

City of Rancho Cordova

2017-18 CDBG CAPER

Consolidated Annual Performance Evaluation Report

Community Development Block Grant
8/31/2018

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 \$537,840 from the federal Community Development Block Grant (CDBG) program for the Program Year 2017-18 (PY 2017). PY 2017 was the second 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 2017 budgets are included below.

- During the PY 2017, the City used \$172,400 of 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 \$38,167 in CDBG funding was used to fund programs that aid our senior population, including home-bound seniors, with access to nutritious meals through the Meals on Wheels program, and seniors with severe memory loss, through the provision of senior respite day care services through the Respite CLUB hosted by Cordova Neighborhood Church.
- 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 \$89,35 for housing counseling services with Sacramento Self Help Housing that help prevent at-risk households from becoming homeless.
- The City spent \$150,000 on housing repair through the Roof Rehab & Repair Program and the new Critical Systems Home Repair program operated by Rebuilding Together Sacramento and \$174,258 on a capital improvement project supporting the City's annual sidewalk program to remove and replace damaged curbs, gutters, and sidewalks.
- The City spent \$80,449 in staff time for planning and administration of the CDBG program.
- The City also used \$13,917 to intensify its role in fair housing efforts, including staff time, marketing and educational materials, and fair housing enforcement and mediation referrals through Sacramento Self Help Housing and Project Sentinel.

Table 1, below, provides a detailed evaluation of the City's individual programs and projects and compares them to the goals identified in the 2017-2018 Action Plan and the 2016-2020 Consolidated Plan strategic plan. Most of the City's programs performed very close to or even above goal.

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

Project/Activity	Agency/Operator	Goal	Funding	Expenses	Indicator	Unit of Measure	Goal 5 yr Plan	Act. 5 yr Plan	% Comp.	Goal 2016	Act. 2016	% Comp.
Planning and Administrations	City Staff	Efficient Admsitration and Oversight	\$85,000	\$80,449	Successfully Administered the CDBG program according to HUD regulations	Efficient Administration				NA	NA	100%
Homelessness Prevention - Households and Housign Units							1000	873	87%	520	440	85%
Fair Housing	SSHH Renter's Helpline	Homelessness Prevention	\$17,000	\$13,917	Public Services Low/Mod Housing Benefit	Household Housing Unit				370	326	88%
Housing Counseling	Sacramento Self Help Housing	Homelessness Prevention	\$10,000	\$8,935	Public Services other than Low/Mod Housing Benefit	Households Assisted				150	114	76%
Code Enforcement - Code Cases and Inspections							5000	7420	148%	1600	3774	236%
Code Enforcement	City Staff	Code Enforcement	\$86,200	\$82,600	Housing Code Enforcement/Foreclosed Property Care	Code Cases				800	2565	321%
Rental Housing Inspection	City Staff	Code Enforcement	\$86,200	\$82,600	Housing Code Enforcement/Foreclosed Property Care	Code Cases				800	1209	151%
Housing Preservation - Housing Units							30	18	60%	14	11	79%
Housing Rehabilitation	Rebuilding Together Sacramento	Housing Preservation	\$150,000	\$150,000	Homeowner Housing Rehabilitated	Household Housing Unit				14	11	79%
Senior Services - Persons Assisted							1000	382	38%	180	199	111%
Senior Services	Meals on Wheels	Senior Services	\$31,500	\$31,500	Public Services other than Low/Mod Housing Benefit	Persons Assisted				150	179	119%
Senior Services	Respite CLUB	Senior Services	\$10,000	\$6,667	Public Services other than Low/Mod Housing Benefit	Persons Assisted				30	20	67%
Youth Services - Persons Assisted							700	346	49%	60	289	482%
Youth Services	FCCP Group Mentoring	Youth Services	\$24,000	\$20,000	Public Services other than Low/Mod Housing Benefit	Persons Assisted				60	289	482%
Public Infrastructure - Persons Provided Improved Access							30000	57415	191%		28295	
Public Facilities and Infrastructure	ADA Sidewalk Program	Public Infrastructure	\$180,000	\$174,258	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Infrastructure Project				1	1	100%

Four programs performed below goal in PY 2017 while three programs performed substantially above goal:

Below Goal

Rebuilding Together Sacramento (RTS) – 79% of goal. RTS had a slow start getting their roof program up and operating during the first portion of the program year. However, once their program was in operation, they quickly exhausted their original allocation of \$100,000, and were awarded an additional \$50,000 through a midyear amendment to the 2017-18 Annual Action Plan so that they could assist as many households as possible. The program expects a range of repairs at a range of costs. The majority of the repairs completed during PY 2017 were high cost repairs, and the increasing costs of both materials and labor drove up project costs beyond initial expectations, resulting in 3 fewer repairs than set at goal.

Respite CLUB – 67% of goal. The Respite CLUB was closed mid-year due to site issues. As they were unable to complete their program year, they did not meet goal, and did not fully draw down their allocation. The Respite CLUB provided valuable services to persons with memory care needs and their family, and the City will be considering alternatives to help support this service.

Sacramento Self Help Housing (SSHH) Renter's Helpline – 88% of goal. The goals for the Renter's Helpline are based on the prior year accomplishments. The Helpline is still a relatively new resource in the region, and SSHH is still working on accurately predicting goals for the program. The program participation in PY 2017 was up from PY 2016, and the program is expected to have solid participation in PY 2018, particularly as the region works on completing the first regional Analysis of Impediments to Fair Housing Choice.

Sacramento Self Help Housing's Housing Counseling – 76% of goal. The goals for the housing counseling program are also based on prior year accomplishments. SSHH has expanded their scope of services to include additional service lines, and while that expansion has helped the agency help more households and do more to protect and advocate for low-income tenants, it has also included some growing pains. The agency is scheduled for monitoring in PY 2018 to help identify potential issues and develop solutions.

Above Goal

Folsom Cordova Community Partnership (FCCP) – 482% of goal. FCCP was able to leverage the participation in their group mentoring program by partnering with the Folsom Cordova Unified School District and taking advantage of other grant funding to substantially increase the number of mentoring groups, total number of participants, and the number of school sites housing groups in the region. The popularity of the group mentoring program among at-risk youth has been a key to the successful leveraging of the CDBG funding.

Code Enforcement – 321% of goal. The City operated Code Enforcement program continues to help proactively address health and safety issues in both residential and commercial neighborhoods in the CDBG target area.

Rental Housing Inspection – 151% of goal. The Rental Housing Inspection program has been a pivotal program in addressing poor housing conditions in rental housing units in the CDBG target area. The City uses CDBG funding to leverage the program and support the goal of inspecting every registered rental unit in the City in two year cycles. The program allows the City to proactively address deferred maintenance and poor

housing conditions that pose health and safety risks to tenants without requiring that tenants first report on the housing conditions and risk potential retaliation from property owners and landlords.

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 2017 is the second year of the 2016-2020 Five Year Consolidated Plan, which identified the following goals as priorities for projects funded through CDBG.

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

All of the projects in PY 2017 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	453	48.2%
Black or African American	209	22.3%
Asian	35	3.7%
American Indian or American Native	13	1.4%
Native Hawaiian or Other Pacific Islander	19	2.0%
American Indian or American Native and White	8	0.9%
Asian and White	12	1.3%
Black or African American and White	20	2.1%
American Indian or American Native and Black/African American	2	0.2%
Other Muti-Racial	142	15.1%
Did not Report	26	2.8%
TOTAL	939	100.0%
Hispanic or Latino	160	17.0%
Not Hispanic or Latino	779	83.0%

Narrative

Table 2 above shows the race and ethnic distribution of persons who received assistance or services through the CDBG program during PY 2017. The 2015 American Community Survey race and ethnicity population estimates for the City of Rancho Cordova are as follows.

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	Prior Year Resources	Entitlement	Amount Expended During Program Year
CDBG	CDBG	\$142,060	\$5	\$650,926

Narrative

In PY 2017, the city received CDBG funding of \$537,840, and about \$142,060 in prior year roll-over funds. The funds received through this grant were allocated to the following categories:

- Planning and Administration, including Fair Housing (\$107,568);
- Public Services (\$89,000);
- Housing Programs
 - Rental Housing Inspection Program (\$86,200)
 - Code Enforcement (\$86,200)
 - Housing Repair (\$150,000);
- Public Infrastructure and Facilities (\$180,000)

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 completed quarterly reports. All of the projects were completed during the program year, and all projects were completed within their allocated budget. The City has met timeliness requirements every year since becoming an entitlement jurisdiction.

The City has spent down \$650,926 during PY 2017.

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 2017 activities, such as Meals on Wheels and Housing Counseling, are able to take place across the entire City while other programs are located outside the CDBG target area, but serve clients who live in the target area, such as the group mentoring program hosted at school sites by Folsom Cordova Community Partnership

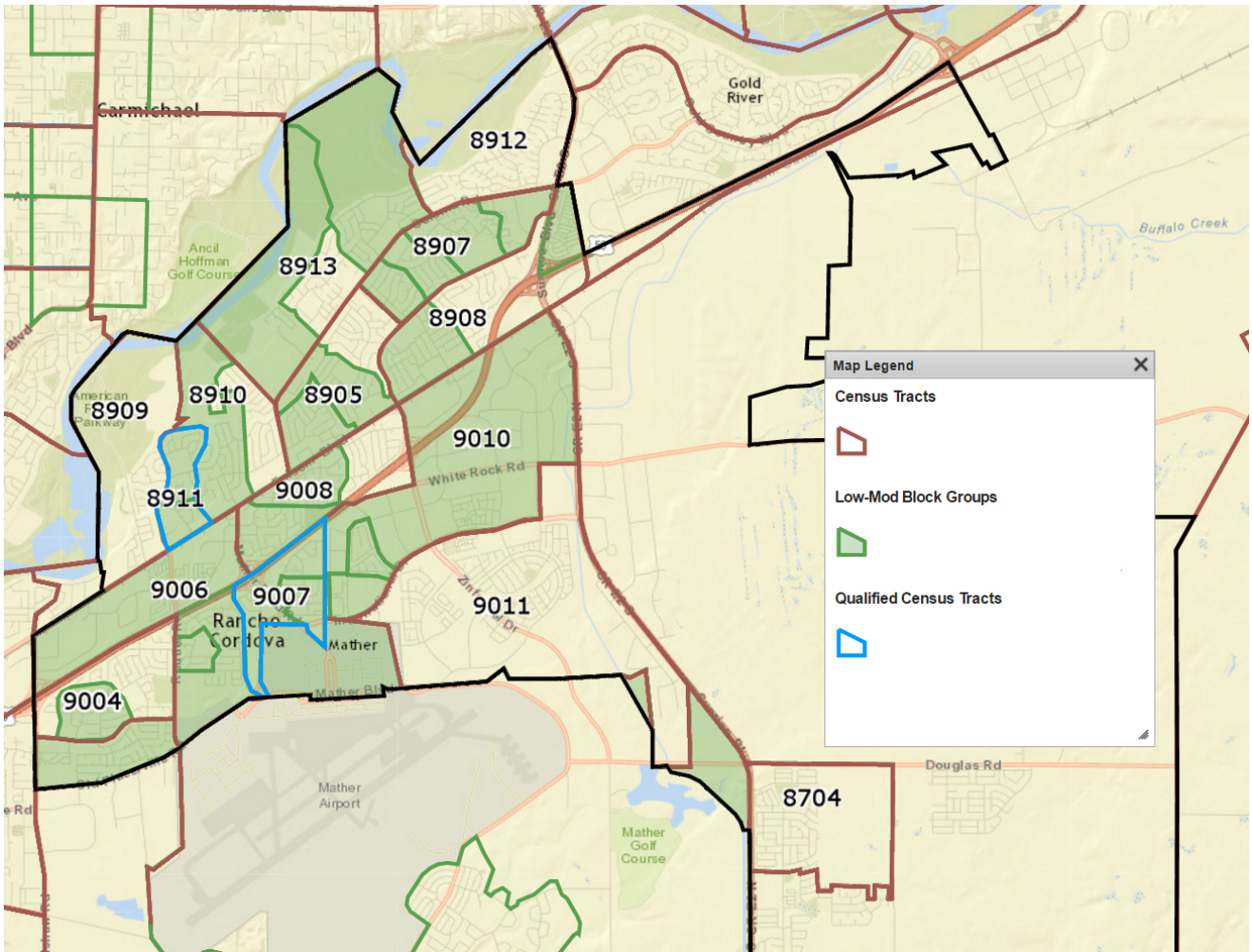
The rental housing inspection program and code enforcement activities funded by CDBG take place in the City’s designated CDBG target areas, as seen in Figure 1. The investment of other public and private funds in these areas will provide a comprehensive approach to revitalization.

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 5 – 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 6 – 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	14	11
Number of households supported through Acquisition of Existing Units	0	0
Total	14	11

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 2017, 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 PY 2017, 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 7 – Number of Households Served

Number of Households Served	CDBG Actual	% Total
Extremely Low-income	446	47.5%
Very Low-income	204	21.7%
Low-income	162	17.3%
Moderate-income	127	13.5%
Total	939	100.0%
Total Low-Income Households.	812	86.5%

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 2017 was \$80,100 for a family of four. 80% of HAMFI is considered low income, and calculates to \$64,100 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 2017, 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 2017, 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 2017, 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 institutional 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 2017, 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 2017, 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 326 households, and the housing counseling program that assisted 114 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 Analysis of Impediments. The collaborative has selected a consulting group to lead the effort. The effort is scheduled to be completed during PY 2019.

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 communicated 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 2017 the City worked to monitor all subrecipients prior to the close of PY 2017. All CDBG subrecipients were successfully monitored by the end of PY 2017 with the exception of the Respite CLUB which was closed in March of 2018 . 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 August 31, 2018 to September 17, 2018. A public notice announcing its availability was published in the *Grapevine Independent* on August 31, 2018. 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.cityofranhocordova.org) along with a printed copy located at City Hall. A public hearing on the report was held on September 17, 2018 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