

City of San José Housing & Community Development Commission

District 1 — Roma Dawson (VC)

District 3 — VACANT

District 5 — Ruben Navarro (C)

District 7 — Christopher Escher

District 9 — H.B. Mok

Mayor — Ali Sapirman

Lived Experience (Mayor) — Sketch Salazar

Lived Experience Alternate (Mayor) — Gabriela Gabrian

Alain Mowad — District 2

VACANT — District 4

Jen Beehler — District 6

VACANT — District 8

Roberta Moore — District 10

Daniel Finn — CAAC MR

(C) Ryan Jasinsky — CAAC ML

Commissioners are appointed by corresponding Council Members, but do not need to reside in that Council District.

REGULAR MEETING AGENDA

September 11, 2025

Virtual [Zoom Link](#)

Start time: 5:45 PM

Web ID: **940 5398 8541**

Location: City Hall, Wing Rooms 118-120

888-475-4499 (Toll Free)

Members of the public have a choice to attend the meeting either in person at the location listed above, or to attend virtually, viewing and listening to the meeting by following the instructions below. Additional instructions are provided below to those members of the Public who would like to comment on items on the agenda.

Beginning Tuesday, February 6, 2024, the City of San José will limit verbal comment for Brown Act meetings to **in person only**. The public will still be able to watch live broadcasts of commission meetings on Zoom. The public may attend meetings in person to provide comment or may provide written comments on agenda items.

How to attend the Housing & Community Development Commission Meeting:

- 1) **In person:** For participants that would like to attend in person, the physical location is listed on the upper left of this page.
- 2) **Electronic Device Instructions:** For participants who would like to join electronically from a PC, Mac, iPad, iPhone, or Android device, please click this URL: [Zoom Link](#).
 - a. Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
 - b. Enter an email address and name to join the meeting.
- 3) **Telephone Device Instructions:** For participants who would like to listen to the meeting on their telephones, please dial **888-475-4499 (Toll Free)**.
- 4) **Public Comments prior to meeting:** If you would like to submit your comments prior to the meeting, please e-mail mindy.nguyen@sanjoseca.gov or call **(408) 534-2961** by

12pm the day of the meeting. Comments submitted prior to the meeting will be considered as if you were present in the meeting.

Note that the times for items shown below are approximate and intended only to notify the Commission of the approximate amount of time staff expects each item might take.

Please note that items may be heard before or after the times shown, and plan accordingly.

APPROX. TIME	AGENDA ITEM
5:45	I. Call to Order & Orders of the Day A. Chair reviews logistics for Zoom meetings
5:46	II. Introductions and Roll Call
5:50	III. Consent Calendar A. Approve the Minutes for the Regular Meeting of June 12, 2025 ACTION: Approve the June 12, 2025 action minutes
5:55	IV. Reports and Information Only A. Chair B. Director C. Council District Liaison
6:05	V. Open Forum <i>Members of the Public are invited to speak on any item that does <u>not</u> appear on today's Agenda and that is within the subject matter jurisdiction of the Commission. Meeting attendees are usually given two (2) minutes to speak during Open Forum; however, the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate due to a large number of speaker requests.</i>
6:15	VI. Old Business
	VII. New Business
6:20	A. Housing and Community Development Commission's Fiscal Year 2024-2025 Accomplishments Report and Fiscal Year 2025-2026 Work Plan (E. Soliván, Housing) Action: Review, discuss, and adopt the Housing and Community Development Commission's Fiscal Year 2024-2025 Accomplishments Report and Fiscal Year 2025-2026 Work Plan for submission to the City

Council's Community and Economic Development Committee at its October 27, 2025 meeting.

**6:50 B. Consolidated Annual Performance and Evaluation Report (CAPER)
 (C. Alexander, Housing)**

Action: Hold a public hearing for the FY 2024-25 Consolidated Annual Performance and Evaluation Report (CAPER) on the use of funds from the U.S. Department of Housing and Urban Development (HUD) and make recommendations to City Council to approve the report.

7:20 VIII. Open Forum

Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Commission (per [Section 2.08.2840](#) of the San José Municipal Code). Meeting attendees are usually given two (2) minutes to speak during Open Forum; however, the time limit is in the discretion of the Chair of the meeting, and may be limited when appropriate due to a large number of speaker requests.

7:25 IX. Meeting Schedule

The next **Regular Meeting** for the Commission is scheduled to be held on **Thursday, November 13, 2025 at 5:45 p.m. in Wing Rooms 118-120 at San José City Hall, 200 E. Santa Clara St., San José, CA 95113**. Items tentatively expected to be heard are:

- Amendment(s) to the Annual Action Plan Fiscal Year 2025-2026

7:30 X. Adjournment

The City's [Code of Conduct](#) is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

You may speak to the Commission about any discussion item that is on the agenda, and you may also speak during Open Forum on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during Open Forum. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Commission unless listed on the agenda, which has been posted not less than 72 hours prior to meeting. Agendas, Staff Reports and some associated documents for the Commission items may be viewed on the Internet at

<http://www.sanjoseca.gov/hcdc>. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Commission.

Correspondence to the Housing & Community Development Commission is public record and will become part of the City's electronic records, which are accessible through the City's website. Before posting online, the following may be redacted: addresses, email addresses, social security numbers, phone numbers, and signatures. However, please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the Housing & Community Development Commission, will become part of the public record. If you do not want your contact information included in the public record, please do not include that information in your communication.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the City Clerk, 200 East Santa Clara Street, 14th Floor, San José, California 95113, at the same time that the public records are distributed or made available to the legislative body. Any draft resolutions or other items posted on the Internet site or distributed in advance of the Commission meeting may not be the final documents approved by the Commission. Contact the Office of the City Clerk for the final document.

On occasion, the Commission may consider agenda items out of order.

The Housing & Community Development Commission meets every second Thursday of each month (except for July and sometimes December) at 5:45pm, with special meetings as necessary. If you have any questions, please direct them to the Commission staff. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

The Levine Act requires a Party in a Proceeding before the City of San José that involves any action related to their contract, license, permit, or use entitlement to disclose any campaign contributions to City elected or appointed officials totaling more than \$250 within the 12 months prior to the City decision. A Participant to a Proceeding may voluntarily report a campaign contribution. Please visit <https://www.sanjoseca.gov/your-government/appointees/city-clerk/levine-act> for updated forms and information.

To request translation or interpretation services, accommodation, or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events, or printed materials, please call (408) 535-1260 as soon as possible, but at least three business days before the meeting. Please direct correspondence, requests, and questions to:

City of San José Housing Department
Attn: Mindy Nguyen
200 East Santa Clara Street, 12th Floor
San José, California 95113

Tel: (408) 534-2961

Email: mindy.nguyen@sanjoseca.gov

Para residentes que hablan español: Si desea mas información, favor de llamar a Luisa Cantu al 408-535-8357.

Tiếng Việt: Xin vui lòng liên lạc Janie Le tại 408-975-4462.

對於說華語的居民: 請電 408-975-2694 向 Hong Hua 詢問詳細事宜。

HOUSING & COMMUNITY DEVELOPMENT COMMISSION
MEETING ACTION MINUTES

June 12, 2025

MEMBERS PRESENT:	Roma Dawson	Commissioner (D1)
	Alain Mowad	Commissioner (D2)
	Nuha Khan	Commissioner (D4) <i>arrived at 5:59pm</i>
	Ruben Navarro	Commissioner (D5)
	Jen Beehler	Commissioner (D6) <i>arrived at 6:33pm</i>
	Victoria Partida	Vice Chair (D7)
	Huy Tran	Commissioner (D8)
	Roberta Moore	Commissioner (D10)
	Ali Sapirman	Commissioner (Mayor)
	Daniel Finn	Commissioner (MR)
	Ryan Jasinskly	Chair (ML)
	Gabriela Gabrian	Commissioner (LE Alt)

MEMBERS ABSENT:	Sketch Salazar	Commissioner (LE)
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STAFF PRESENT:	Erik Soliván	Director, Housing
	Emily Hislop	Division Manager, Housing
	Mindy Nguyen	Development Officer, Housing
	Councilmember Bien Doan	Council District 7
	Grace Kolander	Policy Director, Council District 7

(I) Call to Order & Orders of the Day

A. Chair Jasinsky called the meeting to order at 5:47 p.m.

(II) Introductions – Commissioners and staff introduced themselves.

(III) Consent Calendar

A. Approve the Consent Calendar which includes Minutes for the Regular Meeting of June 12, 2025.

Commissioner Navarro made the motion to approve the Consent Calendar with a second by Commissioner Sapirman. The motion passed 10-0.

Housing & Community Development Commission
DRAFT Minutes – Regular Meeting of June 12, 2025

Yes	Finn, Jasinsky, Dawson, Mowad, Navarro, Partida, Tran, Moore, Sapirman, Gabrian (10)
No	None (0)
Absent	Salazar (1)

(IV) Reports and Information Only

- A. Chair:** Chair Ryan Jasinsky reviewed logistics and guidelines for participation. Chair Jasinsky reviewed the functions, powers, and duties of the Housing and Community Development Commission.
- B. Director:** Director Erik L. Soliván shared that the City Council passed the city budget for the upcoming fiscal year at the June 10, 2025 council meeting.
- C. Council Liaison:** Councilmember Bien Doan presented a commendation to Vice Chair Partida highlighting her time on the Housing and Community Development Commission and her advocacy for the Tropicana-Lanai neighborhood in District 7.

(V) Open Forum

(VI) Old Business

(VII) New Business

**A. Rent Stabilization Program Semi-Annual Report Fiscal Year 2024-2025
(E. Hislop, Housing)**

Action: Review and provide advice to staff regarding the Rent Stabilization Program Semi-Annual Report Fiscal Year 2024-2025.

Commissioners asked clarifying questions and gave feedback to staff. No actions were taken.

**B. Rent Stabilization Program Quarter 3 Mobilehome Interaction Log
(E. Hislop, Housing)**

Action: Review and provide advice to staff regarding the Rent Stabilization Program Quarter 3 Mobilehome Interaction Log.

Commissioners asked clarifying questions and gave feedback to staff. No actions were taken.

C. Elections for Chair and Vice Chair for Fiscal Year 2025-2026
(R. Jasinsky, HCDC)

Action: Nominate and elect Chair and Vice Chair for Fiscal Year 2025- 2026.

Chair Jasinsky made the motion to elect Commissioner Mowad as Chair for Fiscal Year 2025-2026 with a second by Commissioner Navarro. The motion failed 4-7-1.

Yes	Jasinsky, Mowad, Beehler, Moore (4)
No	Finn, Dawson, Navarro, Partida, Tran, Sapirman, Gabrian (7)
Abstain	Khan (1)
Absent	Salazar (1)

Commissioner Dawson made the motion to elect Commissioner Navarro as Chair for Fiscal Year 2025-2026 with a second by Vice Chair Partida. The motion passed

Yes	Finn, Dawson, Navarro, Partida, Tran, Sapirman, Gabrian (7)
No	Jasinsky, Mowad, Beehler, Moore (4)
Abstain	Khan (1)
Absent	Salazar (1)

Commissioner Sapirman made the motion to elect Commissioner Dawson as Vice Chair for Fiscal Year 2025-2026 with a second by Commissioner Partida. The motion passed 11-0-1.

Yes	Finn, Jasinsky, Dawson, Mowad, Navarro, Beehler, Partida, Tran, Moore, Sapirman, Gabrian (11)
No	None (0)
Abstain	Khan (1)
Absent	Salazar (1)

D. Outgoing Commissioner Recognitions
(R.Jasinsky, HCDC)

Action: No action.

Housing & Community Development Commission
DRAFT Minutes – Regular Meeting of June 12, 2025

(VIII) Open Forum

Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Commission. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Commission.

(IX) Meeting Schedule

The commission does not meet in July. The next Regular Meeting for the Commission is scheduled to be held on **Thursday, August 14, 2025** at 5:45 p.m. in Wing Rooms 118-120 at San José City Hall, 200 E. Santa Clara St., San José, CA 95113.

(X) Adjournment

Chair Jasinsky adjourned the meeting at 7:32 p.m.



Memorandum

TO: HOUSING AND COMMUNITY DEVELOPMENT COMMISSION

FROM: Erik L. Soliván

DATE: September 4, 2025

SUBJECT: HOUSING AND COMMUNITY DEVELOPMENT COMMISSION'S FISCAL YEAR 2024-2025 ACCOMPLISHMENTS REPORT AND FISCAL YEAR 2025-2026 WORK PLAN

RECOMMENDATION

Review and adopt the Housing and Community Development Commission's Fiscal Year 2024-2025 Accomplishments Report and Fiscal Year 2025-2026 Work Plan for submission to the City Council's Community and Economic Development Committee at its October 27, 2025, meeting.

BACKGROUND

Section 2.080.030 of the San José Municipal Code requires annual approval of commission work plans for each fiscal year and reports on their annual accomplishments. Commission work plans and annual reports provide the City Council with specific details about board and commission activity. Annual work plans identify specific priorities, allowing clear and concise direction to the members of the bodies while managing the time of the City support staff. Annual reports document the implementation of the previous year's work plan. Items on a work plan must clearly align with that commission's purpose and be consistent with City policies. Such City policies include Council Policy 0-4 governing boards and commissions. Once approved, boards and commissions may not engage in activities not on their work plans without the approval of a modified work plan.

Under the City's Municipal Code (Title 2 Part 28), the Housing and Community Development Commission (Commission) has advisory functions, powers, and duties on the following matters: existing policies and programs concerning housing and community development; potential new policies and programs; reports on the City's progress in meeting its housing goals; annual hearings on the City's federal funding plans and outcomes; proposals regarding the use of funds for housing and community development; and issues related to the City's Mobilehome Rent Ordinance and mobilehome parks and the City's Apartment Rent Ordinance and related programs.

In March 2017, the Rules and Open Government Committee established the Community and Economic Development Committee as the approval body for the Housing and Community Development Commission.

ANALYSIS

Accomplishments

The Commission's accomplishments from FY 2024-2025 (**Attachment A**) illustrate its members' dedication to addressing a wide range of housing and community development-related policies, programs, and funding decisions. Last year, the Commission heard 14 items. These items included:

- Middle-Income Housing Strategy Status Report;
- Measure E Spending Plans and Annual Report; and
- Rent Stabilization Program Budget and Fees Recommendations.

The Commission also held public hearings on required plans and reports regarding the use of public funds from the U.S. Department of Housing and Urban Development (HUD). These reports are required to be submitted annually to fulfill federal funding requirements. Last year, the Commission heard the following HUD-required items:

- FY 2025-2026 Annual Action Plan Funding Priorities;
- Draft Amendments to Citizen Participation Plan; and
- Draft 2025-2030 Consolidated Plan.

Proposed Work Plan

The Commission's proposed FY 2025-2026 Work Plan (**Attachment B**) is comprised mostly of Department-scheduled items. Commissioners may elect to hear Commissioner-initiated items within the scope of the Commission that they research and present, but only to the extent that there is time after Department-scheduled items. No such items have been identified for FY 2025-2026.

All identified Work Plan items are within the scope pursuant to the City's Municipal Code for the Commission.

The Housing Department greatly appreciates the dedication and service of the Housing and Community Development Commissioners in their efforts to help improve the quality of life for the residents of San José.

HOUSING & COMMUNITY DEVELOPMENT COMMISSION

September 4, 2025

Re: Housing and Community Development Commission Fiscal Year 2024-2025 Accomplishments Report and Fiscal Year 2025-2026 Work Plan

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CONCLUSION

Staff recommends that the Commission approve both the Commission's Fiscal Year 2024-25 Annual Accomplishments Report and its proposed Work Plan for Fiscal Year 2025-2026.

Erik L. Soliván
Director, Housing Department

For more information, contact Mindy Nguyen, Development Officer, at (408) 534-2961 or mindy.nguyen@sanjoseca.gov.

ATTACHMENTS:

Attachment A: Housing & Community Development Commission FY 2024-2025 Annual Accomplishments Report

Attachment B: Housing & Community Development Commission FY 2025-2026 Work Plan



DRAFT Housing & Community Development Commission Accomplishments for FY 2024 - 2025

	Objective for 2023-2024	Recommended Actions	Commission Action
Policy & Programmatic Discussions			
1.	Rent Stabilization Program Fiscal Year 2023-2024 Q4 and Fiscal Year 2024-2025 Q1 Mobilehome Interaction Log Report for Mobilehomes <u>November 14, 2024</u>	Review the Rent Stabilization Program interaction log report for mobilehomes in the fourth quarter of Fiscal Year 2023-2024, first quarter of Fiscal Year 2024-2025, and other updates and provide possible recommendations to staff.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
2.	Measure E Transfer Tax Annual Report for Fiscal Year 2023-2024 <u>December 12, 2024</u>	Review the Measure E Transfer Tax Annual Report for Fiscal Year 2023-2024 revenues and expenditures and provide possible recommendations.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
3.	Rent Stabilization Program Fiscal Year 2023-2024 Annual Report <u>December 12, 2024</u>	Review the Rent Stabilization Program Fiscal Year 2023-2024 Annual Report and provide possible recommendations to staff regarding Rent Stabilization Program data.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
4.	Rent Stabilization Program Fiscal Year 2024-2025 Quarter	Review the Rent Stabilization Program Interaction Log Report for mobilehomes in the second quarter of Fiscal Year 2024-2025, and other updates and provide possible recommendations to staff.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.

DRAFT Housing & Community Development Commission Accomplishments for FY 2024-2025

	Objective for 2023-2024	Recommended Actions		Commission Action
	2 Interaction Log Report for Mobilehomes February 13, 2025			
5.	2025-2030 Consolidated Plan and Fiscal Year 2025-2026 Annual Action Plan Funding Priorities March 13, 2025	Hold a public hearing on funding priorities for the 2025-2030 Consolidated Plan and Fiscal Year 2025-2026 Annual Action Plan for the use of federal funds from the U.S. Department of Housing and Urban Development (HUD) and provide Housing Department staff with input on the proposed funding priorities for the City's 2025 - 2030 Consolidated Plan and next Annual Action Plan.		Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
6.	Annual Progress Report on the Housing Element and Housing Successor Report March 13, 2025	Review the Annual Progress Report on the Housing Element and Housing Successor Report and make possible recommendations to staff and/or the City Council.		Commissioner Tran made the motion to create an ad hoc committee consisting of Commissioners Tran, Gabrian, Finn, Sapirman, Mowad, and Navarro to study and assess Measure E and provide a report back to the commission with recommendations in May. The motion passed 9-2. Yes: Finn, Mowad, Del Buono, Navarro, Partida, Tran, Moore, Sapirman, Gabrian (9) No: Jasinsky, Beehler (2) Absent: Dawson, Khan, Salazar (3)
7.	Measure E Overview and Allocation Report and Ad Hoc	Discuss old business	Commissioners asked clarifying questions and gave feedback to staff. Commissioner Tran made the motion to recommend to the council that no	Commissioners asked clarifying questions and gave feedback to staff. Commissioner Tran made the motion to recommend to the council that no

DRAFT Housing & Community Development Commission Accomplishments for FY 2024-2025

	Objective for 2023-2024	Recommended Actions		Commission Action
	Committee Discussion April 10, 2025		<p>reallocation decision of Measure E fund be made permanent for the coming fiscal year. The motion was seconded by Commissioner Dawson. The motion passed 5-4.</p> <p style="padding-left: 40px;">Yes: Finn, Partida, Tran, Moore, Gabrian (5) No: Jasinsky, Mowad, Beehler, Moore (4) Absent: Khan, Navarro, Salazar, Sapirman (4)</p> <p>Commissioner Tran made the motion to Rescind the Measure E Ad Hoc Committee that was created during the March 13, 2025, Commission Meeting. The motion was seconded by Chair Jasinsky. The motion passed 9-0.</p> <p style="padding-left: 40px;">Yes: Finn, Jasinsky, Dawson, Mowad, Beehler, Partida, Tran, Moore, Gabrian (9) No: None (0) Absent: Khan, Navarro, Salazar, Sapirman (4)</p>	<p>reallocation decision of Measure E fund be made permanent for the coming fiscal year. The motion was seconded by Commissioner Dawson. The motion passed 5-4.</p> <p style="padding-left: 40px;">Yes: Finn, Partida, Tran, Moore, Gabrian (5) No: Jasinsky, Mowad, Beehler, Moore (4) Absent: Khan, Navarro, Salazar, Sapirman (4)</p> <p>Commissioner Tran made the motion to Rescind the Measure E Ad Hoc Committee that was created during the March 13, 2025, Commission Meeting. The motion was seconded by Chair Jasinsky. The motion passed 9-0.</p> <p style="padding-left: 40px;">Yes: Finn, Jasinsky, Dawson, Mowad, Beehler, Partida, Tran, Moore, Gabrian (9) No: None (0) Absent: Khan, Navarro, Salazar, Sapirman (4)</p>
8.	Rent Stabilization Program Budget and Fees Recommendations April 10, 2025	<p>Review and provide possible recommendations on the Rent Stabilization Program's proposed fee structure for Fiscal Year 2025-2026 based on the current cost projections and the March Mayor's Budget</p> <p>Message direction:</p> <ol style="list-style-type: none"> i. Annual Apartment Rent Control Fee: Increase from \$76.00 per unit to \$77.00 per unit; ii. Annual Apartment Non-Rent Control Fee: Remain at \$23.00 per unit; 		<p>Commissioners asked clarifying questions and gave feedback to staff. Commissioner Moore made the motion to accept the fee recommendation as proposed. Commissioner Finn seconded the</p>

DRAFT Housing & Community Development Commission Accomplishments for FY 2024-2025

	Objective for 2023-2024	Recommended Actions	Commission Action
		<ul style="list-style-type: none"> iii. Annual Mobilehome Rent Control Fee: Increase from \$30.00 per unit to \$32.00 per unit; and iv. Fees in connection with withdrawal of a building under the Ellis Act Ordinance: to decrease from \$2,833 to \$2,619 per unit for up to 10 units and increase from \$951 to \$957 per unit for over 10 units 	<p>motion.</p> <p>The motion passed 9-0.</p> <p>Yes: Finn, Jasinsky, Dawson, Mowad, Beehler, Partida, Tran, Moore, Gabrian (9)</p> <p>No: None (0)</p> <p>Absent: Khan, Navarro, Salazar, Sapirman (4)</p>
9.	Draft 2025-2030 Consolidated Plan, Draft Fiscal Year 2025-2026 Annual Action Plan, and Draft Amendments to Citizen Participation Plan May 8, 2025	<p>1) Conduct a public hearing on the draft 2025-2030 Consolidated Plan, Fiscal Year 2025-2026 Annual Action Plan, and Citizen Participation Plan, and take public comment as required by the U.S. Department of Housing and Urban Development (HUD);</p> <p>2) Provide input to Housing Department staff on the draft 2025-2030 Consolidated Plan, Fiscal Year 2025-2026 Annual Action Plan and proposed funding allocations and Citizen Participation Plan; and</p> <p>3) Recommend City Council approve the 2025-2023 Consolidated Plan, Fiscal Year 2025-2026 Annual Action Plan, and Citizen Participation Plan.</p>	<p>Commissioners asked clarifying questions and gave feedback to staff. No motions were made.</p>
10.	Measure E Spending Plan May 8, 2025	<p>1. Adopt a resolution amending Section 22 of City Council Policy 1-18, titled "OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM POLICY", to approve the following percentage allocations for the spending of Measure E revenues effective July 1, 2025:</p> <ul style="list-style-type: none"> a. Up to 5% of the revenues may be allocated for the administration of funding related to increased workload resulting from more robust homeless prevention efforts and the creation of more affordable housing, including, but not limited to, financial, legal, or administrative and policy programmatic support b. The remaining revenue is allocated as follows: <ul style="list-style-type: none"> i. 10% for homelessness prevention including, but not limited to, gender-based violence programs, legal services, and rental assistance. 	<p>Commissioners asked clarifying questions and gave feedback to staff. Commissioner Navarro made the motion to recommend that the allocation for the spending of Measure E revenues effective July 1, 2025, match the labeled existing policy allocation as reflected in Table 1 on Item VII.B Measure E Spending Plan. The motion was seconded by Commissioner Tran. The motion passed 6-4.</p>

DRAFT Housing & Community Development Commission Accomplishments for FY 2024-2025

	Objective for 2023-2024	Recommended Actions	Commission Action
		<ul style="list-style-type: none"> ii. Up to 90% for homeless sheltering and support programs that may include, but are not limited to, case management, outreach teams, encampment services, safe or supportive parking, homeless shelters, and interim housing construction and operations; and iii. Any remaining revenue not budgeted within the homeless sheltering and support program allocation above will be allocated as determined through the annual budget process for the creation of new or the preservation of existing affordable housing. <p>2. Approve the following percentage allocations for the spending of Measure E revenues totaling \$55.0 million anticipated to be received in Fiscal Year 2025-2026:</p> <ul style="list-style-type: none"> a. 5% or \$2,750,000 for administration with the remaining revenue allocated as follows: <ul style="list-style-type: none"> i. 10% or \$5,225,000 for homeless prevention, gender-based violence programs, legal services, and rental assistance; and ii. Up to 90% or \$47,025,000 for homeless sheltering and support programs that may include, but are not limited to, case management, outreach teams, encampment services, safe or supportive parking, homeless shelters, and interim housing construction and operations. 	<p>Yes: Finn, Dawson, Navarro, Partida, Tran, Sapirman (6) No: Mowad, Beehler, Moore, Gabrian (4) Absent: Jasinsky, Khan, Salazar (3)</p>
11.	Middle-Income Housing Strategy Status Report May 8, 2025	Review and provide possible recommendations to the Middle-Income Housing Strategy Status Report.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
12.	Rent Stabilization Program Semi-Annual Report Fiscal Year 2024-	Review and provide advice to staff regarding the Rent Stabilization Program Semi-Annual Report Fiscal Year 2024-2025.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.

DRAFT Housing & Community Development Commission Accomplishments for FY 2024-2025

	Objective for 2023-2024	Recommended Actions	Commission Action
	2025 June 12, 2025		
13.	Rent Stabilization Program Quarter 3 Mobilehome Interaction Log June 12, 2025	Review and provide advice to staff regarding the Rent Stabilization Program Quarter 3 Mobilehome Interaction Log.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.

DRAFT Housing and Community Development Commission Work Plan for Fiscal Year 2025-2026

#	Topics for Fiscal Year 2025-2026	Action	HCDC Role, Function, Power, Duty	Topic	Tentative Date
ACRONYM GUIDE					
MH = Mobilehome RSP = Rent Stabilization Program HUD = US Department of Housing & Urban Development GHP= General Housing Program ME = Measure E (Parcel Tax) HCDC = Housing & Community Development Commission					
1	HCDC Fiscal Year 2024-2025 Annual Accomplishments	ADOPT: Review, discuss, and adopt HCDC's Fiscal Year 2024-2025 Annual Accomplishments.	HCDC Admin / Governance	HCDC	Sep 2025
2	HCDC Fiscal Year 2025-2026 Annual Work Plan	ADOPT: Review, discuss, and adopt HCDC's Fiscal Year 2025-2026 Annual Work Plan	HCDC Admin / Governance	HCDC	Sep 2025
3	Consolidated Annual Performance and Evaluation Report (CAPER)	RECOMMEND: Hold a public hearing for the FY 2024-25 Consolidated Annual Performance and Evaluation Report (CAPER) on the use of funds from the U.S. Department of Housing and Urban Development (HUD) and make recommendations to City Council to approve the report.	HUD-related Hearing (Community Participation Plan Requirement)	HUD	Sep 2025
4	Amendment(s) to the Annual Action Plan Fiscal Year 2025-2026	RECOMMEND: Hold a Public Hearing and review any proposed amendments to any active Annual Action Plans and make potential recommendation to Council to approve the amendments	HUD-related Hearing (Community Participation Plan Requirement)	HUD	Nov 2025
5	Rent Stabilization Program Annual Report Fiscal Year 2024-2025	REVIEW: Review and provide advice to staff regarding Rent Stabilization Program data	Review of data related to the Apartment Rent, Tenant Protection, and Mobilehome Rent Ordinances	RSP	Dec 2025

DRAFT Housing and Community Development Commission Work Plan for Fiscal Year 2025-2026

#	Topics for Fiscal Year 2025-2026	Action	HCDC Role, Function, Power, Duty	Topic	Tentative Date
ACRONYM GUIDE					
MH = Mobilehome RSP = Rent Stabilization Program HUD = US Department of Housing & Urban Development GHP= General Housing Program ME = Measure E (Parcel Tax) HCDC = Housing & Community Development Commission					
			(Municode 2.08.2840)		
6	Measure E Annual Report	REVIEW: Review and provide advice to staff regarding report for expenditures of Measure E funds	Measure E Oversight Committee (Resolution #79608)	ME	Feb 2026
7	Annual Progress Report on the Housing Element and Housing Successor Report	REVIEW: Review the report and advise staff and/or City Council about progress towards Housing Element goals	Advisory (General Housing Programs)	GHP	Feb 2026
8	Funding Priorities for Fiscal Year 2026-2027 Annual Action Plan	RECOMMEND: Hold a Public Hearing and review funding priorities for Fiscal Year 2025-2026 Annual Action Plan and make recommendations to Council to approve the plan	HUD-related Hearing (Community Participation Plan Requirement)	HUD	Mar 2026
9	Rent Stabilization Program Budget and Fee Recommendations	RECOMMEND: Review, discuss, and make recommendations to staff and City Council about proposed Rent Stabilization Program Budget and Fee recommendations	Advisory (Municode 2.08.2840)	RSP	Apr 2026
10	Housing Trust Fund Budget	RECOMMEND: Review, discuss, and make recommendations to staff and City Council about the proposed Housing Trust Fund Budget	Housing Trust Fund Oversight Committee	GHP	Apr 2026

DRAFT Housing and Community Development Commission Work Plan for Fiscal Year 2025-2026

#	Topics for Fiscal Year 2025-2026	Action	HCDC Role, Function, Power, Duty	Topic	Tentative Date
ACRONYM GUIDE					
MH = Mobilehome RSP = Rent Stabilization Program HUD = US Department of Housing & Urban Development GHP= General Housing Program ME = Measure E (Parcel Tax) HCDC = Housing & Community Development Commission					
			(Resolution #74810)		
11	Draft 2026-2027 Annual Action Plan	RECOMMEND: Hold a public hearing and review the FY 2025-2026 Annual Action Plan and make recommendations to City Council to approve the plan	HUD-related Hearing (Community Participation Plan Requirement)	HUD	May 2026
12	Measure E Spending Plan	RECOMMEND: Review, discuss, and make recommendations to staff and City Council about the proposed Measure E Spending Plan	Measure E Oversight Committee (Resolution #79608)	ME	May 2026
13	Rent Stabilization Program Semi-Annual Report FY 2025-2026	REVIEW: Review and possibly provide advice to staff regarding Rent Stabilization Program data for Quarters 1 and 2	Review of data related to the Apartment Rent, Tenant Protection, and Mobilehome Rent Ordinances (Municode 2.08.2840)	RSP	May 2026
14	Commission Nomination	NOMINATE: Nominate Chair and Vice Chair for Fiscal Year 2026-2027	HCDC Admin / Governance	HCDC	May 2026

DRAFT Housing and Community Development Commission Work Plan for Fiscal Year 2025-2026

#	Topics for Fiscal Year 2025-2026	Action	HCDC Role, Function, Power, Duty	Topic	Tentative Date
ACRONYM GUIDE MH = Mobilehome RSP = Rent Stabilization Program HUD = US Department of Housing & Urban Development GHP= General Housing Program ME = Measure E (Parcel Tax) HCDC = Housing & Community Development Commission					
15	Commission Elections	ELECT: Elect Chair and Vice Chair for Fiscal Year 2026-2027	HCDC Admin / Governance	HCDC	June 2026
16	Amendment(s) to Annual Action Plans	RECOMMEND: Hold a public hearing and review any proposed amendments to any active Annual Action Plans and make potential recommendation to City Council to approve the amendments	HUD-related Hearing (Community Participation Plan Requirement)	HUD	Scheduled as needed
17	Topics related to Chapters 17.22 and 17.23 of the San José Municipal Code	RECOMMEND: Discuss items related to SJMC Chapters 17.22 and 17.23 regarding the Mobilehome Rent Ordinance, Rent Stabilization and related regulations and take possible action	Review of Apartment Rent Ordinance, Tenant Protection Ordinance and Mobilehome Rent Ordinance-related policies and programs (Municode 2.08.2840)	RSP / MH	Scheduled as needed

DRAFT Housing and Community Development Commission Work Plan for Fiscal Year 2025-2026

#	Topics for Fiscal Year 2025-2026	Action	HCDC Role, Function, Power, Duty	Topic	Tentative Date
ACRONYM GUIDE					
MH = Mobilehome RSP = Rent Stabilization Program HUD = US Department of Housing & Urban Development GHP= General Housing Program ME = Measure E (Parcel Tax) HCDC = Housing & Community Development Commission					
18	Topics related to Chapter 20.180 of the San José Municipal Code	RECOMMEND: Discuss items related to SJMC Chapters 20.180 regarding mobilehome parks and related policies and take possible action	Review of mobilehome-related policies and programs	MH	Scheduled as needed
19	Proposed State/Federal Legislation	RECOMMEND: Discuss and provide recommendations to staff and/or City Council on proposed legislation or ballot measures pertaining to subjects under the purview of the Commission, per City Policy 0-4	Advisory (General Housing Programs)	GHP	Scheduled as needed
20	Commissioner-initiated discussions under the purview of the Commission*	TBD: Hold Commissioner-initiated discussions on existing or potential programs, policies, or regulations related to housing and community development policies or programs and take possible action.	TBD	TBD	Scheduled as needed

NOTES

*The proposed agendized items may be subject to change.

* Commissioner-initiated items are researched and prepared by the Commissioners. All of these actions are to be taken consistent with Policy 0-4. Staff is only responsible for distribution unless capacity exists to provide additional information. These items will be agendized and prioritized around the Commission's regular workload.



Memorandum

TO: HOUSING AND COMMUNITY DEVELOPMENT COMMISSION

FROM: Erik L. Soliván

DATE: September 4, 2025

**SUBJECT: PUBLIC HEARING ON THE DRAFT FISCAL YEAR 2024-2025
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION
REPORT (CAPER)**

RECOMMENDATION

Hold a public hearing for the FY 2024-25 Consolidated Annual Performance and Evaluation Report (CAPER) on the use of funds from the U.S. Department of Housing and Urban Development (HUD) and make recommendations to City Council to approve the report.

SUMMARY AND OUTCOME

The public hearing provides an opportunity to the Housing & Community Development Commission (HCDC) and the public to provide comment on the progress towards goals established in the 5-year Consolidated Plan and the FY 2024-25 Annual Action Plan as well as the feedback on the draft Report.

The City leveraged its FY 2024-2025 federal funding allocations with other funding sources to provide vital resources for activities identified as the areas of greatest need in the FY 2020-2025 Five-Year Consolidated Plan. These needs focus on four overarching goals that inform the spending priorities in the FY 2020-2025 Five Year Consolidated Plan. The goals are outlined below:

Spending Priority #1 – Respond to Homelessness and Its Impact on the Community: Increase housing opportunities and self-sufficiency for homeless populations and assist in the prevention of homelessness for at-risk individuals and families.

Spending Priority #2 – Increase and Preserve Affordable Housing: Create new affordable housing opportunities and preserve existing affordable housing.

Spending Priority #3 – Strengthen and Stabilize Communities: Strengthen

and stabilize communities' conditions and help improve residents' ability to increase their employment prospects and grow their assets.

Spending Priority #4 – Promote Fair Housing Choices: Promote fair housing laws and lower barriers to access housing.

The City expended \$8,324,530 in federal funds for annual activities during FY 2024-2025. Over the course of the 2020-2025 Consolidated Plan cycle, the City expended a total of \$99,078,529 in federal funds.

BACKGROUND

As an entitlement community, San José receives federal funding each year directly from HUD through a formula allocation. Administered by the City's Housing Department, the federal funds are vitally-needed to support several City initiatives and to help the Department meet its mission to strengthen and revitalize San José's communities through housing and neighborhood investments.

To qualify for these funds, HUD requires that the City complete the three documents identified below:

- 1) A **Consolidated Plan** that documents the City's housing needs, and its strategies for meeting those needs, during a five-year period. For FY 2024-2025, the City was in its fifth and final year of its 2020-2025 Five-Year Consolidated Plan.
- 2) An **Annual Action Plan** that details the investment strategy in each of the five years within a Consolidated Plan cycle to meet identified priorities and objectives.
- 3) A **Consolidated Annual Performance and Evaluation Report** that summarizes the City's progress in meeting the objectives of each respective Annual Action Plan. The draft FY 2024-2025 CAPER is available on the Housing Department's website: www.sanjoseca.gov/CAPER.

The first two Plans guide the funding priorities for San José's federal housing grant programs that are administered by the City's Housing Department and overseen by HUD. This CAPER measures progress against the Plans. The deadline for submission is September 30, 2025. The Commission's and the City Council's meetings will provide opportunities for public input on the report as required by the City's adopted Citizen Participation Plan and for the City Council to consider approval of the CAPER prior to its submission to HUD.

ANALYSIS

FY 2024-2025 Federal Entitlement Fund Allocation and Expenditures

During FY 2024-2025, the City received a total allocation of \$13,073,753.96 in federal funding from the following sources:

- Community Development Block Grant (CDBG);
- HOME Investment Partnerships Program (HOME);
- Emergency Solutions Grants (ESG); and
- Housing Opportunities for Persons with AIDS Program (HOPWA).

Table 1 below details how these federal funds were utilized during FY 2024-2025 in alignment with the City’s four spending priorities outlined in the FY 2024-2025 Annual Action Plan.

Table 1: FY 2024-2025 Federal Expenditures by Spending Priority					
Spending Priorities	CDBG	HOME	ESG	HOPWA	Total
Respond to Homelessness and its Impacts on the Community	\$320,910	-	\$738,424	-	\$1,059,334
Increase and Preserve Affordable Housing	\$1,654,920	-	-	\$1,429,806	\$3,084,726
Strengthen and Stabilize Communities	\$2,469,998	-	-	-	\$2,469,998
Promote Fair Housing Choices	-	\$159,460	-	-	\$159,460
Administration	\$1,333,612	\$108,326	\$55,042	\$54,032	\$1,551,012
TOTAL EXPENDITURES*					\$8,324,530

**The total expenditure amounts may differ from the amounts reflected in the City’s approved budget due to timing differences in program expenditures reflected in HUD’s Integrated Disbursement and Information System.*

Annual Progress on Spending Priority Outputs¹

The following summaries highlight outputs of the programs and services that support each of the four spending priorities.

Spending Priority #1 – Respond to Homelessness and its Impacts on the Community

The federally funded programs highlighted in Spending Priority #1 provide critical infrastructures within the City’s overall homelessness response system, allowing the City to meet the immediate needs of unsheltered residents while also laying the foundation to invest in longer-range solutions.

However, these federally funded programs represent only a portion of the City’s broader efforts to reduce homelessness. The City’s various initiatives also include several state and locally funded programs and services, including proactive outreach to encampments, a robust interim shelter portfolio providing non-congregate units and supportive services to individuals and families experiencing homelessness, and safe parking programs for households residing in recreational vehicles.

Table 2 represents a data sample of the federally funded programs that responded to homelessness in FY 2024-2025 and highlights program outputs.

Table 2: Responding to Homelessness and its Impact on the Community				
Program	Agency	Total Contract Amount	Projected Number Served	Output
Citywide Outreach for Unsheltered Populations	HomeFirst Services of Santa Clara County	\$320,910.25 CDBG \$434,337.99 ESG	725 individuals	590 individuals received individualized support through street outreach interactions
HMIS	County of Santa Clara	\$200,000 ESG	400 users	HMIS access for 400 users to maintain standardized data collection,

¹ Beginning in FY 2024-2025, the City transitioned from reporting ‘outcomes’ to ‘outputs’ to better capture the tangible results and impacts of programs overseen by the Department. This shift reflects the Department’s focus on working closely with providers to standardize reporting around measurable program achievements and impacts, rather than solely numerical counts.

				coordination, and analysis in a centralized database system.
Rapid Rehousing	Bill Wilson Center	\$104,085.71 ESG	6 households	5 households received time- limited rental assistance and supportive services.

Citywide Outreach for Unsheltered Populations – HomeFirst Services of Santa Clara County

The Citywide Outreach for Unsheltered Populations program aims to respond to individuals experiencing homelessness by offering street-based case management and connecting them to basic needs services, including providing referrals to shelter and housing. These efforts provide critical assistance to those in need and strengthened the capacity of service providers in San Jose. This year, 367 Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) assessments were completed, entering individuals into the County’s Coordinated Entry System and providing a gateway for them to access local, state, and federally funded resources throughout the County, including congregate and non-congregate shelter, rapid rehousing, and permanent supportive housing. 3,195 light-touch outreaches, consisting of short interactions to provide hygiene kits, information, or resource connections, were completed, surpassing the project goal of 2,650. A total of 686 case management sessions were conducted across the 590 individuals that were engaged by this program, reflecting the Citywide Outreach program’s flexibility to meet participants where they are at and offer a wide spectrum of supports, from light-touch rapport building to continuous case management. 41 individuals served by this program exited to permanent or temporary housing placements.

HMIS – County of Santa Clara

HMIS is a secure web-based data warehousing system that serves as the primary client data collection and management tool in Santa Clara County. Funding for HMIS is used for software licensing, user training, data quality monitoring, reporting, performing regular maintenance, and installing upgrades as necessary to ensure optimal information system performance. This information system is crucial to measuring outcomes and ensuring data is collected and reported accurately. A total of 400 users, including City of San José employees and non-profit partner staff members, throughout

San José obtained or maintained access to HMIS as a result of the FY 2024-2025 federal funding allocations.

Rapid Rehousing – Bill Wilson Center

Bill Wilson Center provides time-limited rental assistance and individualized supportive services for individuals and families experiencing homelessness as identified through the Santa Clara County’s Coordinated Entry System and the City of San José’s internal referrals. Participants are housed in existing homes located in San José. Bill Wilson Center assists enrolled households with rent subsidies and case management until the households can independently maintain stable housing. With only 10.41% of the program being funded by federal funds, five households were served using ESG funds. An additional 42 households were served using Housing Authority Litigation Award funds. In the program, 27% of exited participants increased employment income, 100% of program participants enrolled in health insurance, and 96% of program participants exited to permanent destinations, speaking to the overall success of the program in supporting participants’ holistic goals and building self-sufficiency to obtain permanent housing.

Spending Priority #2 – Increase and Preserve Affordable Housing

The Housing Department’s Housing for Health Program utilized HOPWA funds for affordable housing opportunities. **Table 3** represents a data sample of the number of individuals with HIV/AIDS who received supportive housing services in FY 2024-2025 as a result of the FY 2024-2025 federal funding allocation.

Table 3: Increase and Preserve Affordable Housing Opportunities				
Program	Agency	Total Contract Amount	Projected Number Served	Output
Rental Assistance and Supportive Services for Individuals Living with HIV/AIDS in Santa Clara County	Bay Area Community Health	\$2,184,868 HOPWA	100 households	86 households with HIV/AIDS remained stably housed through rental assistance and received supportive health services.

Minor Home Repair	Rebuilding Together Silicon Valley	\$1,385,600 CDBG	90 households	87 households received critical home repair services and remained stably housed.
Emergency, Minor, and Limited Home Repair Services	Habitat for Humanity	\$472,000 CDBG	29 households	21 households received critical home repair services and remained stably housed.

Rental Assistance and Supportive Services for Individuals Living with HIV/AIDS in Santa Clara County – Bay Area Community Health

Bay Area Community Health addresses the urgent housing needs of low-income individuals living with HIV/AIDS and their families, including those who have experienced domestic violence, dating violence, or sexual violence. Households served through rental assistance are also provided with a range of supportive services including medical case management, outpatient ambulatory health services, early intervention services, mental health services, substance use disorder counseling, and psychosocial support. The program supports each client with locating and obtaining housing and sets aside funds for rental, utility, and move-in cost assistance. Bay Area Community Health provided rental assistance to 86 households, 96.5% of whom maintained permanent housing during FY 2024-2025. 17 of these households obtained and/or maintained income, with four experiencing a substantial increase in their income.

Minor Home Repair – Rebuilding Together Silicon Valley

Rebuilding Together Silicon Valley operates the Minor Home Repair program, which addresses the health and safety needs of low-income homeowners in San José. The program focuses on urgent and critical repair or maintenance needs, accessibility and mobility improvements within the home, and larger replacement needs such as roofs and pipes. In total, the program completed 473 minor repairs for low-income homeowners, surpassing the target of 335 repairs. On top of this, the program completed 93 limited rehabilitation repairs, surpassing the target of 73. At the conclusion of completed work, 86% of households reported improved safety conditions and accessibility modifications in their homes.

Emergency, Minor, and Limited Home Repair Services – Habitat for Humanity

Habitat for Humanity operates the Emergency, Minor, and Limited Home Repair Services program, which helps preserve decent and affordable homeownership by

restoring suitable living environments in a cost-effective manner. The program repairs housing units to address the health and safety needs of low-income homeowners in San José. With 21 projects completed this year, 100% of households reported that they were satisfied with project completion.

Spending Priority #3 – Strengthen and Stabilize Communities

Activities pertaining to the Strengthen and Stabilize Communities Spending Priority were entirely funded through CDBG. This Spending Priority provides funding for programs, services, and projects that promote viable urban communities through decent housing, suitable living environments, and expanded economic opportunities.

These objectives are sub-grouped into three categories:

- 1) Public Services;
- 2) Community Development Investment Non-Construction Projects; and
- 3) Community Development Investment Construction Projects.

Public Services

Table 4 represents a data sample of the number of individuals served through public services programs during FY 2024-2025 aimed at strengthening and stabilizing the community.

Table 4: Strengthen and Stabilize Communities – Public Services				
Program	Agency	Total Contract Amount	Projected Number Served	Output
Senior Access and Health Support	Portuguese Organization for Social Services and Opportunities	\$285,000 CDBG	160 individuals	192 seniors received nourishing meals and door-to-door transportation services.
Eastside Neighborhood Development Program	SOMOS Mayfair, Inc.	\$141,600 CDBG	170 individuals	170 individuals participated in leadership programs, education programs, or received basic needs and supportive services.

HOUSING & COMMUNITY DEVELOPMENT COMMISSION

DATE 7 DAYS BEFORE HCDC MEETING – IT MATCHES DATE ON P.1 UNDER DEPUTY'S NAME

Subject: PUBLIC HEARING ON THE DRAFT FISCAL YEAR 2024-2025 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

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Neighborhood Engagement Program	Vietnamese Voluntary Foundation	\$47,200 CDBG	100 individuals	187 individuals participated in educational classes and/or received case management services.
Citywide Legal Services	Bay Area Legal Aid	\$188,800 CDBG	74 individuals	113 low-income San José tenants received advice, brief services, or legal representation.
Neutral Tenant-Landlord Counseling and Dispute Resolution	Project Sentinel	\$178,800 CDBG	800 individuals	904 individuals received counseling, tenant rights education, and/or mediation services.
Neutral Tenant-Landlord Counseling and Dispute Resolution	Legal Link	\$10,000 CDBG	3 individuals	2 individuals received legal training.

The Department will track outputs for each source and will add this as a provision within future contracts.

Senior Access and Health Support – Portuguese Organization for Social Services and Opportunities

The Portuguese Organization for Social Services and Opportunities provides culturally and linguistically accessible programs to low-income seniors. Services include daily activities at the Portuguese Community Center, senior nutrition and health support services, wellness checks, transportation to appointments, transportation to and from the Portuguese Community Center, and hot meal delivery to home-bound seniors. Seniors who participate in these programs report feeling less isolated and more empowered to do things independently. Over the course of the grant term, POSSO

delivered 25,564 frozen and hot meals to home-bound seniors and provided door-to-door transportation to seniors on 658 instances using CDBG funds.

Eastside Neighborhood Development Program – SOMOS Mayfair, Inc.

The Eastside Neighborhood Development program is operated by the Sí Se Puede Collective, a group of non-profits dedicated to uplifting East San José. This group includes SOMOS Mayfair Inc. as the lead, the School of Arts and Culture at the Mexican Heritage Plaza, Grail, Veggielution, and Amigos de Guadalupe. The Sí Se Puede Collective focuses on community engagement and empowerment through resident-centered leadership development training and essential supportive services, such as case management, financial literacy training, arts education programs for youth, and workforce training and education programs. Notably, they provided professional development for 10 licensed and unlicensed local childcare providers, trained a cohort of 13 individuals through a leadership development program that included ongoing support for veterans, and assisted 36 families by translating and filling out forms/applications required to access basic needs.

Neighborhood Engagement Program – Vietnamese Voluntary Foundation

The Neighborhood Engagement Program helps increase knowledge and skills for economic improvement through classes such as English as a Second Language, digital literacy, and cultural and language classes. Additionally, the Vietnamese Voluntary Foundation provides case management to individuals, helping them fill out applications for CalFresh (a public assistance food allowance program), the Department of Motor Vehicles, housing rental applications, and more. While the Vietnamese Voluntary Foundation places an emphasis on helping the Vietnamese community, their services are open to anyone in need regardless of their ethnic background. This year, the program delivered 1,298 total hours of English as a second language classes, 1,107 hours of computer classes, and 609 hours of civic engagement classes. Participation and engagement in classes far exceeded contractual expectations, and Vietnamese Voluntary Foundation has taken active steps this year to partner with community organizations to broaden workshop content to new topics of interest to the community.

Citywide Legal Services – Bay Area Legal Aid

Bay Area Legal Aid operates the *Legal Advice Line* and supports callers by screening for eligibility and legal needs, providing legal advice, and providing referrals to external legal services. They also deliver outreach and community education, which includes holding *Know Your Rights* workshops within the community, providing information about services at community events and providing technical assistance to other community-based organizations. During the grant period, the Legal Advice Line received 523 calls from San Jose residents. 20 residents received full legal representation through the

program, exceeding the target of eight. One hundred percent of full legal representation cases resulted in at least one positive outcome for the client. Outcomes tracked include prevented evictions, obtained opportunities for other housing options, and retained/preserved housing.

Neutral Tenant-Landlord Counseling and Dispute Resolution – Project Sentinel

Project Sentinel receives information and referral calls from low- and moderate-income tenants throughout San José and provides information, referrals, counseling and education on tenant and landlord rights and responsibilities. Conciliation and mediation services are provided with the goal of stabilizing housing or preventing eviction, displacement, or homelessness. Outreach and educational workshops are provided to both tenants and landlords. This grant term, Project Sentinel worked on 190 cases for extensive counseling, with cases involving conflict navigation, resource referrals, and protracted assistance to empower an individual to resolve conflict. 87% percent of participants who received dispute resolution services resolved at least one of their rental housing issues, exceeding the project goal of 85%. In addition, Project Sentinel conducted 33 conciliations and mediations, with 100% reporting improved communication or matter resolution.

Neutral Tenant-Landlord Counseling and Dispute Resolution – Legal Link

The primary purpose of this project is to build out a Housing Justice Worker program across the City of San José, in which Legal Link trains and supports a new frontline of community justice workers to strengthen and expand the capacity of the local legal safety net for tenants. While delivering education to housing justice workers, the project also refers tenants to mediation/dispute resolution services, legal nonprofits, housing counselors, courthouses, and private bar associations. This program organized 25 community partner meetings, administered four Housing Justice Worker trainings, and provided 45 one-on-one legal consultations for Housing Justice Workers.

Community Development Investments Non-Construction Projects

Table 5 represents a data sample of the number of individuals served through community development investments in non-construction projects during FY 2024-2025 aimed at strengthening and stabilizing the community.

Table 5: Strengthen and Stabilize Communities – Community Development Investments Non-Construction Projects				
Program	Agency	Total Contract Amount	Projected Number Served	Output

Business Operation and Optimization Support Tools	Upwards/ Weecare	\$1,048,394 CDBG	131 providers	131 participating microenterprises received focused support to strengthen and grow their daycare businesses.
Enhanced Code Enforcement	Planning, Building, and Code Enforcement	\$1,100,000 CDBG	400 Housing Units Inspected	660 housing units were inspected for compliance with housing and blight codes, preventing the deterioration of neighborhoods

Business Operation and Optimization Support Tools - Upwards/Weecare

The Business Operation and Optimization Support Tools program provides comprehensive business and technical support to participating microenterprise childcare providers, contributing to the establishment and maintenance of a robust and sustainable local childcare ecosystem. This enhances the overall sustainability of low- and moderate-income home daycare providers through operational stabilization and revenue maximization, improving the quality of life of the families they serve and creates a positive ripple effect throughout the community. This year being the first year of operations, the program increased eligible microenterprise childcare providers’ gross revenue, retained and created childcare jobs, and increased childcare capacity in San José. 98% of participating microenterprises remained open throughout the duration of the 12-month program, far exceeding the project goal of 80%. Furthermore, 35% of participating microenterprises reported a 20% increase in gross revenue by the end of the year.

Enhanced Code Enforcement – Planning, Building, and Code Enforcement Department

The Planning, Building, and Code Enforcement Department provided enhanced code enforcement services in targeted low- and moderate-income neighborhoods. With these

CDBG funds, the Department expanded proactive inspections and services for multifamily housing properties. Efforts focused on six communities: Santee, Five Wounds/Brookwood Terrace, Roundtable, Hoffman/Via Monte, Foxdale, and Cadillac neighborhoods. These efforts addressed substandard housing conditions to improved neighborhood livability, and promote safe, healthy living environments for San José residents.

Community Development Investments Construction Projects

Table 6 represents an update of community development investments construction projects, funded during FY 2024-2025, aimed at strengthening and stabilizing the community.

Table 6: Strengthen and Stabilize Communities – Community Development Investments Construction Projects				
Program	Agency	Total Contract Amount	Project Goal	Project Status
Accessible Pedestrian Signal Project #1 (Phase 1)	Department of Transportation	\$559,374.16 CDBG	Installation of 108 accessibility devices at signalized intersections.	In progress – active until 2026.
Fire Station LED Replacement	Public Works	\$500,000 CDBG	Replace outdated exterior lighting at 10 fire stations with LED fixtures to improve visibility and safety for staff and the public.	In progress – active until 2026.

Accessible Pedestrian Signal Project #1 – Department of Transportation

The Department of Transportation is implementing Accessible Pedestrian Signals at key intersections to improve pedestrian safety and accessibility, particularly for visually impaired individuals. The Accessible Pedestrian Signal devices will offer audible and tactile cues to indicate traffic signal phases, supporting safe navigation across intersections. The project prioritizes installations in low- and moderate-income neighborhoods and Project Hope areas, aligning with the City’s broader efforts to create an inclusive and accessible transportation network.

The work is planned in two phases. Phase 1 activities in FY 2024-2025 focused on procuring supplies in compliance with federal procurement requirements. Phase 2, scheduled for FY 2025-2026, will complete installations at all targeted intersections.

Fire Station LED Replacement – Public Works

The Public Works Department is replacing outdated exterior lighting at 10 fire stations across San José to improve nighttime visibility and safety for staff and the public. Current fixtures use low-pressure sodium bulbs, which provide poor illumination and have been phased out due to environmental concerns. The project will upgrade to energy-efficient LED technology, enhancing lighting quality and supporting the City's sustainability goals.

CDBG funding is covering installation costs, additional materials needed during replacement (e.g., wiring, paneling), and supplies for interior and exterior lighting, including light fixtures and installation. Project locations are in low- and moderate-income neighborhoods.

The project is 60% complete and scheduled for full completion by April 2026. LED fixtures will be installed at the following locations:

- Fire Station #3 (98 Martha St.)
- Fire Station #5 (1380 N. 10th St.)
- Fire Station #7 (800 Emory St.)
- Fire Station #16 (2001 S. King Rd.)
- Fire Station #18 (4430 Monterey Rd.)
- Fire Station #20 (1120 Coleman Ave.)
- Fire Station #26 (528 Tully Rd.)
- Fire Station #30 (454 Auzerai Ave.)
- Fire Station #34 (1634 Las Plumas Ave.)
- Fire Station #35 (135 Poughkeepsie Rd.).

Spending Priority #4 – Promote Fair Housing Choices

The Fair Housing Act, a federal law enforced by HUD, generally prohibits discrimination when renting, buying, or securing financing for most housing. Federal law prohibits discrimination on the basis of race, sex, color, religion, gender identity (actual or perceived), sexual orientation, disability, ethnic or national origin, and familial status. The Fair Housing Act covers most housing whether publicly or privately funded. As an entitlement community that receives and administers federal funds, the City of San José must ensure all programs are administered in a manner that affirmatively furthers the Fair Housing Act.

A data sample of services provided by the Fair Housing Legal and Education Services Collaborative program is detailed in **Table 7**.

Table 7: Promote Fair Housing Choices				
Program	Agency	Total Contract Amount	Projected Number Served	Output
Fair Housing Legal and Education Services Collaborative	Law Foundation of Silicon Valley	\$200,000 CDBG \$200,000 HOME	145 individuals	241 individuals were provided legal education and legal representation.

Fair Housing Legal and Education Services Collaborative – Law Foundation of Silicon Valley

The Fair Housing Legal and Education Services Collaborative is comprised of the following partner organizations: Project Sentinel, Senior Adult Legal Assistance, and the Asian Law Alliance. The Fair Housing Legal and Education Services Collaborative offers a comprehensive and coordinated fair housing program that fields and investigates discrimination complaints and provides enforcement, litigation services, and general fair housing education. This year, of the 18 full legal representation cases completed, all cases prevented eviction, resulted in an opportunity for other housing options, or retained/preserved housing. In addition to full legal representation, brief legal representation was provided to 111 individuals and 10 outreach and education workshops were conducted.

Demographics

The City aims to ensure that federally funded programs serve residents with the greatest needs. As a major administrator of federal housing and community development funds, the Housing Department tracks and administers resources in accordance with applicable federal requirements to ensure they are directed to eligible beneficiaries and in a manner consistent with federal law.

Program Participants Aggregated by Race and Ethnicity Demographics

Table 8 below provides the overall race and ethnicity demographic distribution of HUD-funded activities in which the City’s grantees reported the race and ethnicity of program participants served in Fiscal Year 2024-2025.

Table 8: Overall Race and Ethnic Demographic Data
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Race/Ethnicity	Total Program Participants	% of Total
White	541	19.8%
Black/African American	180	6.6%
Asian or Asian American	496	18.2%
American Indian, Alaska Native, or Indigenous	56	2.1%
Native Hawaiian or Other Pacific Islander	17	0.6%
Hispanic/Latina/e/o ¹⁶	1,013	37.2%
Middle Eastern or North African	11	0.4%
American Indian/Alaska Native and White	2	0.1%
Asian and White	5	0.2%
Black or African American and White	5	0.2%
American Indian or Alaskan Native, or Indigenous and Black or African American	19	0.7%
Other	381	14.0%
Total	2,726	100.0%

The FY 2024-2025 race and ethnic demographic data indicates that HUD-funded programs predominantly served low-income populations identifying as Hispanic/Latina/e/o, White, and Asian or Asian American. Given that the racial demographics of residents in the City of San José reflect a similar makeup (31.2% of residents identify as White, 23.9% identify as Hispanic, and 41.3% identify as Asian), these findings indicate that the City’s HUD-funded programs are achieving equitable representation of serving the diverse residents of San José.

Certain programs stood out in their ability to reach specific communities. For example, the Vietnamese Voluntary Foundation’s Neighborhood Engagement Program served 187 Asian or Asian American participants, and Project Sentinel’s Neutral Tenant-Landlord Counseling and Dispute Resolution served 142, together representing over two thirds of the 496 Asian or Asian American individuals served across all federally funded programs reported above. Similarly, among the 1,013 Hispanic/Latina/e/o participants served, Project Sentinel provided services to 355 individuals and SOMOS Mayfair to 155, demonstrating their strong capacity to engage the Hispanic/Latina/e/o communities throughout San José.

Income Level of HUD-Funded Program Participants

For HUD-funded activities in which the City’s grantees reported the income level of program participants served, Table 9 below provides the overall income level distribution of program participants served during FY 2024-2025.

Table 9: Income Level Distribution of HUD-Funded Program Participants		
Income Level¹⁸	Program Participants	% of Total
Extremely Low-Income (\$38,750 or less)	1558	58.4%
Very Low-Income (\$64,550 or less)	518	19.4%
Low-Income (\$102,300 or less)	594	22.2%
Total	2670	100.0%

**The income for 56 program participants were not reported across Citywide Outreach because the program participants were under the age of 18. As such, the income level of 56 program participants is not included in the total program participants column.*

The income level demographic data indicates that HUD-funded programs predominantly served extremely low-income residents, with over half of the program participants reporting an income below \$38,750. Many of the extremely low-income households served by HUD-funded programs are severely rent-burdened, spending more than half of their income on housing, which leads to greater risks of housing instability, evictions, and homelessness. These findings further support that the City’s HUD-funded programs and services were invested to support our most vulnerable residents.

Overall Progress Toward the Consolidated Plan’s Five-Year Goals

Over the course of the 2020-2025 Consolidated Plan cycle, the City has made measurable progress toward the Plan’s five spending priorities. When leveraged with local and state funding, federal resources have supported households throughout San José with critical housing, services, and community investments. **Table 10** below highlights notable milestones achieved within each spending priority.

Table 10: Key Progress Metrics for ConPlan 2020-2025		
Spending Priorities	Notable Milestones	Total Expended
Respond to Homelessness and its Impacts on the Community	<ul style="list-style-type: none"> 5,872 unsheltered individuals throughout San Jose were served through the Services Outreach Assistance and Resources program and 	\$36,500,850

	<p>the Citywide Outreach for Unsheltered Populations program.</p> <ul style="list-style-type: none"> • 2,207 individuals were served throughout 2 Bridge Housing Communities and 3 Emergency Interim Housing programs, where participants are provided with non-congregate shelter, meals, case management, and supportive services. • 709 households were served by the City's Motel Voucher Program, which provides short-term motel stays for families experiencing homelessness. 	
Increase and Preserve Affordable Housing	<ul style="list-style-type: none"> • 1,010 households received rental assistance, help with utility payments, and housing support services through tenant-based rental assistance programs, rapid rehousing programs, and other rental assistance programs • Funded through HOPWA funds, 431 households with HIV/AIDS remained stably housed through rental assistance and supportive health services through tenant-based rental assistance programs. 	\$32,411,133
Strengthen and Stabilize Communities	<ul style="list-style-type: none"> • 1699 home-bound seniors were delivered nourishing meals and received door-to-door transportation services through the Meals on Wheels and the 	\$19,371,316

	<p>Senior Access and Health Support programs</p> <ul style="list-style-type: none"> • 3,711 individuals received legal assistance, tenant rights education, conciliation/mediation services, and legal representation that resulted in participants preventing their eviction, obtaining opportunities for other housing options, or retaining their current housing. • 61 microenterprises impacted by the COVID-19 crisis were provided with grants and targeted assistance to cover working capital and business re-startup needs. 131 local microenterprise childcare providers were provided with comprehensive business and technical support. 	
Promote Fair Housing Choices	<ul style="list-style-type: none"> • 1,110 individuals were served through the Fair Housing Legal Education Services Collaborative; services increased housing stability of participants through legal education and representation 	\$1,151,975
Administration	<ul style="list-style-type: none"> • The City funded its administrative activities, within federally regulated limits, from each of the federal funding sources. Staff activities funded included planning, grant management, monitoring, reporting, legal services, and environmental review. 	\$9,643,255

2020-2025 Consolidated Plan Cycle Total Federal Expenditure	\$99,078,529
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These outcomes demonstrate the City’s overall progress in meeting the priorities identified in the 2020-2025 Consolidated Plan. The City’s investments have delivered measurable impact for low-income households and laid important groundwork for long-term community stability.

EVALUATION AND FOLLOW-UP

After the Housing and Community Development Commission hears this item, the City Council will consider it at its September 23, 2025, meeting. Upon City Council approval, staff will submit the FY 2024-2025 CAPER to HUD by the September 30, 2025 deadline.

PUBLIC OUTREACH

In accordance with the City’s Community Participation Plan, the draft FY 2024–2025 CAPER is available to the public for a 15-day review and comment period. Additionally, the City must hold two public meetings to provide members of the public an opportunity to provide input on the accomplishments reported in the draft FY 2024–2025 CAPER. The City published the draft FY 2024–2025 CAPER for public review and comment on August 8, 2025. The City will accept public comments regarding the draft FY 2024–2025 CAPER until August 22, 2025. Additionally, the following public meetings were/will be held for public input:

- Housing and Community Development Commission meeting on September 11, 2025; and
- City Council meeting on September 23, 2025.

Public notices regarding the public meetings and public review and comment period were also provided in five languages (English, Spanish, Vietnamese, Chinese, and Tagalog), in accordance with the City’s Language Access Plan. Moreover, a public notice regarding the public review and comment period was published in five languages on August 5, 2025, in the following newspapers: the *Mercury News*, *El Observador*, *Vietnam Daily News*, *World Journal* (Chinese), and the *Asian Journal* (Tagalog).

Furthermore, this memorandum will be posted on the City’s Council Agenda website for the September 23, 2025 City Council meeting.

HOUSING & COMMUNITY DEVELOPMENT COMMISSION
DATE 7 DAYS BEFORE HCDC MEETING – IT MATCHES DATE ON P.1 UNDER DEPUTY’S NAME
**Subject: PUBLIC HEARING ON THE DRAFT FISCAL YEAR 2024-2025 CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT (CAPER)**
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(add director signature after approval)

Erik L. Soliván
Housing Director

The principal author of this memorandum is Lauren DeCarlo, Acting Housing Policy and Planning Administrator, Housing Department. For questions, please contact Cupid Alexander, Deputy Director, Housing Department at cupid.alexander@sanjoseca.gov or (669) 314-3884.