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MAR 15 2010

Memorandum City Management Office

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Leslye Krutko

SUBJECT: FY 2010-11 CDBG FUNDING
RECOMMENDATIONS

DATE: March 15, 2010

Approved _____

Date _____

3-15-10

COUNCIL DISTRICT: City-wide

INFORMATION

This memo provides information about the process of awarding grants and loans from the Community Development Block Grant (CDBG) Program. Each year, the City of San Jose receives entitlement funding from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG) to carry out a wide range of community development activities that revitalize neighborhoods, provide economic development opportunities, improve community facilities, and offer public/community services. HUD requires that the City submit an Annual Consolidated Action Plan (ConPlan) in May that delineates the proposed use of HUD funds for the upcoming fiscal year. The ConPlan process includes a thirty day public notice period.

This report contains information about the projected CDBG budget for Fiscal Year 2010-11 and the selection process for projects recommended for funding. **CDBG staff will inform applicants about funding recommendations on March 15, 2010.** CDBG staff will present details of the funding recommendations to the Housing and Community Development Advisory Commission at a Special Meeting on March 24, 2010. A supplemental memo will be brought to the City Council with final recommendations on March 30, 2010 through the opening of the 30-day Consolidated Plan public hearing process. The City Council will issue its final approval at its May 4, 2010 meeting.

BACKGROUND

The FY 2010-11 CDBG budget includes funds from the annual entitlement from HUD and any program income. On February 1st, HUD announced a 9.6% increase to CDBG on a national basis. On March 2nd, staff was informed that the City can expect a 7.5% increase over 2009-10 entitlement, or \$10,824,637.

In addition to the anticipated entitlement, program income generated through programs funded by CDBG is added to the annual budget. CDBG program income is generated through the repayment of housing rehabilitation and economic development loans. In recent years there has been a steady decline in program income, from a high in FY 2003-04 of \$1.7 million to a low in FY 2008-09 of \$761,000. The reduction is likely due to the current economy, which has resulted in lower equity share payments and higher delinquency and default rates on housing rehabilitation loans, as well as higher delinquency and default rates in the CDBG-funded Revolving Loan Program (economic development). Additionally, in recent years a smaller number of rehabilitation loans have been approved. Based upon current year projections, the FY 09-10 program income is estimated at \$725,600. For FY 2010-11, program income is projected to be \$700,000.

Over the past three funding cycles, the Department has worked to cancel grants for nonperforming projects. These funds have been added to the entitlement amount and, as a result, funds available for new projects have been higher. These increased amounts have ranged from a high of \$4 million in FY 2007-08 to \$1.4 million in 2009-10. For FY 2010-11, only \$150,000 will be added to fund balance as a result of the cancellation of one project that will not move forward.

By HUD regulation, no more than 20% of the annual award and program income may be used for administrative costs and no more than 15% may be used for public services activities. The remainder is devoted to community development activities. The chart below details the proposed budget for FY 2010-11.

2010-11 CDBG Budget Projected 7.5% Increase	
Available Revenue	
HUD Award	\$10,824,637
Program Income	\$700,000
Total	\$11,524,637
Available Fund Balance	\$150,000
Total Available Funds	\$11,674,637
 Projected Awards	
Public Service (CCS)*	\$1,728,696
Administration, Fair Housing, Planning**	\$2,304,927
Nonprofit Community Development Projects (CDI)	\$962,023
Available for City Community Development Projects (CDI)	\$6,678,991
Total Projected Awards	\$11,674,637

By policy, the City reserves the entire public services funding for activities proposed by nonprofit community-based organizations (CBOs). From the administrative cost category, the City funds fair housing activities administered by CBOs as well as the administration of the CDBG program and City planning activities. Both City and CBO community development projects are funded out of the remaining funding.

FY 2010-12 Application Process for Nonprofits

On November 13, 2009, a Notice of Funding Availability (NOFA) was published, announcing that applications were due on January 5, 2010. The NOFA described the funding priorities, eligible activities, and criteria, including funding limits. These limits included a minimum request of \$25,000 per fiscal year. Maximums were also set for projects at 150% of current year award, and total of \$150,000 per agency. See Attachment A for details.

The NOFA included budget estimates based on the FY 2009-10 entitlement, for a total of \$1,740,000 available for public service activities, including \$150,000 for fair housing activities funded through the CDBG Administration category. FY 2010-11 represents the first year of a two-year funding cycle for public service awards. Agencies providing public services were able to submit requests for funding under specific categories, each with a maximum budget by category as follows:

- 1) Basic Needs - \$400,000
- 2) Self Sufficiency - \$490,000
- 3) Access to Health Care - \$300,000
- 4) Legal Services/Fair Housing - \$550,000

Sixty-seven applications were received totaling \$3,731,931. With the announcement of the 7.5% increase, an additional \$138,969 will be made available to fund additional public service activities, including fair housing, for a total of \$1,878,969 (\$1,728,696 in public service funding and \$150,000 in Administration funding).

Under the community development category, agencies were able to submit applications for a one-year funding cycle for: 1) Housing Rehabilitation, 2) Economic Development, and 3) Acquisition/Rehabilitation of Public Facilities. Fourteen applications were received totaling \$8,140,219. Based on funding recommendations, \$962,023 will be made available for nonprofit community development projects.

Applications were evaluated to determine eligibility thresholds, including CDBG National Objectives and eligible activities, and City established funding priorities as defined in Attachment A. These priorities are in alignment with the City-wide grants policies on eligible activities as approved by City Council on October 30, 2007 and the efforts the NonProfit Strategic Engagement Committee and the Citywide Grants Management Working Group. Consistent with these initiatives, nonprofits must provide financial records to demonstrate

financial strength particularly in the areas of liquidity, cash reserves, capacity, stability, and resources available to successfully implement the proposed project.

While the amount of funding for CBO-sponsored Community Development Projects could have been higher, a conscious decision was made to fund additional City projects in low-income neighborhoods in order to address the serious backlog of infrastructure projects the City is facing.

Application Review Process

The application review process for FY 2010-11 was enhanced by implementing a non-conflicting panel review process. Panels consisted of subject experts, local funders, community representatives, and Housing and Community Development Advisory Committee- CDBG AdHoc Members. The revised review process included the following steps:

- Panel members reviewed and independently scored proposals according to published criteria.
- Program staff reviewed applications for eligibility and past performance, and provided technical guidance to the individual panels.
- Applicants were invited to participate in a scheduled panel presentation and Q & A. Panel members had an opportunity to modify their individual scores after the presentation.
- CDBG managers reviewed and scored the audited financial statements to assess the applicant's financial health, including liquidity, operating safety nets and accounting efficiencies. The maximum 10-point score was incorporated into the total evaluation score.
- Lists of proposals were shared with other CDBG funding jurisdictions and other City programs, including HNMF, Housing Trust, and BEST, to discuss duplication of service and past performance of applicant agencies, among other issues.
- An ad hoc subcommittee of the HCDC met to review and provide feedback on the staff recommendations.

Sixty-nine of the 81 applications received met CDBG threshold requirements. Two applications failed to meet eligibility criteria, including a public service proposal unable to meet the 20% match requirement, and a capital improvement project unable to obtain the required 15-year site control. Several applications did not provide audited financial statements.

Funding Recommendations

To maximize the number of public service projects funded with limited resources, the proposed recommendations include maintaining the same level of funding for existing programs at FY 2009-10 levels and the \$25,000 maximum for new projects.

The following discussion breaks down the recommendations for the CBO applications. See Attachment B—2010-12 Funding Recommendations.

1. Public service

Applications for public service grants totaled \$3,731,931 or two times the available funding for public service and fair housing activities. With the anticipated 7.5% increase in CDBG funding, public service funding realized a \$138,969 increase, thereby allowing for an increase in allocations per category, with the greatest increase in the Self-Sufficiency category, which received over \$2 million in applications.

- Public Services/Access to Health Care - \$281,687 Allocation
 - Ten applications received totaling \$394,120
 - Nine applications are recommended for funding
 - One application unable to meet match requirement
- Public Service/Basic Needs - \$400,050 Allocation
 - Sixteen applications were received totaling \$681,966
 - Eleven applications are recommended for funding
 - Five applications are not recommended for funding due to insufficient funds
- Public Service/Self Sufficiency - \$637,318 Allocation
 - Thirty-five applications were received totaling \$2,062,952
 - Seventeen applications are recommended for funding
 - Eighteen applications are not recommended for funding due to insufficient funds
- Public Service/ Legal and Fair Housing - \$552,089 Allocation
 - Six applications were received totaling \$592,893
 - Five applications are recommended for funding
 - One application is not recommended for funding due to insufficient funds

2. Community Development Investments

The community development proposals received totaled \$8,140,219; nearly 12 times the recommended funding amount of \$962,023. Projects funded under this allocation include projects such as housing rehabilitation and economic development. The construction category funds projects such as acquisition/rehabilitation of public facilities.

- Community Development - \$962,023:
 - Fourteen applications were received totaling \$8,140,219
 - Four applications are recommended for funding
 - Nine applications are not recommended for funding due to insufficient funds
 - One application unable to meet 15-year site control requirement

Next Steps

Announcements to applicants will be mailed today. Applicants may appeal the decisions to the Director of Housing by March 26th. The list of recommended projects will be presented to the HCDC at its meeting of March 24th, and will be presented to the City Council as part of the draft Consolidated Plan on March 30th and May 4th. Staff recommendations for City projects will be included in the Consolidated Plan supplemental report, to be heard by the Council on March 30th.


LESLEYE KRUTKO
Director of Housing

For questions, please call Leslye Krutko at 5-3851

Attachments:

A: Policy Recommendations and Funding Priorities

B: 2010-11 CDBG Timeline

ATTACHMENT A

Policy Recommendations and Funding Priorities

Funding Cycle

Contractual Community Services (Public Services)

- The minimum application request is \$25,000 for each fiscal year.
- Agencies currently receiving a CDBG grant may request up to 150% of prior year award. For example, if an agency currently receives \$50,000, it may request up to \$75,000 for each fiscal year (2010-2011 and 2011-2012).
- New applicants and new projects may request up to \$25,000 for each fiscal year (2010-2011 and 2011-2012).
- Agencies are limited to requesting a total of \$150,000 amongst all applications submitted. For example, if an agency submits four applications, the total of all applications must not exceed \$150,000.
- Consortiums are limited to a maximum request of \$275,000.
- Agencies must submit applications according to funding priority.

Community Development Improvement (Non-Construction)

- The minimum application request is \$25,000 for each fiscal year. There is no maximum request.
- Agencies must submit applications that provide services benefitting low and moderate-income persons.

Contractual Community Services (Public Services) and Community Development Improvement (Non-Construction)

- This CDBG application is for a two-year funding cycle including fiscal years 2010-2011 and 2011-2012.
- The City's CDBG funding cycle is based on a fiscal year calendar from July 1 through June 30. Second year funding is contingent on satisfactory performance in Year One, including meeting performance and budget goals, timely reporting, approval of updated financial statements, and verification of continued adequate resources to include a minimum of 20% matching funds.

The City reserves the right to recommend an alternate funding amount after an application is reviewed. City also reserves right to recommend alternate funding sources, as appropriate, to fund an application.

Entry Criteria

CDBG has four basic entry or threshold requirements. The applicants must meet the following:

- be a public entity or a non-profit organization 501 (c)(3);
- the project must address one of the three “**national objectives**” (see pages 27-35 for details);
- the activity proposed must be a CDBG “**eligible activity**”; and,
- the activity must meet a current “**City of San José funding priority**” as detailed below. .

Funding Priorities And Eligible Activities

The activity proposed must be an eligible CDBG activity in one or more of the below-listed funding priorities and eligible activities categories. Priorities and activities are not listed in any order of importance:

Public Services

- Basic Needs: Housing, food and nutrition, transportation and homeless prevention services.
- Access to Health Care for Seniors and Disabled: Senior/disabled health care access support services including non-recreational health respite or daycare, assisted living, caretaker supportive services, health care services, and transportation.
- Self-Sufficiency: Counseling and case management services to assist individuals become self-sufficient. Service areas may include employment, housing search, foreclosure prevention, homeless prevention, domestic violence, mental health, homeless/emancipated youth, independent living skills, and other services that demonstrate client self-sufficiency outcomes.
- Legal Services/Fair Housing: Legal and fair housing services covering senior/elder abuse, immigration, eviction, legal rights education, housing, and foreclosure mitigation.

Community Development Improvements (Non-Construction)

- Housing Rehabilitation: Financial assistance to income-eligible clients for the rehabilitation of their owner-occupied property.
- Economic Development: Assistance to local businesses to expand operations while creating new jobs for low-income residents.

**Attachment B
2010-12 Funding Recommendations**

AGENCY NAME	PROJECT NAME	2009-2010 FUNDING AMOUNT (if applicable)	2010-11 and 2011-12 REQUESTED AMOUNT	RECOMMENDED 2010-11 AWARD AMOUNT	TOTAL SCORE
ACCESS TO HEALTHCARE					
Live Oak Adult Day Services	Senior Adult Day Care/Respite	\$29,073	\$43,618	\$29,073	92.2
Outreach & Escort Inc. (Outreach)	Senior Transportation and Resources (STAR) Program	\$40,190	\$60,285	\$40,190	90.4
Ethiopian Community Services	Azawout Services	NEW	\$25,000	\$25,000	87.3
Catholic Charities of Santa Clara County	Day Break – Senior Resilience & Empowerment Project (SREP)	\$55,537	\$80,000	\$55,537	86.4
Portuguese Organization for Social Services & Opportunities (POSSO)	Portuguese Community Center Senior Health Support Program	NEW	\$25,000	\$25,000	86.3
The Health Trust	Chronic Disease Self Management Program	NEW	\$25,000	\$25,000	85.4
Indian Health Center of Santa Clara Valley	Diabetes Prevention Program (DPP)	NEW	\$25,000	\$25,000	85.1
Catholic Charities of Santa Clara County	Long Term Care Ombudsman Program	\$27,409	\$41,000	\$27,409	84.8
Respite and Research for Alzheimer's Disease	Alzheimer's Activity Center Senior Day Program	\$29,478	\$44,217	\$29,478	82.6
BASIC NEEDS					
Second Harvest Food Bank of Santa Clara and San Mateo Counties	Brown Bag Program	FUNDED BY HTF	\$38,925	\$25,950	92.4
Bill Wilson Center	Bill Wilson House Runaway and Homeless Youth Shelter	FUNDED BY ESG	\$54,046	\$36,031	85.8
Respite and Research for Alzheimer's Disease	Alzheimer's Activity Center Food and Nutrition Program	NEW	\$25,000	\$25,000	84.0
Next Door Solutions to Domestic Violence	The Shelter Next Door	\$75,776	\$113,664	\$75,776	82.1
Emergency Housing Consortium	San Jose HOMES	\$50,327	\$75,490	\$50,327	82.0
Asian Americans for Community Involvement (AACI)	Senior Nutrition Program	NEW	\$25,000	\$25,000	82.0
The Health Trust	Meals On Wheels	FUNDED BY HTF	\$38,925	\$25,950	80.8
InnVision The Way Home	Montgomery Street Inn	FUNDED BY HTF	\$29,000	\$25,950	80.3
Portuguese Organization for Social Services & Opportunities (POSSO)	Portuguese Community Center Senior Nutrition Services	\$38,592	\$57,588	\$38,592	78.8
InnVision The Way Home	Julian Street Inn	FUNDED BY HTF	\$35,000	\$30,627	78.3
InnVision The Way Home	Cecil White Center	FUNDED BY HTF	\$48,000	\$40,847	78.0

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AGENCY NAME	PROJECT NAME	2009-2010 FUNDING AMOUNT (if applicable)	2010-11 and 2011-12 REQUESTED AMOUNT	RECOMMENDED 2010-11 AWARD AMOUNT	TOTAL SCORE
LEGAL SERVICES					
Santa Clara County Asian Law Alliance	Asian Law Alliance	\$44,395	\$46,893	\$44,395	92.6
Senior Adults Legal Assistance (SALA)	Legal Assistance to San Jose Elders	\$72,605	\$80,000	\$72,605	88.9
Law Foundation of Silicon Valley, for the San Jose Fair Housing Consortium	Fair Housing Investigation and Enforcement Services	\$260,000	\$260,000	\$260,000	87.6
Legal Aid Society of Santa Clara County	Legal Aid Society Fair Housing Counseling Project	\$150,000	\$150,000	\$150,000	86.6
Law Foundation of Silicon Valley	Mental Health Advocacy Project	\$25,089	\$26,000	\$25,089	82.8
SELF-SUFFICIENCY					
Fresh Lifelines for Youth (FLY)	Legal Eagle	\$38,838	\$58,000	\$38,838	97.5
Fresh Lifelines for Youth (FLY)	Juvenile Drug Treatment Court Mentor Program	\$33,684	\$50,000	\$33,684	97.0
Silicon Valley Independent Living Center	Independent Living Skills Project	\$25,089	\$37,500	\$25,089	95.5
Sacred Heart Community Service	Heart BEAT (Benefits Assistance and Training)	NEW	\$25,000	\$25,000	95.0
Family Supportive Housing	Case Management for Homeless Families	FUNDED BY HTF	\$40,000	\$29,986	93.3
Community Partners for Youth (CCPY)	Step-Up to Brighter Futures	\$98,370	\$147,555	\$98,370	93.0
International Children Assistance Network (ICAN)	Happy 5 Vietnamese Parenting Workshop (Nuôi Day Trẻ Vui Mạnh)	NEW	\$25,000	\$25,000	93.0
Asian Americans for Community Involvement (AACT)	Center for Survivors of Torture (CST)	NEW	\$25,000	\$25,000	92.8
Bill Wilson Center	2 nd Street One-Stop Drop-In Center (DIC)	NEW	\$25,000	\$25,000	92.5
Maitri	Transitional House	NEW	\$25,000	\$25,000	92.5
Asian Americans for Community Involvement (AACT)	Asian Women's Home (AWH)	FUNDED BY ESG	\$51,000	\$34,000	92.0
Fresh Lifelines for Youth (FLY)	GOLD	NEW	\$25,000	\$25,000	92.0
Vietnamese Voluntary Foundation (VTVO)	Vietnamese Senior Services	\$49,503	\$73,750	\$49,503	91.8
Ethiopian Community Services	Rasin Machal	\$30,398	\$45,597	\$30,398	91.5

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2010-12 Funding Recommendations

AGENCY NAME	PROJECT NAME	2009-2010 FUNDING AMOUNT (if applicable)	2010-11 and 2011-12 REQUESTED AMOUNT	RECOMMENDED 2010-11 AWARD AMOUNT	TOTAL SCORE
Housing Authority of the County of Santa Clara	Family Self Sufficiency	\$65,764	\$79,233	\$65,764	91.5
Support Network for Battered Women	Domestic Violence Services to the City of San Jose- Self Sufficiency	NEW	\$25,000	\$25,000	90.0
Community Technology Alliance (CTA)	TechSCC – Tools for Ending Chronic Homelessness in Santa Clara County	\$105,518	\$105,518	\$64,238	90.0
Total Awarded CCS				\$1,878,696	
Total Available				\$1,878,696	
Difference				\$0	
NOT RECOMMENDED FOR FUNDING					
ACCESS TO HEALTHCARE					
Saratoga Area Senior Coordinating Council	Saratoga Adult Care Center	NEW	\$25,000	\$0	63.3
BASIC NEEDS					
Yu-Ai Kai/Japanese American Community Senior Service A	Yu-Ai Kai Transportation Project	NEW	\$41,328	\$0	77.0
Support Network for Battered Women	Domestic Violence Services to San Jose Residents- Basic Needs	FUNDED BY CMO	\$25,000	\$0	76.5
The Health Trust	AIDS Services – Medical Transportation Services	NEW	\$25,000	\$0	76.1
Bill Wilson Center	Project Safe Place	NEW	\$25,000	\$0	65.5
American Indian Education Center	Native Trails	NEW	\$25,000	\$0	57.7
LEGAL SERVICES					
President and Board of Trustees of Santa Clara College	Katharine & George Alexander Community Law Center	\$26,625	\$30,000	\$0	71.2
SELF-SUFFICIENCY					
Catholic Charities of Santa Clara County	Housing Search & Stabilization Program	\$67,940	\$101,910	\$0	90.0
Vietnamese Voluntary Foundation (VIVO)	Vietnamese Employment Services	\$41,381	\$62,046	\$0	89.5
Jewish Family Services of Silicon Valley	Connections to Work	NEW	\$25,000	\$0	89.0
Young Women's Christian Association of Silicon Valley	YWCA Child Care Consortium	\$99,620	\$149,430	\$0	87.0

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AGENCY NAME	PROJECT NAME	2009-2010 FUNDING AMOUNT (if applicable)	2010-11 and 2011-12 REQUESTED AMOUNT	RECOMMENDED 2010-11 AWARD AMOUNT	TOTAL SCORE
Korean American Community Services (KACS)	Korean Senior Wellness Program	NEW	\$25,000	\$0	86.5
Next Door Solutions to Domestic Violence	Culturally & Linguistically Sensitive Advocacy Program (CLSAP)	NEW	\$25,000	\$0	86.5
Santa Clara Valley Blind Center	Self-Sufficiency Skills for Blind/Visually Impaired Adults	\$62,628	\$62,628	\$0	85.8
West Valley Community Services	Comprehensive Emergency Assistance Program CEAP (formerly SAFE)	FUNDED BY HTF	\$64,210	\$0	85.5
San Jose Conservation Corps and Charter School	Employment Training of At-Risk Youth, A Road to Self-Sufficiency	NEW	\$25,000	\$0	82.8
Respite and Research for Alzheimer's Disease	Alzheimer's Activity Center Caregiver Support Program	NEW	\$25,000	\$0	82.0
Deaf Counseling Advocacy & Referral Agency (DCARA)	Deal for Self-Sufficiency Program	\$27,686	\$41,529	\$0	82.0
Mexican Heritage Corporation	Comida para el Corazon y el Alma (Food for the Heart & Soul)	NEW	\$25,000	\$0	81.0
Mexican American Community Services (MACSA)	Youth Opportunities Unlimited - YOU	\$102,747	\$150,000	\$0	80.8
Catholic Charities of Santa Clara County	Young Women's Empowerment Project	\$45,942	\$68,913	\$0	79.8
Teen and Family Counseling Center	Mental Health Counseling Services for Low and Moderate Income San Jose Residents (children, teens, couples, groups, families)	NEW	\$25,000	\$0	79.3
Momentum for Mental Health	Momentum for Mental Health Drop-In Center	NEW	\$25,000	\$0	77.0
Unity Care Group	Transitional Housing for Youth Aging Out of Foster Care	FUNDED BY ESG	\$149,133	\$0	73.0
Neighborhood Housing Services Silicon Valley	HomeOwnership Center: First-time Homebuyer Education and Counseling	FUNDED BY HOME	\$150,000	\$0	70.3

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COMMUNITY DEVELOPMENT IMPROVEMENT (CDI)					
Rebuilding Together Silicon Valley	Rebuilding Housing Repair	\$303,268	\$420,000	\$303,268	93.3
Anewamerica Community Corporation	Assets for New Americans: Virtual Business Incubator	NEW	\$250,000	\$250,000	89.8
Opportunity Fund of Northern California	MicroCredit San José	\$258,677	\$305,847	\$258,677	85.9
Santa Clara County Black Chamber of Commerce	Small Business Incubator Program (SBIP)	\$148,000	\$150,078	\$150,078	66.8
Total Awarded CDI				\$962,023	
Total Available				\$962,023	
Difference				\$0	
NOT RECOMMENDED FOR FUNDING					
Indian Health Center of Santa Clara Valley	Meridian Facility Rehabilitation Phase II	0	\$1,000,000	\$0	99.8
St. Elizabeth's Day Home I	Preschool Renovation Completion Stage	\$0	\$500,195	\$0	91.5
Korean American Community Services (KACS)	KACS Community Center Renovation II Project	\$0	\$110,000	\$0	88.3
Respite and Research for Alzheimer's Disease	Activity Center Building Upgrades and ADA Compliance	\$0	\$600,000	\$0	87.3
Momentum for Mental Health	Litteral House Improvement Project	\$0	\$280,071	\$0	85.8
Momentum for Mental Health	Supported Housing Improvement Project	\$0	\$292,215	\$0	81.9
Momentum for Mental Health	Supported Housing Acquisition Project	\$0	\$1,339,750	\$0	76.8
Momentum for Mental Health	FSP/TAY Acquisition Project	\$0	\$1,604,358	\$0	75.8
Center for Employment Training	CET - Admissions and Case Management Facilities Renovation Project	\$0	\$533,573	\$0	68.0
Kidango, Inc.	Kidango-Russo Project	\$0	\$754,132	\$0	88.3