housing for households at or below 80% AMI
- Assist low- (80% AMI) and moderate- (120% AMI) income first time homebuyers
- Promote fair housing and reduce housing discrimination
- Maintain, improve, and expand the capacity of housing, shelter, and services to homeless individuals and families
- Increase the availability of service-enriched housing for persons with special needs
- Improve community health and access to basic and specialty care (dental, optometry, behavioral, mental health care services) for low-income, uninsured, under-insured residents
- Increase and maintain affordable and accessible wellness and development opportunities for youth that are age-appropriate
- Support and expand programs and opportunities that keep seniors engaged and involved in their community
- Foster and encourage innovative programs that meet emergency community needs with emphasis on low income and underserved population
- Support capital improvement projects that benefit households at or below 80% AMI
- Promote economic development opportunities

**44. Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Strategic Goal that relates to your program/project:**

- Promote affordable rental housing
- Preserve rental and ownership housing
- Increase homeownership opportunities for first time homebuyers
- Reduce housing discrimination
- Prevent homelessness and/or assist those experiencing homelessness
- Promote the production of service-enriched housing
- Improve health care access
- Improve opportunities for youth
- Improve opportunities for seniors
- Foster innovative programs and services
- Improve public service support
- Promote economic development opportunities

**Budget** [top](#)

<b>Funding Sources/Status</b>	Committed	Requested/Pending	Planned Request	TOTAL
Department of Rehabilitation-Federal	USD\$ 15,799.00			USD\$ 15,799.00
Alameda County Transportation Commission-State		USD\$ 50,773.00		USD\$ 50,773.00
City of Dublin-City Funds		USD\$ 11,523.00		USD\$ 11,523.00
City of Livermore-Federal			USD\$ 14,275.00	USD\$ 14,275.00
City of Pleasanton-Federal		USD\$ 16,025.00		USD\$ 16,025.00
Hindu Temple-Foundation	USD\$ 1,000.00			USD\$ 1,000.00
<b>Total</b>	<b>USD\$ 16,799.00</b>	<b>USD\$ 78,321.00</b>	<b>USD\$ 14,275.00</b>	<b>USD\$ 109,395.00</b>

<b>Funding Uses / Expenses</b>	TOTAL Prog Budget (incl Pls HHS)	Amount Requested (Pls HHS ONLY)
Capital: Construction/Rehab		
Capital: Permits & Fees		
Capital: Design		
Capital: Engineering		
Capital: Acquisition		
Capital: Other Soft Costs (define below)		
Personnel: Salaries* (see instructions below)	USD\$ 73,239.00	USD\$ 11,063.00
Personnel: Benefits* (see instructions below)	USD\$ 22,115.00	USD\$ 3,243.00
Operating: Supplies	USD\$ 1,645.00	USD\$ 312.00
Operating: Printing/Copying	USD\$ 224.00	USD\$ 34.00
Operating: Postage	USD\$ 287.00	USD\$ 43.00
Operating: Telephone	USD\$ 2,487.00	USD\$ 353.00
Operating: Rent & Utilities	USD\$ 0.00	USD\$ 68.00
Operating: Accounting/Audit	USD\$ 616.00	USD\$ 87.00
Operating: Other (Contracted Services)	USD\$ 4,570.00	USD\$ 539.00
Operating: Other (Dues, Book and Publications, Insurance, Occupancy Costs, Travel, Staff Development)	USD\$ 4,212.00	USD\$ 283.00
<b>Total</b>	<b>USD\$ 109,395.00</b>	<b>USD\$ 16,025.00</b>

**Budget Narrative**

Staffing funding this project with Pleasanton HHS funds---

ILC-Tri Valley- Percentage salary and Benefits Paid-86.99%; Monthly Salary/benefits-\$1,161.67; Yearly Salary/Benefits-\$13,940

Executive Director- Percentage salary and Benefits Paid- 1.24%; Monthly Salary/benefits-\$16.58; Yearly Salary/Benefits-\$199

Finance Director- Percentage salary and Benefits Paid-1.04%; Monthly Salary/benefits-\$13.92; Yearly Salary/Benefits-\$167

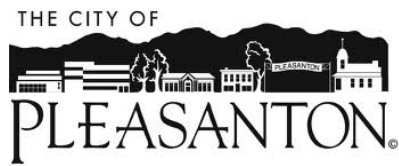
Operating costs are essential to the overall cost of supporting the project budget.

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Current Annual Budget for the Entire Agency	✓	<a href="#">Current Annual Budget for the Entire Agency</a>
List of Board of Directors with their contact information (telephone or email is sufficient)	✓	<a href="#">List of Board of Directors with their contact information (telephone or email is sufficient)</a>
(CAPITAL) If your agency is applying for CAPITAL funding, please upload your Capital expenditure budget (your own format is acceptable)		
(CAPITAL) Supplemental = photos, designs, site drawings, specifications, etc.)		
Resume or Vita of Executive Director, Program Manager, and Fiscal Officer	✓	<a href="#">Program Manager</a> <a href="#">Executive Director</a> <a href="#">Fiscal Officer/Finance Director</a>
Personnel policies including affirmative action plan and grievance procedure	✓	<a href="#">Personnel policies including affirmative action plan and grievance procedure</a>
Agency audit requirements and copy of last audit	✓	<a href="#">copy of last audit</a>
Type of insurance carried, bonding, workers' compensation	✓	<a href="#">workers' compensation</a> <a href="#">GL Insurance</a>
Articles of Incorporation/Bylaws	✓	<a href="#">Articles of Incorporation</a> <a href="#">Bylaws</a>
Conflict of Interest Statement (if not included in Bylaws)	✓	<a href="#">Conflict of Interest Statement</a>
State and Federal nonprofit determination letters (if applicable)	✓	<a href="#">State and Federal nonprofit determination letters (if applicable)</a>
Organization chart	✓	<a href="#">Organization chart- Current</a>
Board of Directors' authorization to request HHSG funding	✓	<a href="#">Board of Directors' authorization to request HHSG funding</a>
Board of Directors' designation of authorized official	✓	<a href="#">Board of Directors' designation of authorized official</a>
City of Pleasanton Business License	✓	<a href="#">City of Pleasanton Business License</a>
(CAPITAL) Proposed project budget, including all sources and uses and budget assumptions for development phases.		
(CAPITAL) Pro forma operating budget with estimated revenue and expenses		
(CAPITAL) Evidence of Site Control		
(CAPITAL) Title Report (acquisition, new facilities and substantial rehabilitation)		
(CAPITAL Optional as Requested by City) Environmental Reports / Community Support Letters		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 132086





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City of Pleasanton  
Housing Division  
**FY 2019/20 Housing and Human Services Grant Program**  
1/22/2019 deadline

## Eden Council for Hope and Opportunity Housing Counseling Services

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 40,000.00** Requested

Submitted: 1/22/2019 2:37:03 PM  
(Pacific)

### Project Contact

Marjorie Rocha  
[margie@echofairhousing.org](mailto:margie@echofairhousing.org)  
Tel: 510-581-9380

### Additional Contacts

[adrienne@echofairhousing.org](mailto:adrienne@echofairhousing.org)

### Eden Council for Hope and Opportunity

770 A Street  
Hayward , CA 94541  
United States

### Executive Director

Marjorie Rocha  
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Telephone(510) 581-9380 x17

Fax (510) 537-4793

Web <http://www.echofairhousing.org>

[Application Questions](#) [top](#)

## ORGANIZATION INFORMATION

### 1. Please describe your organization category (select one of the following):

- Non-Profit  
 For-Profit  
 Public Agency  
 Other:

### 2. Please describe your agency's mission (no more than 3 sentences).

ECHO's ultimate goal is to promote equal access in housing and provide support services which would aid in the prevention of homelessness and promote permanent housing conditions.

### 3. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in each category below.

(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))

88	Extremely Low Income (<30% AMI)
41	Very Low Income (30%-50% AMI)
130	Low Income (50%-80% AMI)
62	Moderate Income (80%-120% AMI)

0	Above Moderate Income (>120% AMI)
321.00	<b>TOTAL</b>

**4. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in the race/ethnicity categories below. The total number must match the total number listed in the income categories in questions #3 above.**

*(Per HUD, "Hispanic" is an ethnicity and not a separate race.)*

129	White
16	White + HISPANIC
55	Black/African American
0	Black/African American + HISPANIC
32	Asian
0	Asian + HISPANIC
0	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
5	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
2	American Indian/ Alaskan Native and White
1	American Indian/ Alaskan Native and White + HISPANIC
1	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
74	Other Multi Racial
6	Other Multi Racial + HISPANIC
321.00	<b>TOTAL</b>

**5. In the PRIOR fiscal year (2017/2018), list the total number of Pleasanton clients served in each category below.**

84	Disabled
175	Female Headed Households
56	Seniors
0	Youth
0	Homeless
315.00	<b>TOTAL</b>

## PROGRAM APPLICATION

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**6. If you are submitting more than one application for Pleasanton HHS funding, enter the numerical ranking of the priority of this proposal and the total number of proposals your agency is submitting for the coming fiscal year.**

*(Example: '1 of 1' means you are submitting only one proposal; '1 of 3' would mean you are submitting 3 proposals and this one is the highest priority of the three.)*

1 of 1

**7. Is this proposal a request for Capital Improvement or Public Service funding?**

Capital Improvement

Public Service

**8. Please indicate below if this application is a request for one-time funding and/or "seed" funding.**

One-time funding

Seed funding

Neither / Not Applicable

**9. Is your agency able to assess that your clients are "eligible beneficiaries" (i.e. low- and moderate-income persons and/or "presumed" beneficiaries according to HUD)?**

*If so, how? If not, please explain how you plan to assess whether your clients are "eligible beneficiaries".*

Income levels are self-reported by Pleasanton clients. They are asked for the amount of household income from all sources, the number in the household, and these income amounts are compared to HUD AMI income limits.

**10. Please list the total number of PLEASANTON clients your agency proposes to serve through this project for each income category below in fiscal year 2019/2020.**

*(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))*

85	Extremely Low Income (<30% AMI)
40	Very Low Income (30-50% AMI)
120	Low Income (50-80% AMI)
55	Moderate Income (80%-120% AMI)
5	Above Moderate Income (>120% AMI)
305.00	<b>TOTAL</b>

**11. Please list the total number of PLEASANTON clients your agency proposes to serve through this project in the race/ethnicity categories below in fiscal year 2019/2020. Per HUD, "Hispanic" is an ethnicity and not a separate race.**

*(The total number must match the total number listed in the income categories in questions #10 above.)*

120	White
15	White + HISPANIC
50	Black/African American
1	Black/African American + HISPANIC
30	Asian
0	Asian + HISPANIC
1	American Indian/Alaskan Native
2	American Indian/Alaskan Native + HISPANIC
5	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
2	American Indian/ Alaskan Native and White
1	American Indian/ Alaskan Native and White + HISPANIC
1	Asian and White
0	Asian and White + HISPANIC
1	Black/African American and White
0	Black/African American and White + HISPANIC
1	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
70	Other Multi Racial
	Other Multi Racial + HISPANIC

5	
305.00	<b>TOTAL</b>

**12. In the UPCOMING fiscal year (2019/2020), indicate the number of Pleasanton clients your agency will serve in the categories below.**

75	Disabled
165	Female Headed Household
50	Senior
0	Youth
0	Homeless
290.00	<b>TOTAL</b>

**13. Provide a brief summary of the program/project for which your agency is seeking funding**

*(No more than three sentences. Your answer will be used widely during the review and implementation process to describe your project).*

ECHO proposes to assist renters to secure and maintain safe, affordable housing by providing fair housing education and investigation, tenant/landlord counseling and mediation, rental assistance for delinquent rent and deposits, shared housing counseling and placement, and general homeseeking information; and provide education to landlords.

**14. Please justify your agency's capacity to implement this program and/or project.**

*(Identify federal grants management, staff resources, and skills experience).*

ECHO has received funds dating back to 1973. Per our records dating July 1, 1997 through June 30, 2018 ECHO has managed at least 59 different funding sources for a total of \$15,117,765. This is an average of \$719,894 in grants managed each year. Below is a sampling:

HUD - Housing Counseling, HECM, Mortgage Modification = \$664,699; Alameda County - Housing Counseling = \$1,877,760; Berkeley - Shared Housing, Rental Assistance Program., HECM, Homelessness Prevention = \$1,647,131; Hayward - Fair Housing, Tenant Landlord, Rental Assistance, Foreclosure Mitigation = \$1,913,719, Livermore - Housing Counseling, Rental Assistance, HECM = \$992,227, Oakland - Shared Housing, Rental Assistance, HECM, Fair Housing, Tenant/Landlord = \$2,068,561; Pleasanton - Housing Counseling, HECM = \$995,139; San Leandro, Union City, Tri-Valley and other funds = \$4,978,529.

ECHO has allocated .42 FTE counselors to our Pleasanton contract, however we are available 9am - 5pm, weekdays. Administrative support is provided by the Executive Director, Bookkeepers, and Office Manager. The Executive Director, with counseling staff, is responsible for program reporting, coordinating outreach activities, problem solving and assisting with program fundraising, whenever necessary.

Tanya Corona, Housing Counselor, was originally hired in 2015 as a receptionist. Currently, she is an administrative assistant for Home Buyer Education, a housing counselor for Pleasanton, and fair housing counselor for Oakland. In 2018, she completed the certification for readiness for the HUD Certification. She has 3 years experience providing one-on-one counseling.

Angie Watson, Fair Housing Coordinator, has been employed with ECHO Housing since 1995. She is responsible for coordinating fair housing investigations and the enforcement of fair housing laws. She has received certifications from the National Fair Housing Alliance Fair Housing School in 2000 and in 2017. She is a trained mediator.

**15. Describe the challenges, needs, or service gaps in Pleasanton that your program/project addresses.**

*(You should reference Pleasanton demographics, statistics, and reports to make your case. Also, note if you conducted outreach to clients or the public to develop this program.)*

The Department of Housing and Urban Development, per Section 808 of the Federal Fair Housing Act, requires CDBG entitlement jurisdictions to "affirmatively further fair housing." According to the U.S. Census 2010, Asian and Hispanic/Latino populations are, respectively, the second and third largest ethnic/racial groups to move into Pleasanton. Additionally, the Pleasanton "Human Service Needs Assessment" states that, of the Pacific Islander and Hispanic/Latino population, 49% is linguistically isolated, thereby, increasing the potential for discrimination among ethnic and racial minorities, and families with children. ECHO fulfills the requirement of affirmatively furthering fair housing by responding directly to impediments to fair housing choice resulting in meaningful progress in overcoming discrimination and promoting of fair housing choice.

According to 2015 census data, 44% of Pleasanton renters are paying more than 30% of their monthly gross income in rent. And, according to the National Coalition for the Homeless, "If you are poor, you are essentially an illness, an accident, or a paycheck away from living on the streets." Homelessness continues to be a reality for many low income households. These factors create a breeding ground for discrimination, disparate treatment, predatory habitability, and illegal evictions committed by unscrupulous or uninformed housing providers. Exorbitant move-in and ever-increasing rent costs are additional burdens created by an uncertain economy and acquisitive landlords.

ECHO fulfills the need to legally empower tenants to access and maintain safe, affordable housing by providing the tools necessary to make informed decisions via counseling, mediation, enforcement, and financial assistance. Outreach includes flyer outreach, radio interviews, newsletters, our website, Facebook, Twitter, and presentations.

**16. How would you characterize your program/project based on the continuum of approaches to addressing housing and human services needs listed below?**

*Select the TOP THREE (3) areas.*

- PREVENTION (helps prevent a problem before it emerges)
- EARLY INTERVENTION (addresses a problem in its early manifestation to keep it from becoming worse)
- TRANSITION (helps move clients toward a better situation, lower level of need, etc.)
- MAINTENANCE (helps to ensure that clients do not decline, etc.)
- SELF-SUFFICIENCY (helps move clients toward a situation in which they will no longer need the program or service)
- STABILIZATION (helps clients attain stability so that they can work toward a better situation)

**17. Describe in detail how the program/project will address each of the three housing and human services needs selected above (i.e. how it specifically addresses prevention/early intervention, etc.)**

**EARLY INTERVENTION:** ECHO attempts to intervene when appropriate in order to prevent evictions as a retaliatory measure for tenants exercising their rights under the law. Additionally, we can assist eligible tenants with delinquent rent assistance in order to prevent their eviction. We also contact non-compliant landlords on behalf of tenants to address discrimination complaints in order to provide tenants with fair housing choice. We also speak with landlords regarding habitability issues before the problem worsens and major repairs have to be made.

**SELF-SUFFICIENCY:** ECHO provides tenants with information on their rights and responsibilities empowering them to make educated decisions regarding housing issues. This further enables them to address issues with their landlords, and if negotiation fails, they may contact us to mediate or they can attempt litigation. The Rental Assistance Program prevents persons whose rent is delinquent from being evicted by assisting them with a repayment plan. This program is the difference between remaining housed and homelessness, and moves the client toward self-sufficiency. It prevents persons whose rent is delinquent from being evicted by assisting them with a repayment plan.

**STABILIZATION:** ECHO's mission statement addresses prevention of homelessness and promoting permanent housing conditions. This is achieved by securing or maintaining housing. The Rental Assistance Program provides housing stabilization for eligible families who are behind on their rent or require assistance with security deposit. ECHO also assists households to stabilize their housing when threatened with eviction by negotiating for more time or rescission of the notice to vacate. Addressing discrimination complaints and providing landlords with fair housing education often provides fair housing choice for prospective tenants or prevents eviction for tenants who are in place.

**18. Explain how your agency will implement this program/project and which staff will administer the activities. How will clients access the program/project?**

ECHO Housing is a pioneer in providing housing counseling services in Alameda County. We developed our housing counseling model over 50 years ago, and have been active as the premier comprehensive housing counseling service provider in the East Bay. Over the decades our counseling model has been streamlined and informed to provide state-of-the-art service provision.

The Executive Director provides administrative oversight, and monitors progress toward achieving program objectives through review of monthly, quarterly, and annual progress reports. She is responsible for developing and directing ECHO's marketing and outreach plan.

We access renters and landlords by developing and disseminating appropriate outreach materials for distribution, making radio or television appearances, and conducting trainings, presentations and workshops. ECHO's counselors are provided training at least once a year to keep current on legal issues.

ECHO provides housing information, counseling, investigation, referral, and mediation in response to tenant/landlord complaints or requests. If our clients require outside or complementary services, we maintain a resource directory of services necessary for direct complaint referral and comprehensive listings of ancillary benefits, and appropriate private and public sector services.

ECHO has a Housing Counselor providing services to Pleasanton residents from the 141 N. Livermore Avenue in Livermore. If needed, the Fair Housing Coordinator assists with fair housing testing. Office hours are Monday through Friday, 9am to 5pm. Clients can access us at 925-449-7340 or by email at [contact@echofairhousing.org](mailto:contact@echofairhousing.org).

All inquiries are triaged to determine order of urgency. Three-day Notices to Vacate are given immediate attention, and discrimination complaints receive assessment and investigation within 24 hours. Rental Assistance clients are called within 24 to 48 hours to determine eligibility. All other calls are addressed within 48 hours.

**19. Describe in detail how your agency will use Pleasanton HHSG funds in this program/project.**

The funds will be used for:

- o Salaries for administrative and counseling staff
- o Benefits for staff allocated to this project
- o Telephone and internet services
- o Rent for site where the project will be housed
- o Office supplies
- o Advertising
- o Printing/copying
- o Postage
- o Insurance and bonding
- o Training and education
- o Memberships and publications
- o Mileage and other travel costs
- o Tester compensation
- o Indirect costs

**20. Describe what evidence-based methods your agency uses or will use (for new projects) to ensure successful results for this program/project?**

**FAIR HOUSING:** Respond to all fair housing inquiries, and provide counseling regarding fair housing practices. Investigate discrimination complaints and provide counseling to clients regarding illegal housing practices. Conduct investigations of complaints within 24 hours of receipt of complaint. Train testers to test complaints of illegal housing policies and practices. Provide conciliation services if illegal discrimination has occurred and if the complainant so desires. Prepare evidence obtained from investigations and deliver to cooperating attorney or responsible agency when appropriate. Follow-up to determine result of investigation.

**TENANT/LANDLORD:** Provide housing information, counseling, referral, and mediation in response to inquiries/complaints. Refer clients to appropriate private and public sector services. Counsel clients with appropriate information, options, and steps for resolution. Distribute housing rights information sheets/booklets pertinent to client's needs. As necessary, offer mediation, and assist clients with long-term resolution to eviction whenever feasible.

**RENTAL ASSISTANCE PROGRAM:** The program provides assistance for back rent or deposit by providing a guarantee of payment to the landlord. A budget is created for the tenant, and disposable income is used to negotiate a payment plan between tenant and landlord. ECHO acts as co-signer. ECHO also has grant funds from a private charity to further defray the tenant's liability. RAP has less than 1% default rate, which is paid from a default pool accumulated by ECHO.

**SHARED HOUSING COUNSELING & PLACEMENT:** Applicants complete forms and background checks and are provided with a list of potential matches. Counselors assist with shared housing agreements, counseling, and mediation.

**HOMESEEEKING:** This program provides assistance finding senior housing, subsidized housing, and utility debt

management programs; and information on month to month agreements and fixed term leases.

**21. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?**

FAIR HOUSING COUNSELING AND INVESTIGATION - Provide 5 households with education regarding fair housing law, and assigning one or more of the following outcomes to each case: counseling, no evidence, successful or unsuccessful conciliation; referral to DFEH, HUD, or attorney/legal services, or withdrawal of complaint. These households will be aware of discrimination to prevent displacement or provide accessibility to housing.

TENANT/LANDLORD COUNSELING AND DISPUTE RESOLUTION - Provide 65 households with education, counseling, or mediation/conciliation, referral to legal services or Small Claims Court, referral to other agencies on evictions, deposits, repairs, lease agreements, and other tenant/landlord rights and responsibilities to prevent displacements, retaliation, and violation of state statutes; and assert and protect those rights, and foster healthy communication to resolve problems.

RENTAL ASSISTANCE PROGRAM - Provide 5 households with Rental Assistance guarantees to assist in paying security deposits or delinquent rent and empower them to move into or preserve their housing, and prevent homelessness and institutionalization.

SHARED HOUSING COUNSELING AND PLACEMENT - Place 5 households in shared housing arrangements to reduce housing costs, and prevent homelessness and institutionalization.

HOMESEEEKING PROGRAM - Provide 225 households with training on homeseeking strategies and options on looking for and finding rental property, information on utility and debt management programs, and basic renters' rights to empower them in the homeseeking process.

We expect to achieve the results as outlined above. For ECHO, to educate and empower clients to make the best decisions for themselves and their households, and our ability to make appropriate referrals is our criteria for success.

**22. Describe the population this program/project will serve and how they will benefit.**

ECHO's population includes low-income tenants and their landlords needing information about rental rights and responsibilities. Within that population are the disabled, homeless, single heads of households, female-headed households, seniors, racial/ethnic minorities, and emancipated youth. We provide counseling and information to empower clients to become self-sufficient.

ECHO attempts to mediate or conciliate as many evictions as possible due to the drain on financial and emotional resources of the renter. The number of evictions filed and litigated results in inestimable costs. Our intervention prior to litigation prevents costs from escalating further, may allow the tenants to remain housed and spare them relocation costs. And, the landlord is spared the expense of court costs and attorneys' fees.

ECHO's prompt response to discrimination complaints may result in conciliation, amicable resolution, and prevents a complainant from filing with the Department of Fair Employment & Housing, or the Department of HUD for further processing at public expense. Legal fees are saved by providing information on rights and responsibilities, and by our intervention, when appropriate. Investigations force a change in discriminatory behavior, via education or legal enforcement, empowering the complainant to have housing choice.

Families are assisted with the cost of relocation via the Rental Assistance Program by allowing them to make payments in monthly installments. Tenants are saved from homelessness, and the City is saved the cost of institutionalization. It prevents evictions by assisting tenants with repayment plans. This helps the landlord recoup rent and spares them advertising costs. RAP moves renters toward self-sufficiency. We also assist with general homeseeking counseling, budgeting, and basic rental rights.

**23. Please choose a common indicator that your agency will use to track clients (select only ONE):**

- Persons  
 Households

**24. Define the primary unit of service (e.g. number of classes provided, hours of case management, number of medical visits, number of meals served, miles driven, etc.) to be used when tracking this program/project, submitting invoices, etc.**

*NOTE: Do NOT reiterate the number of clients or number of households served.*

## Inquiry/Complaint

**25. Provide a numeric GOAL for the units of service to be provided to Pleasanton clients by this project.**  
(NOTE: "Other" refers to the unit of service in question #24 above.)

842	Persons
305	Households
330	Other
1,477.00	<b>TOTAL</b>

**26. How is this project's implementation culturally appropriate? How will you outreach to your target population in question #22 above, including to low income, limited English speakers, and disabled persons?**

In order to serve non-English speaking households, ECHO provides interpreting and translation services through the Language Line and Legal Language Access Project, allowing us to provide services in approximately 170 language. ECHO has fully bilingual Spanish-speaking staff to conduct counseling activities in Spanish for Pleasanton clients.

Additionally, ECHO's programs are physically accessible to the disabled because ECHO has its office in the fully-accessible City of Livermore office space located at 141 N. Livermore Avenue, Livermore, CA. ECHO uses the California Relay Service for the deaf, and provides readers when necessary. And, as needed, ECHO contracts the services of ASL interpreters.

Outreach is disseminated throughout the community by means of multilingual brochures and fliers to the faith community, schools, and community-based organizations. ECHO conducts workshops to non-English speaking groups, and conducts outreach to community-based organizations who serve the physically disabled. To further assist disabled persons, materials are available in large print and on flash drives, and ASL interpreters are used.

Outreach will consist of speaking engagements as needed or requested, one radio or television appearance, and distribution of flyers to Pleasanton community-based organizations. ECHO is situated in Livermore and has easy access to several major agencies that provide services to potential ECHO clients. ECHO's counselors will continue to provide presentations and fliers to, and exchange referrals with MSC tenants, the Pleasanton Senior Center, and the Tri-Valley shelters

In addition to the above outreach activities, ECHO maintains a website at [www.echofairhousing.org](http://www.echofairhousing.org), which includes links to other non-profit organizations and city, county, state, and federal agencies to further assist our clients with their housing needs. ECHO is accessible by Facebook page (ECHO.FairHousing) and Twitter (@ECHO\_Housing), and is a member of PTown Life.

**27. Identify the organizations your agency collaborates with AND their role in this specific program/project.**

ECHO coordinates with other fair housing organizations to create Bay Area-wide network of fair housing services, and collaborates and partners with the Department of Fair Employment and Housing, and the Department of Housing and Urban Development to provide fair housing enforcement on a local level.

ECHO is part of a countywide consortium receiving funding from the San Francisco Chronicle's Season of Sharing to assist homeless and near homeless households with rent and deposit grants, providing leveraging for RAP. East Bay Community Law Center, Bay Area Legal Aid, and Centro Legal de la Raza provide legal services to tenants on a countywide basis. We network and collaborate with these agencies to provide clients with appropriate legal services to stabilize their housing situations.

ECHO has a Memorandum of Understanding with Community Resources for Independent Living, works very closely with them, and provides housing counseling and presentations to their clients. ECHO Housing also works very closely with the Rental Housing Association, most notably on the County's Rent Review Ordinance, and providing training to its members upon request and at regularly scheduled workshops and seminars throughout ECHO's service area.

**28. Describe leveraging or sustainability efforts your organization is implementing to ensure the long-term viability of this program/project.**

ECHO's Executive Director seeks out and applies for foundation and corporate funding in order to maintain current funding levels and to leverage the funding currently received. We use our own Rental Assistance Program dollars to guarantee payments to landlords in the event of tenant defaults, and provide other funding



received to assist with payments of security deposits and delinquent rent for the Rental Assistance Program.

We will be applying for funding from HUD in order to provide region-wide services, which provides benefits to City of Pleasanton residents. ECHO has provided, with HUD funds, pre-purchase counseling, Homeownership Workshops, and Fair Housing Education for residents of Pleasanton.

**29. What will be the impact on your agency, program, and/or project goals if the program is not funded at the full amount requested? Will your organization have the ability to sustain itself if the funding allocated is less than requested?**

*Please provide detailed information to understand if this is a funding gap and/or funds used to leverage additional sources outside of Pleasanton, i.e. County/State/Federal.*

If this application is not funded, we will be unable to continue the program at its current level until we find sufficient funding to fully staff it. Additionally, we will be forced to reduce our anticipated program goals, and will possibly decrease our ability to leverage additional local, county, and federal resources.

We are dependent on Pleasanton funding of our programs to secure further funding, and thereby reduce administrative costs to Pleasanton, and increase the FTE of the contract to provide much-needed service to the City.

## CAPITAL PROJECTS

---

**30. Is your agency requesting funds for a Capital Improvement project (e.g. construction)?**

Yes

No

**31. For Capital Improvement projects, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.**

*(NOTE: Capital Improvement project funding requests must answer the Capital Improvement-specific questions AND upload the required documents. If additional space is required, upload answers to the documents section.)*

N/A

**32. If your agency is requesting Capital Improvement project funding, please describe the land tenure status (e.g. does your agency own or lease the property, lease terms). If you do not have site control, describe your site control plan.**

*(If this is not applicable, enter "N/A".)*

N/A

**33. Will relocation be required if the building is occupied?**

*If yes, describe and upload your agency's relocation plan. If this is not applicable, enter "N/A".*

N/A

**34. Identify the project team (e.g. architect/engineer, contractor, and/or consultants).**

**35. Has a Market Study, Property Needs Assessment and/or other evaluation which identifies the need for the proposed project been completed?**

*If so, describe and upload the project reports and schedule. If no reports have been completed, explain how you plan to proceed.*

N/A

**36. If your agency is requesting Capital Improvement project funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?**

*(NOTE: Please contact staff immediately if you have questions regarding Davis-Bacon requirements.)*

N/A

Yes

No

Not known / To be determined

**37. Please remember to upload the following information:***(in the DOCUMENTS section)*

- Agency 3-5 Year Strategic Plan/Needs Assessment
- Current annual budget for the entire agency
- List of Board of Directors
- Capital expenditure budget (your own format is acceptable)
- Supplemental information as applicable (e.g., photos, designs, site drawings, specs, etc.)
- Proposed project budget including sources and uses and budget assumptions for development phases
- Pro forma operating budget with estimated revenue and expenses
- Evidence of site control
- Title report (acquisition, new facilities and substantial rehabilitation)
- Other Back-up that may be requested by the City
- Environmental Studies/Reports
- Letters of community support
- Copy of latest audit, financial review by CPA, or IRS 990
- Other:

**POLICY CONSISTENCY****38. Identify AT LEAST ONE Critical Need from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- Workforce Development /Job Training
- Healthcare and Behavioral Health
- Disability Services and Access
- Food and Nutrition
- Youth Services
- Senior Services
- Homeless Services

**39. Identify AT LEAST ONE Barrier to Service Delivery from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- A marketing and publicity campaign that provides consumers with additional education and information about the agencies programs and services.
- Coordination and collaboration with other service providers.
- Access and utilize "un-tapped" resources.
- Remove barriers that limit access to services and participation (e.g., language, time, cost, transportation, etc.).

**40. Describe in detail how the program/project will address the barriers selected in question #39 above.**

ECHO has addressed marketing and publicity barriers through providing information our website ([www.echofairhousing.org](http://www.echofairhousing.org)) in multiple languages, our Facebook page ([www.facebook.com/ECHO.FairHousing](http://www.facebook.com/ECHO.FairHousing)), our Twitter account (@ECHO\_Housing) flyer outreach, radio and television interviews, and by using P-Town Life calendar. Fortunately, we have close ties with agencies that are housed in the MultiService Center, who routinely refer clients to ECHO for housing counseling services.

Specific outreach will include:

- o Distribution of 1,200 pieces of remedial materials
- o One radio or television interview
- o Two presentations before Pleasanton community-based organizations

o P-Town Life community calendar

ECHO has eliminated the barrier of language. ECHO has multilingual staff, as well as multilingual literature. In order to be able to communicate with persons with limited English proficiency, ECHO Housing has contracted with the Language Line, a language service provider capable of interpreting and translating 170 languages. Language 411, a local translation service, translates ECHO's outreach and educational materials into languages other than English.

ECHO staff spends as much time as is necessary to effectively provide services to its constituency. Our services are free of charge to our clients. ECHO Housing provides most of its counseling by telephone. In instances where face-to-face meetings with clients are required, our office is accessible by public transportation from the City of Pleasanton. The Wheels Bus Line 14 stops at the Livermore Transit Center, a 5-minute walk from the 141 N. Livermore Avenue where the Housing Counseling program is housed.

**41. Describe in detail how the program/project is accessible to clients via public transportation, and if applicable, any measures used to specifically reduce transportation barriers for clients.**

As noted in item #40 above, the Wheels Bus Line 14 stops at the Livermore Transit Center, a 5-minute walk from the 141 N. Livermore Avenue where the Housing Counseling program is housed.

**42. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "guiding principle" that relates to your program/project:**

- Be culturally accessible, appropriate and inclusive
- Encourage community engagement and involvement
- Promote energy and resource efficiency
- Encourage networking and information sharing across service providers
- Encourage process streamlining
- Consolidate service delivery

**43. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "goal" that relates to your program/project:**

- Preserve and increase affordable rental housing for extremely low (30% AMI), very low (50% AMI), and low income (80% AMI) households
- Preserve existing affordable rental housing and ownership housing for households at or below 80% AMI
- Assist low- (80% AMI) and moderate- (120% AMI) income first time homebuyers
- Promote fair housing and reduce housing discrimination
- Maintain, improve, and expand the capacity of housing, shelter, and services to homeless individuals and families
- Increase the availability of service-enriched housing for persons with special needs
- Improve community health and access to basic and specialty care (dental, optometry, behavioral, mental health care services) for low-income, uninsured, under-insured residents
- Increase and maintain affordable and accessible wellness and development opportunities for youth that are age-appropriate
- Support and expand programs and opportunities that keep seniors engaged and involved in their community
- Foster and encourage innovative programs that meet emergency community needs with emphasis on low income and underserved population
- Support capital improvement projects that benefit households at or below 80% AMI
- Promote economic development opportunities

**44. Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Strategic Goal that relates to your program/project:**

- Promote affordable rental housing
- Preserve rental and ownership housing
- Increase homeownership opportunities for first time homebuyers
- Reduce housing discriminaton
- Prevent homelessness and/or assist those experiencing homelessness
- Promote the production of service-enriched housing
- Improve health care access
- Improve opportunities for youth
- Improve opportunities for seniors
- Foster innovative programs and services
- Improve public service support
- Promote economic development opportunities

## Budget [top](#)

Funding Sources/Status	Committed	Requested/Pending	Planned Request	TOTAL
Alameda CDBG, Alameda County CDBG			USD\$ 108,915.00	USD\$ 108,915.00
Berkeley CDBG		USD\$ 35,000.00		USD\$ 35,000.00
Antioch CDBG/GF, Concord CDBG, Urban County CDBG, Walnut Creek CDBG	USD\$ 95,450.00			USD\$ 95,450.00
Hayward CDBG		USD\$ 26,000.00		USD\$ 26,000.00
Livermore In-Lieu Fees			USD\$ 30,000.00	USD\$ 30,000.00
Monterey CDBG, Monterey County CDBG		USD\$ 21,500.00		USD\$ 21,500.00
Oakland CDBG, Seaside CDBG			USD\$ 92,263.00	USD\$ 92,263.00
Pleasanton LIHC		USD\$ 40,000.00		USD\$ 40,000.00
Salinas CDBG, San Leandro CDBG/GF	USD\$ 63,365.00			USD\$ 63,365.00
Union City CDBG		USD\$ 10,000.00		USD\$ 10,000.00
<b>Total</b>	<b>USD\$ 158,815.00</b>	<b>USD\$ 132,500.00</b>	<b>USD\$ 231,178.00</b>	<b>USD\$ 522,493.00</b>

Funding Uses / Expenses	TOTAL Prog Budget (incl Pls HHSB)	Amount Requested (Pls HHSB ONLY)
Capital: Construction/Rehab		
Capital: Permits & Fees		
Capital: Design		
Capital: Engineering		
Capital: Acquisition		
Capital: Other Soft Costs (define below)		
Personnel: Salaries* (see instructions below)	USD\$ 309,741.00	USD\$ 24,649.00

Personnel: Benefits* (see instructions below)	USD\$ 76,800.00	USD\$ 6,141.00
Operating: Supplies	USD\$ 2,392.00	USD\$ 192.00
Operating: Postage	USD\$ 3,738.00	USD\$ 300.00
Operating: Telephone	USD\$ 18,714.00	USD\$ 4,347.00
Operating: Rent & Utilities	USD\$ 47,281.00	USD\$ 1,457.00
Operating: Advertising	USD\$ 4,060.00	USD\$ 325.00
Operating: Insurance/Bonding	USD\$ 5,174.00	USD\$ 415.00
Operating: Training/Education	USD\$ 1,495.00	USD\$ 120.00
Operating: Memberships/Publications	USD\$ 673.00	USD\$ 54.00
Operating: Mileage	USD\$ 2,229.00	USD\$ 149.00
Operating: Tester Compensation	USD\$ 33,969.00	USD\$ 550.00
Indirect Costs	USD\$ 16,227.00	USD\$ 1,301.00
<b>Total</b>	<b>USD\$ 522,493.00</b>	<b>USD\$ 40,000.00</b>

### Budget Narrative

ECHO has been under contract with the City of Pleasanton for many years. Based on historical financial data ECHO has created an organizational budget which allocates a percentage based on the tasks performed for each jurisdiction thereby keeping costs proportionate among the contracts in each project.

ECHO has kept costs low except for cost of inflation. We have achieved this by sharing administrative costs over many contracts. Additionally this provides Pleasanton with the benefit of having other jurisdictions pay for approximately 92% of administrative salaries and benefits for this program.

\*Staff Costs as a Percentage of Requested Amount:

Executive Director: Percentage 10% - Monthly \$340.50 - Yearly \$4086.00

Office Manager: Percentage 6% - Monthly \$210.50 - Yearly \$2526.00

Sr. Bookkeeper: Percentage 9% - Monthly \$262.08 - Yearly \$3145.00

Asst. Bookkeeper: Percentage 4% - Monthly \$135.83 - Yearly \$1630.00

Housing Counselor: Percentage 49% - Monthly \$1616.92 - Yearly \$19403.00

### Documents [top](#)

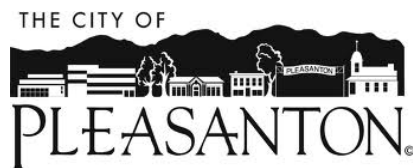
Documents Requested *	Required?	Attached Documents *
Current Annual Budget for the Entire Agency	✓	<a href="#">Agency Budget 1819</a>
List of Board of Directors with their contact information (telephone or email is sufficient)	✓	<a href="#">Board Roster</a>
(CAPITAL) If your agency is applying for CAPITAL funding, please upload your Capital expenditure budget (your own format is acceptable)		
(CAPITAL) Supplemental = photos, designs, site drawings, specifications, etc.)		
Resume or Vita of Executive Director, Program Manager, and Fiscal Officer	✓	<a href="#">Executive Director Resume</a> <a href="#">Senior Bookkeeper Resume</a> <a href="#">Housing Counselor Resume</a> <a href="#">Fair Housing Coordinator Resume</a>
Personnel policies including affirmative action plan and grievance procedure	✓	<a href="#">Employee Handbook</a> <a href="#">Grievance Policy</a> <a href="#">Affirmative Action Plan</a>
	✓	<a href="#">Audit Requirements</a>

Agency audit requirements and copy of last audit		<a href="#">Fiscal Audit June 2018</a>
Type of insurance carried, bonding, workers' compensation	✓	<a href="#">Liability Insurance Certificate</a> <a href="#">Workers' Compensation Insurance Certificate</a>
Articles of Incorporation/Bylaws	✓	<a href="#">Art. of Inc.</a> <a href="#">Bylaws</a>
Conflict of Interest Statement (if not included in Bylaws)	✓	<a href="#">Conflict of Interest Policy</a>
State and Federal nonprofit determination letters (if applicable)	✓	<a href="#">State Non-Profit Determination</a> <a href="#">Federal Non-Profit Determination</a>
Organization chart	✓	<a href="#">Organization Chart</a>
Board of Directors' authorization to request HHSG funding	✓	<a href="#">BoD Authorization Resolution</a>
Board of Directors' designation of authorized official	✓	<a href="#">BoD Designation Letter</a>
City of Pleasanton Business License	✓	<a href="#">Pleasanton Business License</a>
(CAPITAL) Proposed project budget, including all sources and uses and budget assumptions for development phases.		
(CAPITAL) Pro forma operating budget with estimated revenue and expenses		
(CAPITAL) Evidence of Site Control		
(CAPITAL) Title Report (acquisition, new facilities and substantial rehabilitation)		
(CAPITAL Optional as Requested by City) Environmental Reports / Community Support Letters		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 132580

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City of Pleasanton  
Housing Division  
**FY 2019/20 Housing and Human Services Grant Program**  
1/22/2019 deadline

## Habitat for Humanity East Bay/Silicon Valley, Inc. Housing Rehabilitation Program

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 150,000.00** Requested

Submitted: 1/22/2019 4:29:33 PM  
(Pacific)

### Project Contact

Dona Gomez  
[DGomez@habitatebsv.org](mailto:DGomez@habitatebsv.org)  
Tel: 510-906-2215

### Additional Contacts

*none entered*

### Habitat for Humanity East Bay/Silicon Valley, Inc.

2619 Broadway  
Oakland, CA 94612

### President & CEO

Janice Jensen  
[JJensen@habitatebsv.org](mailto:JJensen@habitatebsv.org)

Telephone (510) 803-3313  
Fax (510) 251-6309  
Web [www.HabitatEBSV.org](http://www.HabitatEBSV.org)

## Application Questions [top](#)

### ORGANIZATION INFORMATION

#### 1. Please describe your organization category (select one of the following):

- Non-Profit
- For-Profit
- Public Agency
- Other:

#### 2. Please describe your agency's mission (no more than 3 sentences).

Habitat for Humanity East Bay/Silicon Valley Inc. ("Habitat") revitalizes neighborhoods, builds affordable and sustainable housing solutions, and empowers families through successful homeownership. Our agency mission is to bring people together to build homes, communities, and hope. In response to a growing need and increasingly unaffordable real estate market, Habitat has expanded our Home Preservation program for eligible low-income participants (under 80% AMI, according to HUD's income limits) to improve existing home health and safety, and to strengthen low- and moderate-income neighborhoods.

#### 3. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in each category below.

(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))

<input type="text" value="1"/>	Extremely Low Income (<30% AMI)
<input type="text" value="0"/>	Very Low Income (30%-50% AMI)
<input type="text" value="0"/>	Low Income (50%-80% AMI)
<input type="text" value="0"/>	Moderate Income (80%-120% AMI)
<input type="text" value="0"/>	Above Moderate Income (>120% AMI)
<input type="text" value="1.00"/>	<b>TOTAL</b>

**4. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in the race/ethnicity categories below. The total number must match the total number listed in the income categories in questions #3 above.**

(Per HUD, "Hispanic" is an ethnicity and not a separate race.)

<input type="text" value="1"/>	White
<input type="text" value="0"/>	White + HISPANIC
<input type="text" value="0"/>	Black/African American
<input type="text" value="0"/>	Black/African American + HISPANIC
<input type="text" value="0"/>	Asian
<input type="text" value="0"/>	Asian + HISPANIC
<input type="text" value="0"/>	American Indian/Alaskan Native
<input type="text" value="0"/>	American Indian/Alaskan Native + HISPANIC
<input type="text" value="0"/>	Native Hawaiian/Other Pacific Islander
<input type="text" value="0"/>	Native Hawaiian/Other Pacific Islander + HISPANIC
<input type="text" value="0"/>	American Indian/ Alaskan Native and White
<input type="text" value="0"/>	American Indian/ Alaskan Native and White + HISPANIC
<input type="text" value="0"/>	Asian and White
<input type="text" value="0"/>	Asian and White + HISPANIC
<input type="text" value="0"/>	Black/African American and White
<input type="text" value="0"/>	Black/African American and White + HISPANIC
<input type="text" value="0"/>	American Indian/Alaskan Native and Black/African American
<input type="text" value="0"/>	American Indian/Alaskan Native and Black/African American + HISPANIC
<input type="text" value="0"/>	Other Multi Racial
<input type="text" value="0"/>	Other Multi Racial + HISPANIC
<input type="text" value="1.00"/>	<b>TOTAL</b>

**5. In the PRIOR fiscal year (2017/2018), list the total number of Pleasanton clients served in each category below.**

<input type="text" value="0"/>	Disabled
<input type="text" value="0"/>	Female Headed Households
<input type="text" value="2"/>	Seniors
<input type="text" value="0"/>	Youth
<input type="text" value="0"/>	Homeless
<input type="text" value="2.00"/>	<b>TOTAL</b>



## PROGRAM APPLICATION

**6. If you are submitting more than one application for Pleasanton HHS funding, enter the numerical ranking of the priority of this proposal and the total number of proposals your agency is submitting for the coming fiscal year.**

*(Example: '1 of 1' means you are submitting only one proposal; '1 of 3' would mean you are submitting 3 proposals and this one is the highest priority of the three.)*

N/A

**7. Is this proposal a request for Capital Improvement or Public Service funding?**

Capital Improvement

Public Service

**8. Please indicate below if this application is a request for one-time funding and/or "seed" funding.**

One-time funding

Seed funding

Neither / Not Applicable

**9. Is your agency able to assess that your clients are "eligible beneficiaries" (i.e. low- and moderate-income persons and/or "presumed" beneficiaries according to HUD)?**

*If so, how? If not, please explain how you plan to assess whether your clients are "eligible beneficiaries".*

Yes

**10. Please list the total number of PLEASANTON clients your agency proposes to serve through this project for each income category below in fiscal year 2019/2020.**

*(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))*

<input type="text" value="4"/>	Extremely Low Income (<30% AMI)
<input type="text" value="4"/>	Very Low Income (30-50% AMI)
<input type="text" value="3"/>	Low Income (50-80% AMI)
<input type="text"/>	Moderate Income (80%-120% AMI)
<input type="text"/>	Above Moderate Income (>120% AMI)
<input type="text" value="11.00"/>	<b>TOTAL</b>

**11. Please list the total number of PLEASANTON clients your agency proposes to serve through this project in the race/ethnicity categories below in fiscal year 2019/2020. Per HUD, "Hispanic" is an ethnicity and not a separate race.**

*(The total number must match the total number listed in the income categories in questions #10 above.)*

<input type="text" value="6"/>	White
<input type="text" value="3"/>	White + HISPANIC
<input type="text" value="1"/>	Black/African American
<input type="text"/>	Black/African American + HISPANIC
<input type="text" value="1"/>	Asian
<input type="text"/>	Asian + HISPANIC
<input type="text"/>	American Indian/Alaskan Native
<input type="text"/>	American Indian/Alaskan Native + HISPANIC
<input type="text"/>	Native Hawaiian/Other Pacific Islander
<input type="text"/>	Native Hawaiian/Other Pacific Islander + HISPANIC
<input type="text"/>	American Indian/ Alaskan Native and White
<input type="text"/>	American Indian/ Alaskan Native and White + HISPANIC

	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Other Multi Racial
	Other Multi Racial + HISPANIC
11.00	<b>TOTAL</b>

**12. In the UPCOMING fiscal year (2019/2020), indicate the number of Pleasanton clients your agency will serve in the categories below.**

3	Disabled
4	Female Headed Household
6	Senior
	Youth
	Homeless
13.00	<b>TOTAL</b>

**13. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. Your answer will be used widely during the review and implementation process to describe your project).**

Through the City of Pleasanton's Housing Rehabilitation Program ("Program"), Habitat partners with homeowners and provides critical home repairs. By empowering residents of Pleasanton through critical health and safety repairs, we will meet the need for healthy, safe and affordable living conditions for Pleasanton residents. Repairs enable households to experience greater safety, health, comfort, and financial stability by decreasing their likelihood of foreclosure and allow them to age safely in place.

**14. Please justify your agency's capacity to implement this program and/or project. (Identify federal grants management, staff resources, and skills experience).**

Habitat's successful track record is evident in recent government funding partnerships. The agency was awarded the contract to serve as Program Administrator of Alameda County's \$45 million Home Preservation Loan Program, handling responsibilities such as marketing & outreach, applicant qualification, home inspection, scope of work & budget write-up, coordination of bidding & contractor selection process, loan document generation & signing, construction monitoring, code adherence, and data collection & reporting.

Habitat was been awarded funds from CalHome, the Cities of Hayward, Fremont, Antioch, Walnut Creek, Palo Alto, Livermore, San Jose & Contra Costa County to provide either program administration, and/or grant- & loan-based repair & rehabilitation awards. Habitat administers these funds, handles all aspects of the programs and has completed over 300 home rehabilitation projects in the last 4 yrs.

Jen Gray served as Program Director at Rebuilding Together, San Francisco for 5 yrs prior to joining Habitat. She oversaw 4 housing rehabilitation programs delivering services to over 300 households annually. Since joining Habitat, Jen has ensured ongoing programmatic excellence & consistent, high quality operational, financial management & administration of the Home Preservation program. Jen has developed strategies, actions & budgets that advance Habitat's mission & ensure compliance with policies & federal, state & local regulations. Under Jen's leadership, Habitat launched a Salesforce database to track homeowners, lenders, referring agencies, vendors, contractors & projects.

Lesley Casto, Director of Client Services, worked as a real estate attorney for 12 yrs prior to joining Habitat. She currently oversees the applicant selection process, including income qualification & credit analysis. Christine Chu is responsible for coordinating all accounting policies & practices & ensuring that reporting for all financial operations and programs is accurate.

**15. Describe the challenges, needs, or service gaps in Pleasanton that your program/project addresses.**

*(You should reference Pleasanton demographics, statistics, and reports to make your case. Also, note if you conducted outreach to clients or the public to develop this program.)*

Only 18% of families in Alameda County can afford to buy a median priced home (California Realtors Association Affordability Index). The booming housing market forces families into overcrowded, unsafe conditions and long commutes to work. Meanwhile, existing homeowners with limited incomes struggle to finance necessary home maintenance repairs.

Manufactured homes are a major part of the affordable home ownership options in the Bay Area. Homeowners in mobile home parks, many of whom are on fixed incomes, are particularly vulnerable to displacement when they cannot afford to make repairs due to building code violations. Fifty-five percent of manufactured homeowners in the U.S. have an annual household income of less than \$30,000/year, and 43% are either disabled, seeking employment or retired (2012 Mobile Home Market Facts, Foremost Insurance Company).

We also help homeowners in similar situations - owning a home but unable to afford to repair their homes to make them safe and healthy. Habitat EBSV is one of two Habitat for Humanity affiliates in California that is investing in a program to address the un-met needs of this vulnerable population.

**16. How would you characterize your program/project based on the continuum of approaches to addressing housing and human services needs listed below?**

*Select the TOP THREE (3) areas.*

- PREVENTION (helps prevent a problem before it emerges)
- EARLY INTERVENTION (addresses a problem in its early manifestation to keep it from becoming worse)
- TRANSITION (helps move clients toward a better situation, lower level of need, etc.)
- MAINTENANCE (helps to ensure that clients do not decline, etc.)
- SELF-SUFFICIENCY (helps move clients toward a situation in which they will no longer need the program or service)
- STABILIZATION (helps clients attain stability so that they can work toward a better situation)

**17. Describe in detail how the program/project will address each of the three housing and human services needs selected above (i.e. how it specifically addresses prevention/early intervention, etc.)**

**EARLY INTERVENTION** Low-income homeowners are particularly vulnerable to displacement when they cannot afford to make repairs due to building code violations and the relatively low durability of the building materials used throughout their homes. Home repairs completed through the Program help the home from deteriorating even faster, which could lead to an increased likelihood of violations.

**TRANSITION** Repairs enable households to experience greater safety, health, comfort, and financial stability by decreasing their likelihood of foreclosure and allow them to age safely in place.

**MAINTENANCE** Homeownership will have be preserved and improved through the repair process, because at-risk homeowners will be able to remain in their homes due to the increased safety and livability of the houses. Home abandonment, blight, and possible homelessness will be prevented, as measured by 100% of the owners we serve remaining in their homes one year following their repairs.

**18. Explain how your agency will implement this program/project and which staff will administer the activities. How will clients access the program/project?**

The Program is currently up and running with Habitat as the Program Administrator. Clients learn about the Program through our online presence, print media, flyer distribution, work of mouth from other homeowners and referrals from local agencies and organizations. Clients can reach Habitat through phone calls, email and US mail.

The following staff will have the main responsibility for administering the Program:

Jen Gray, Director, leads daily management of the repair program and staff including program strategy, budgeting, scheduling and compliance.

Jordan Griggs, Construction Manager, is responsible for home inspections, development of project scope of work and budget, project scheduling, and construction monitoring

Michael Molinari, Program Manager, provides services to low-income seniors, including needs assessment and counseling and manages all environmental review, project approvals, and contracts.

Dona Gomez, Operations Coordinator, provides post-award grant management, including, contract compliance, budget monitoring and adherence to grant outcomes and deliverables and reporting.

Nick Stene, Program Assistant, Home Preservation, is responsible for supporting the activities of the team, including client intake, procurement, preparing, processing and tracking subcontracts for construction trades, and other related work.

New Hire, Loan Administrator, is primarily responsible for managing application, grant, and loan documentation for applicants and will examine, evaluate, & authorize approval or denial of client applications for loans and grants; draft grant & loan documents; and facilitate execution of documents with clients.

New Hire, Inspector, is primarily responsible for providing skilled inspection services, incl. preparation of scopes of work, home inspection reports, project budgets, contracts, bid packages, contractor coordination, construction monitoring and project closeout to ensure compliance with local building & safety codes.

**19. Describe in detail how your agency will use Pleasanton HSG funds in this program/project.**

Through this Program, we will partner with homeowners and offer critical repairs paid for by grants and loans from the City of Pleasanton. Our repairs prioritize the improvement of indoor air quality such as mold/mildew remediation, roof replacement, damaged siding, ceiling repairs, and window and door replacements. As many of the families we serve under this program are disabled and senior, we typically make repairs to improve accessibility and safety including installing ramps, fences, and grab bars. Other repairs offered include, plumbing, electrical work, insulation, abatement work and exterior paint.

Participants of this Program are cost-burdened and economically vulnerable to foreclosure and do not have the resources to invest in needed home improvements. Their once high-quality houses have deteriorated, lost value, and are becoming uninhabitable. By empowering residents of Pleasanton through critical health and safety repairs grants and loans, we will meet the need for healthy, safe and affordable living conditions for Pleasanton residents.

**20. Describe what evidence-based methods your agency uses or will use (for new projects) to ensure successful results for this program/project?**

Methods include a recognition that a robust applicant pipeline is the key to program success. Thus an emphasis is placed on outreach marketing efforts within the communities we serve to ensure maximum program awareness and participation.

Staff understands the population served and allocates additional resources to client communication and assistance with completing paperwork and locating necessary documents.

Clear communication and gaining consensus among staff and program participants about the work to be completed (and not completed) is essential, and work is prioritized based on existing or imminent code violations, and on health and safety.

**21. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?**

Home repairs will be completed on time, on budget, and with quality construction measured by an adherence to the project timeline, budget, and building codes, as evaluated by relevant building inspections.

Homes will be safer, healthier, and more comfortable, and the owners will enjoy a better quality of life, as measured and evaluated through surveys and follow-up interviews. The homeowners will be satisfied with the repairs, which they will indicate by signing Notice of Completion upon project completion.

Neighborhoods will be stabilized because existing housing stock will have been preserved and improved through the repair process, and because at-risk homeowners will be able to remain in their homes due to the increased safety and livability of the houses. Home abandonment, blight, and possible homelessness will be prevented, as measured by 100% of the owners we serve remaining in their homes one year following their repairs.

**22. Describe the population this program/project will serve and how they will benefit.**

The program will serve low-income homeowners, including seniors, people with disabilities and veterans.

Homeownership will be preserved and improved through the repair process, because at-risk homeowners will be able to remain in their homes due to the increased safety and livability.

**23. Please choose a common indicator that your agency will use to track clients (select only ONE):**

- Persons  
 Households

**24. Define the primary unit of service (e.g. number of classes provided, hours of case management, number of medical visits, number of meals served, miles driven, etc.) to be used when tracking this program/project, submitting invoices, etc.**

*NOTE: Do NOT reiterate the number of clients or number of households served.*

Number of homes rehabilitated.

**25. Provide a numeric GOAL for the units of service to be provided to Pleasanton clients by this project.**

*(NOTE: "Other" refers to the unit of service in question #24 above.)*

	Persons
11	Households
	Other
11.00	<b>TOTAL</b>

**26. How is this project's implementation culturally appropriate? How will you outreach to your target population in question #22 above, including to low income, limited English speakers, and disabled persons?**

Habitat has the experience, cultural competence, & capacity to meet the needs of diverse clients, including Limited English Proficient ("LEP") individuals. The agency has been serving traditionally underserved populations & LEP clients in the Bay Area for 30 yrs. Clients include demographic populations of approximately:

- 60% Female HOH
- 55% Seniors
- 18% African American
- 20% Hispanic
- 25% Asian

Habitat has developed relationships with lending partners, faith communities, & other nonprofit organizations to maximize its ability to work with underserved populations. Marketing & outreach efforts will include:

- Developing and maintaining a website allowing prospective clients to learn about the Program and submit applications online.
- Holding informational meetings for the general public at various, targeted locations.
- Marketing to traditionally underserved and/or minority groups incl. placing informational flyers at libraries, nonprofit partners, and community service orgs. Flyers will be provided in English, Spanish & Chinese and incl. a statement directing individuals in need of sign language interpretation, translation, and other language services to contact Habitat.

**27. Identify the organizations your agency collaborates with AND their role in this specific program/project.**

In 2019, Habitat for Humanity East Bay/Silicon Valley begins operating a public-funded home preservation loan program throughout the County, including in the City of Pleasanton. That program, known as Renew Alameda County, is funded by the County of Alameda and includes a significant outreach and promotion component. Because Habitat's outreach staff has such a heavy focus on Alameda's low-income homeowners based on that program, it is understood that through these prevailing efforts, Habitat outreach staff will simultaneously recruit applicants in the City of Pleasanton, without additional funding from the City required.

A primary way that applicants are identified for the City's Program will include collaborating with local service-oriented agencies who serve low-income community members, with special emphasis on those organizations that serve older adults (seniors) and disabled populations. In this area, participation in regular convenings such as the Senior Injury Prevention Partnership and the Area Agency on Aging are very useful, as are strong referral relationships with case workers at the Senior Support Program of the Tri Valley, Veteran's

Affairs, and the City itself. Habitat also finds, in this part of the County particularly, a strong network to participate in is the faith-based communities, who often hear of residents in need of help. As such, promotion of the Program through groups like CityServe and the Tri-City Interfaith Council and Compassion Network will prove useful as well.

**28. Describe leveraging or sustainability efforts your organization is implementing to ensure the long-term viability of this program/project.**

The Home Preservation program leverages Habitat's operating infrastructure to cover a majority of the programs indirect and overhead costs through other sources.

**29. What will be the impact on your agency, program, and/or project goals if the program is not funded at the full amount requested? Will your organization have the ability to sustain itself if the funding allocated is less than requested?**

*Please provide detailed information to understand if this is a funding gap and/or funds used to leverage additional sources outside of Pleasanton, i.e. County/State/Federal.*

Less funding from the City of Pleasanton would not have a direct impact on the sustainability of the Agency or Home Preservation program. The impact of receiving less funding would mean that we would not be able to service as many Pleasanton residents as we are hoping to serve.

## CAPITAL PROJECTS

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**30. Is your agency requesting funds for a Capital Improvement project (e.g. construction)?**

Yes

No

**31. For Capital Improvement projects, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.**

*(NOTE: Capital Improvement project funding requests must answer the Capital Improvement-specific questions AND upload the required documents. If additional space is required, upload answers to the documents section.)*

N/A

**32. If your agency is requesting Capital Improvement project funding, please describe the land tenure status (e.g. does your agency own or lease the property, lease terms). If you do not have site control, describe your site control plan.**

*(If this is not applicable, enter "N/A".)*

N/A

**33. Will relocation be required if the building is occupied?**

*If yes, describe and upload your agency's relocation plan. If this is not applicable, enter "N/A".*

N/A

**34. Identify the project team (e.g. architect/engineer, contractor, and/or consultants).**

N/A

**35. Has a Market Study, Property Needs Assessment and/or other evaluation which identifies the need for the proposed project been completed?**

*If so, describe and upload the project reports and schedule. If no reports have been completed, explain how you plan to proceed.*

N/A

**36. If your agency is requesting Capital Improvement project funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?**

*(NOTE: Please contact staff immediately if you have questions regarding Davis-Bacon requirements.)*

N/A

Yes

No

Not known / To be determined

**37. Please remember to upload the following information:**

(in the *DOCUMENTS* section)

- Agency 3-5 Year Strategic Plan/Needs Assessment
- Current annual budget for the entire agency
- List of Board of Directors
- Capital expenditure budget (your own format is acceptable)
- Supplemental information as applicable (e.g., photos, designs, site drawings, specs, etc.)
- Proposed project budget including sources and uses and budget assumptions for development phases
- Pro forma operating budget with estimated revenue and expenses
- Evidence of site control
- Title report (acquisition, new facilities and substantial rehabilitation)
- Other Back-up that may be requested by the City
- Environmental Studies/Reports
- Letters of community support
- Copy of latest audit, financial review by CPA, or IRS 990
- Other:

**POLICY CONSISTENCY**

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**38. Identify AT LEAST ONE Critical Need from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- Workforce Development /Job Training
- Healthcare and Behavioral Health
- Disability Services and Access
- Food and Nutrition
- Youth Services
- Senior Services
- Homeless Services

**39. Identify AT LEAST ONE Barrier to Service Delivery from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- A marketing and publicity campaign that provides consumers with additional education and information about the agencies programs and services.
- Coordination and collaboration with other service providers.
- Access and utilize "un-tapped" resources.
- Remove barriers that limit access to services and participation (e.g., language, time, cost, transportation, etc.).

**40. Describe in detail how the program/project will address the barriers selected in question #39 above.**

Habitat utilizes funds that would not be directly available to applicants to improve their homes.

As described above, our LEP efforts provide information about the Program to a broad range of participants removing access barriers based on language. We have staff and volunteers who are bilingual and can assist with translation for LEP applicants.

Applicants do not need access to transportation to participate in the Program. Applications can be processed through the mail. Our staff spends time walking the applicants through the application process on the phone, answering questions they may have or providing additional information if they do not understand a request for documentation. Our inspectors meet applicants in their homes, further avoiding the need for applicants to travel.

**41. Describe in detail how the program/project is accessible to clients via public transportation, and if applicable, any measures used to specifically reduce transportation barriers for clients.**

Clients will not have to travel to access the Program. We will have interaction with clients through phone calls, mail and in-home visits.

**42. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "guiding principle" that relates to your program/project:**

- Be culturally accessible, appropriate and inclusive
- Encourage community engagement and involvement
- Promote energy and resource efficiency
- Encourage networking and information sharing across service providers
- Encourage process streamlining
- Consolidate service delivery

**43. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "goal" that relates to your program/project:**

- Preserve and increase affordable rental housing for extremely low (30% AMI), very low (50% AMI), and low income (80% AMI) households
- Preserve existing affordable rental housing and ownership housing for households at or below 80% AMI
- Assist low- (80% AMI) and moderate- (120% AMI) income first time homebuyers
- Promote fair housing and reduce housing discrimination
- Maintain, improve, and expand the capacity of housing, shelter, and services to homeless individuals and families
- Increase the availability of service-enriched housing for persons with special needs
- Improve community health and access to basic and specialty care (dental, optometry, behavioral, mental health care services) for low-income, uninsured, under-insured residents
- Increase and maintain affordable and accessible wellness and development opportunities for youth that are age-appropriate
- Support and expand programs and opportunities that keep seniors engaged and involved in their community
- Foster and encourage innovative programs that meet emergency community needs with emphasis on low income and underserved population
- Support capital improvement projects that benefit households at or below 80% AMI
- Promote economic development opportunities

**44. Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Strategic Goal that relates to your program/project:**

- Promote affordable rental housing
- Preserve rental and ownership housing
- Increase homeownership opportunities for first time homebuyers
- Reduce housing discrimination
- Prevent homelessness and/or assist those experiencing homelessness



- Promote the production of service-enriched housing
- Improve health care access
- Improve opportunities for youth
- Improve opportunities for seniors
- Foster innovative programs and services
- Improve public service support
- Promote economic development opportunities

**Budget** [top](#)

<b>Funding Sources/Status</b>	<b>Committed</b>	<b>Requested/Pending</b>	<b>Planned Request</b>	<b>TOTAL</b>
-none-	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>

<b>Funding Uses / Expenses</b>	<b>TOTAL Prog Budget (incl Pls HHSG)</b>	<b>Amount Requested (Pls HHSG ONLY)</b>
Capital: Construction/Rehab		
Capital: Permits & Fees		
Capital: Design		
Capital: Engineering		
Capital: Acquisition		
Capital: Other Soft Costs (define below)		
Personnel: Salaries* (see instructions below)		
Personnel: Benefits* (see instructions below)		
Operating: Supplies		
Operating: Printing/Copying		
Operating: Postage		
Operating: Telephone		
Operating: Rent & Utilities		
Operating: Accounting/Audit		
Operating: Other (define below)		
<b>Total</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>

**Documents** [top](#)

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Current Annual Budget for the Entire Agency	✓	<a href="#">Agency Budget</a>
List of Board of Directors with their contact information (telephone or email is sufficient)	✓	<a href="#">Board of Directors List</a>
(CAPITAL) If your agency is applying for CAPITAL funding, please upload your Capital expenditure budget (your own format is acceptable)		<a href="#">Sources</a> <a href="#">Program Budget</a>

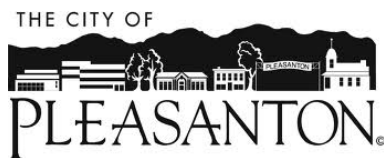
(CAPITAL) Supplemental = photos, designs, site drawings, specifications, etc.)		
Resume or Vita of Executive Director, Program Manager, and Fiscal Officer	✓	<a href="#">Jensen Resume</a> <a href="#">Gray Resume</a>
Personnel policies including affirmative action plan and grievance procedure	✓	<a href="#">Employee Handbook</a>
Agency audit requirements and copy of last audit	✓	<a href="#">FY18 Audit</a>
Type of insurance carried, bonding, workers' compensation	✓	<a href="#">Worker's Comp COI</a> <a href="#">Liability COI</a>
Articles of Incorporation/Bylaws	✓	<a href="#">Articles of Incorporation</a> <a href="#">ByLaws</a>
Conflict of Interest Statement (if not included in Bylaws)	✓	<a href="#">Conflict of Interest Policy</a>
State and Federal nonprofit determination letters (if applicable)	✓	<a href="#">Exemption Letter</a>
Organization chart	✓	<a href="#">Org Chart</a>
Board of Directors' authorization to request HHSG funding	✓	<a href="#">to follow</a>
Board of Directors' designation of authorized official	✓	<a href="#">To Follow</a>
City of Pleasanton Business License	✓	<a href="#">Business License</a> <a href="#">Griggs Resume</a> <a href="#">Molinari Resume</a> <a href="#">Gomez Resume</a> <a href="#">Stene Resume</a>
(CAPITAL) Proposed project budget, including all sources and uses and budget assumptions for development phases.		
(CAPITAL) Pro forma operating budget with estimated revenue and expenses		
(CAPITAL) Evidence of Site Control		
(CAPITAL) Title Report (acquisition, new facilities and substantial rehabilitation)		
(CAPITAL) Optional as Requested by City Environmental Reports / Community Support Letters		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 131528

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City of Pleasanton  
Housing Division  
**FY 2019/20 Housing and Human Services Grant Program**  
1/22/2019 deadline

**Tri-Valley REACH, Inc.**  
**Tri-Valley REACH, Inc. Housing Preventative Maintenance and Repair**  
**2019-2020**

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 25,000.00** Requested

Submitted: 1/19/2019 12:29:33 PM  
(Pacific)

**Project Contact**

kay king  
[skkbking@comcast.net](mailto:skkbking@comcast.net)  
Tel: 925-980-6739

**Additional Contacts**

*none entered*

**Tri-Valley REACH, Inc.**

P.O. Box 5564  
Pleasanton, CA 94566

**Chair**

Kay King  
[skkbking@comcast.net](mailto:skkbking@comcast.net)

Telephone 925-980-6739

Fax

Web <http://www.trivalleyreach.org>

**Application Questions** [top](#)

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**ORGANIZATION INFORMATION**

**1. Please describe your organization category (select one of the following):**

- Non-Profit  
 For-Profit  
 Public Agency  
 Other:

**2. Please describe your agency's mission (no more than 3 sentences).**

Tri-Valley REACH, Inc., (herein referred to as REACH) is dedicated to enhancing the quality of life for persons with developmental disabilities in the Tri-Valley. REACH creates inclusive communities for individuals with developmental disabilities or other special needs through quality affordable housing in Alameda County. REACH fulfills this mission by providing housing outreach and support services; developing affordable housing, partnering with other nonprofit and for profit companies to secure set-asides within larger rental communities; and owning and operating special needs affordable housing.

**3. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in each category below.**

(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))

Extremely Low Income (<30% AMI)  
Very Low Income (30%-50% AMI)

	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
	Above Moderate Income (>120% AMI)
15.00	<b>TOTAL</b>

**4. Please list the total number of PLEASANTON clients your agency served in the PRIOR fiscal year (2017/2018) in the race/ethnicity categories below. The total number must match the total number listed in the income categories in questions #3 above.**

*(Per HUD, "Hispanic" is an ethnicity and not a separate race.)*

12	White
1	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
2	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Other Multi Racial
	Other Multi Racial + HISPANIC
15.00	<b>TOTAL</b>

**5. In the PRIOR fiscal year (2017/2018), list the total number of Pleasanton clients served in each category below.**

15	Disabled
	Female Headed Households
	Seniors
	Youth
	Homeless
15.00	<b>TOTAL</b>

**PROGRAM APPLICATION**

**6. If you are submitting more than one application for Pleasanton HHSG funding, enter the numerical ranking of the priority of this proposal and the total number of proposals your agency is submitting for the coming fiscal year.**

*(Example: '1 of 1' means you are submitting only one proposal; '1 of 3' would mean you are submitting 3 proposals and this one is the highest priority of the three.)*

**7. Is this proposal a request for Capital Improvement or Public Service funding?**

- Capital Improvement
- Public Service

**8. Please indicate below if this application is a request for one-time funding and/or "seed" funding.**

- One-time funding
- Seed funding
- Neither / Not Applicable

**9. Is your agency able to assess that your clients are "eligible beneficiaries" (i.e. low- and moderate-income persons and/or "presumed" beneficiaries according to HUD)?**

*If so, how? If not, please explain how you plan to assess whether your clients are "eligible beneficiaries".*  
 Yes

**10. Please list the total number of PLEASANTON clients your agency proposes to serve through this project for each income category below in fiscal year 2019/2020.**

*(For current income limits by affordability category, please refer to the chart posted at [www.cityofpleasantonca.gov/resident/housing/grant/funding.asp](http://www.cityofpleasantonca.gov/resident/housing/grant/funding.asp))*

15	Extremely Low Income (<30% AMI)
	Very Low Income (30-50% AMI)
	Low Income (50-80% AMI)
	Moderate Income (80%-120% AMI)
	Above Moderate Income (>120% AMI)
15.00	<b>TOTAL</b>

**11. Please list the total number of PLEASANTON clients your agency proposes to serve through this project in the race/ethnicity categories below in fiscal year 2019/2020. Per HUD, "Hispanic" is an ethnicity and not a separate race.**

*(The total number must match the total number listed in the income categories in questions #10 above.)*

12	White
1	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
2	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Other Multi Racial
	Other Multi Racial + HISPANIC
	<b>TOTAL</b>

15.00

**12. In the UPCOMING fiscal year (2019/2020), indicate the number of Pleasanton clients your agency will serve in the categories below.**

15	Disabled
	Female Headed Household
	Senior
	Youth
	Homeless
15.00	<b>TOTAL</b>

**13. Provide a brief summary of the program/project for which your agency is seeking funding**

*(No more than three sentences. Your answer will be used widely during the review and implementation process to describe your project).*

REACH owns/leases and maintains 9 homes serving 26 extremely low-income adults with developmental disabilities in Pleasanton and Livermore. As with last year, any funds granted will be used specifically toward housing preventative maintenance, rehabilitation and repair projects for the 7 homes located in Pleasanton.

**14. Please justify your agency's capacity to implement this program and/or project.**

*(Identify federal grants management, staff resources, and skills experience).*

As a 2018-2019 HHSG LIHF recipient, REACH has and continues to demonstrate its capacity to implement the Housing Maintenance and Repair Project.

Since July 1, 2018, HCEB & REACH have continued to provide quality maintenance and repair services for each property utilizing HCEB staff and/or authorized contractors.

On a monthly basis, REACH has submitted invoices to the City of Pleasanton with substantiating documentation and receipts for all valid maintenance and repair expenses.

**15. Describe the challenges, needs, or service gaps in Pleasanton that your program/project addresses.**

*(You should reference Pleasanton demographics, statistics, and reports to make your case. Also, note if you conducted outreach to clients or the public to develop this program.)*

The City of Pleasanton's Consolidated Plan Housing and Community Development Strategic Plan 2015-2019, identified in SP-25 Priority Needs the population of extremely low, person with mental disabilities, persons with physical disabilities, persons with developmental disabilities as the following priorities: #1 Rental Housing Production, #2 Housing Preservation, #4 Fair Housing and #6 Supportive Housing.

The City of Pleasanton Human Services Needs Assessment Strategic Plan 2014 – 2016 identified affordable housing as a “current need” affecting human services in Pleasanton. Disability services and access is noted as a “Most Critical Human Services Needs” under Strategic Priority.

The Regional Center of The East Bay report, “Housing Need for People with Developmental Disabilities 2015-2023, projected the estimated number of housing units needed in 2023 for individuals with developmental disabilities within Alameda County to be 266.

For over 28 years, REACH has provided affordable housing for adults with developmental disabilities. REACH advocates for the right of people with developmental disabilities to be assisted in the fullest development of their mental, physical and spiritual potentials, and the right to community living in the least restrictive environment.

REACH homes are combination of duplexes, condominiums, town homes and single-family detached homes. Keeping these properties well maintained and in good working order ensures our clients have a safe, quality and affordable living environment. To do that, REACH conducts period maintenance inspections, adjustments, cleaning, or replacements on a regular basis to ensure proper functioning of all the systems within and outside the home, and to avoid costly emergencies.

**16. How would you characterize your program/project based on the continuum of approaches to addressing housing and human services needs listed below?**

*Select the TOP THREE (3) areas.*

- PREVENTION (helps prevent a problem before it emerges)
- EARLY INTERVENTION (addresses a problem in its early manifestation to keep it from becoming worse)
- TRANSITION (helps move clients toward a better situation, lower level of need, etc.)

- MAINTENANCE (helps to ensure that clients do not decline, etc.)
- SELF-SUFFICIENCY (helps move clients toward a situation in which they will no longer need the program or service)
- STABILIZATION (helps clients attain stability so that they can work toward a better situation)

**17. Describe in detail how the program/project will address each of the three housing and human services needs selected above (i.e. how it specifically addresses prevention/early intervention, etc.)**

Prevention – All of REACH clients are developmentally disabled and fall in the extremely low-income category. Preventative maintenance and timely repair saves money, keeps the home running efficiently and increases home values. This allows REACH to be fiscally responsible in proactively and properly maintaining the homes while keeping rents commensurate with client's in the extremely low-income category.

Early Intervention – Over the years, REACH has been proactive in identifying potential costly repairs before they occur. In addition to routine and regularly scheduled inspection visits to the properties, REACH tenant coordination works closely with the client and their support services educating them in the necessity and importance of keeping their individual and shared living spaces in good working. This is an important element in the client's development of learning life skills and independence.

Stabilization -As stated in #15, keeping the REACH properties well maintained and in good working order ensures our clients have a quality, affordable, safe and stable living environment.

**18. Explain how your agency will implement this program/project and which staff will administer the activities. How will clients access the program/project?**

REACH has an established and documented Preventative Maintenance and Repair Program for each property and a Work Order process for identifying and reporting any new issues. REACH clients are trained on how to report any new issues so they may be quickly identified and resolved within a timely manner.

REACH has established relationships with other local providers of services for adults with developmental disabilities. These partnerships bring efficiencies in client coordination, affordable rents, lower costs, vendor responsiveness, accurate administrative reporting and expedient resolutions of issues, whether they are client or property related.

REACH and the property manager will collectively identify and prioritize the preventative maintenance and repair projects for the 7 Pleasanton homes.

Clients will be able to remain in the home without disruption to their daily routines and everyday living.

**19. Describe in detail how your agency will use Pleasanton HHSG funds in this program/project.**

Funds will be used specifically for REACH property preventative maintenance and repair projects identified for FY 2019 - 2020. Reports identifying types of service and repairs are attached under documents in Capital Expenditures.

**20. Describe what evidence-based methods your agency uses or will use (for new projects) to ensure successful results for this program/project?**

REACH has dedicated resources for any and all property related preventative and maintenance related issues. REACH has an established work order process to identify, document and immediately initiate a resolution. REACH maintains a Preventative Maintenance Program Report, which tracks the following quantitative measurements:

- a) Identify time to completion; measuring responsiveness and efficiency
- b) Identify low cost alternative without compromising quality; evaluating multiple bids when appropriate
- c) Identify 100% resolution of issue; identifying unresolved or repeat issues
- d) Identify maintenance or repair patterns among properties

**21. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?**

For over 28 years, REACH has responsibly maintained their properties. Over that time period REACH has successfully created living environments where hundreds of clients have been able to live comfortably, affordably and safely.

REACH will measure the effectiveness of this project by the following:

1. Maximize first time issue resolutions. Avoid or minimize repeat time and effort to resolve an issue.
2. Time to completion. Minimize the time from initial reporting of the issue to complete resolution.
3. Minimal to no disruption to the client.

4. Fiscally responsible. For example, contracting with one provider for servicing multiple properties whenever possible, for efficiencies and reducing costs.
5. Overall reduction in number of issues reported. REACH assists in the education of a key component of learning life skills by working with the client on the importance of home care and upkeep for their personal living spaces.

**22. Describe the population this program/project will serve and how they will benefit.**

REACH's Mission, Vision and Values are founded upon the principles of Development Disabilities Assistance and Bill of Rights Act (DD Act).

In 1963, individuals with developmental disabilities faced exclusion from many spheres of public and private life, including most schools and community spaces. Many people spent most of their lives in large, state-run institutions. These institutions were often grossly underfunded and reports of systemic abuse and neglect were common.

REACH believes a disability is a natural part of the human experience that does not diminish the right of individuals with developmental disabilities to live independently, to exert control and choice over their own lives, and to fully participate in and contribute to their communities through full integration and inclusion in the economic, political, social, cultural, and educational mainstream of our society.

In 1990 REACH pioneered an alternative living option and for over 28 years, has created affordable and quality homes where adults with developmental disabilities are able to live independently. Preventative and routine maintenance of REACH's 9 properties, assures the 26 clients, who are disabled and in the extremely low income category, continue to live in their home for as long as possible for them.

**23. Please choose a common indicator that your agency will use to track clients (select only ONE):**

- Persons
- Households

**24. Define the primary unit of service (e.g. number of classes provided, hours of case management, number of medical visits, number of meals served, miles driven, etc.) to be used when tracking this program/project, submitting invoices, etc.**

*NOTE: Do NOT reiterate the number of clients or number of households served.*

Number of Work Orders for 7 homes

**25. Provide a numeric GOAL for the units of service to be provided to Pleasanton clients by this project.**

*(NOTE: "Other" refers to the unit of service in question #24 above.)*

	Persons
7	Households
	Other
7.00	<b>TOTAL</b>

**26. How is this project's implementation culturally appropriate? How will you outreach to your target population in question #22 above, including to low income, limited English speakers, and disabled persons?**

This project currently serves the 26 disabled, low-income individuals living in REACH homes, regardless of their age, cultural background, ethnicity, language spoken or disability. Should modifications or changes need to be made within a home to accommodate a client's particular disability, REACH makes every reasonable effort to do so. REACH works closely with each client and their service providers thereby understanding the specific and unique needs of each client.

REACH uses a variety of outreach methods to inform those we serve of our housing and independent living options offered within the community.

Website: <http://www.trivalleyreach.org>

REACH utilizes social media, annual newsletter mailing and has a Facebook page

REACH shares information about our program with local news media

REACH collaborates with the Pleasanton Unified School District Workability/Transition Program, City of Pleasanton's Recreational Activities for the Developmentally Disabled (RADD) and the Alameda County Developmental Disabilities Council by co-hosting the Tri-Valley Transition Information Event

REACH is a member of the Tri-Valley Non-Profit Alliance (TVNPA)

REACH partners with Housing Consortium of the East Bay (HCEB) linking our website, tenant interest and application process.

REACH works with the Regional Center of the East Bay, East Bay Innovations and other service providers for the developmentally disabled individual.



**27. Identify the organizations your agency collaborates with AND their role in this specific program/project.**

REACH partners with Housing Consortium of the East Bay (HCEB) for property management and tenant coordination. HCEB, along with REACH, will be responsible for identifying all preventative and routine maintenance projects at the 9 homes. HCEB will manage the day to day communication with the client, the work order process and administrative reporting, thereby achieving operational and cost efficiencies.

REACH collaborates directly with each client and their specific support provider (East Bay Innovations, as one example) when any type of preventative maintenance or repair situation is to occur on the property, regardless if it is interior or exterior. The relationship between REACH and their clients requires additional sensitivity beyond what is typical for a landlord and their tenant. To ensure success of the project, REACH will continue with this practice of collaboration.

REACH meets on a regular basis with City of Pleasanton's IDD Networking Group to identify areas of need and collaborative services.

**28. Describe leveraging or sustainability efforts your organization is implementing to ensure the long-term viability of this program/project.**

With dedicated staff, the long-term viability and sustainability of this project will be ensured several ways:

1. Identifying and prioritizing preventative maintenance and repair issues ensuring the most critical are addressed quickly and promptly.
2. Negotiate competitive and fair pricing with service providers.
3. Negotiate the best possible product and workmanship warranties.
4. Oversee each work order to 100% completion.
4. Oversee each work order to satisfactory completion.

Since 10/1/17 REACH has seen a significant improvement in the identification and time to resolve since the partnership with HCEB.

**29. What will be the impact on your agency, program, and/or project goals if the program is not funded at the full amount requested? Will your organization have the ability to sustain itself if the funding allocated is less than requested?**

*Please provide detailed information to understand if this is a funding gap and/or funds used to leverage additional sources outside of Pleasanton, i.e. County/State/Federal.*

REACH's annual preventative and maintenance budget for 9 properties has grown to average \$55,000k annually. In the past several years, Pleasanton 7 homes expenses ranged between \$35-\$40k annually. Since its founding in 1990, REACH has been fiscally responsible in the upkeep of every property. REACH receives no government funding and relies on sound fiscal management, in-kind donations, fund raising and local grants.

**CAPITAL PROJECTS****30. Is your agency requesting funds for a Capital Improvement project (e.g. construction)?**

Yes

No

**31. For Capital Improvement projects, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.**

*(NOTE: Capital Improvement project funding requests must answer the Capital Improvement-specific questions AND upload the required documents. If additional space is required, upload answers to the documents section.)*

For over 28 years REACH has specifically addressed a critical need in Pleasanton with little to no City Grant Funding. This service is identified and highlighted in The City of Pleasanton 4.0 Housing Element:

Goal 5: Produce and retain a sufficient number of housing units affordable to extremely low-, low- and very low-income households to address the City's responsibility for meeting the needs of Pleasanton's workforce, families, and residents, including those with special needs.

Program 9.5: Seek creative alternative and non-traditional means, including using available City financial and property resources and working cooperatively with community groups, that will assist in the production of or preserve housing for extremely low-, very low-, low-, and moderate-income- households as well as special needs housing including housing for those with disabilities.

REACH's relationship with their tenants is one that goes beyond the typical landlord tenant one and are very

responsive to any unique needs they may have. If there is a need to adapt a home, REACH will do everything within reason to accommodate them. One of REACH's main goals is that the tenants are welcome in their neighborhood, that they feel are part of the community in which they may work or socialize. Reach strives to be the "Best on the Block and in order to do that, it means keeping the homes maintained and well kept.

REACH currently owns 9 homes specifically for adults with developmental disabilities who fall into the extremely low income category. 7 of these homes are located in Pleasanton and annual expenses for maintenance and repair for the Pleasanton properties range between \$35,000 - \$40,000.

On an annual basis each home undergoes the following:  
yard maintenance, pest control, carpet cleaning, window cleaning, duct and furnace cleaning, tree trimming, etc.

Additionally, there are miscellaneous repairs such as:  
fixture replacements, window screen repair/replacement, plumbing repairs, appliance repair/replacement, painting, dry rot repair, perimeter fence repair, etc.

Major repairs consist of the following: fence replacement, exterior house painting, HVAC, water heaters, carpet, etc.

Although the homes are consistently maintained and inspected, unexpected large repairs may occur, especially given the age of the homes. In some instances, REACH may operate in a negative cash flow, but with years of sound financial management, they have built sufficient reserves for any unexpected expenses.

However, beyond maintaining the 7 properties in Pleasanton and 2 properties in Livermore, REACH continues its efforts to seek and acquire additional properties for independent living. Having sufficient reserves enables REACH to be in a solid financial position when an opportunity presents itself.

REACH has a robust waiting list and some applicants have been on the list for five plus years. The number of available homes in the City of Pleasanton for adults with developmental disabilities to live independently has not increased, however the number of individuals seeking that opportunity does.

REACH has been in an acquisition process going on 2 years with the City of Livermore for a property which will house 3 adults with developmental disabilities. REACH is also researching the financial feasibility of modifying a home to house an additional tenant, as well as other rehabilitation projects.

REACH could continue as is for another 28 years and during that time serve hundreds of adults with developmental disabilities but rather than remain complacent, REACH recognizes the urgency to provide additional number of units and will continue that focus.

**32. If your agency is requesting Capital Improvement project funding, please describe the land tenure status (e.g. does your agency own or lease the property, lease terms). If you do not have site control, describe your site control plan.**

*(If this is not applicable, enter "N/A".)*

REACH owns or leases the properties.

**33. Will relocation be required if the building is occupied?**

*If yes, describe and upload your agency's relocation plan. If this is not applicable, enter "N/A".*

N/A

**34. Identify the project team (e.g. architect/engineer, contractor, and/or consultants).**

Housing Consortium of the East Bay (HCEB)

**35. Has a Market Study, Property Needs Assessment and/or other evaluation which identifies the need for the proposed project been completed?**

*If so, describe and upload the project reports and schedule. If no reports have been completed, explain how you plan to proceed.*

Since 1989 REACH has been fiscally responsible and effective in providing quality and affordable homes for adults with developmental disabilities, continuing to foster an independent living environment. Today REACH owns 9 homes in the Tri-Valley serving 26 individuals and continues to demonstrate a sound and successful strategic plan for financing annual maintenance and repair expenses associated with each property.

**36. If your agency is requesting Capital Improvement project funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?**

*(NOTE: Please contact staff immediately if you have questions regarding Davis-Bacon requirements.)*

N/A

Yes

- No
- Not known / To be determined

**37. Please remember to upload the following information:**

*(in the DOCUMENTS section)*

- Agency 3-5 Year Strategic Plan/Needs Assessment
- Current annual budget for the entire agency
- List of Board of Directors
- Capital expenditure budget (your own format is acceptable)
- Supplemental information as applicable (e.g., photos, designs, site drawings, specs, etc.)
- Proposed project budget including sources and uses and budget assumptions for development phases
- Pro forma operating budget with estimated revenue and expenses
- Evidence of site control
- Title report (acquisition, new facilities and substantial rehabilitation)
- Other Back-up that may be requested by the City
- Environmental Studies/Reports
- Letters of community support
- Copy of latest audit, financial review by CPA, or IRS 990
- Other:

## POLICY CONSISTENCY

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**38. Identify AT LEAST ONE Critical Need from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- Workforce Development /Job Training
- Healthcare and Behavioral Health
- Disability Services and Access
- Food and Nutrition
- Youth Services
- Senior Services
- Homeless Services

**39. Identify AT LEAST ONE Barrier to Service Delivery from the "Human Services Strategic Plan Needs Assessment FY 2014-2016" that relates to your program/project:**

- A marketing and publicity campaign that provides consumers with additional education and information about the agencies programs and services.
- Coordination and collaboration with other service providers.
- Access and utilize "un-tapped" resources.
- Remove barriers that limit access to services and participation (e.g., language, time, cost, transportation, etc.).

**40. Describe in detail how the program/project will address the barriers selected in question #39 above.**

One of the barriers to service delivery, as identified in HHSG Strategic Plan Needs Assessment FY 2014-2016, is education and access to information. REACH regularly collaborates and coordinates with organizations that provide services to adults with developmental disabilities. REACH updates its website and social media on a regular basis, informing those we serve and others of upcoming events, new resources that are available and much more. Our outreach is not just to promote REACH, but to also educate the community as a whole in order to bring awareness and enhance the quality of life for adults with developmental disabilities.

**41. Describe in detail how the program/project is accessible to clients via public transportation, and if applicable, any measures used to specifically reduce transportation barriers for clients.**

REACH properties are within walking distances of public bus stops. As REACH continues to pursue new properties, client accessibility to public transportation is a key element in property selection. Additionally, most REACH homes

are located in areas that are within walking distance to local businesses and shopping.

**42. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "guiding principle" that relates to your program/project:**

- Be culturally accessible, appropriate and inclusive
- Encourage community engagement and involvement
- Promote energy and resource efficiency
- Encourage networking and information sharing across service providers
- Encourage process streamlining
- Consolidate service delivery

**43. Identify AT LEAST ONE City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2015-2019 Consolidated Plan "goal" that relates to your program/project:**

- Preserve and increase affordable rental housing for extremely low (30% AMI), very low (50% AMI), and low income (80% AMI) households
- Preserve existing affordable rental housing and ownership housing for households at or below 80% AMI
- Assist low- (80% AMI) and moderate- (120% AMI) income first time homebuyers
- Promote fair housing and reduce housing discrimination
- Maintain, improve, and expand the capacity of housing, shelter, and services to homeless individuals and families
- Increase the availability of service-enriched housing for persons with special needs
- Improve community health and access to basic and specialty care (dental, optometry, behavioral, mental health care services) for low-income, uninsured, under-insured residents
- Increase and maintain affordable and accessible wellness and development opportunities for youth that are age-appropriate
- Support and expand programs and opportunities that keep seniors engaged and involved in their community
- Foster and encourage innovative programs that meet emergency community needs with emphasis on low income and underserved population
- Support capital improvement projects that benefit households at or below 80% AMI
- Promote economic development opportunities

**44. Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Strategic Goal that relates to your program/project:**

- Promote affordable rental housing
- Preserve rental and ownership housing
- Increase homeownership opportunities for first time homebuyers
- Reduce housing discrimination
- Prevent homelessness and/or assist those experiencing homelessness
- Promote the production of service-enriched housing
- Improve health care access
- Improve opportunities for youth
- Improve opportunities for seniors
- Foster innovative programs and services
- Improve public service support
- Promote economic development opportunities

Budget [top](#)

Funding Sources/Status	Committed	Requested/Pending	Planned Request	TOTAL
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KIDS N NEED	USD\$ 10,000.00		USD\$ 10,000.00
HACIENDA CHILD DEVELOPMENT	USD\$ 2,500.00		USD\$ 2,500.00
KING FAMILY TRUST	USD\$ 10,000.00		USD\$ 10,000.00
LIVRMORE ROTARY		USD\$ 500.00	USD\$ 500.00
PLEASANTON HOLIDAY FUND		USD\$ 5,000.00	USD\$ 5,000.00
SAN RAMON WOMENS GROUP		USD\$ 500.00	USD\$ 500.00
FUND RAISING		USD\$ 10,000.00	USD\$ 10,000.00
CITY OF PLEASANTON		USD\$ 25,000.00	USD\$ 25,000.00
CITY OF LIVERMORE		USD\$ 15,000.00	USD\$ 15,000.00
PLEASANTON ROTARY		USD\$ 1,000.00	USD\$ 1,000.00
<b>Total</b>	<b>USD\$ 22,500.00</b>	<b>USD\$ 5,000.00</b>	<b>USD\$ 52,000.00</b>
			<b>USD\$ 79,500.00</b>

<b>Funding Uses / Expenses</b>	<b>TOTAL Prog Budget (incl Pls HHSG)</b>	<b>Amount Requested (Pls HHSG ONLY)</b>
Capital: Construction/Rehab	USD\$ 40,000.00	USD\$ 25,000.00
Capital: Permits & Fees		
Capital: Design		
Capital: Engineering		
Capital: Acquisition		
Capital: Other Soft Costs (define below)		
Personnel: Salaries* (see instructions below)		
Personnel: Benefits* (see instructions below)		
Operating: Supplies		
Operating: Printing/Copying		
Operating: Postage		
Operating: Telephone		
Operating: Rent & Utilities		
Operating: Accounting/Audit		
Operating: Other (define below)		
<b>Total</b>	<b>USD\$ 40,000.00</b>	<b>USD\$ 25,000.00</b>

## Documents [top](#)

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Current Annual Budget for the Entire Agency	✓	<a href="#">Current Annual Budget</a>
		<a href="#">REACH most recent audit</a>
List of Board of Directors with their contact information (telephone or email is sufficient)	✓	<a href="#">REACH Board of Directors</a>
(CAPITAL) If your agency is applying for CAPITAL funding, please upload your Capital expenditure budget (your own format is acceptable)		<a href="#">Capital Expenditure</a>
		<a href="#">Capital Supplemental docs</a>

(CAPITAL) Supplemental = photos, designs, site drawings, specifications, etc.)		
Resume or Vita of Executive Director, Program Manager, and Fiscal Officer	✓	<a href="#">REACH Statement of Qualifications</a>
Personnel policies including affirmative action plan and grievance procedure	✓	<a href="#">REACH Personnel Policies</a>
Agency audit requirements and copy of last audit	✓	<a href="#">REACH current audit</a>
Type of insurance carried, bonding, workers' compensation	✓	<a href="#">REACH Insurance 1</a> <a href="#">REACH Insurance 2</a> <a href="#">REACH Insurance 3</a> <a href="#">REACH Insurance 4</a> <a href="#">REACH Insurance 5</a> <a href="#">REACH Insurance 6</a>
Articles of Incorporation/Bylaws	✓	<a href="#">REACH Articles of Incorporation</a>
Conflict of Interest Statement (if not included in Bylaws)	✓	<a href="#">KAK conflict of interest</a> <a href="#">BG conflict of interest</a> <a href="#">TR conflict of interest</a> <a href="#">MS conflict of interest</a> <a href="#">JTC conflict of interest</a> <a href="#">SA conflict of interest</a> <a href="#">PA conflict of interest</a>
State and Federal nonprofit determination letters (if applicable)	✓	<a href="#">Non profit status</a>
Organization chart	✓	<a href="#">REACH 2019 Org Chart</a>
Board of Directors' authorization to request HHS funding	✓	<a href="#">REACH BOD 2019 auth request</a>
Board of Directors' designation of authorized official	✓	<a href="#">REACH designation of authorized official</a>
City of Pleasanton Business License	✓	<a href="#">REACH Business License</a>
(CAPITAL) Proposed project budget, including all sources and uses and budget assumptions for development phases.		<a href="#">Proposed Budget</a> <a href="#">Proposed Budget 2</a>
(CAPITAL) Pro forma operating budget with estimated revenue and expenses		<a href="#">Pro forma Budget</a>
(CAPITAL) Evidence of Site Control		<a href="#">Evidence of Site</a>
(CAPITAL) Title Report (acquisition, new facilities and substantial rehabilitation)		<a href="#">Title Report</a>
(CAPITAL Optional as Requested by City) Environmental Reports / Community Support Letters		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 131998

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