



HUMAN SERVICES COMMISSION SPECIAL MEETING AGENDA

Tuesday, January 7, 2025
6:00 PM

City Council Chamber
200 Old Bernal Avenue
Pleasanton, CA 94566

The meeting will be held in-person and will be streamed at <https://www.youtube.com/user/TheCityofPleasanton>.

Public participation: It is requested that members of the public wishing to address the Commission submit a speaker card. When public comment is opened on an agenda item, individuals may speak once per agenda item.

In Person:

- Submit a physical speaker card at the meeting. When your name is called, please provide comment at the podium.
-

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

CONSENT CALENDAR

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

1. Approve the meeting minutes of October 2, 2024
2. Approve the joint special meeting minutes of November 12, 2024

MEETING OPEN TO THE PUBLIC

3. Public Comment regarding items not listed on the agenda – Speakers are limited to 3 minutes.
4. Introductions/Awards/Recognitions/Presentations - Pleasanton Unified School District Workability and PIP Program - Presented by Janeen Rubino-Brumm, Workability Specialist

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

5. Receive information and discuss the Fiscal Year (FY) 2025/26 Housing and Human

Services Grant process

6. Review and approve the amended Human Services Commission meeting schedule for 2025
7. Select a commission Chairperson and Vice Chairperson for 2025
8. Select commission representatives to attend local human services-related meetings

COMMISSION REPORTS

9. Brief reports on any meetings, conferences, and/or seminars attended by the commission members

MATTERS INITIATED

FUTURE AGENDA ITEMS

- *Eastern Alameda County Human Services Needs Assessment (EACHSNA) Multi-Year Goals*

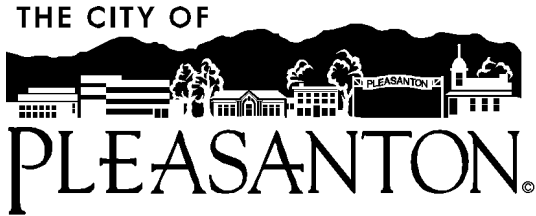
ADJOURNMENT

Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet will be available for public inspection at the Library and Recreation department located at 400 Old Bernal Ave., Pleasanton, CA 94566.

Accessible Public Meetings

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation (e.g., an assistive listening device), please contact the Library and Recreation department located at 400 Old Bernal Ave., or (925) 931-5340 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice prior to the meeting date.



Human Services Commission Meeting Minutes

October 2, 2024 – 7 p.m.

CALL TO ORDER

Chair Bedegi called to order the special meeting of the Human Services Commission at 7:00 p.m. from the Council Chambers located at 200 Old Bernal Ave., Pleasanton.

Chair Bedegi led the Pledge of Allegiance and provided opening remarks.

ROLL CALL

Present: Commissioners Carlucci (via teleconference), Cook, Hayes, Jaladi, Litz, Powers, and Chair Bedegi

Absent: None

AGENDA AMENDMENTS

None

APPROVAL OF MINUTES

1. Approve meeting minutes of September 4, 2024.

MOTION: It was m/s by Bedegi/Powers to approve the regular meeting minutes of September 4, 2024 with the following amendment: Item 3: The commissioners asked questions about the presentations. Motion passed by the following vote:

Ayes: Commissioners Carlucci (via teleconference), Cook, Hayes, Jaladi, Litz, Powers, and Chair Bedegi.

Noes: None

Absent: None

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Lia Bushong, Assistant Director of Library and Recreation welcomed the new Youth Commissioner Yashvi Jaladi. Commissioner Jaladi introduced herself and all commissioners provided around the room introductions.

3. Public comment from the audience regarding items not listed on the agenda.

Chair Bedegi opened public comment. There being no speakers, Chair Bedegi closed the public comment.

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

4. Review and Approve the Housing and Human Services Grant Program Statement of Priorities and Evaluation Criteria for Fiscal Year 2025-26 and Receive Housing Grant Program Information

Recommendation: Review and Approve the Housing and Human Services Grant Program Statement of Priorities and Evaluation Criteria for Fiscal Year 2025/26 and Receive Housing Grant Program Information

Steve Hernandez, Housing Manager, presented the item and answered questions from commissioners.

MOTION: It was m/s by Litz//Bedegi to Approve the Housing and Human Services Grant Program Statement of Priorities and Evaluation Criteria for Fiscal Year 2025/26 and Receive Housing Grant Program Information with the following change to Commission Evaluation Criteria to replace "2011" with "current."

1. NEED:

- e. *The project prioritizes the "core services" identified in the adopted "2011 current Humans Services Needs Assessment" (i.e. dental care, primary health care, mental health, food/nutrition, housing activities).*

Motion passed by the following vote:

Ayes: Commissioners Carlucci (via teleconference), Cook, Hayes, Jaladi, Litz, Powers, and Chair Bedegi.

Noes: None

Absent: None

5. Receive and Comment on FY 2023/24 Library and Recreation Programs and Services Presentation

Lia Bushong, Assistant Director of Library and Recreation, presented the item and answered questions from commissioners.

6. Receive a Budget Overview for the Library and Recreation Department for FY 2024/25

Zachary Reda, Management Analyst, presented the item and answered questions from commissioners.

7. Review an Update on the 2019-2024 Library and Recreation Strategic Plan and Provide Feedback on the 2025-2029 Library and Recreation Strategic Plan's Mission, Vision and Values

Recommendation: Receive an Update on the 2019-2024 Library and Recreation Strategic Plan and Provide Feedback on the 2025-2029 Library and Recreation Strategic Plan's Mission, Vision and Values

Zachary Reda, Management Analyst, presented the item and answered questions from commissioners.

8. Review and Approve the 2025 Human Services Commission Meeting Schedule

Recommendation: Review and Approve the 2025 Human Services Commission Meeting Schedule

MOTION: It was m/s by Powers/Hayes to approve the following 2025 Human Services Commission meeting schedule:

- February 5, 2025
- March 5, 2025
- May 7, 2025
- June 4, 2025
- September 3, 2025
- October 1, 2025
- November 5, 2025

Motion passed by the following vote:

Ayes: Commissioners Carlucci (via teleconference), Cook, Hayes, Jaladi, Litz, Powers, and Chair Bedegi.

Noes: None

Absent: None

COMMISSION REPORTS

None

STAFF COMMENTS

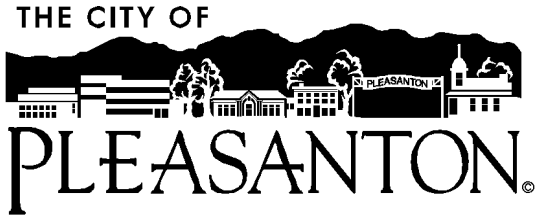
None

NEXT MEETING DATE

Human Services Joint Commission Special Meeting – Tuesday, November 12, 2024 – 6 p.m. –
Livermore Civic Center

ADJOURNMENT

There being no further business, Chair Bedegi adjourned the meeting at 9:10 p.m.



Human Services Commission Joint Special Meeting Minutes

November 12, 2024 – 6 p.m.

1. CALL TO ORDER

Livermore Human Services Commission Chair Nakamura called to order the Human Services Joint Commission Special Workshop at 6:15 p.m. from Civic Center Meeting Hall William H. Mendenhall Community Room at 1016 S. Livermore Ave., Livermore.

2. ROLL CALL

City of Dublin

Present: Commissioners Costello, Harvey, Lumia (arrived at 6:59 p.m.), Alternate Commissioner Henningsen, and Vice Chair Hunt

Absent: Alternate Commissioner Noorzad and Chair Sangha

Staff present: Shaun Chilkotowsky, Parks and Community Services Manager

City of Livermore

Present: Commissioners McWhorter (arrived at 6:31 p.m.), Meda, Orellana, Sutton and Chair Nakamura

Absent: Commissioners Nelson and Onadele

Staff present: Josh Thurman, Human Services Program Manager and Amy Walker, Management Analyst

City of Pleasanton

Present: Commissioners Carlucci, Jaladi, Powers, Vice Chair Litz and Chair Bedegi

Absent: Commissioners Cook and Hayes

Staff present: Lia Bushong, Assistant Director of Library and Recreation and Steve Hernandez, Housing Manager

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

3. JOINT WORKSHOP ITEM

3.1 Eastern Alameda County Human Needs Assessment Update

Recommendation: To receive an oral report by Dublin, Livermore, and Pleasanton staff on the progress of the 2024 Eastern Alameda County Human Services Needs Assessment (EACHSNA) and provide input to staff.

Josh Thurman, Human Services Program Manager, Lia Bushong, Assistant Director of Library and Recreation, and Shawn Chilkotowsky, Parks and Community Services Manager presented.

Chair Nakamura opened the public comment period.

Valerie Jonas provided a comment.

Kathy Young provided a comment.

Albina Suhail provided a comment.

There being no speakers, Chair Nakamura closed public comment.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:01 p.m.

**HUMAN SERVICES COMMISSION
AGENDA REPORT**

January 7, 2025
Library and Recreation

**TITLE: RECEIVE INFORMATION AND DISCUSS THE FISCAL YEAR (FY) 2025/26
HOUSING AND HUMAN SERVICES GRANT PROCESS**

SUMMARY

The Human Services Commission reviews nonprofit applications and recommends annual funding for the City of Pleasanton Housing and Human Services Grants (HHSG) program. In preparation, the commission will meet in January to discuss recent updates to the grant program, meeting formats, the grant evaluation process, and use of the ZoomGrants Online Application Management System.

RECOMMENDATION

Receive information and discuss the Fiscal Year (FY) 2025/26 Housing and Human Services Grant process

BACKGROUND

Prior to the City's restructuring of commissions in 2024, the Human Services Commission reviewed grant applications related to human services, while the Housing Commission reviewed those related to housing. The Housing Commission disbanded in May 2024 by Council resolution, and the Human Services Commission was designated to review grant applications for both Housing and Human Services beginning with the upcoming FY 2025/26 grant cycle.

The FY 2025/26 Housing and Human Services Grant (HHSG) application period opened for funding requests on Monday, November 25, 2024. On that date, the City website provided a link to the online application and packet, and staff emailed nonprofit agencies to announce the opening of the application cycle.

A joint cities Zoom orientation meeting for applicants was held on December 4, 2024, with 58 attendees representing 34 organizations. Housing and Human Services staff from the cities of Dublin, Livermore, and Pleasanton conducted the mandatory orientation. Applicants received a PowerPoint presentation on the grant process and were informed that FY 2025/26 online grant applications will be due Friday, January 17, 2024, at 4:00 p.m.

DISCUSSION

For FY 2025/26, several important changes will be implemented for the upcoming HHSG grant cycle for the grant review timelines, the shared application process, and the meeting formats.

Two-Phase Grant Funding Timeline

For FY 2025/26, all City General Fund-supported grants will be considered for funding

contingent upon the City Council review and approval of the FY 2025/26 City Budget. As such, Pleasanton HHSB applications will be divided into two phases:

- The first phase in April 2025 will include programs or projects eligible for funding by the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG), the HOME Investment Partnerships (HOME), and the Low-Income Housing Fund (LIHF).
- The second funding phase will include City General Fund-supported grant programs. This phase will be scheduled after the final approval of the City's two-year budget in June 2025.

Commissioners will review all applications in the February/March timeline and assign each application a rating (rather than a specific funding allocation). The ratings will be used to consider funding for both phases.

HHSB Application Review by Commissioners

This year, HHSB applicants were able to apply using a single grant application for the three cities of Dublin, Pleasanton, and Livermore. This change was an effort to streamline the process for applicants in response to feedback from nonprofit agencies on the time it took to complete each city's application in prior grant cycles.

Pleasanton commissioners will only view and rate applications for funding from Pleasanton, although applicants may apply to one, two, or all three cities.

After the HHSB application period closes, the Human Services Commission will review the FY 2025/26 HHSB applications online using the ZoomGrants Online Application Management System (ZoomGrants). Commissioners will be emailed indicating that the applications are available and will only be provided applications to review that were completed in their entirety and met the grant requirements as indicated in the FY 2025/26 Grant Application packet (Attachment 1.)

Steps for Commissioner Application Review

1. Commissioners will review applications on ZoomGrants using the Statement of Priorities (Attachment 2) and Funding Criteria (Attachment 3), as approved by the Human Services Commission at the October 2, 2024 meeting.
2. Commissioners will assign scores on ZoomGrants for each question, which generates an overall rating for each application.
3. For this cycle, comments and funding allocations will not be fields for commissioners to complete on the ZoomGrants application system. Instead, commissioners are encouraged to bring their comments to share at the March 5, 2025 Commission Meeting.

Grant applications will remain available on ZoomGrants for commission scoring until February 14, at 11:59 p.m. Applications will still be viewable on ZoomGrants after that time; however, commissioners cannot modify their scores.

February 11, 2025 Joint Human Services Commission Meeting

On Tuesday, February 11, 2025, at 6:00 p.m., the Joint Human Services Commission for the cities of Dublin, Livermore, and Pleasanton will meet in Livermore to receive presentations from each grant applicant and answer questions on their specific program or project. This change was in response to applicant feedback on reducing the number of individual city meetings each agency needed to attend.

For FY 2025/26, applicants' presentations will only be provided at the February meeting, not at the March meeting.

March 5, 2025 Pleasanton Human Services Commission Meeting

At the March 5, 2025 meeting, the Human Services Commission will deliberate and approve the FY 2025/26 HHSG recommendations for City Council consideration. In an agenda report, staff will provide an overview, recommendations, and commissioners' ZoomGrants online ratings. To comply with the Brown Act for public meetings and provide transparency, the Human Services Commission's scoring of the applications, including the overall commissioner averages and the scores of individual commissioners for each agency, will be provided as a table attachment to the March 5, 2025 agenda report (Attachment 4).

EQUITY AND SUSTAINABILITY

Housing and Human Services Grants are vital to the community. By supporting essential services like affordable housing, healthcare, food stability, services for unhoused individuals and families, domestic violence support, and job training, these funds help reduce disparities and build long-term resilience. This ensures that residents have the opportunity to thrive and contribute to a stronger, more inclusive community.

OUTREACH

The grant application cycle was announced on the City website and the *Pleasanton Weekly*. Prior grant recipients were informed directly through emails.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan

- Building A Community Where Everyone Belongs, Strategy 12 – Implement the results of the Human Services Needs Assessment and streamline housing, human services, and community services grant programs to increase program participation and access.
 - Library and Recreation Department Strategic Plan 2019-2024
 - Goal A. Programs, Plans, and Services – deliver exceptional programs and services that meet the needs and interests of the community, Strategy 1 - Implement Council-approved plans, including the Eastern Alameda County Human Services Needs Assessment.

FINANCIAL STATEMENT

There are no immediate costs associated with the application review process until funding requests are reviewed and approved by the City Council.

Prepared by:

A handwritten signature in black ink, appearing to read "Lia Bushong". The signature is fluid and cursive, with the first name "Lia" and last name "Bushong" clearly distinguishable.

Lia Bushong, Assistant Director of Library and Recreation

Attachments:

1. FY 2025/26 HHSG Grant Application Packet
2. FY 2025/26 HHSG Statement of Priorities
3. FY 2025/26 HHSG Funding Criteria
4. Sample Grant Score Reporting for Agenda Report



Housing and Human Services Grant Program

Application Packet

Fiscal Year 2025/26

- Important Links and Application Tips
- Critical Dates for the Housing and Human Services Grant Program (HHSB)
- HHSB Goals and Priorities for FY 2025/26
- Human Services Commission Statement of Priorities
- Human Services Commission Evaluation Criteria
- Income Priorities and Restrictions
- Language Accessibility
- Eligible Activities and Objectives
- Application Submission and Review Process
- Information for Grant Recipients
- Federal Funding Definitions and Requirements

City of Pleasanton Housing and Human Services Grants (HHSB)

Important Links

City of Pleasanton HHSB Program: <https://www.cityofpleasantonca.gov/our-government/housing/community-development-block-grant/#housing-and-human-services-grant>

Registration Page for the Tri-Valley Grant Application Workshop (Required):
https://cityofpleasanton.zoom.us/webinar/register/WN_nnqhw6X-RcigVGas5dOWYw#/registration

Online Application (Complete through ZoomGrants):
<https://www.zoomgrants.com/zgf/TVHSG2526>

Application Tips

- Start your grant application early.
- Describe how your agency's project addresses the HHSB priorities. This information will be used to evaluate the grant application. (If your agency applied for the same project last year, identify what differs from the prior cycle and how it meets this year's grant priorities.)
- If applying for a capital grant, provide information about the project, the project team, proposed financing sources, and the project schedule.
- Contact staff for questions/technical assistance at:
Housing@Cityofpleasantonca.gov

CITY OF PLEASANTON HOUSING AND HUMAN SERVICES GRANTS
Critical Dates for Fiscal Year 2025/26

FY 2025/26 APPLICATION CYCLE	
Application Released via ZoomGrants	November 25, 2024
VIRTUAL Grant Application Workshop via Zoom	December 4, 2024, 10:00 a.m.
Application Deadline via ZoomGrants	January 17, 2025, 4:00 p.m.
Human Services Commission review (<i>Attendance is mandatory</i>)	February 11, 2025, 6:00 p.m.
City Council review of HHSG recommendations and Public Hearing for FY 2025/26 CDBG Action Plan	April 15, 2025, 7:00 p.m.

FY 2025/26 TIMELINE AND SUB-RECIPIENT TIMELINES	
Beginning of Fiscal Year/Grant Period	July 1, 2025
Agencies must have at least one invoice submitted by this date	December 31, 2025
First Semi-Annual Report due	January 15, 2026
Semi-Annual Labor Standards Report due for 10/1/25 to 3/31/26	April 15, 2026
Equipment Report due (<i>if applicable</i>)	June 30, 2026
Monitoring Visits for FY 2025/26 Projects	July 2025 – June 2026
Last day to submit invoices for FY 2025/26	TBD (estimated July 15, 2026)
Second Semi-Annual / CAPER Reports due	July 15, 2026
MBE/WBE & Section 3 Reports due	July 15, 2026
Semi-Annual Labor Standards Report due for 4/1/26 to 9/30/26	October 15, 2026

Semi-Annual Labor Standards Report – *applies to capital projects only*

CAPER – Consolidated Annual Performance & Evaluation Report

MBE/WBE – Minority Business Enterprise/Women Business Enterprises (*applies to contracts \$10,000+*)

Section 3 Report – *applies to contracts of \$100,000+*

Housing and Human Services Grant (HHSG) Program

The City of Pleasanton's Housing and Human Services Grant (HHSG) program is funded through four separate funding sources, each with specific priorities and restrictions. The four funding sources are:

1. Federal Community Development Block Grant (CDBG) Funds
2. Federal HOME Investment Partnership Program (HOME) Funds
3. City Lower Income Housing Funds for Housing
4. City General Funds for Human Services (formerly "City Grant")

The following general policies apply to all funding sources within the HHSG program:

- At least 75% of the program's participants must be low-income (80% or less of the Area Median Income, or AMI, defined later).
- All agencies receiving funding cannot discriminate in selecting clients or proselytizing when providing services.

HHSG Goals and Priorities for FY 2025/26

All applications for HHSG funding must meet at least one of the goals or priorities outlined in each of the following categories:

CATEGORY ONE: City of Pleasanton Consolidated Plan Goals

1. Promote the construction and preservation of affordable rental housing
2. Promote the preservation of single-family homes through rehabilitation or minor home repair
3. Promote the preservation of rental housing through minor home repairs.
4. Provide direct financial assistance to income-eligible first-time homebuyers
5. Reduce housing discrimination through the provision of fair housing and landlord/tenant services
6. Fund and support homeless services programs to end homelessness
7. Increase the availability of service-enriched housing for persons with special needs by supporting the acquisition and new construction of housing units

8. Make improvements, including ADA accessibility, to public facilities, such as curbs/sidewalks, neighborhood parks and recreational improvements, and to nonprofit agency facilities
9. Fund economic development, micro-enterprise, and on-the-job training
10. Support public services programs for low-income residents, preserving safety net services for vulnerable families and individuals who are “in crisis”

CATEGORY TWO: U.S. Department of Housing and Urban Development (HUD) 2022-2026 Strategic Plan Goals

1. Support Underserved Communities
2. Ensure Access to and Increase the Production of Affordable Housing
3. Promote Homeownership
4. Advance Sustainable Communities
5. Strengthen HUD’s Internal Capacity

CATEGORY THREE: U.S. Department of Housing and Urban Development (HUD) Policy Priorities

1. Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency
2. Improving the quality of life in our Nation’s communities
3. Encouraging accessible design features
4. Participation of minority-serving institutions in HUD programs
5. End chronic homelessness within ten years
6. Removal of barriers to affordable housing

Human Services Commission Statement of Priorities

The Human Services Commission annually develops a Statement of Priorities for the HHS process. The Statement of Priorities addresses the most critical needs and barriers to service delivery in Pleasanton. Grant applicants must ensure their application describes how their proposal addresses at least one Priority Need and at least one Service Delivery area. If not, applicants are requested to justify as to why the project should still be funded)

For the FY 2025/26 grant cycle, the commission prioritized its funding toward projects and/or programs that met the following general criteria:

Priority Needs:

- Disability Services and Access
- Food and Nutrition
- Health Care and Behavioral Health
- Homelessness in the Tri-Valley
- Senior Services
- Service Provider Critical Initiatives
- Workforce Development/Unemployment
- Youth Services

Service Delivery:

- Coordination and collaboration with other service providers, local nonprofits, and Tri-Valley cities
- Prevention (activities that help prevent a problem from emerging)
- Self-sufficiency (activities that promote self-reliance and reduce dependency on assistance programs and services)

Human Services Commission Evaluation Criteria

The Human Services Commission annually reviews and updates the Evaluation Criteria for the HHSG applications in preparation for the grant cycle. The Evaluation Criteria reflects the Human Services Commission's Statement of Priorities and guides the commission in reviewing and rating grant applications.

Need (Rating Scale of 1-10)

- There is a need for this activity/service.
- The need has been clearly identified.
- The data/information supplied by the agency shows how this activity/service will address the need.
- The activity/service prevents or alleviates the identified problem.

- The activity/service addresses a need identified in the [2024 Eastern Alameda County Human Services Needs Assessment](#).

Benefit (Rating Scale of 1-20)

- The applicant demonstrates clearly the number of Pleasanton residents who will benefit from the activity/service in relation to the level of funding requested from the City of Pleasanton.
- The beneficiaries address an appropriate need.
- The funding of this activity/service benefits low and very low-income (rather than moderate-income) residents. Greater consideration will be given to agencies that serve individuals from the lowest income categories.
- The activity/service benefits impacted neighborhoods.

Organizational Strength and Capacity (Rating Scale of 1-10)

- The agency and/or its principal leadership have an established track record of good performance.
- The agency is fiscally and ethically responsible for its programs.
- The agency's goals for this activity/service are realistic and achievable.
- The agency's guiding philosophy is consistent with this activity/service.
- The agency collaborates with other nonprofits and has a broad base of community support.
- The agency's staffing is qualified and adequate to provide this activity/service in a timely manner.

Funding (Rating Scale of 1-10)

- The activity/service will provide lasting improvements and/or effects.
- The project will maintain an existing activity/service in jeopardy.
- The activity/service will not supplant other available funding but will enhance service.
- The requested funds achieve an impact on the need.
- The requested amount is commensurate with the expected accomplishment (The cost per beneficiary is reasonable, and the activity is cost-effective.)
- The effectiveness of the activity/service can be measured using well-defined performance measures that are clearly stated in the application.
- The agency has obtained supplemental ongoing funding from other sources, or when appropriate, the agency charges a fee and/or produces other income

that may be used to support this activity/service and contribute to it, or the agency receives financial support from private and/or community sources.

- The activity/service is appropriate for City funding, or this activity/service reduces demands on other City resources, or there are no alternative funding sources.

Policy Alignment (Rating Scale of 1-10)

- Alignment with City Policies and Plans - City of Pleasanton Consolidated Plan Goals, General Plan Housing Element and ONE Pleasanton Strategic Plan FY 2023-2028
- Consistency with Federal and Regional Policies - U.S. Department of Housing and Urban Development (HUD) 2022-2026 Strategic Plan Goals and Policy Priorities

Human Services Commission Priorities (Rating Scale of 1-30)

- Priority Needs: Disability Services and Access, Food and Nutrition, Health Care and Behavioral Health, Homelessness in the Tri-Valley, Senior Services, Service Provider Critical Initiatives, Workforce Development / Unemployment and Youth Services
- Service Delivery: Innovation, Service coordination and collaboration with other service providers, local nonprofits, and Tri-Valley cities.
- Prevention and Self-Sufficiency: Self-reliance, Reducing dependency on assistance programs and services.

Transportation and Access to Services (Rating Scale of 1-10)

- The service/activity considers transportation by incorporating or anticipating how clients will access the proposed programs or activities.

Income Priorities and Restrictions

All HHSO projects must meet certain income requirements. At least 75% of the program's participants must be low-income (80% or less of AMI), as determined annually by U.S. Housing and Urban Development (HUD) for the Oakland-Fremont, CA Metro FMR Area.

Income limits are updated annually, and the most recent guidance is posted on the City of Pleasanton Housing Division webpage: (<https://www.cityofpleasantonca.gov/our-government/housing/community-development-block-grant/#housing-and-human-services-grant>).

The HUD website provides further guidance regarding determining participant income eligibility: <https://www.hudexchange.info/trainings/basically-cdbq/>

Language Accessibility

The City of Pleasanton promotes services that reflect Pleasanton's diverse community and address the language access needs of Limited English Proficient (LEP) residents. Executive Order 13166 requires all recipients of federal funding, including state, local and nonprofit agencies, to take "reasonable" steps to ensure meaningful access to services for LEP residents.

These steps include:

1. Development of a Language Access Plan (LAP) that identifies the LEP population in our community and ways in which language access will be provided; and
2. Provision of appropriate language assistance (e.g., translation of materials, staff training, interpreters, and coordination with other services/agencies for translation services).

Agencies may contact City staff if they have questions about providing appropriate language assistance to their clients.

Faith-Based Organizations

The City will accept and review HHSG applications from faith-based organizations that meet the application requirements and request funding for eligible activities as defined in this manual. The City will not provide special accommodation for faith-based groups and will consider their applications like secular agencies and non-profit organizations. The City will only allocate HHSG funding for projects that offer services on a nondiscriminatory basis.

For applications funded through HUD, please review CFR Title 24, Subtitle A, Part 5, Subpart A, § 5.109 Equal participation of faith-based organizations in HUD programs and activities:

<https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-A/section-5.109>.

Citizen Participation Plan

The City of Pleasanton adopted a [Citizen Participation Plan](#) in July 1996 (as required by HUD) to establish procedures for distributing and administering federal grant funds. The plan was updated in August 2019.

Eligible Activities and Objectives

Community Development Block Grant (CDBG)

Each year, the City of Pleasanton receives an entitlement grant of federal Community Development Block Grant (CDBG) funds through the U.S. Department of Housing and Urban Development (HUD). As a CDBG entitlement jurisdiction since 1994, the City, to receive its annual CDBG funding allocation, enters into a contract with HUD to agree to implement the Housing and Community Development Act of 1974 and related CDBG program regulations in 24 CFR (Code of Federal Regulations) 570. All CDBG allocations are subject to the regulations detailed in OMB Circulars A-110 & A-122.

Information on the CDBG program is available on the HUD website:

<https://www.hudexchange.info/trainings/basically-cdbg/>.

All CDBG-funded activities must meet at least one of the National Objectives stated in 24 CFR 570.200(a)(2):

1. At least 70% of the program's participants must have low or moderate income.
2. The project must eliminate slums and blight as defined by HUD.
3. The project must meet an urgent need designated as an emergency (e.g., by the Pleasanton City Council).

CDBG funds may be used for activities that include, but are not limited to, per 24 CFR 570.201:

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential or non-residential structures
- Construction of public facilities and improvements
- Public services (limited to 15% of the City's total CDBG grant), within certain limits
- Removal of architectural barriers that restrict the mobility or access of the elderly and/or persons with disabilities
- Publicly and privately owned buildings and facilities are eligible for funding

The following activities are ineligible for funding through CDBG (24 CFR 570.207):

- Buildings used for the general conduct of government
- General government expenses except to carry out the CDBG program
- Political or religious activities
- Purchase of equipment, including construction equipment, fire protection equipment unless an integral part of a public facility, and personal furnishing and property
- New housing construction except for land acquisition and other specific circumstances
- Income payments and other subsistence payments made to individuals or a family

HOME Investment Partnership Program (HOME)

The City of Pleasanton participates with other Alameda County HOME Consortium jurisdictions to receive and administer federal HOME Investment Partnership (HOME) Program funds. The City receives its HOME funding allocation each year through Alameda County.

The Consortium adopted a Five-Year Consolidated Plan in May 2020 covering fiscal years 2020 through 2024 and will adopt an updated plan in 2025 for fiscal years 2025 through 2029. Participating jurisdictions update the Consolidated Plan with one-year Action Plans outlining resources and activities to be undertaken during the next fiscal year regarding housing and community development issues.

All HOME-funded activities must meet at least one of the National Objectives stated in Title 42, Chapter 130, Subchapter II, Section 202:

1. Expand the supply of affordable rental housing to very low and low-income persons and families.
2. Improve homeownership opportunities for very low and low-income persons and families.
3. Expand the capacity of nonprofit providers of lower-income housing.
4. Encourage private-sector participation in the development of lower-income housing.

Participating Jurisdictions, or PJs [e.g., the City of Pleasanton as a member of the Alameda County HOME Consortium], may choose among a broad range of eligible activities, per 24 CFR 92.205 and 92.206:

- Provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers
- Build or rehabilitate housing for rent or ownership or for "other reasonable and necessary expenses related to the development of non-luxury housing," including site acquisition or improvement, demolition of dilapidated housing to make way for HOME-assisted development, and payment of relocation expenses
- Provide tenant-based rental assistance contracts of up to two (2) years if such activity is consistent with their Consolidated Plan and justified under local market conditions

The PJs must ensure that HOME-funded housing units remain affordable in the long term (20 years for new construction of rental housing; 5-15 years for construction of homeownership housing and housing rehabilitation, depending on the amount of HOME subsidy). PJs have two years to commit funds (including reserving funds for CHDOs) and five years to spend the funding.

The following activities are ineligible for funding through HOME (24 CFR 92.214):

- Project reserve accounts or operating subsidies
- Tenant-based rental assistance in conjunction with a rental rehabilitation program or for a specific project
- Match for other federal programs except for McKinney Act funds
- Operations or modernization of public housing
- Acquisition of City-owned property
- Committing additional HOME funds after a project has been complete for over one year

Lower-Income Housing Funds (LIHF) for Housing

Since 1978, the City of Pleasanton has charged an in-lieu fee from developers to address the need for affordable housing related to new growth (residential and commercial). The fees have been used to create a Lower-Income Housing Fund (LIHF) with the following established purposes:

- Creating new affordable lower-income and moderate-income housing to offset the impacts of new residential and commercial/office/industrial development on the City's housing stock
- Enabling the City to meet the portion of its lower-income and moderate-income housing needs as identified in the General Plan Housing Element, which cannot be adequately met through other measures such as inclusionary programs and market rate projects

In July 1994, the Pleasanton City Council adopted policies and guidelines for the use of the LIHF (Resolution No. 94-80). The use of the LIHF is subject to review and approval by the City Council to ensure consistency with the City's policies.

Eligible uses for the LIHF are summarized below:

Property Acquisition

- Purchase of land for new construction
- Purchase of existing housing units for conversion, redevelopment or rehabilitation
- Purchase of existing affordable housing units to preserve affordability

New Construction

- Payment of costs associated with the construction of new rental or ownership housing for very low or low-income households.
- Payment of costs associated with the construction of new ownership housing for moderate-income, first-time home buyer households.

Rehabilitation

- Projects or activities that increase the City's stock of low- and low-income rental and ownership housing.
- Projects or activities related to the physical maintenance of rental and ownership housing occupied by very low or low-income households.

Housing Counseling / Public Services related to housing

- Provide counseling and similar assistance to expand housing opportunities in Pleasanton for very low and low-income households (which must benefit at least 70% of low-income households).

Financial Activities

- Direct and indirect financial assistance to projects that provide affordable housing.
- Funding for a second mortgage and down payment assistance programs for low- and moderate-income households.

City General Funds for Human Services

Since 1994, the City of Pleasanton has implemented an annual Human Services Grant Program to support nonprofit, community-based organizations through the City's General Fund. The program's objective was "to enhance the quality of life in Pleasanton." In 2009, the City Council approved changes to the City's grant process, moving the funding allocated for human services through the City grant program to the new Housing and Human Services Grant (HHSG) program.

The following general activities are eligible for City General Fund grants for human services:

- Seed Funding (New projects/programs)
- Capital Projects (Permanent or semi-permanent physical facility amenity)
- Operational Costs (Direct services only. *Administrative expenses are ineligible*)

Since the funding available through the City's General Fund is limited, priority is given to applications requesting one-time-only or matching funds that serve many Pleasanton residents.

To meet the City of Pleasanton's financial and accounting requirements, funded projects must have a start date not earlier than July 1, 2025. Projects must be completed by June 30, 2026, of the applicable fiscal year (i.e., funds cannot be expended before July 1 or after June 30).

Application Submission and Review Process

This section provides information on completing the City of Pleasanton's Housing and Human Services Grant (HHSG) application.

ZoomGrants Application

All agencies applying for HHSG funding must submit a completed application through ZoomGrants, the online application submission system. The cities of Dublin, Livermore, and Pleasanton cities have collaborated to release a single Tri-Valley online application that applicants can complete to apply for each or all three cities.

Application Process

The City makes every reasonable effort to inform the community of this funding opportunity and maintains an ongoing mailing list of interested parties. However, the City assumes no responsibility for informing all interested parties of this opportunity.

HHSG applications must be completed in their entirety to be considered for funding. The City reserves the right to reject incomplete and unresponsive proposals or deny

future funding to applicants who have been unresponsive in carrying out the grant requirements as stated by the City, the U.S. Department of Housing and Urban Development (HUD), and other regulatory agencies. This application opportunity solicits proposals only; no specific offer of contract or funding is implied. Costs incurred by the respondent in preparing and completing this application are not the City's obligation and may not be reimbursed through grant funds.

Application Review

The Joint Human Services Commissions of Dublin, Livermore, and Pleasanton will hold a special meeting in February for applicants to attend. One representative of each agency applying for HHSG funds will be required to attend the meeting to represent the application. Each applicant will be given a specific time slot and approximately three minutes to present and receive questions from commissioners.

The City of Pleasanton's Human Services Commission will review HHSG applications and discuss funding allocations at the March regular meeting. The commission will evaluate project applications utilizing HHSG evaluation criteria and specific criteria for the federal CDBG and HOME programs. The commission will also consider each individual agency's performance for the current and prior fiscal years, including performance reports, agency performance in meeting the stated project goals, and timely use of prior funding allocations. The commission will discuss the applications and vote on a funding recommendation for consideration by the City Council.

The commission's funding recommendation will be submitted to the City Council for final review and approval, typically at one of the City Council's April meetings (i.e., the first or third Tuesday in April). While the City Council meeting is a public hearing and applicant agencies are welcome to attend and provide comments as applicable, no individual agency presentations are scheduled for the Council meeting. The final list of projects approved for HHSG funding from the four funding sources will be included in the City's annual HUD Action Plan, scheduled for review and approval by the City Council in April.

City staff will notify all applicant agencies regarding the disposition of applications and the final funding allocations.

Grant Recipients

HHSF Funding Contracts

If your agency is awarded an HHSF grant, City staff will coordinate with the agency to execute an HHSF Funding Contract via DocuSign. A template of the HHSF contract can be provided upon request.

City Insurance Requirements

The HHSF funding contract includes specific insurance requirements that each subrecipient agency must maintain throughout the fiscal year. The City Attorney will not sign the contracts unless acceptable proof of insurance is provided.

Environmental Review Requirements

During the contract period, City staff will contact agencies funded with federal funds (i.e. CDBG and/or HOME funds) for specific project information to complete the required Environmental Review Record (ERR). The ERR must be completed by City staff before any federal funds can be disbursed. Funded agencies are requested to comply promptly with any requests for information.

HHSF Payments and Invoices

Once both parties have executed the HHSF funding contract, the funded agency may proceed to encumber costs related to the HHSF funding, pursuant to the provisions in the contract and related HHSF program requirements. Agencies may not encumber costs or submit invoices before the start of the fiscal year (i.e., July 1st).

HHSF funds are issued on a reimbursement basis, and evidence that the agency has incurred the related expenses must be provided as backup documentation with each invoice.

Invoices are submitted through [ZoomGrants](#). The ZoomGrants invoice cover sheet should be accompanied by an appropriate backup document that provides evidence of the expenditures for which reimbursement is requested. Agencies should contact City staff for specific directions regarding required backup documentation.

Except for large capital projects, HHSG invoices should be submitted at least quarterly and no more frequently than monthly. The City's Finance Department issues payment checks weekly, on Fridays. In general, invoices submitted one week are generally paid the Friday of the following week (i.e., the turnaround time is generally 7-10 business days). Exceptions to this schedule must be arranged with HHSG staff.

HHSG Reporting Requirements

HHSG grant recipients are required to submit two semi-annual reports through ZoomGrants. The first mid-term report, covering July through December, is due on January 15. The second mid-term report, covering January through June, is due on July 15. The information provided in the first mid-term report will be provided and reviewed by the Human Services Commission. The Human Services Commission reviews the second mid-term report as part of the HUD-required CAPER (Consolidated Annual Planning and Evaluation Report) process, which is further described below.

HHSG Year-End Program Evaluation and Monitoring

Following the close of each fiscal year on June 30th, all HHSG grant recipients must submit information for the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER documents HHSG program accomplishments (particularly CDBG and HOME) for the prior fiscal year. The semi-annual reports submitted through ZoomGrants are compiled and used to complete the CAPER report narrative and tables that are submitted to HUD (via the Alameda County HOME Consortium) by September 30 of each year.

The draft CAPER is presented to the Human Services Commission annually at its September meeting (typically the first Wednesday). In addition to submitting the ZoomGrants semi-annual reports, agencies should be prepared to attend the meeting to provide a brief (e.g., 3-5 minute) summary of the prior year's accomplishments and answer any questions from the commission concerning grant performance.

Following the Human Services Commission meeting, City staff will finalize the CAPER report for submission to HUD (via the Alameda County HOME Consortium) by the September 30 deadline.

Federal Program Definitions and Requirements

This Application Packet references various federal requirements. While most of these requirements apply primarily to projects receiving federal funding (e.g., CDBG and HOME), the City follows the same general policies for HHSG projects that use only local funding sources.

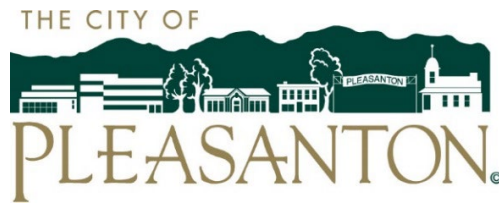
The primary federal citations referenced in the HHSG program are listed below.

- *24 CFR Part 44 - Non-Federal Government Audit Requirements*
Congress passed the Single Audit Act of 1984 to improve auditing and management for federal funds provided to state and local governments. Before the act, each federal agency had the authority to require an audit of each federally funded program or activity; there was no coordination among them, causing audit overlaps and organizational inefficiencies. For example, a state receiving funds from five different federal agencies could have been subjected to five different audits.
- *24 CFR Part 75 - Economic Opportunities for Low- And Very Low-Income Persons*
The purpose of *Section 3 of the Housing and Urban Development Act of 1968* (12 USC 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.
- *24 CFR Part 570 - Community Development Block Grants*
This part of the CFR describes in detail the policies and procedures applicable to the Community Development Block Grant entitlement grants program authorized under title I of the Housing and Community Development Act of 1974.
- *Davis-Bacon Act of 1931 - Payment of Prevailing Wages*
The Davis-Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on Federal government and District of Columbia construction projects in excess of \$2,000. Construction includes alteration and/or repair, including painting and

decorating, of public buildings or public works. Most often, if Davis-Bacon wage rates apply to a HUD project it is because of a labor provision contained in one of HUD's "Related Acts" such as the U.S. Housing Act of 1937, the National Housing Act, the Housing and Community Development Act of 1974, the National Affordable Housing Act of 1990, and the Native American Housing Assistance and Self-Determination Act of 1996. The Related Acts are often referred to as the Davis-Bacon and Related Acts or DBRA. Agencies that are awarded HHSG funds from federal grant sources for a capital project may be required to comply with Davis-Bacon provisions requiring the payment of prevailing wages and should contact staff early in the project implementation process to discuss these requirements. A detailed binder and technical assistance are available to help meet the requirements. Additional information and guidance from the U.S. Department of Labor.

- *Indian Self Determination and Education Assistance Act*
Signed into law in January 1975, this legislation completed a fifteen-year period of policy reform with regard to American Indian tribes. Passage of this law made self-determination, rather than termination, the focus of government action, reversing a thirty-year effort to sever treaty relationships with and obligations to Indian tribes.
- *OMB Circular A-110 - Uniform Administration Requirements*
This Circular sets forth standards for obtaining consistency and uniformity among Federal agencies in the administration of grants to and agreements nonprofit organizations and similar institutions.
- *OMB Circular A-133 - Audits of States, Local Governments and Nonprofit Organizations*
This Circular is issued pursuant to the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. It sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and nonprofit organizations expending Federal awards.
- *OMG Circular A-122 - General Accounting Principles*
This Circular establishes principles for determining the costs of grants, contracts, and other agreements with nonprofit organizations. The principles are designed to ensure that the federal government bears its fair share of costs except where restricted or prohibited by law.

- *Richard Nixon Memorandum About Government Patent Policy - August 23, 1971*
This Presidential Policy Statement from August 23, 1971, implemented certain improvements that would provide clarification of the rights of States and municipal governments in inventions in which the Federal Government acquires a license (and related provisions).



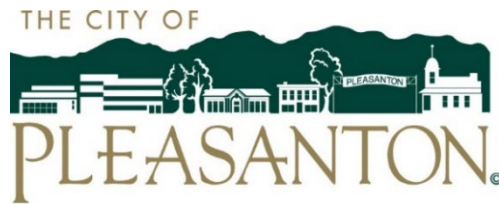
**Human Services Commission
Statement of Priorities for Fiscal Year 2025/26
Housing and Human Services Grant (HHSG) Program**

The Human Services Commission annually develops a Statement of Priorities for the HHSG process. The Statement of Priorities addresses the most critical needs and barriers to service delivery in Pleasanton. Grant applicants must ensure their application describes how their proposal addresses at least one priority need and at least one service delivery area. (If not, applicants are requested to provide justification as to why the project should still be funded)

Priorities identified by the Human Services Commission for the FY 2025/26 grant cycle:

1. ***Priority Needs:*** *Projects addressing the following populations and/or program areas:*
 - *Disability Services and Access*
 - *Food and Nutrition*
 - *Health Care and Behavioral Health*
 - *Homelessness in the Tri-Valley*
 - *Senior Services*
 - *Service Provider Critical Initiatives*
 - *Workforce Development/Unemployment*
 - *Youth Services.*

2. ***Service Delivery:*** *Projects with an emphasis on the following areas:*
 - *Coordination and collaboration with other service providers, local nonprofits, and Tri-Valley Cities*
 - *Prevention (activities that help prevent a problem from emerging)*
 - *Self-Sufficiency (activities that promote self-reliance and reduce dependency on assistance programs and services).*



**Human Services Commission Evaluation Criteria for
Review of Housing and Human Services Grant Program (HHSG) Applications
for Fiscal Year 2025/26**

The Human Services Commission annually reviews and updates the Evaluation Criteria for the HHSG applications in preparation for the next grant cycle. The Evaluation Criteria address the needs, benefits, funding, and additional criteria, including organization and Human Services Commission priorities. This approach streamlines the application review for commissioners to help determine the best use of funds.

The Evaluation Criteria will guide the commission as they individually review grant applications.

Commission Evaluation Criteria for Review of HHSG Applications for Fiscal Year 2025/26 Grant Cycle

1. NEED:

- a. *There is a need for this activity/service*
- b. *The need has been clearly identified*
- c. *The data/information supplied by the agency shows how this activity/service will address the need*
- d. *The activity/service prevents or alleviates the identified problem*
- e. *The activity/service addresses a need identified in the [2024 Eastern Alameda County Human Services Needs Assessment](#).*

2. BENEFIT:

- a. *The applicant demonstrates clearly the number of Pleasanton residents who will benefit from the activity/service in relation to the level of funding requested from the City of Pleasanton*
- b. *The beneficiaries address an appropriate need*
- c. *The funding of this activity/service benefits low and very low income (rather than moderate income) residents. Greater consideration will be given to agencies which serve individuals from the lowest income categories*
- d. *The activity/service benefits impacted neighborhoods.*

3. FUNDING:

- a. *The request will provide lasting improvements and/or effects*
- b. *The request will maintain an existing activity/service that is in jeopardy*
- c. *The request will not supplant other funding already available but will enhance service*
- d. *The requested funds achieve an impact on the need*
- e. *The requested amount is commensurate with the expected accomplishment:*
 - i. *The cost per beneficiary is reasonable*
 - ii. *The activity is cost-effective.*
 - iii. *The effectiveness of the activity/service can be measured using well-defined performance measures that are clearly stated in the application*

- f. *Alternative Funding Sources:*
 - i. *The agency has been successful in obtaining supplemental ongoing funding from other sources*
 - ii. *When appropriate, the agency charges a fee and/or produces other income that may be used to support this activity/service*
 - iii. *The agency contributes to this activity/service*
 - iv. *There is evidence that the agency is receiving private and/or community financial support.*
- g. *Necessity of City Funding:*
 - i. *City funds are critical to carrying out this activity/service*
 - ii. *This activity/service is appropriate for City funding*
 - iii. *The activity/service reduces demands on other City resources*
 - iv. *There are no alternative funding sources*

4. **ADDITIONAL CRITERIA**

Organization:

- a. *The agency and/or its principal leadership has an established track record of good performance*
- b. *The agency is fiscally and ethically responsible for its programs*
- c. *The agency's goals for this activity/service are realistic and achievable*
- d. *The agency's overall guiding philosophy is consistent with this activity/service*
- e. *The agency collaborates with other non-profits and has a broad base of community support*
- f. *The agency's staffing is qualified and adequate to provide this activity/service in a timely manner*
- g. *The application is complete (in accordance with the application checklist provided).*
- h. *Consistency with City Housing and Community Development Policies: HUD [Alameda County HOME Consortium] Consolidated Plan and General Plan Housing Element*

Project:

- a. *The project takes into consideration transportation (e.g., incorporates or anticipates how clients will access the proposed programs or activities)*
- b. *The project is innovative and demonstrates service coordination*

City of Pleasanton Housing & Human Services Commissioner ZoomGrant Rankings (Sample Report)

Agency / Application Title	Total Numeric Score/ Name of Commissioner	Total Numeric Score/ Name of Commissioner	Total Numeric Score/ Name of Commissioner	Total Numeric Score/ Name of Commissioner	Total Numeric Score/ Name of Commissioner	Total Numeric Score/ Name of Commissioner	Total Numeric Score/ Name of Commissioner	Total Numeric Score/ Name of Commissioner	Total Numeric Score/ Name of Commissioner	Total Score: Yes/No
Organization Name/ Application Title	0-100	0-100	0-100	0-100	0-100	0-100	0-100	0-100	0-100	(0 to 0, 1 to 6, 2 to 5 etc.)

**HUMAN SERVICES COMMISSION
AGENDA REPORT**

January 7, 2025
Library and Recreation

**TITLE: REVIEW AND APPROVE THE AMENDED HUMAN SERVICES COMMISSION
MEETING SCHEDULE FOR 2025**

SUMMARY

As stated in Section 2.28.080 of the Pleasanton Municipal Code, “Regular meetings shall be held at least six times per year on the first Wednesday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.” At the October 2, 2024 Human Services Meeting, commissioners approved a 2025 meeting schedule. With the addition of a joint commission meeting for the cities of Dublin, Livermore, and Pleasanton, and a request by commissioners to consider earlier meeting start times, it is recommended that the commission review and approve an amended meeting schedule for the calendar year 2025.

RECOMMENDATION

Review and approve the amended Human Services Commission meeting schedule for 2025

BACKGROUND

As stated in Section 2.28.080 of the Pleasanton Municipal Code:

- A. Regular meetings shall be held at least six times per year on the first Wednesday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.

At the October 2, 2024 meeting, the Human Services Commission approved a meeting schedule for 2025.

DISCUSSION

Since the meeting schedule for 2025 was approved in October 2024, a joint commission meeting of the cities of Dublin, Livermore, and Pleasanton has been scheduled for Tuesday, February 11, 2025, for grant applicants to present their programs to all three cities in a single meeting.

In consideration of the number of meetings for commissioners held within the same month of February and to reflect requests by commissioners to consider an earlier start time for regular meetings, staff recommends amending the approved Human Services Commission’s 2025

schedule with the following meeting locations, times, and schedule:

Location: City Council Chamber, 200 Old Bernal Ave.

Time: Recommend to move regular meetings to an earlier start time of 4:00 p.m.

Approved 2025 Dates for Commission Consideration to Amend:

- January 7, 2025
- February 5, 2025 – Recommend amending to remove
- February 11, 2025 - Joint Human Services Commission (Livermore, 6:00 p.m.)
- March 5, 2025 – Recommend to keep
- May 7, 2025 – Recommend to keep
- June 5, 2025 – Recommend to keep
- September 3, 2025 – Recommend to keep
- October 1, 2025 – Recommend to keep
- November 2025 – Joint Human Services Commission (Date and Time TBD)

EQUITY AND SUSTAINABILITY

Not applicable, as this is a matter of routine City business.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this is a matter of routine City business.

FINANCIAL STATEMENT

No direct financial impacts are associated with this item.

Prepared by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None

**HUMAN SERVICES COMMISSION
AGENDA REPORT**

January 7, 2025
Library and Recreation

TITLE: SELECT A COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR 2025

SUMMARY

Annually, the Human Services Commission selects a Chairperson and Vice Chairperson to facilitate meetings.

RECOMMENDATION

Select a commission Chairperson and Vice Chairperson for 2025

BACKGROUND

Per the City of Pleasanton Commissioner's Handbook Chapter 2.38, Item 2.38.070 Organization, Section A, commissioners shall meet in regular session and elect a chairperson and vice chairperson. The election shall be by a majority vote of the commission, to be held in December of each year. The term of service for these offices shall be one year, beginning in January of each year. No commissioner shall serve more than two consecutive full terms as commission chairperson.

DISCUSSION

Commissioners should be prepared at the meeting to nominate and select a Chairperson and Vice Chairperson for the calendar year 2025.

All Commission members are eligible for the Chairperson and Vice Chairperson roles.

Commissioners may nominate themselves or others for the positions, and the selections will be made by a majority vote of the Commission.

EQUITY AND SUSTAINABILITY

Not applicable, as this item is a routine matter of City business.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this item is a routine matter of City business.

FINANCIAL STATEMENT

No direct fiscal impact is associated with this item.

Prepared by:

A handwritten signature in black ink that reads "Lia Bushong". The signature is written in a cursive style with a large initial "L" and "B".

Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None

**HUMAN SERVICES COMMISSION
AGENDA REPORT**

January 7, 2025
Library and Recreation

TITLE: SELECT COMMISSION REPRESENTATIVES TO ATTEND LOCAL HUMAN SERVICES-RELATED MEETINGS

SUMMARY

The Human Services Commission annually selects commissioners to attend local human services-related meetings.

RECOMMENDATION

Select commission representatives to attend local human services-related meetings

BACKGROUND

Each year, the Human Services Commission selects representatives to attend meetings with local organizations focused on human services. During the Commission Reports section of regular meetings, commission representatives have shared updates and information from these organizations with the full commission.

DISCUSSION

Human services-related meetings provide insight into community needs that can inform work plans, needs assessment goals, and grant priorities.

Commissioners are asked to consider the following organizations for representation and select a primary and alternate representative for each:

- Tri-Valley Nonprofit Alliance—Meetings provide regular opportunities for nonprofit agencies to meet and collaborate, enhancing services in the nonprofit sector
- CityServe of the Tri-Valley – These meetings are a forum to share current/upcoming Tri-Valley human services, discuss special events or programs, learn best practices, identify service gaps, and collaborate.

The commission has also provided a representative on the Pleasanton Rides Task Force to receive service updates for the City’s transportation programs. However, as the Livermore Amador Valley Transportation Authority (LAVTA) now handles all ADA rides for individuals, the Task Force’s scope is limited to senior services. Staff recommends pausing commissioner representation at the Pleasanton Rides Task Force meetings while reevaluating the composition of the Task Force and goals of the meetings.

EQUITY AND SUSTAINABILITY

Commissioner representation at community meetings fosters collaboration that addresses community needs, including those of underserved populations. It also aligns with sustainability goals by enhancing the efficiency and impact of local human services networks.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

Not applicable as this is a matter of routine business.

FINANCIAL STATEMENT

There is no direct financial impact associated with this item.

Prepared by:

A handwritten signature in black ink that reads "Lia Bushong". The signature is written in a cursive, flowing style.

Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None