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| City of Rancho Cordova |
| 2016-17 CDBG CAPER |
| Consolidated Annual Performance Evaluation Report |

***Public Review Draft 9/1/2017***

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| Community Development Block Grant  9/1/2017 |

## CR-05 - Goals and Outcomes

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

The City received $559,369 from the federal Community Development Block Grant (CDBG) program for the PY 2016 (PY 2016). PY 2016 was the first program year of the 2016-2020 Five-Year Consolidated Plan. A list of the key programs supported by the CDBG program and their original PY 2016 budgets are included below.

* During the PY 2016, the City used $140,000of CDBG funding for the code enforcement and rental housing inspection programs, which provide health and safety code inspections for owner and renter occupied properties as well as businesses in the CDBG target area.
* An additional $38,905 in CDBG funding was used to fund programs that aid our senior population, including home-bound seniors, with access to nutritious meals, and seniors with severe memory loss, through the provision of senior respite day care services
* The City assisted the Folsom Cordova Community Partnership with $20,000 of CDBG funds to help support the Group Mentoring Initiative program that provides youth support and improves community involvement through intensive one-on-one and group youth mentoring.
* The City spent $10,000 for housing counseling services that help prevent at-risk households from becoming homeless.
* The City spent $262,000 on housing repair and capital improvement projects, including accessibility improvements to the Hagan Community Park Education Barn and the Roof Rehab & Repair Program via Rebuilding Together Sacramento. The City also spent $100,000, on their annual sidewalk program to remove and replace damaged curbs, gutters, and sidewalks. The City allocated $107,205 in staff time for planning and administration of the CDBG program.
* The City also used $18,500 to intensify its role in fair housing efforts, including staff time, marketing and educational materials, and fair housing enforcement and mediation referrals.

Table 1, below, provides a detailed evaluation of the City’s individual programs and projects and compares them to the goals identified in the 2016-2017 Action Plan and the 2016-2020 Consolidated Plan strategic plan. All of the City’s program performed very close to or even above goal, despite challenges resulting from a record-breaking winter rainfall season.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

*Table 1 - Accomplishments – Program Year & Strategic Plan to Date*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project** | **Agency** | **Goal** | **Funding** | **Indicator** | **Metric** | **Goal 5 yr Plan** | **Act. 5 yr Plan** | **% Comp** | **Goal 2016** | **Act. 2016** | **% Comp** |
| Planning and Admin. | City Staff | Efficient Admin. and Oversight | $74,720 | Successfully Administered the CDBG program according to HUD regulations | Efficient Admin. |  |  |  | NA | NA | 100% |
| **Homelessness Prevention - Households and Housing Units** | | | | | | 1000 | 433 | 43% | 568 | 433 | 84% |
| Fair Housing | SSHH Renter's Helpline | Homelessness Prevention | $18,500 | Public Services Low/Mod Housing Benefit | Household Housing Unit |  |  |  | 418 | 281 | 67% |
| Housing Counseling | Sacramento Self Help Housing | Homelessness Prevention | $10,000 | Public Services Low/Mod Housing Benefit | Households Assisted |  |  |  | 150 | 152 | 101% |
| **Code Enforcement - Code Cases and Inspections** | | | | | | 5000 | 3646 | 73% | 1600 | 3646 | 228% |
| Code Enforcement | City Staff | Code Enforcement | $70,000 | Housing Code Enforcement | Code Cases |  |  |  | 800 | 2376 | 297% |
| Rental Housing Inspection | City Staff | Code Enforcement | $70,000 | Housing Code Enforcement | Code Cases |  |  |  | 800 | 1270 | 159% |
| **Housing Preservation - Housing Units** | | | | | | 30 | 7 | 23% | 8 | 7 | 88% |
| Housing Rehabilitation | Rebuilding Together Sacramento | Housing Preservation | $100,000 | Homeowner Housing Rehabilitated | Household Housing Unit |  |  |  | 8 | 7 | 88% |
| **Senior Services - Persons Assisted** | | | | | | 1000 | 183 | 18% | 179 | 183 | 102% |
| Senior Services | Meals on Wheels | Senior Services | $34,405 | Public Services other than Low/Mod Housing Benefit | Persons Assisted |  |  |  | 150 | 157 | 105% |
| Senior Services | Respite CLUB | Senior Services | $10,000 | Public Services other than Low/Mod Housing Benefit | Persons Assisted |  |  |  | 29 | 26 | 90% |
| **Youth Services - Persons Assisted** | | | | | | 700 | 57 | 8% | 60 | 57 | 95% |
| Youth Services | FCCP Group Mentoring | Youth Services | $19,947 | Public Services other than Low/Mod Housing Benefit | Persons Assisted |  |  |  | 60 | 57 | 95% |
| **Public Infrastructure - Persons Provided Improved Access** | | | | | | 30000 | 29120 | 97% |  |  |  |
| Public Facilities and Infrastructure | ADA Sidewalk Program | Public Infrastructure | $100,000 | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Infrastructure Project |  |  |  | 1 | 1 | 100% |
| **Public Facility - Persons Provided Improved Access** | | | | | | 10000 | 7695 | 77% |  |  |  |
| Public Facilities and Infrastructure | Hagan Barn Improvement | Public Facilities | $62,000 | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Facility Completed |  |  |  | 1 | 1 | 100% |

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

PY 2016 is the first year of the 2016-2020 Five Year Consolidated Plan, which identified the following goals as priorities for projects funded through CDBG.

|  |  |
| --- | --- |
| * Homelessness Prevention | * Public Infrastructure |
| * Senior Services | * Housing Preservation |
| * Youth Services | * Homeless Housing |
| * Public Facilities | * Code Enforcement |

All of the projects in PY 2016 were aligned with at least one of these 8 priorities. Table 1, above shows the one year progress against the five year goals established in the strategic plan section of the Consolidated Plan.

The City is currently leveraging non-CDBG funds to help address homeless housing needs. Two affordable housing projects are in progress: The Mather Veterans Village will serve homeless and near-homeless veterans with transitional and permanent apartment homes, with access to medical services needed to serve this population. This project is separated in three phases, which will ultimately include about 100 units of permanent supportive housing and a full service transitional housing component. The first phase of the project is complete with 50 units of permanent supportive housing already occupied.

## CR-10 - Racial and Ethnic composition of families assisted

**Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)**

***Table 2 – Table of assistance to racial and ethnic populations by source of funds***

|  |  |  |
| --- | --- | --- |
|  | |  |
| **Race and Ethnicity** | | | **CDBG** | **% Total** |
| White | | | 336 | 49.0% |
| Black or African American | | | 170 | 24.8% |
| Asian | | | 20 | 2.9% |
| American Indian or American Native | | | 13 | 1.9% |
| Native Hawaiian or Other Pacific Islander | | | 12 | 1.7% |
| American Indian or American Native and White | | | 6 | 0.9% |
| Black or African American and White | | | 9 | 1.3% |
| Asian and White | | | 2 | 0.3% |
| American Indian or American Native and Black/African American | | | 5 | 0.7% |
| Other Muti-Racial | | | 113 | 16.5% |
| **TOTAL** | | | **686** | **100.0%** |
| Hispanic or Latino | | | 82 | 12.0% |
| Not Hispanic or Latino | | | 604 | 88.0% |

**Narrative**

Table 2 above shows the race and ethnic distribution of persons who received assistance or services through the CDBG program during PY 2016. The 2015 American Community Survey race and ethnicity population estimates for the City of Rancho Cordova are as follows.

|  |  |
| --- | --- |
| **Race and Ethnicity Race and Ethnicity** | **2015 ACS** |
| White | 62.8% |
| Black or African American | 9.8% |
| Asian | 11.4% |
| American Indian or American Native | 0.7% |
| Native Hawaiian or Other Pacific Islander | 1.2% |
| American Indian or American Native and White | 0.9% |
| Black or African American and White | 1.8% |
| Asian and White | 1.4% |
| American Indian or American Native and White | 0.9% |
| American Indian or American Native and Black/African American | 0.1% |
| Other Muti-Racial | 9.0% |
| **TOTAL** | **100.0%** |
| Hispanic or Latino | 20.0% |
| Not Hispanic or Latino | 80.0% |

A comparison of the CDBG table with the 2015 ACS shows that the ratio of persons served by the CDBG program generally tracks with the population distribution, with slightly more minority groups accessing services.

The City of Rancho Cordova strives to make all of its programs and activities available to eligible low- and moderate-income residents regardless of sex, race, religious background, or disability. All of the CDBG funded public service programs, including senior services, youth services, and housing counseling are available to residents citywide. Projects that focus on facility or infrastructure improvements are generally limited to the CDBG target area to help make sure they benefit as many low- and moderate-income residents as possible.

## CR-15 - Resources and Investments 91.520(a)

**Identify the resources made available**

*Table 3 - Resources Made Available*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source of Funds** | **Source** | **Program Income** | **Entitlement** | **Amount Expended During Program Year** |
| CDBG | CDBG | $60,455 | $559,369 | $489,262 |

**Narrative**

In FY2016-2017, the city received CDBG funding of $559,369, and $60,455 in program income received from prior year projects. As the program income was not expected during the PY 2016 budget process, the funds were not budgeted for. HUD requires that Program Income be spent and drawn down prior to entitlement funds, so the Program Income funds were substituted for Entitlement funds in the capital improvement projects. The funds received through this grant were allocated to the following categories:

* Planning and Administration ($123,205);
* Public Services ($71,905);
* Housing Programs
  + Rental Housing Inspection Program ($70,000)
  + Code Enforcement ($70,000)
  + Housing Repair ($100,000);
* Public Facilities ($262,000)

These categories support the following programs with CDBG funding including:

* Rebuilding Together Sacramento
* Rental Housing Inspection Program
* Fair Housing + (Renters Help Line)
* Code Enforcement
* Accessibility Improvements – Hagan Community Park Education Barn
* ADA Sidewalk Improvement Program
* Group Mentoring Initiative
* Senior Nutrition (Meals on Wheels)
* Respite C.L.U.B
* Sacramento Self-Help Housing Counseling
* CDBG Planning and Administration

All of the programs performed according to CDBG requirements. All of the public service programs made regular draws and performed according to budget. The Housing Repair program sponsored by Rebuilding Together Sacramento finished the year slightly under goal and under budget. The record rainfall during PY 2016 dramatically shortened the window for activity for the roof replacement program and resulted in a reduced time frame for program performance. Similarly the ADA Sidewalk Improvement Program was delayed by weather and was completed in July of 2017, after the close of the fiscal year. During PY 2016 and in preparation for PY 2017 City Staff identified approximately $123,000 in prior year roll-over funds and $60,000 in unspent PY 2016 funds that were included in the 2017-18 Annual Action Plan for programming. The City has met timeliness requirements every year since becoming and entitlement jurisdiction.

The City has spent down $489,262, and has $62,000 in pending expenditures for the Hagan Barn project from PY 2016 funds.

**Identify the geographic distribution and location of investments**

*Table 4 – Identify the geographic distribution and location of investments*

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Area** | **Planned Percentage of Allocation** | **Actual Percentage of Allocation** | **Narrative Description** |
| CDBG Target Area | 80 | 80 | Meals on Wheels and housing counseling were throughout the City while programs like the Rental Housing Inspection Program and Code Enforcement took place in the City’s designated CDBG Target Areas |

**Narrative**

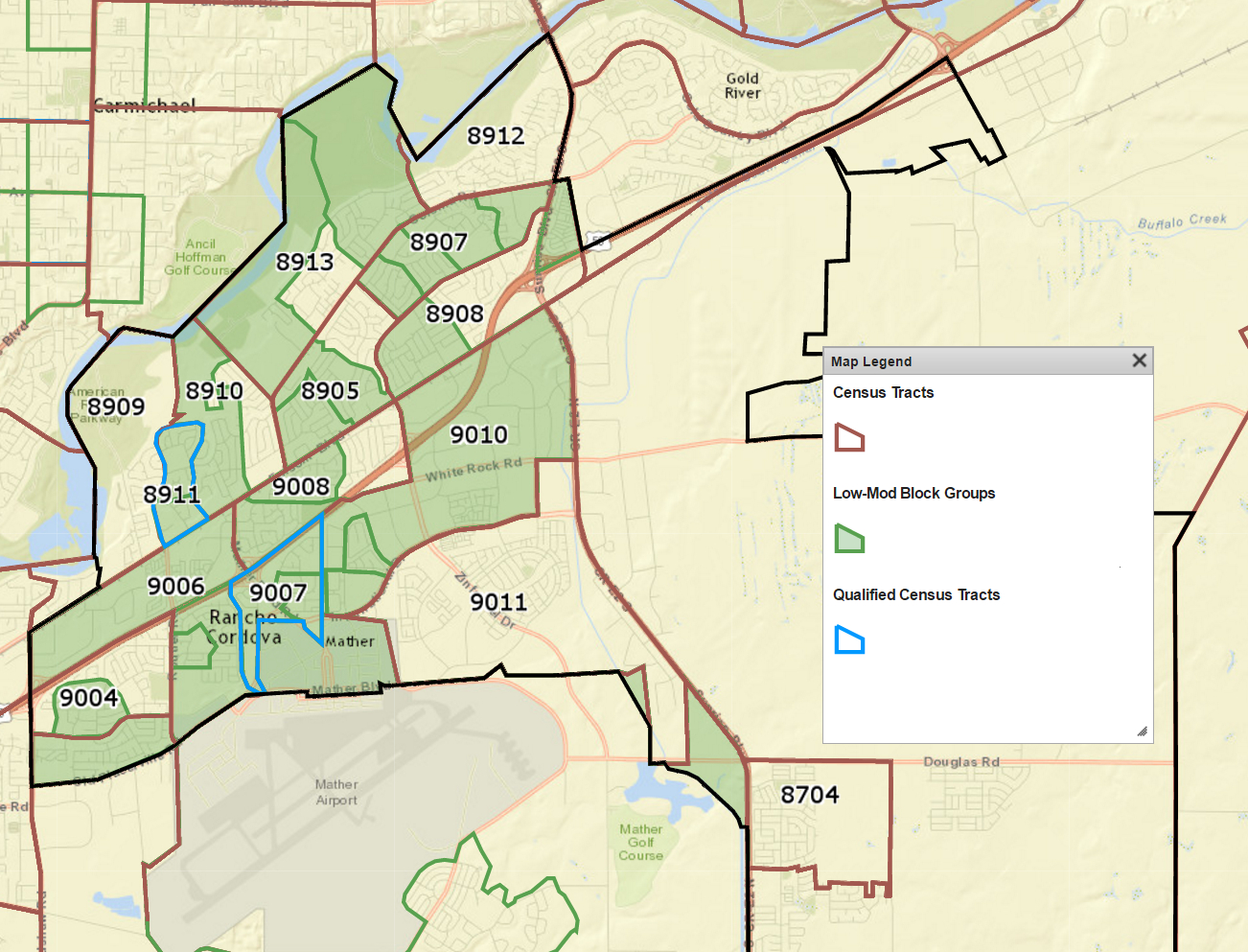
Geographic distribution of activities is widely varied, but most take place in or near a low- and moderate-income area. The location of an activity largely depends on the type of activity. Some of the City’s PY 2016 activities, such as Meals on Wheels and Housing Counseling, are able to take place across the entire City.

The rental housing inspection program and code enforcement activities funded by CDBG take place in the City’s designated CDBG target areas, as seen in Figure 1. The investment of other public and private funds in these areas will provide a comprehensive approach to revitalization.

As evidenced in Figure 1, much of the City, including many residential neighborhoods, is in the CDBG Target Area, which allows for a significant percentage of funding to be focused in that area.

**Figure 1**

**2017-2018 CDBG Target Area**



**Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City has limited funding to leverage federal funds; however staff look for every opportunity to leverage funds with additional funding, volunteer labor, and other community resources. With respect to public services and projects funded with CDBG funds, the City requires all subrecipients to identify other resources they will utilize during the program year to operate and implement CDBG-supported activities. It is the City’s intent to ensure adequate non-federal and private funds are available, thus minimizing the dependence on federal funds and helping to ensure the viability of the proposed activity. To best leverage the City’s available resources, the City will continue to look for opportunities to layer private and non-federal resources with federal resources and to require that CDBG subrecipients demonstrate sufficient committed non-CDBG funding so that projects and services will have the best results for the community and the low- and very low-income residents they are intended to serve.

## CR-20 - Affordable Housing 91.520(b)

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

***Table 11 – Number of Households***

|  | One-Year Goal | Actual |
| --- | --- | --- |
| Number of Homeless households to be provided affordable housing units | 0 | 0 |
| Number of Non-Homeless households to be provided affordable housing units | 0 | 0 |
| Number of Special-Needs households to be provided affordable housing units | 0 | 0 |
| **Total** | **0** | **0** |

*Table 12 – Number of Households Supported*

|  | One-Year Goal | Actual |
| --- | --- | --- |
| Number of households supported through Rental Assistance | 0 | 0 |
| Number of households supported through The Production of New Units | 0 | 0 |
| Number of households supported through Rehab of Existing Units | 8 | 7 |
| Number of households supported through Acquisition of Existing Units | 0 | 0 |
| **Total** | **8** | **7** |

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City is working with non-profit developers to complete subsidized housing projects that will meet needs for homeless and non-homeless households that need housing support. However there were no new units added during PY 2016, and the City’s limited federal resources mean that all funding provided for these projects will be from alternative sources. The City partners with Sacramento Housing and Redevelopment Agency, who is the housing authority for Sacramento County to manage public housing and the housing choice voucher system.

In PY2016, the City continues to address its affordable housing needs in a variety of ways. For example, the City’s partnership with Rebuilding Together Sacramento makes it possible for income qualified residents to receive emergency health and safety repairs to their homes. These residents might otherwise not have a habitable home. The repair program also contributes towards the continued preservation of the existing stock of affordable housing, a high priority goal identified in the 2016-2020 Consolidated Plan.

The City also preserves affordable housing through code enforcement and rental inspection efforts, which ensure that all rental housing is safe and habitable. The continued success of the rental housing inspection and code enforcement programs, run by the City’s Neighborhood Services Division, has been realized in large part because these efforts receive CDBG assistance.

The City also continues to actively participate in the replacement of substandard rental housing and the creation of additional affordable rental units. The Mather Veterans Village project, which will provide both transitional and permanent supportive housing for veterans in the region, is currently in development for Phases 2 and 3. Phase 1 of the Mather Veterans Village is comprised of 50 units of permanent supportive housing for veterans and is fully occupied. Phase 2 will offer transitional living for veterans who are returning from service and, Phase 3 is planned as a replica of Phase 1.

**Discuss how these outcomes will impact future annual action plans.**

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

*Table 13 – Number of Households Served*

|  |  |
| --- | --- |
| **Number of Households Served** | **CDBG Actual** |
| Extremely Low-income | 247 |
| Very Low-income | 282 |
| Low-income | 111 |
| Moderate-income | 46 |
| **Total** | **686** |

**Narrative Information**

Income categories for the CDBG program are set through the HUD Adjusted Median Family Income (HAMFI) formula. HUD adjusts this formula each year to address inflation and changes in household costs. The CDBG requirement is that a minimum of 70% of all CDBG recipients must be low- or moderate-income. The HAMFI for Sacramento County in PY 2016 was $69,400 for a family of four. 80% of HAMFI is considered low income, and calculates to $55,500 for a family of four. All persons assisted with CDBG funded programs are required to provide income data to identify which category they fit, extremely low income (30% or less of HAMFI), very low-income (31-50% of HAMFI), low-income (51-80% of HAMFI) or moderate income (80-120% of HAMFI). 93% of persons assisted through CDBG funds were low income with incomes less than 80% of HAMFI.

## CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

**Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Rancho Cordova has established a set of strategies and priority actions to expand the City’s services and to provide supportive housing opportunities and services to the elderly, disabled veterans, and persons with special needs. The City is seeking additional funding for programs and services aimed at assisting its homeless and special needs populations, as levels of CDBG funding have steadily declined. For example, the City continued to fund Sacramento Self-Help Housing (SSHH) in the PY 2016, as SSHH provides vital homelessness prevention services and resources to individuals and families who are at risk of homelessness. Sacramento Self-Help Housing is also providing a Renters Helpline to help with tenant/landlord disputes and housing discrimination cases. A collaborative approach between SSHH, Rental Housing Association, and Project Sentinel provides a telephone hotline, tenant education and housing assistance, and mediation services for Rancho Cordova residents in a housing crisis or dispute. The SSHH team deals directly with concerns about tenant/landlord disputes while fair housing issues are identified and referred to Project Sentinel. The collaborative team aims to reduce housing discrimination, promote public awareness of fair housing laws and rights and assist persons with disabilities to protect residents in danger of homelessness.

The City of Rancho Cordova also contracts with Sacramento Steps Forward for one full-time outreach Navigator. The Navigator seeks out the homeless to provide outreach services, gathers information through a vulnerability index survey, inputting the data into the County Homeless Management Information System, and then works to connect clients with identification documents, income sources, substance abuse and mental health services, with the ultimate goal of finding shelter and housing. This program is not funded through CDBG, but is supported through other City funds.

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

The City participates in the regional Continuum of Care through the Sacramento Steps Forward joint powers association that manages the Sacramento Area Continuum of Care process which establishes a set of strategies and priority actions to expand the City’s homeless programs and services and to provide supportive housing opportunities and services. Rancho Cordova is also home to the Mather Community Campus, a transitional living facility that supports homeless individuals and families and includes job training as well as housing and supportive services. The City is currently working in coordination with the County, Mather Veterans Hospital and a competitively selected non-profit development team to develop a comprehensive range of housing opportunities for homeless, near homeless and disabled veterans. None of these efforts are funded through CDBG, and are all supported through other funding sources and staff time.

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

The City contracts with Sacramento Self-Help Housing to provide counseling to low-income households who are at risk of becoming homeless. This program is intended to prevent homelessness, and the counseling helps individuals and households to maintain housing stability. The housing counseling providers keep a detailed database of housing resources that are available to homeless and near-homeless residents. Sacramento Self-Help Housing (SSHH) also provided assistance to tenants facing relocation as the result of the sale or dilapidation of their housing or other catastrophe. Residents can also call the Renters Helpline at (916) 389-7877 and get access to homeless and homelessness prevention services. Through a collaborative approach between SSHH, Rental Housing Association, and Project Sentinel provide a telephone hotline, tenant education and housing assistance, and mediation services for Rancho Cordova residents in a housing crisis or dispute.

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

The City refers individuals to housing counseling providers that keep a detailed database of housing resources that are available to homeless and near-homeless residents. Rancho Cordova is home to the Mather Veterans Village, which, when complete, will provide transitional and permanent supportive housing specifically for homeless and near-homeless veterans in the region. The Mather Community Campus provides units as both a permanent and transitional living facility that includes job training and supportive services supports for homeless individuals and families to prevent repeated patterns of homelessness. The City does not receive enough in CDBG funds to support these projects and projects through the CDBG program and relies on coordination with other agencies and non-profits as well as alternative funding sources to support these projects.

**CR-30 - Public Housing 91.220(h); 91.320(j)**

**Actions taken to address the needs of public housing**

The City does not own any public housing. There are ten public housing apartment complexes or single family homes that include some of the 747 affordable housing units in Rancho Cordova. The 2016-2020 Consolidated Plan does not include plans to construct or operate public housing. The City does have several public housing developments within its boundaries. These are owned and operated by the Sacramento Housing and Redevelopment Agency (SHRA). The City works with SHRA to ensure the continued quality of public housing in the City.

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

Not applicable

**Actions taken to provide assistance to troubled PHAs**

Not applicable

**CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The need for affordable housing for lower-income households and supportive housing for persons with special needs continues to exceed available resources. The City has provided services, discussed previously in the Homeless and Other Special Needs narrative, and has worked to afford housing opportunities to under-served groups, including homeless individuals and veterans with disabilities. The City continues its active participation in County, Mather Hospital, and service provider efforts to locate and develop a continuum of housing opportunities for disabled veterans.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City works with a certified lead-based paint inspector to identify lead-based paint hazards when necessary. This inspector is qualified to conduct lead-based paint identification, assessment, and clearance services to reduce lead hazard. When needed, Rebuilding Together Sacramento conducts lead-based paint inspections through a contractor. The City provides free printed information regarding the potential hazards of lead-based paint at the City Hall permit counters.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The City continues to fund public services intended to help poverty-level families. The City also continues to fund Sacramento Self-Help Housing (SSHH) in PY 2016, as SSHH provides vital services and resources to families who are homeless or are at risk of homelessness. The City also uses non-federal funds to support many programs and projects, including job training, through the Community Enhancement Fund. As of PY 2016, programs may either be awarded funding from CDBG or Community Enhancement, so no programs have received both funding simultaneously.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Staff has continually strived to provide training opportunities and technical assistance to grant subrecipients and has worked to establish “best practices,” with the goal of integrating them into the day-to-day and long-term implementation of the program. In addition, the City is continuing its initiative to coordinate activities with neighboring cities, especially in regards to responding to fair housing- related efforts. Coordinated efforts include joint monitoring of common service providers, standardizing reporting requirements and forms to help encourage efficiency and consistency, and sharing information from workshops.

The City has found success in involving the community and providing opportunities for citizen participation through increased identification and use of intuitional resources, but they acknowledge that coordination between groups could be improved. The City will pursue continued efforts to educate staff and to use existing communication networks which already exist in other agencies and institutions.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

During the PY 2016, the City implemented 2-year contracts with local service organizations that provide assistance to households at-risk of homelessness, seniors, and special needs groups. These subrecipients have all received CDBG funding in the past from the City; CDBG staff and City Council have realized the continued need for the services they provide, and have instituted the multi-year contracts to help provide continuity of services.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

In PY 2012 the City completed an updated Analysis of Impediments to Fair Housing. The Analysis of Impediments study included surveys of both the general public and of fair housing stakeholders in the region. Fair housing issues identified in the analysis show a lack of public knowledge of fair housing rights and lack of easily available information on the nature and basis of housing discrimination. The CDBG funds that have been allocated to Fair Housing efforts were utilized to help the City make progress addressing the specific impediments.

During the PY 2016, the City partnered with Sacramento Self Help Housing (SSHH) to provide fair housing and tenant/landlord services during the second quarter of the year. The City is also a partner in the Renters Helpline, designed to determine if calls represented a fair housing issue or a tenant/landlord or life crisis issue. Staff at SSHH is trained to answer calls and make accurate determinations. The Renters Helpline assisted 281 households, and the housing counseling program that assisted 152 households.

Led by the Sacramento Housing and Redevelopment Agency (SHRA), the City of Rancho Cordova and surrounding constituent entities are part of a 14 jurisdiction regional collaborative effort to complete the new Assessment of Fair Housing. The collaborative has selected a consulting group to lead the effort.

**CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

City staff met with the subrecipients’ staff responsible for each activity prior to the beginning of the program year. All subrecipients were informed of the obligations to collect the required information on income, household composition, and race and ethnicity. The City also offered a group technical assistance training session at the beginning of the year to go over subrecipient agreement policies, data collection, and financial management. Staff provided technical assistance to subrecipients throughout the year as needed.

City staff examined the progress the subrecipients were making toward performance targets on a quarterly basis through desk monitoring. Subrecipients are required to report demographics on their service population with each billing, including additional supporting information such as general ledger and program accounting documents. Each subrecipient agreement contains provisions for reductions to or suspensions of payments in the event that targets are not being met (without valid reason) or past performance issues have not been resolved.

The City has continued to place strong emphasis on the importance for subrecipients to gather complete and accurate information on the persons and/or households they serve, and to regularly report their progress.

During PY 2016 the City was monitored by HUD for program compliance. The City had one monitoring concern. The HUD monitoring recognized that, due to staff turnover and reduced resources the City had not held on-site monitoring of the subrecipients since PY 2014. To address this issue the City committed to an aggressive monitoring schedule intended to monitor all subrecipients prior to the close of PY 2016. Additional staff turnover delayed completion of the monitoring schedule, however all CDBG subrecipients were successfully monitored by the end of August, 2017. There were no substantial findings, and all subrecipients are compliant with federal regulation.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports**.

This report was made available for public review during a 15-day public comment period from September 1, 2017 to September 18, 2017. A public notice announcing its availability was published in the *Grapevine Independent* on September 1, 2017. Public notice included the address of City Hall, staff contact names, mailing addresses, phone numbers, the website to view the report, and information on where to direct comments and questions. Copies of this CAPER are made available for public review and comment in electronic format found online on the City of Rancho Cordova’s website (www.cityofranchocordova.org) along with a printed copy located at City Hall. A public hearing on the report was held on September 18, 2017 at the Rancho Cordova City Council meeting held at City Hall, 2729 Prospect Park Drive, Rancho Cordova, California 95670. Any and all comments received during the public comment period are listed and addressed at the end of this document.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes in program objectives outlined in the 2016-2020 Consolidated Plan.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No