



MEMORANDUM

Date: October 5, 2026

To: Mayor and City Council 

From: Joe Calabrigo, Interim City Manager
Heidi Murphy, Director of Library and Recreation

Subject: Update on Housing and Human Services Grants Program for FY 2027/28 and 2028/29

This memo summarizes administrative updates to the Housing and Human Services Grant (HHSG) program for the FY 2027/28-2028/29 cycle. The updates will continue streamlining efforts implemented in the most recent grant cycle and align Pleasanton's process to that already adopted by Dublin and Livermore, while maintaining the role of the Human Services Commission in reviewing and recommending projects to Council. The three cities regularly coordinate with service providers and each other to efficiently provide a range of housing and human services programs to Tri-Valley residents.

BACKGROUND

The City Council established the joint Housing and Human Services Grant (HHSG) program in 2009 to allocate General Fund, Lower Income Housing, HOME, and U.S. Department of Housing and Urban Development (HUD) funding to nonprofits through a single application process. In 2024, Council disbanded the Housing Commission and shifted review of all HHSG applications to the Human Services Commission.

The Tri-Valley cities of Dublin, Livermore, and Pleasanton undertook a regional effort, the [Eastern Alameda County Human Services Needs Assessment \(EACHSNA\)](#), completed in January 2024 in partnership with local nonprofit organizations. That effort, along with a related 2024 survey of grant applicants, found that local nonprofits spend up to 170 hours annually on applications, reporting, and public meetings, on top of high staff turnover and care fatigue. In response, the three cities significantly streamlined the grant process by introducing a shared online application, cutting application questions by roughly two-thirds, reducing the number of required meetings, and simplifying documentation for non-federally funded applicants.

ADMINISTRATIVE UPDATES

Staff identified additional opportunities for efficiency to implement in the upcoming cycle:

1. **Two-Year Grant Application Cycle:** Staff will move from a one-year to a two-year application cycle for FY 2027/28 and FY 2028/29, with funding proposals submitted and evaluated with the City's biennial budget process. This gives applicants a longer planning

horizon and aligns Pleasanton with Dublin and Livermore, which have used a two-year cycle since FY 2025/26 with positive results. Alignment across the Tri-Valley also supports coordinated planning for residents who access services across city lines.

- This change affects the grant application and award cycle only. The Human Services Commission will still score, review and recommend projects for Council review. All funding requests will continue to go through City Council as part of the City's biennial budget development process.
 - If federal or City funding is not approved in the second year of a cycle, affected grantees would be notified. Grant agreements will include language clarifying that the City is not obligated to fund the second year if funding is unavailable, consistent with the practice in Dublin and Livermore.
2. **Increase Minimum Grant Award:** The HHSG grant application will increase the minimum annual award for applicants to \$10,000 (from \$5,000). In past cycles, when requests routinely exceeded available funds, awards were spread more thinly among applicants, leaving larger, higher-impact projects and programs underfunded. Since administrative costs (application review, contracting, invoicing) are largely fixed regardless of award size, very small awards carry a high cost for staff and applicants relative to the benefit they provide. Issuing fewer, larger awards increases the impact of the grants, while reducing administrative burdens.
3. **Nonprofit Survey:** Staff will survey nonprofit agencies directly on current needs and service gaps, following a similar approach recently used by Livermore. Results will inform the Human Services Commission's development of its Statement of Priorities. The survey process minimized the burden on nonprofit staff and mirrors the approach already used by Dublin and Livermore. Agencies will still have the opportunity to present new projects to the Human Services Commission at the grant meeting in March 2027.

TIMELINE

- **October 2026:** Human Services Commission reviews and approves its Statement of Priorities to guide the application and review process.
- **November 2026 to January 2027:** Grant application window (aligned with federal funding guidelines and the shared Dublin/Livermore/Pleasanton application).
- **February 2027:** Joint Cities Grant meeting; agencies present new projects.
- **March 2027:** Human Services Commission scores, reviews and recommends projects for Council review.
- **April 2027:** Project recommendations are presented to City Council for consideration and approval prior to the Annual Action Plan for CDBG funds is submitted to HUD.