

# CITY OF BERKELEY

## ANNUAL ACTION PLAN

### FOR HOUSING AND COMMUNITY DEVELOPMENT

JULY 1, 2016 – JUNE 30, 2017 (PY 2016)

For the U.S. Department of Housing and Urban  
Development

San Francisco Field Office of Community Planning  
and Development

May 15, 2016

TABLE OF CONTENTS

EXECUTIVE SUMMARY

AP-05 Executive Summary ..... 3  
PR-05 Lead & Responsible Agencies ..... 6  
AP-10 Consultation..... 7  
AP-12 Participation..... 11

EXPECTED RESOURCES

AP-15 Expected Resources..... 14

ANNUAL GOALS AND OBJECTIVES

AP-20 Annual Goals and Objectives .....18  
AP-35 Projects.....21  
AP-38 Projects Summary..... 22  
AP-50 Geographic Distribution.....27

AFFORDABLE HOUSING

AP-55 Affordable Housing..... 28  
AP-60 Public Housing..... 29  
AP-65 Homeless and Other Special Needs Activities..... 30  
AP-75 Barriers to Affordable Housing..... 32  
AP-85 Other Actions..... 33

PROGRAM SPECIFIC REQUIREMENTS

AP-90 Program Specific Requirements..... 37

- Attachment 1: City of Berkeley CDBG, ESG, and HOME Projects and Public Notices
- Attachment 2: Alameda County Homeless System-wide Outcomes and Efficiency Measures
- Attachment 3: City of Berkeley Citizen Participation Summary

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

This Annual Action Plan is the 2nd Annual Action Plan for the current Consolidated Planning period.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Berkeley (COB) has ambitious objectives for spending its federal entitlement grant funding. Berkeley allocates these and other state and local funds to maximize assistance for its low and moderate-income households through:

- Housing acquisition, rehabilitation, repair, and accessibility improvements, Assisting homeless adults and families including those with disabilities and other special needs, through emergency shelter, transitional housing, and service-enriched affordable, supportive housing;
- Funding public facilities improvements to protect and sustain the infrastructure critical to community services and economic vitality in Berkeley; and
- Investing in programs that fight poverty by equipping low and moderate-income youth and adults to find jobs and attain employment self-sufficiency.

The COB has long placed a high priority on affordable housing and community services because they reflect important community values. The City now invests more General Fund dollars into related programs than it receives in federal funding for these activities. The City is committed to maintaining high-quality programs for those in need but faces challenges due to uncertainty in future federal funds available. At the same time, ESG, HOME, Consolidated Plan, and Annual Action Plan requirements have substantially increased. Uncertain funding and increased administrative burden will impact the City's ability to address all of the many needs identified.

**Approved Allocations.** As summarized in **AP-38** and detailed in **Attachment 1**, the COB plans to allocate \$2,476,078 in Community Development Block Grant (CDBG) funds together with \$250,000 in prior years' carryover and \$60,000 in estimated CDBG program income to fund.

- \$1,385,582 in housing projects and programs;
- \$430,476 in public services;
- \$462,804 for community and public facilities activities; and
- \$507,216 to administer all facets of the City's CDBG program.[1]

The COB will utilize its PY2016 ESG allocation of \$220,578 to serve literally homeless people through its new Coordinated Entry System (CES), and will allocate \$6,676 to support the County-wide Homeless Management Information System, known as InHouse and \$16,543 (7.5%) towards program planning and administration.

The COB will utilize its PY2016 HOME allocation of \$588,201 and \$60,000 in program income for program administration (10%), Community Housing Development Organization (CHDO) operations and will allocate the remaining balance to its Housing Trust Fund

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

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

The City tracks single family and multi-family housing rehabilitation efforts and housing development efforts. Outcomes for all community agency programs funded with federal funds are also tracked, and prior outcomes are used to inform funding decisions. The City also uses countywide Homeless Count and program outcome data to inform its goals on homelessness

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

A public hearing to provide input on the Draft Plan was held at the Housing Advisory Commission's December 3, 2015 meeting. The draft plan was posted on the City's website, and a copy was presented to the Housing Advisory Commission (HAC) at its February 3, 2016 and March 3, 2016 meetings. At its March 3, 2016 meeting, the Housing Advisory Commission approved CDBG community facility improvement recommendations as well as the Annual Action Plan. A Public Hearing on the Final Draft Plan was held on April 26, 2016 before the Berkeley City Council. Outreach was accomplished via mailings to interested parties, including Alameda County Homeless Continuum of Care, community agencies serving low-income people, and public buildings such as recreation centers, senior centers, libraries and other government buildings.

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

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

At the December 3, 2015 public hearing, Berkeley residents provided testimony regarding the need for additional affordable housing, including accessible affordable housing, employment services, childcare and free recreation for after school hours. One resident commented on the need for more street lighting. There were no public comments at the February 3 2016, or March 3, 2016 HAC

meetings. There was one comment at the April 26, 2016 City Council Public Hearing in support of a community facility improvement project.

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

The majority of needs mentioned during the 12/3/15 Housing Advisory Commission (HAC) Public Hearing are being funded by the City either with local, state or federal funds. The HAC recommended four community facility improvements projects. The Berkeley City Council approved allocations for the four recommended projects at its 4/26/16 Public Hearing.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	BERKELEY	Health, Housing & Community Services Department
HOME Administrator	BERKELEY	Health, Housing & Community Services Department
ESG Administrator	BERKELEY	Health, Housing & Community Services Department

Table 1 – Responsible Agencies

### Narrative (optional)

The City of Berkeley’s Health, Housing & Community Services Department is the lead agency for overseeing the development of the plan. The Department coordinates the City’s funding allocation and monitoring for community based organizations, administration of the Housing Trust Fund, and operation of other housing and community services programs such as the Shelter Plus Care program, and Senior and Disabled Home Rehabilitation Loan Program. The Department also includes the Mental Health, Public Health, and Aging Services divisions, which provide direct services to the community, and it includes the Environmental Health division.

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

During the next year, the City of Berkeley will continue to coordinate the housing and community services activities within the department through regular senior staff meetings and coordination on specific topics. It will also consult with EveryOne Home, the countywide plan to end homelessness, and its partners at Alameda County Behavioral Health Care Services and Social Services Agency as well as community stakeholders in Berkeley.

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

City staff continues to participate in the implementation of Everyone Home. Everyone Home spearheads Alameda County’s Continuum of Care. Staff will continue to participate in the initiative’s Leadership Board, which includes most public funders of housing and homeless services in the county, as well as leadership from key community based organizations. Leadership Board membership helps coordinate efforts across the county. In PY16, City will continue to work with EveryOne Home, Alameda County Behavioral Health Care Services and Social Service Agency to implement the Berkeley Coordinated Entry System (CES) for homeless services and will participate in EveryOne Home’s planning and implementation efforts to add multiple CES sites throughout the county. Other recent countywide collaboration efforts include the issuance of a 2014 countywide report on homeless program outcomes compared to adopted countywide performance benchmarks, the 2015 Homeless Count, and the further development of Home Stretch, an initiative targeting people who are chronically homeless and highly vulnerable.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

In PY16, the City will continue to work with EveryOne Home, Alameda County Behavioral Health Care Services and Social Service Agency to implement the Berkeley Coordinated Entry System (CES) for homeless services and will participate in EveryOne Home’s planning and implementation efforts to add multiple CES sites throughout the county. These efforts will lead to the standardization of screening, intake and assessments protocols across the Continuum of Care to better match people who are homeless with the best fit available housing solution.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Consultation with Everyone Home, the Alameda-Countywide Continuum of Care, City of Berkeley, the City of Oakland, and the Alameda County Housing and Community Services Department was initiated in 2012. The discussion focused on how to implement the new ESG requirements in a way that would be consistent countywide and would continue the collaboration launched in 2009 with American Recovery and Reinvestment Act (ARRA) Homelessness Prevention and Rapid Re-housing (HPRP) funds. The group held several meetings in PY2012, resulting in the development of a policies and procedures manual that was used to implement the Priority Home Partnership Program. The City, Everyone Home and Countywide representatives are in the process of updating the ESG manual. The most recent version was attached to the 2015 Consolidated Plan.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



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

1	<b>Agency/Group/Organization</b>	EveryOne Home
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Persons with Disabilities Services-homeless Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Berkeley adopted Everyone Home's plan to end homelessness in 2006 and the City continues to participate in the implementation of the plan. See above coordination with EveryOne Home, Alameda County Behavioral Health Care Services and SSA.
2	<b>Agency/Group/Organization</b>	ALAMEDA COUNTY HOUSING & COMMUNITY DEVELOPMENT
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Persons with Disabilities Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	See above coordination with Alameda County.

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

Not applicable.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	EveryOne Home	The City of Berkeley adopted Everyone Home's plan to end homelessness in 2006 and the City continues to participate in the implementation of the plan.

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

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

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

The City published a public hearing notice in the Oakland Tribune in accordance with its citizen participation plan for its December 3, 2105 Public Hearing at the Housing Advisory Commission meeting. It also sent the notification to residents of public and assisted housing, users of community and senior centers, libraries, and residents being served by 56 community based agencies funded by the City of Berkeley. The City published a public hearing notice in the *Oakland Tribune* on March 25, 2016 and in the *Berkeley Voice* on April 15, 2016 for its April 26, 2016 Public Hearing at the Berkeley City Council meeting.

See Attachment 3.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish and Mandarin</p> <p>Persons with disabilities</p> <p>Residents of Public and Assisted Housing</p> <p>Berkeley Residents</p>	<p>Approximately 10 Berkeley residents attended the December 3, 2015 Public Hearing. In addition, three emails and three phone calls were received.</p>	<p>Berkeley residents provided testimony regarding the need for additional affordable housing, including accessible affordable housing, employment services, childcare and free recreation for after-school hours. A resident commented on the need for more street lighting.</p>	<p>All comments were accepted. Many of the priorities mentioned are funded by the City through local, state and federal funds.</p>	<p><a href="http://www.ci.berkeley.ca.us/uploadedFiles/Housing/Commissions/Commission_for_Housing_Advisory/12-03-15-FullPacketpdf.pdf">http://www.ci.berkeley.ca.us/uploadedFiles/Housing/Commissions/Commission_for_Housing_Advisory/12-03-15-FullPacketpdf.pdf</a></p>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish and Mandarin</p> <p>Persons with disabilities</p> <p>Residents of Public and Assisted Housing</p> <p>Low Income Berkeley Residents</p>	<p>This Public Hearing was held at the April 26, 2016, City of Berkeley Council Meeting. See Item #41a</p>	<p>One comment was heard regarding a public facility improvement project.</p>	<p>The Housing Advisory Commission, through the City's Request for Proposals process, recommended four public facility improvement projects to the City Council. City Council approved the projects at its April 26, 2016 Public Hearing.</p>	<p><a href="http://www.cityofberkeley.info/Clerk/City_Council/2016/04_Apr/City_Council__04-26-2016_-_Meeting_Info.aspx">http://www.cityofberkeley.info/Clerk/City_Council/2016/04_Apr/City_Council__04-26-2016_-_Meeting_Info.aspx</a></p>

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

The City will receive \$3,284,857 in federal Housing and Urban Development Department (HUD) funds comprised of \$2,476,078 in CDBG, \$588,201 in HOME and \$220,578 in ESG funds. Additionally, the City will add \$60,000 in CDBG Program Income and \$250,000 in unused CDBG carry over and \$20,000 in HOME Program Income to these amounts.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,476,078	60,000	250,000	2,786,078	9,904,312	CDBG funds are allocated to public services, housing services and rehabilitation, and public facility improvements. The City of Berkeley does not currently use CDBG funds for economic development.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	588,201	20,000	0	608,201	2,352,804	The City allocates 10% of the HOME allocation to administration, 5% for CHDO operating costs, and 85% to the City Housing Trust Fund.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	220,578	0	0	220,578	882,312	The City of Berkeley uses ESG funds primarily for Rapid Rehousing for literally homeless individuals and families. A small portion of the ESG funds are used as a contribution to support the County-wide HMIS system.

Table 5 - Expected Resources – Priority Table

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

Most of the housing and community services programs described in the Consolidated Plan will continue to be delivered by nonprofit community based organizations. The City contracts with a wide range of housing and service providers using CDBG, HOME, ESG, Community Services Block Grant (CSBG), General Fund, and other sources of funding. These organizations leverage significant financial and in-kind support from individual community members, foundations, and private organizations that help meet the needs identified in this plan.

In addition to leveraging at the individual agency level, the City has historically matched the investment of CDBG, HOME, and ESG dollars with the investment of General Funds. Typically, over two-thirds of the funding for community agency programs comes from General Funds. The City meets the HOME 25 percent match requirement and has accumulated over \$4 million in excess match by investing local funds in HOME eligible affordable housing projects. The City meets the dollar for dollar match requirements for the ESG program by allocating General Funds to various homeless services providers. These programs received a total of over \$289,074 in City General Funds each year.

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

The City has long-term leases of City-owned property with non-profit organizations that address the needs identified. Programs operating in leased City-owned properties include:

- Berkeley Food and Housing Project’s Men’s Overnight Homeless Shelter;
- BOSS’ Harrison House Shelter for Homeless men, women and families;
- BOSS’ MASC – a homeless daytime Drop-In Center;
- BOSS’ Sankofa House – transitional housing for homeless families; and
- Women’s Daytime Drop-In Center’s Bridget House – transitional housing for homeless families.

In November 2015, the City transferred a City-owned vacant lot, formerly the site of the proposed Prince Hall Arms development, to Harper Crossing LP for its development of the Harper Crossing affordable housing project. The City sold the land, which was valued at \$1.95 million, for \$500 under a Disposition and Development Agreement. The City also provided a Housing Trust Fund loan of \$1.8 million to support the new construction of this 42-unit affordable senior housing development by Satellite Affordable Housing Associates. The City is also exploring the use of the City-owned Berkeley Way parking lot to address the needs identified in the plan, specifically for use as permanent supportive housing.

The City intends to continue working with BRIDGE Housing and the Berkeley Food and Housing Project during the coming year to evaluate development alternatives for the site. The Berkeley Way parking lot



is nearly one acre in size and in a central location in close proximity to the Downtown Berkeley BART station.

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing Supply and Quality	2016	2017	Affordable Housing	BERKELEY	Affordable Housing	CDBG: \$1,385,582 HOME: \$547,381	Rental units constructed: 64 Household Housing Unit Rental units rehabilitated: 43 Household Housing Unit Homeowner Housing Rehabilitated: 175 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Improve Public Facilities and Public Services	2016	2017	Non-Housing Community Development	BERKELEY	Non-Housing Community Development Homelessness	CDBG: \$893,280	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3180 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 1116 Persons Assisted
3	Homeless Prevention and Rapid Re-Housing	2016	2017	Homeless	BERKELEY	Homelessness	ESG: \$220,578	Tenant-based rental assistance / Rapid Rehousing: 25 Households Assisted

**Table 6 – Goals Summary**

## Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Affordable Housing Supply and Quality
	<b>Goal Description</b>	CDBG and HOME funds are used to support new affordable housing, rehabilitating existing affordable housing, funding single family rehabilitation for seniors and the disabled, and other housing services, such as loan servicing.
<b>2</b>	<b>Goal Name</b>	Improve Public Facilities and Public Services
	<b>Goal Description</b>	Programs funded under this project serve people who are homeless, people facing housing discrimination and people who need assistance with workforce development. These projects will assist approximately 965 people who are homeless, 60 low-income households facing housing discrimination, 75 low-income youth and 15 jobless, low-income individuals. Additionally, funding is allocated to community facility improvements facilitated by Rebuilding Together and other agencies. Three public facilities will be improved with this funding: 1. Siding and ADA improvements at BAHIA childcare site (\$247,344); 2. Flooring and window replacement at Berkeley Food and Housing Project (\$26,461); 3. Lead based paint removal and repainting at Options Recovery Services (\$36,195);
<b>3</b>	<b>Goal Name</b>	Homeless Prevention and Rapid Re-Housing
	<b>Goal Description</b>	ESG funds will be used for Rapid-Rehousing financial assistance and to support the county-wide Homeless Management Information System (HMIS). Additionally, the COB will utilize the maximum amount for administration activities.

**Table 7 – Goal Descriptions**

### **Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

The City will provide affordable housing units in three projects: Harper Crossing, Grayson Apartments and William Bryon Rumford. The number of estimated units by each income category is: 27 units for extremeley low-income households, 62 units for low-income households, and zero units to moderate-income households.

## AP-35 Projects – 91.220(d)

### Introduction

With its CDBG, HOME, and ESG funds, the City of Berkeley will fund eligible projects in the following categories: housing development, rehabilitation and services projects, public services, public/community facility improvement projects, emergency shelter grant programs, program planning and administration, and the Housing Trust Fund.

#	Project Name
1	Housing Services
2	Single Family Rehabilitation Programs
3	Community Facility Rehabilitation
4	Public Services
5	ESG15 - City of Berkeley
6	Housing Trust Fund
7	City of Berkeley Planning and Administration

**Table 8 – Project Information**

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

The City continue to funds activities that have been identified as a need.

## Projects

### AP-38 Projects Summary - Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Housing Services
	<b>Target Area</b>	BERKELEY
	<b>Goals Supported</b>	Affordable Housing Supply and Quality
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$58,325
	<b>Description</b>	City staff provide loan services to support single family rehabilitation, housing trust fund projects, and other federally funded housing related activities.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project services 182 active housing rehabilitation loans.
	<b>Location Description</b>	City-wide.
	<b>Planned Activities</b>	Services provided under this project will include accounting, processing loan payments and loan payoff demands, deeds of reconveyance, lien releases and loan subordination requests, collections, personal financial analysis, and structuring of temporary repayment agreements.
<b>2</b>	<b>Project Name</b>	Single Family Rehabilitation Programs
	<b>Target Area</b>	BERKELEY
	<b>Goals Supported</b>	Affordable Housing Supply and Quality
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$874,970
	<b>Description</b>	Activities related to single family rehabilitation efforts will be funded under this project. These projects will cover health and safety improvements as well as accessibility improvements such as the installation of ramps/lifts for low income homeowners and renters.
	<b>Target Date</b>	6/30/2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will provides services to 175 households through services provided by the Center for Independent Living, Community Energy Services Corporation, Rebuilding Together, and the City's Senior and Disabled Rehabilitation Program (SDRLP). Of the 175 households, approximately six will participate in the City's SDRLP which oversees significant rehabilitation projects for low-income Senior and/or Disabled homeowners in Berkeley.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Activities include health and safety, accessibility and energy efficiency improvements.
<b>3</b>	<b>Project Name</b>	Community Facility Rehabilitation
	<b>Target Area</b>	BERKELEY
	<b>Goals Supported</b>	Improve Public Facilities and Public Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$462,804
	<b>Description</b>	Activities that fund the rehabilitation of public facilities are funded under this project.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The beneficiaries of these facility improvements include approximately 80 pre-school/school age children, 100 homeless women and 3000 low-income residents.
	<b>Location Description</b>	The projects will be located at Bay Area Hispano Institute for Advancement, Inc. (BAHIA) childcare site at 1718 8th Street; Berkeley Food and Housing Project's North County Women's Building at 2140 Dwight Way; and at the Options Recovery Services site at 1931 Center Street. In addition, Rebuilding Together will identify six other community facility improvement project sites in Berkeley.

	<b>Planned Activities</b>	1. Siding and ADA improvements at BAHIA childcare site (\$247,344); 2. Flooring and window replacement at Berkeley Food and Housing Project (\$26,461); 3. Lead-based paint removal and repainting at Options Recovery Services (\$36,195); 4. Rebuilding Together (\$24,575) - to utilize volunteers to implement six community facility improvements throughout Berkeley; and 5. HHCS staff (\$128,229) - to provide project management for community agencies accessing funding for community facilities improvements.
<b>4</b>	<b>Project Name</b>	Public Services
	<b>Target Area</b>	BERKELEY
	<b>Goals Supported</b>	Improve Public Facilities and Public Services
	<b>Needs Addressed</b>	Homelessness Non-Housing Community Development
	<b>Funding</b>	CDBG: \$430,476
	<b>Description</b>	Services including homeless programs (daytime respite, men's shelter and Coordinated Entry System), fair housing and workforce development are funded under this project.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	CDBG funds will support six public services projects to an estimated 965 people who are homeless, 75 low-income youth, 60 low-income households facing housing discrimination, 40 chronically homeless households, 15 jobless low-income individuals, and 50 homeless female head of households.
	<b>Location Description</b>	Citywide.



	<b>Planned Activities</b>	The Berkeley Food and Housing Project provides emergency shelter, food linens, toiletries to adult homeless men in downtown Berkeley. They also operate Berkeley's Coordinated Entry System which will screen and conduct intakes with approximately 730 people. Biotech Partners will provide at-risk juniors and seniors at Berkeley High School with tutoring, counseling, job search assistance, and internship placements with companies in the biotech field. EBCLC will provide outreach, training, fair housing counseling services to up to 60 households, investigation of 20 fair housing complaints, tenant/landlord mediation, and at least two fair housing testing/audits with follow-up training for non-compliant property owners. Rising Sun will train participants in ecoliteracy, job readiness, basic construction, and energy efficiency assessment. The program also offers on-the-job training and internships with employers in the Green Building, Energy Efficiency or Building Performance Industry. WDDC provides housing case management services to homeless clients seeking to move from crisis to a higher level of housing stability.
5	<b>Project Name</b>	ESG15 - City of Berkeley
	<b>Target Area</b>	BERKELEY
	<b>Goals Supported</b>	Homeless Prevention and Rapid Re-Housing
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	\$197,359
	<b>Description</b>	ESG funds will be used for Rapid Re-Housing and HMIS.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 25 chronically homeless households (primarily individuals) will receive primarily rapid re-housing financial assistance.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	ESG funds will be used to provide financial assistance and housing relocation and stabilization services to rapidly re-house approximately 25 households.
6	<b>Project Name</b>	Housing Trust Fund
	<b>Target Area</b>	BERKELEY
	<b>Goals Supported</b>	Affordable Housing Supply and Quality
	<b>Needs Addressed</b>	Affordable Housing

	<b>Funding</b>	CDBG: \$452,287; HOME: \$547,381
	<b>Description</b>	Activities that provide funding for City staff in support of projects funded with City of Berkeley Housing Trust Fund dollars, includes funding for projects and CHDO operating funds.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 108 households at various locations (William Byron Rumford Plaza, Grayson Street Apartments and Harper Crossing) will benefit from these activities.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	City staff actively facilitate development, rehabilitation and/or preservation of affordable housing through working with developers, other city staff, lenders and other public agencies for the acquisition and rehabilitation of multi-family housing.
<b>7</b>	<b>Project Name</b>	City of Berkeley Planning and Administration
	<b>Target Area</b>	BERKELEY
	<b>Goals Supported</b>	Affordable Housing Supply and Quality Improve Public Facilities and Public Services Homeless Prevention and Rapid Re-Housing
	<b>Needs Addressed</b>	Affordable Housing Homelessness Non-Housing Community Development
	<b>Funding</b>	CDBG: \$507,216; HOME: \$60,820;
	<b>Description</b>	The project will fund City staff to plan and administer CDBG and HOME projects. This includes support services provided by various City departments including the City Manager's Office and Finance Department.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Information on the number of beneficiaries is included in Section AP-38 Project Summaries.
	<b>Location Description</b>	Citwide
	<b>Planned Activities</b>	Information about the planned activities is included in Section AP-38 Project Summaries

## **AP-50 Geographic Distribution – 91.220(f)**

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

As discussed in MA-50 the City does not have areas of low-income or minority concentrations and therefore does not allocate federal funds geographically.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
BERKELEY	100

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Not applicable.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

This section includes HOME-funded units only. Unit counts are broken out two ways: by population served and by type of housing provided. The table below includes information on two projects funded with HOME funds in PY2016: William Byron Rumford Plaza and Harper Crossing.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	43
Special-Needs	42
Total	85

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	42
Rehab of Existing Units	43
Acquisition of Existing Units	0
Total	85

**Table 12 - One Year Goals for Affordable Housing by Support Type**

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Berkeley Housing Authority (BHA) is not a department of the City of Berkeley. BHA Board members are appointed by the Mayor and confirmed by the City Council.

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

The BHA no longer owns any public housing. The 75 units formerly in their portfolio transitioned to a new ownership entity (Berkeley 75 Housing Partnership, LP) in 2014. The units were rehabilitated and have Project-based Section 8 assistance tied to them.

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

Not applicable.

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

Not applicable.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

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

The City will continue to operate two Shelter Plus Care programs (COACH and HOAP) and the locally-funded Square One program, all of which include a street outreach and assessment component. The Housing for Older Adults Project (HOAP) provides rental subsidies through the City's Aging Services Division. The COACH grant provides rental subsidies and targets people who are chronically homeless. The City's Mental Health Division and non-profit provider Lifelong Medical Care provide services. The City's Mental Health Division has one outreach worker on its Homeless Outreach Team.

During PY2016, the City will continue to work on the implementation of its Coordinated Entry System (CES). It will also participate in EveryOne Home's planning and implementation process of adding CESs countywide. Outreach and assessing individual needs are important components of the CES as envisioned by HUD. Additional activities may be identified.

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

The City will continue to provide funding for shelter and transitional housing. The City funds agencies providing 118 year-round shelter beds and 90 seasonal shelter beds. These beds are accessed through the City of Berkeley's Coordinated Entry System that operates 9 a.m. - noon and 1-4 p.m. Monday through Friday. A second shelter reservation period occurs from 7-8 p.m. to fill available BOSS and BFHP shelter beds that are unoccupied. Additionally, available beds can be reserved on Saturday and Sunday between 2-4 p.m.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Berkeley has encouraged its network of providers of services to the homeless to focus their efforts on rapidly re-housing their clients. The City has centralized its funded case management services at the CES to allow for ongoing case management regardless of the person's housing status or enrollment at a particular shelter. In addition, the City is funding Housing Specialist positions whose only role is to identify, cultivate and maintain partnerships with property owners. These case management and housing opportunities will assist all literally homeless clients in Berkeley but will be

primarily targeted at individuals and families who are chronically homeless and have multiple barriers.

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

The Coordinated Entry System will provide people who are at imminent risk of becoming homeless (HUD Homeless definition (Category 2) with problem solving support to retain current housing or to locate another housing placement. This will include mediation with family members and friends to keep individuals and families from entering the shelter system.

Alameda County has mental health, foster youth, health care, and corrections discharge policies intended to prevent discharges of individuals from these systems into homelessness, described in detail in the Consolidated Plan. The City will continue to participate in countywide efforts to reduce discharges into homelessness.

### **Discussion**

The City of Berkeley's CES provides a single point of entry for people who are homeless to be screened and assessed for a range of City funded homeless programs, including emergency shelters, transitional housing, permanent supportive housing, and rapid rehousing services. All contracted service providers report outcomes based on the countywide outcome standards developed by Everyone Home, in order to inform future adjustments to the service system.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for: <i>NOT APPLICABLE</i></b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In the past, accessory dwelling unit (ADU) requirements were considered a barrier to affordable housing. In July 2015, City Council adopted regulations to make it easier for homeowners to legally create ADUs as-of-right in most circumstances, no longer requiring a lengthy zoning review and approval process and also relaxing the parking requirements in cases when the ADUs are within a half-mile of BART or a major AC Transit bus line. The relaxed ADU requirements are designed to increase the supply and range of housing options in Berkeley.

The permit process in Berkeley may be considered a constraint to housing production, although based on the amount of affordable and market-rate development that has been approved and the density of those projects, it does not appear to have deterred new development and the City met most of the previous California Regional Housing Needs Assessment (RHNA) targets. However, Policy H-34 calls for the City to continue to improve and streamline the development review process and to evaluate regulations to identify and reduce unnecessary impediments to housing development and affordable housing projects.

Additionally, while the zoning ordinance includes five multi-family zoning districts and the City has seen a number multi-family development projects, Housing Policy H-34 encourages the review of infill development regulations in residential districts to identify and change possible constraints.



## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

The City of Berkeley uses a range of strategies to address the housing, homeless, and community development goals identified in the Consolidated Plan. This section discusses actions planned to foster and maintain affordable housing, to reduce lead-based paint hazards, to reduce the number of poverty-level families in Berkeley, and to coordinate activities in these areas with other entities.

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

One of Berkeley's major obstacles to meeting underserved needs is the limited amount of federal, state, and local resources available given the diversity of needs in the community and high cost of housing in the Bay Area. The City of Berkeley will continue to pursue new State and Federal resources as available to meet underserved needs.

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

The City has several programs which foster and maintain affordable housing in Berkeley:

- **Rent Stabilization Program.** In 1980, Berkeley residents passed the Rent Stabilization and Eviction for Good Cause Ordinance. The Ordinance regulates rent levels for approximately 20,000 residential rental units in Berkeley and provides tenants in 26,000 units with increased protection against unwarranted evictions helping to maintain affordable housing and preserve community diversity.
- **Affordable Housing Mitigation Fee (AHMF).** The City requires developers of new market rate rental housing to pay a fee of \$28,000 per unit or to provide 10% as many units affordable to households earning 50% or less of the area median income in lieu of the fee. Fee income goes into the City's Housing Trust Fund to support affordable housing development.
- **Condominium Conversion Ordinance (CCO).** The CCO governs the conversion of rental apartments and tenancy-in-common buildings to condominiums, and other types of mutual or cooperative housing. A mitigation fee for production of permanently affordable housing will be collected.
- **Commercial Linkage Fee.** The Affordable Housing Mitigation Program was approved on April 20, 1993. It imposed fees on commercial new construction in which the newly constructed gross floor area is over 7,500 square feet.
- **Housing Trust Fund (HTF).** The City of Berkeley created its HTF in 1990 to help develop and preserve below-market-rate housing. The HTF pools funds for affordable housing construction from a variety of sources with different requirements, makes them available through one single application process to local developers, then monitors development and operation of the funded housing.
- **Inclusionary Housing Ordinance for ownership housing.** The ordinance requires developers of

market rate ownership housing to include affordable ownership units or pay a fee.

- Mortgage Credit Certificate. MCC is a federal income tax credit that provides qualified low-income homebuyers a tax credit worth up to 15 percent of their annual mortgage interest paid on their home loan. MCC recipients adjust their federal income tax withholding, which increases their take-home pay, making monthly mortgage payments more affordable. The City participates in the Alameda County MCC program.
- Senior and Disabled Loan Rehab Program. HH&CS administers the program as an effort to preserve the City's housing stock and to assist low- and moderate-income senior and disabled homeowners, funded by CDBG and CalHOME. The applicants receive a zero interest loan, secured by a deed of trust on their home, which is repaid when title to the property changes hands, normally as a result of the sale of the property or inheritance by the owner's heirs.

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

The City will continue to comply with the Environmental Protection Agency's Renovation, Repair, and Painting Program in its Senior and Disabled Rehabilitation Loan Program.

The City of Berkeley Public Health Division and the Alameda County Lead Poisoning Prevention Program will work together to increase awareness and knowledge about lead poisoning prevention in Berkeley including providing lead-safe painting classes, in-home consultations, garden soil lead testing kits, presentations, educational materials, and other services. Rebuilding Together will work with the City of Berkeley and Alameda County Lead Poisoning Prevention Programs to increase awareness of lead issues among their clients and volunteers and to incorporate lead safe work practices into their activities.

The City of Berkeley Childhood Lead Poisoning Prevention Program collaborates with the Berkeley Health, Housing & Community Services Department's State lead-certified Risk Assessor/Inspector, Project Designer, and Project Monitor. The Alameda County Healthy Homes Department also has a HUD Lead Hazard Control grant to remediate lead hazards in approximately 6 qualifying Berkeley housing units that are vacant, or occupied by a low-income household with either a child under 6, a pregnant woman, or a child under 6 years who regularly visits during the 2014-15 year. Berkeley's program also provides case management services to families with children who have elevated blood lead levels. Services range from Public Health Nursing case management for children with blood lead levels above 15  $\mu\text{g}/\text{dL}$  to health education for children with levels between 5-14  $\mu\text{g}/\text{dL}$ .

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

The City funds a wide variety of social service programs designed to assist households with poverty level incomes. These programs include childcare and a range of services for special needs populations, which are outlined in other sections of this Consolidated Plan. This section will highlight the City's strategies to increase livable wage employment opportunities by supporting related community services and working

with public and private regional partners. Strategies include:

- Funding and refinement of anti-poverty programs provided by community-based organizations and by the City. Community agency contracts are outlined in the Annual Action Plan.
- Collaborate actively with CalWORKS (TANF) and Workforce Investment Act programs.
- Continue implementation of the City of Berkeley's Living Wage Ordinance.
- Foster regional coordination on economic development to benefit low income Berkeley residents.
- Linking homelessness and homelessness prevention programs, such as the HPRP-funded Housing Resource Center, to employment training and placement opportunities.
- Proposed amendments to the Minimum Wage Ordinance to incrementally raise Berkeley's minimum wage so that it would be \$15 an hour by October 1, 2018 for large employers and \$15 an hour by October 1, 2020 for small employers and non-profits and the adoption of a Paid Sick leave Ordinance that will provide enhanced paid sick leave entitlements beyond what is required by state law.

The City has contracted with a number of workforce development programs to provide training, education and job placement for low income, under-employed, and unemployed residents:

- Inter-City Services provides employment, training, and education and continues to serve veterans as funded under the Governor's 15 percent Discretionary pool of Workforce Investment Act (WIA) funds.
- Biotech Partners operates the Biotech Academy at Berkeley High School, targeting youth from under-represented populations in the fields of science and technology (African American, Latino, South East Asian, female and low-income youth) and who may be at risk of not graduating from high school.
- The Bread Project provides training in culinary arts and bakery production, and includes the formerly incarcerated as their target population. They operate a social enterprise (wholesale bakery) that creates opportunities for trainees to obtain crucial on-the-job experience.
- Rising Sun Energy Center's Green Energy Training Services (GETS) provides classroom and hands-on training in Building Performance which serves as a pathway for careers in green and clean technologies. Rising Sun also operates the California Youth Energy Services (CYES) program funded by the CA Public Utilities Commission, providing summer jobs conducting residential energy audits.
- Berkeley Youth Alternatives (BYA) receives WIA funding through Alameda County Workforce Investment Board (ACWIB) to provide workforce development services to in-school and out-of-school youth. The area of workforce development is a focus area for increased coordination, including establishing methods to maximize and leverage resources. BYA, utilizing city funds, provides training to disadvantaged youth in all aspects of park and landscape maintenance.
- The City's anti-poverty strategy continues to be closely tied to the funding of over 50 community agencies to provide services as described above to enable people in poverty to attain self-

sufficiency, support at-risk youth to succeed in school and graduate, and protect the health and safety of low income people. The City also funds anti-poverty programs from other federal entitlement sources for job training and creation/job placement agencies.

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

During the next year, the City of Berkeley will continue to coordinate the housing and community services activities within the department through regular senior staff meetings and coordination on specific topics. The City's Health and Housing and Community Services departments began merging in PY 2012, and will continue to seek opportunities to increase coordination during PY 2016.

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

City staff will also continue to participate in the implementation of Everyone Home, the countywide plan to end homelessness. Everyone Home spearheads Alameda County's Continuum of Care. Staff will continue to participate in the initiative's Leadership Board, which includes most public funders of housing and homeless services in the county, as well as leadership from key community based organizations. Leadership Board membership helps coordination efforts across the county. Staff also participates in other committees composed of other funders (such as Alameda County Behavioral Health Care Services and the Social Services Agency) as well as many community based organizations.

Recent countywide collaboration efforts include the issuance of a countywide report on homeless program outcomes compared to adopted countywide performance benchmarks and the 2015 homeless survey and count.

### **Discussion**

The majority of Berkeley's activities furthering the goals of the Annual Action Plan are provided by community agency partners. This will continue to be the case in PY 2016.

## Program Specific Requirements

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

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	60,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>60,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	98.00%

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.220(I)(2)

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

The City of Berkeley uses no forms of investment other than ones described in §92.205(b) (Refinancing Costs).

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

No homeownership or tenant-based rental assistance activities are anticipated for PY 2016.

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

The City of Berkeley's HTF Guidelines apply to any project using HOME funds to refinance existing debt. Per the Guidelines, Project owners submit funding requests to the City, or reply to the City's Requests for Proposals for funding, with the following information, among other things:

- a) As a condition precedent to funding, Owners must demonstrate an extension of affordability term. For new HOME funds invested in the Project, the minimum affordability term is the term required by 24 CFR 92 et seq., but, typically, the required extension of affordability is 55 years.
- b) As a condition precedent to funding, Owners must demonstrate that the refinancing preserves the affordable Project through rehabilitation.
  1. Minimum rehab costs/unit must correspond to at least the value identified in a current physical needs assessment to ensure that the long-term needs of the Project can be met.
  2. Typical rehab/unit costs are no less than \$10,000/unit, the minimum rehab value required by the California Debt Limit Allocation Committee Regulations.
- c) Owners indicate if their refinancing request includes new construction that adds net new units to the Project
- d) Owners provide extensive Project data, including audited financial statements, cash flows, rent rolls, services plans, PNAs, and rehabilitation proformas to demonstrate that:
  1. The project is sound financially and disinvestment has not occurred
  2. The long-term needs of the Project and residents will be met by the rehab
  3. The proposed rehab is financially feasible, includes no barriers to refinancing existing mortgage loans, does not include the refinancing of any existing federal or federally-insured loans, and leverages other non-federal funds to the greatest extent possible

No homeownership activities are anticipated for PY 2016.

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

See # 3 above.

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The City, Everyone Home and Countywide representatives are in the process of updating the ESG manual. The most recent version was attached to the 2015 Consolidated Plan.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Alameda County Continuum of Care has initiated its planning process to establish its coordinated assessment system. The system is expected to be in place in PY2016.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The City of Berkeley was allocated \$220,578 in ESG funding for PY2016. The City of Berkeley will utilize the maximum amount possible for administration (7.5 percent of the grant) and allocate funds to support the County-wide Homeless Management Information System, known as InHouse.

The remaining \$197,359 will be allocated to Berkeley Food and Housing Project, the operator of the City of Berkeley's Coordinated Entry System (CES). The CES staff will screen, assess and prioritize homeless clients for rapid rehousing assistance with supporting housing retention services.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The policy-making entity for the City of Berkeley which makes decisions regarding the facilities, services, and other programs to receive funding under the Emergency Solutions Grant (ESG) is the Berkeley City Council. The Berkeley City Council is elected by the citizens of Berkeley. The City cannot mandate that a homeless or formerly homeless individual be on the City Council. Therefore, the City must develop and implement a plan to consult with homeless or formerly homeless individuals in making policies and decisions regarding programs that receiving funding under ESG.

City staff are planning, in conjunction with Everyone Home, to host a forum each year for homeless clients, in order to involve them in policy-making and decisions regarding ESG-funded services. The details have yet to be determined. Formerly homeless people also hold seats on various EveryOne Home Committees.

5. Describe performance standards for evaluating ESG.

The performance standards to be applied to ESG activities is attached as an image labeled Outcome Measures. These standards were developed in 2009-2010 through the leadership of Everyone Home (the Continuum of Care) and partially funded by City of Berkeley General Funds. This matrix presents outcome standards for each type of program in the Continuum of Care. Most were established as a percentage of the average outcomes achieved by all County programs (for example, the average permanent housing placement rate of all emergency shelters) and will be adjusted over time to ensure continued improvement. See Attachment #2.



**Attachment 1  
Final Draft Annual Action Plan for PY16**

**City of Berkeley CDBG, ESG and HOME Projects for 7/1/2016 - 6/30/2017**

<b>Proj. #</b>	<b>Agency</b>	<b>Project Name</b>	<b>Estimated PY16 Allocation</b>
<b>CDBG</b>			
1	Center for Indep. Living	Residential Access Project for Disabled	\$ 140,219
2	Commt. Energy Services	Home Safety & Repair Program	\$ 282,334
3	Rebuilding Together	Safe Home Project	\$ 98,279
4	HHCS D*	Loan Services	\$ 58,325
5	HHCS D	Senior and Disabled Rehab Program	\$ 204,138
6	HHCS D	Rehab Loans	\$ 150,000
7	HHCS D	Housing Development: M/F Rehab	\$ 392,006
8	HHCS D	Housing Trust Fund	\$ 60,281
<b>Subtotal Housing Projects</b>			<b>\$ 1,385,582</b>
9	Berkeley Food & Hsg. Proj. (BFHP)	Men's Overnight Shelter	\$ 165,536
10	Biotech Partners	Biotech Academy at Berkeley High	\$ 68,094
11	East Bay Community Law Center	Fair Housing	\$ 34,932
12	HHCS D and BFHP	Coordinated Entry System	\$ 74,557
13	Rising Sun Energy Center	Green Energy Training Services	\$ 25,472
14	Women's Daytime Drop-In	Housing Case Management	\$ 61,885
<b>Subtotal Public Services Projects</b>			<b>\$ 430,476</b>
15	Rebuilding Together	Community Facility Improvements	\$ 24,575
16	HHCS D	Community Facility Improvements	\$ 128,229
17	City of Berkeley-Parks, Rec, Waterfront Department	Siding Replacement at BAHIA Childcare site	\$ 247,344
18	Berkeley Food & Hsg. Proj. (BFHP) - Women's Building	Replace Flooring on 3rd Floor	\$ 11,226
19	Berkeley Food & Hsg. Proj. (BFHP) - Women's Building	Replace Windows on 1st Floor	\$ 15,235
20	Options Recovery Services	Lead based paint removal and repainting	\$ 36,195
<b>Subtotal Public Facilities Projects</b>			<b>\$ 462,804</b>
21	HHCS D	CDBG Planning and Administration	\$ 370,268
22	City of Berkeley - City Manager	Support Costs	\$ 136,948
<b>Subtotal Planning &amp; Admin Projects</b>			<b>\$ 507,216</b>
<b>**GRAND TOTAL ALL CDBG PROJECTS</b>			<b>\$ 2,786,078</b>
<b>ESG</b>			
23	BFHP and HHCS D	Rapid Re-Housing Project	\$ 197,359
24	HHCS D	Homeless Management Information System	\$ 6,676
25	HHCS D	Program Planning and Administration	\$ 16,543
<b>GRAND TOTAL ALL ESG PROJECTS</b>			<b>\$ 220,578</b>
<b>HOME</b>			
26	HHCS D	HOME Administration	\$ 61,140
27	CHDO Operating Funds	CHDO Operating Funds	\$ 28,115
28	HHCS D	Housing Trust Fund	\$ 522,148
<b>***GRAND TOTAL ALL HOME PROJECTS*</b>			<b>\$ 611,403</b>

**Notes:** \* HHCS D = City of Berkeley Health, Housing & Community Services Department  
 \*\*Assumes \$60,000 in Program Income and \$250,000 in unused carry over funds.  
 \*\*Assumes \$20,000 in Program Income

# Oakland Tribune

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## PROOF OF PUBLICATION

### FILE NO. Annual Action Plan PY16 4/26/16

In the matter of:

Oakland Tribune

The Oakland Tribune

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the Legal Advertising Clerk of the printer and publisher of The Oakland Tribune, a newspaper published in the English language in the City of Oakland, County of Alameda, State of California.

I declare that The Oakland Tribune is a newspaper of general circulation as defined by the laws of the State of California as determined by this court's order, dated December 6, 1951, in the action entitled In the Matter of the Ascertainment and Establishment of the Standing of The Oakland Tribune as a Newspaper of General Circulation, Case Number 237798. Said order states that "The Oakland Tribune is a newspaper of general circulation within the City of Oakland, and the County of Alameda, and the State of California, within the meaning and intent of Chapter 1, Division 7, Title 1 [§§ 6000 et seq.], of the Government Code of the State of California." Said order has not been revoked, vacated, or set aside.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**March 25, 2016**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated: March 25, 2016



Public Notice Advertising Clerk



## Systemwide Outcomes and Efficiency Measures

Progress Measure: For all outcome and efficiency goals, programs can meet or exceed the numerical benchmark or show an improvement of 10 percentage points over past year's outcome rates.

Outcomes	Shelter (winter and year round shelters)	Transitional Housing (site based, scattered site, and subsidy-based programs, e.g., Linkages & Project Independence)	Permanent Supportive Housing (site-based and subsidy-based programs [e.g. Shelter + Care and HOST])	Rapid Rehousing (programs w/financial assistance and/or supp. services)
Obtain permanent housing	<i><u>30% or greater</u></i> <sup>2</sup>	<u>80%</u>	Increase exits to other perm hsg by 10% over prev year	<u>80%</u>
Maintain/retain permanent housing			95% > 6 mos 85% > 12 mos 65% > 3 years	
Exiting to streets or shelter	<u>&lt;30%</u>			
Exiting to permanent <u>OR</u> interim housing				
Exit with earned income	20%	50%	20%	50%
Of those adults entering with no income, an increase in those who exit with an income	<u>15%</u>	<u>30%</u>	<u>30%</u>	15%
Return to homelessness in 12 months				<10%
<b>Efficiency/Process Measures</b>				
Occupancy	90% single/mix 85% families	90%	95%	
Exit to Known Destination	85%	95%	95%	95%
Time from entry to permanent housing for those obtaining permanent housing	50% of those who gain permanent housing do so within 60 days	Reduce by 10% length of time from entry to permanent housing for programs with ave. stays over 12 mos		Average of 45 days
Other				

Systemwide goal: Returns to Homelessness (as measured by a new entry in HMIS) within 12 months of exit to permanent housing are less than 10%.

<sup>1</sup> For prevention, persons with Housing Status other than "Literally Homeless" are included.

<sup>2</sup> All italicized, underlined numbers are benchmarked on actual performance and subject to annual updating.

<b>Prevention</b> (programs with financial assistance and/or supportive services) <sup>1</sup>	<b>Drop-In Centers</b> (material support and services for homeless or unstably housed, e.g. WDDC, MASC, MSC)	<b>Street Outreach</b> (intended to address housing, e.g. HOPE & MOP)	<b>Service Only-Employment Programs</b> (programs targeted to homeless or housing stability)	<b>Service Only-Services tied to perm. Housing</b> (e.g. Lifelong HHISN or APC Service Center for PH residents)	<b>Services Only- Case mgmt tied to other housing</b> (e.g. RISE, OHFP, APC Service Center for Trans Housing clients)
	<u>35%</u>	<u>25%</u>	<u>40%</u>	Increase exits to other perm hsg by 10% over prev year	<u>65%</u>
<u>90%</u>	90% of those who have housing at entry			95% > 6 mos 85% > 12 mos 65% > 3 years	
			<u>&lt;40%</u>		<u>&lt;20%</u>
	50%	50%			
45%			40%	40%	15%
10%	15%	10%	30%	30%	15%
95%	60%	60%	70%	95%	85%
Average 45 days for those who move; 14 days to first payment for those who stay	50% of those who gain permanent housing do so within 6 months	50% of those who gain perm. housing do so within 6 months	50% of those who gain permanent housing do so within 6 months		Reduce by 10% length of time from entry to permanent housing for programs with average stays over 6 months
			50% of those who gain employment do so within 13 weeks		

## **Citizen Participation Plan for the City of Berkeley**

### **1. Encouragement of Citizen Participation**

Since the City of Berkeley began receiving the Community Development Block Grant (CDBG, in the mid-1970s), Emergency Solutions Grant (ESG, in the late 1980s), and HOME Partnership for Investment (HOME, in 1990) Programs, the City has incorporated full opportunities for citizens to participate in planning, development, and review of proposals for funding from these entitlement programs. As required by federal regulations from the U.S. Department of Housing and Urban Development (HUD)<sup>1</sup>, citizens must be provided with a reasonable opportunity to participate in an advisory role in planning, implementing and assessing those programs and proposals.

This Citizen Participation Plan (CPP) sets forth policies and procedures to provide for and encourage participation by the residents of Berkeley in the development of the City's Consolidated Plan for Housing and Community Development (Consolidated Plan) and subsequent Annual Action Plans. The CPP also applies to any substantial amendments to the Consolidated Plan and to the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER), which evaluates progress toward the Consolidated Plan objectives. The City of Berkeley submits a Consolidated Plan to HUD every 5 years and an Annual Action Plan to HUD every year. These documents are due to HUD by May 15. The CAPER is submitted to HUD by September 30 each year.

Interested groups and individuals are encouraged to provide input into all aspects of the City's consolidated planning activities – from assessing needs and setting priorities through performance evaluation. This CPP offers numerous opportunities for citizens to contribute information, ideas, and opinions about ways to provide decent housing, establishing and maintaining a suitable living environment, and expanding economic opportunities, particularly for low- and moderate-income persons.

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<sup>1</sup> The specific citizen participation plan requirement is stated in 24 CFR Part 91.105. HUD Consolidated Planning regulations may be viewed online at <http://www.hud.gov/offices/cpd/about/ConsolidatedPlan/index.cfm>.

**Citizen Participation Plan for the City of Berkeley  
May 15, 2012**

In developing its Consolidated Plan, Annual Action Plans, Substantial Amendments, CAPER and Section 108 applications to HUD, the City will take appropriate actions to encourage the participation of all of its citizens including:

- Low- and moderate-income persons, particularly those living in areas where federal funds are proposed to be used;
- Residents of predominantly low- and moderate-income neighborhoods,;
- Minorities;
- People with Limited English Proficiency;
- People with Disabilities; Residents of public and other assisted housing developments; and
- Local and regional institutions, the regional Continuum of Care (known as Everyone Home) and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations).

The City of Berkeley is committed to keeping all interested groups and individuals informed of each phase of the consolidated planning process, and of activities being proposed or undertaken under HUD entitlement programs. Opportunities to comment on or participate in planning community development and affordable housing activities and projects will be publicized and disseminated as widely as possible in Berkeley.

## 2. Public Hearings

The City of Berkeley will conduct at least two public hearings each year to obtain citizens' views and to respond to proposals and questions. The hearings are usually held before the Housing Advisory Commission which meets in South Berkeley in the City's Neighborhood Strategy Area and/or before City Council. Hearings will take place at different stages of the consolidated planning process and together address:

- housing and community development needs;
- the proposed use of program funds, and
- program performance during the past year.

At least one hearing will be held in the fall (usually in October before the Housing Advisory Commission), to solicit feedback on the City's housing and community development needs and to review program performance during the past year. In addition, at least one hearing will be held in the spring (usually in March, before the Housing Advisory Commission, and/or April, before City Council) to solicit comments on the draft Consolidated Plan and/or Annual Action plans, which include the proposed use of CDBG, ESG and HOME funds. The information provided to the public on or before the public hearing will include:

- the amount of assistance the local government expects to receive (including grant funds and program income);
- the range of activities that may be undertaken;
- the estimated amount of funding that will benefit persons of low- and moderate-incomes; and
- the City's plan to minimize displacement of persons and to assist any person displaced<sup>2</sup>, specifying the types and levels of assistance the City will make available (or require others to make available) to persons displaced, even if no displacement is expected to occur.

This information will be presented at the public hearing and is contained in the text of the Consolidated Plans and Annual Action Plans under review.

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<sup>2</sup> In making anti-displacement and relocation information available to affected persons, the City shall follow the procedures identified for the federal Uniform Relocation Act (42 U.S.C. 4601 *et seq.*, 42 U.S.C. 4621 *et seq.*, and 42 U.S.C. 4651 *et seq.*), and the City's Relocation for Repairs Ordinance (Berkeley Municipal Code Chapter 13.84.). The City of Berkeley will continue to make available on its web site anti-displacement and relocation information. This online resource may be viewed at <http://www.cityofberkeley.info/housing/relocation/TenantRentalRelocation.html>.



### **3. Public Hearing Notices and Outreach**

Information about the time, location, and subject of each hearing will be provided to citizens at least two weeks in advance by publication in a local newspaper, via email distribution lists, and via publication on the City's website, [www.cityofberkeley.info](http://www.cityofberkeley.info). Targeted outreach developed specifically for informing low- and moderate-income persons, particularly those residing in the NSA, minorities, residents of public and other affordable housing, and persons with disabilities will take place via distribution of notices to providers of services to these populations, including the Berkeley Housing Authority and non-profit affordable housing developers in Berkeley. Published notices will include instructions in Spanish and Chinese directing speakers of Spanish and Chinese to contact staff for translation or interpreting services. Outreach to Everyone Home, local businesses, Berkeley-based developers, nonprofit organizations, philanthropic organizations, and other community-based and faith-based organizations, will take place via notices sent to these organizations via email and/or regular mail.

Every effort will be made to ensure that public hearings are inclusive. Hearings will be held at convenient times and locations, preferably in the evening and in places where people most affected by proposed activities can attend. The City will utilize facilities, such as the City's Senior Centers, which are accessible to persons with mobility impairments. If notice is given at least seven days before a hearing date, the City will provide appropriate materials, equipment, and interpreting services to facilitate the participation of non-English speaking people and people with visual and/or hearing impairments. Interpreters will be provided at public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Public Hearing notices and citizen participation outreach related to the City's Housing Trust Fund (HTF) allocation process will follow the policies and procedures outlined in the HTF Guidelines, which can be found here:

<http://www.cityofberkeley.info/ContentDisplay.aspx?id=6532>

### **4. Publication of the Proposed Consolidated Plan and Annual Action Plans**

The City will publish proposed Consolidated Plans and Annual Action Plans in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and submit comments. The proposed Consolidated Plan (or "public comment draft") shall include:

- the amount of assistance the City expects to receive (including grant funds and program income); and
- the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-incomes.

**Citizen Participation Plan for the City of Berkeley  
May 15, 2012**

A summary of the proposed Consolidated Plan and/or Annual Action Plan will be published in one or more newspapers of general circulation at the beginning of the required public comment period. The summary will describe the contents and purpose of the plan (including a summary of specific objectives), and include a list of locations where copies of the entire proposed Consolidated Plan and/or Annual Action Plan may be obtained or examined. The following are among the locations where copies of the public comment draft will be made available for inspection:

- Berkeley Main Library: Reference Desk, on the 2<sup>nd</sup> Floor, 2090 Kittredge Street, Berkeley; and
- Housing & Community Services Department, 2180 Milvia Street, 2<sup>nd</sup> Floor, Berkeley.

Citizens and groups may obtain a reasonable number of free copies of the proposed Consolidated Plan and/or Annual Action Plan by contacting the Housing & Community Services Department at (510) 981-5400 or [housing@cityofberkeley.info](mailto:housing@cityofberkeley.info).

#### **5. Public Comments on the Proposed Consolidated Plan and/or Annual Action Plan**

The City of Berkeley will receive comments from citizens on its proposed Consolidated Plan and/or Annual Action Plan for a period not less than 30 days prior to submission of the Plan(s) to HUD. All comments or views of citizens received in writing or orally at public hearings will be considered in preparing the final Plan(s). A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore shall be attached to the final Plan(s). Oral comments outside of the public hearing will not be considered, unless they are also provided directly to staff via email, letter, or other legible written form at the address provided in Section 4, above. The final version of the Consolidated Plan and/or Annual Action Plan as submitted to HUD will be posted on the City's webpage.

#### **6. Amending the Consolidated Plan and the Annual Action Plan**

HUD regulations at 24 CFR Part 91.505 require amendments to the Consolidated Plan and Annual Action Plans whenever an entitlement jurisdiction:

- Makes a change in its allocation priorities or a change in the method of distributing funds;
- Becomes aware of HUD-imposed regulatory changes guiding planning, reporting, monitoring, and evaluation requirements;
- Carries out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Action Plan; or

- Changes the purpose, scope, location, or beneficiaries of an activity.

Some amendments will be considered substantial while others will be considered to be not substantial. All nonsubstantial amendments, including those required by HUD regulations, will be considered narrative changes to be completed by the City Manager in consultation with City staff, and will be published in the plans and online within a reasonable time after they are made. A proposed amendment is considered substantial when:

- A proposed action or change that may create a significant community impact. A significant community impact is defined as either:
  - Any federal grant-funded project or activity that results in a significant environmental impact as that term is defined pursuant to the National Environmental Policy Act (NEPA) (42 U.S.C. 4231 *et seq.*); or
  - Any federal grant-funded project or activity that generates relocation of at least 20 resident households and/or two existing businesses which are subject to the federal Uniform Relocation Act (42 U.S.C. 4601 *et seq.*, 42 U.S.C. 4621 *et seq.*, and 42 U.S.C. 4651 *et seq.*).
- Changes in the use of CDBG funds from one eligible activity category to another (for example, from housing to public services, or to any other broad category within CDBG funding).<sup>3</sup>
- Changes in the use of Emergency Solutions Grant (ESG) funding from one of the following categories to another: 1) Emergency Shelter/Street Outreach, 2) Homeless Prevention/Rapid Re-housing, and 3) Homeless Management Information

The need to prepare a substantial amendment shall trigger use of the public participation requirements described below.

## **7. Public Notice of and Public Comment on Substantial Amendment.**

Once drafted, the City of Berkeley shall make the substantial amendment public and submit it to the Housing Advisory Commission for its review, comment, and recommendation to the City Council. Notice and opportunity to comment will be given to citizens through public notices in local newspapers and other appropriate means, such as the targeted distribution lists described above in Section 3. A public comment period of not less than 30 days will be provided prior to implementing any substantial amendments to the Consolidated Plan and/or Annual Action Plan. Housing and Community Services Department staff will prepare a summary of all comments received

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<sup>3</sup> A substantial change shall not include budget modifications within an approved budget for a project where there is an increase and/or a decrease of federal funds from one eligible activity budget line item to another eligible activity budget line item, within the same project or contract budget. This does not include the transfer of funds between different contracted projects.

and, in cases where any citizens' views are not accepted, provide reasons for the decision. This documentation will be attached to the substantial amendment, which will be available to the public and submitted to HUD.

### **8. Preparation of the Consolidated Annual Performance and Evaluation Report (CAPER)**

Performance reports on programs covered by the Consolidated Plan/AAP are to be prepared by the City of Berkeley for annual submission to HUD by September 30. The City of Berkeley shall provide a preliminary draft of the CAPER to the Housing Advisory Commission and publish a notice announcing that the public shall have no less than 15 days to review and comment on the document. The CAPER shall be placed on view at the same public places where the Consolidated Plan/AAP shall be made available, and posted to the City's website.

All public comments received orally at public hearings or submitted in writing regarding the CAPER will be considered and a summary of these comments or views and staff responses shall be attached to the document. The City shall encourage commissioners and members of the public to review the performance detailed in the CAPER during the Fall public hearing.

### **9. Access to Records**

A reasonable number of free copies of the City of Berkeley Consolidated Plan for Housing and Community Development, Annual Action Plan, the Consolidated Annual Performance and Evaluation Report, as well as all amendments to the Consolidated Plan and Annual Action Plan will be available to citizens and groups requesting them. These documents shall be maintained for not less than 5 years on the City's web site. Materials will also be made available in a form accessible to persons with disabilities upon request.

### **10. Technical Assistance**

The City shall make available, upon request, technical assistance to groups representing persons of low- and moderate-income (and other special needs) that request such assistance in developing proposals for funding assistance under any of the programs covered by the Plans. The City shall also hold at least one workshop for community agencies applying for City funding on or near the time of issuance of a Request for Proposals to explain issues related to various funding sources available, eligible activities, the application process itself, and to answer any questions applicants may have.

## **11. Citizen Complaints**

The City of Berkeley shall accept written complaints and provide a substantive written response to any written citizen complaint within a reasonable period of time, not to exceed 15 working days, when the complaint concerns the Consolidated Plan, Annual Action Plans, amendments thereto, and performance reports.

Complaint, comments and questions should be directed to:

CDBG Coordinator  
Housing & Community Services Department  
City of Berkeley  
2180 Milvia Street, 2<sup>nd</sup> Floor  
Berkeley, CA 94704  
[housing@cityofberkeley.info](mailto:housing@cityofberkeley.info)  
(510) 981-5400