

City of Rancho Cordova

2018-19 CDBG CAPER

Consolidated Annual Performance Evaluation Report

Community Development Block Grant
9/6/2019

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 \$586,085 from the Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) in the 2018-19 program year, the third year of the 2016-2020 Five-Year Consolidated Plan. Additionally, approximately \$30,000 in funds were rolled over from program year 2017-2018. A list of the key programs supported by the CDBG program and their original 2018-19 program year budgets are listed below.

- During the 2018-19 program year, the City used \$172,000 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 \$37,000 in CDBG funding was used to fund a program that aids senior populations, including home-bound seniors, by providing access to nutritious meals; this is accomplished through the **Meals on Wheels program**.
- The City assisted the **Folsom Cordova Community Partnership** with \$28,000 of CDBG funds to help support the Group Mentoring Initiative program. This program provides youth support and improves community involvement through intensive one-on-one and group youth mentoring.
- The City allocated \$22,912 for fair housing services with the **Sacramento Self-Help Housing - Renters Helpline and Housing Counseling** programs, which help prevent discrimination and at-risk households from becoming homeless.
- The City allocated \$150,000 to housing repair through the Roof Rehab & Repair Program and the Critical Systems Home Repair program operated by **Rebuilding Together Sacramento**.
- Through a substantive amendment to the 2018-19 Annual Action Plan, \$100,000 was spent on a capital improvement project supporting the City's annual sidewalk program to remove and replace damaged curbs, gutters, and sidewalks. This project's funding was the result of leftover funds from the prior 2017-18 CDBG program year, in conjunction with the City receiving a higher CDBG allocation than anticipated.
- The City allocated \$110,178 in **staff time for the purposes of planning and administration** of the CDBG program. These tasks generally involve the management of community participation efforts in the administration of CDBG funds, assisting subrecipients of CDBG funds with information and guidance on CDBG policies and procedures, planning for future CDBG goals and actions, and any other general administration activities that are involved in the implementation of the CDBG program.
- The City also used \$7,039 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**.


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)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Table 1, below, provides a detailed evaluation of the City's individual programs and projects and compares them to the goals identified in the 2018-2019 Action Plan and the 2016-2020 Consolidated Plan. Most of the City's programs performed very close to or even above their annual goal.

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

Project/Activity	Agency/Operator	Goal	Funding	Estimated Expenses	Indicator	Unit of Measure	Goal 5 yr Plan	Act. 5 yr Plan	% Comp.	Goal 2018	Act. 2018	% Comp.
Planning and Administration - PA-18												
Planning and Administration	City Staff	Planning and Administration	\$110,178	\$70,064.13	Successfully administered the CDBG program according to HUD regulations	Efficient Administration				NA	NA	100%
Planning & Administration: Fair Housing	Sacramento Self Help	Homelessness Prevention	\$7,039	\$6,523.66	Public Services Low/Mod Housing Benefit	Household Housing Unit				38	27	71%
Public Services - PS-18												
Homelessness Prevention - Households and Housing Units							1000	1,233	123%	536	360	67%
Renters Helpline	Sacramento Self-Help Housing	Homelessness Prevention	\$8,412	\$8,132.50	Public Services Low/Mod Housing Benefit	Household Housing Unit				418	227	54%
Housing Counseling	Sacramento Self-Help Housing	Homelessness Prevention	\$14,500	\$12,670.88	Public Services other than Low/Mod Housing Benefit	Households Assisted				150	133	89%
Senior Services - Persons Assisted							1000	558	56%	150	176	117%
Senior Nutrition Program	Meals on Wheels	Senior Services	\$37,000	\$37,000	Public Services other than Low/Mod Housing Benefit	Persons Assisted				150	176	117%
Youth Services - Persons Assisted							700	425	61%	77	79	103%
Group Mentoring Initiative	Folsom Cordova Community Partnership	Youth Services	\$28,000	\$26,753.39	Public Services other than Low/Mod Housing Benefit	Persons Assisted				77	79	103%
Housing Preservation Program HP-18												
Code Enforcement - Code Cases and Inspections							5000	10,615	212%	1600	3,195	200%
Code Enforcement	City Staff	Housing preservation- Code Enforcement	\$86,000	\$86,000	Housing Code Enforcement/For enclosed Property Care	Code Cases				800	1,779	222%
Rental Housing Inspection Program	City Staff	Code Enforcement	\$86,000	\$86,000	Housing Code Enforcement/For enclosed Property Care	Code Cases				800	1,416	177%
Housing Preservation - Housing Units							30	29	97%	15	11	73%
Critical Repair Program	Rebuilding Together Sacramento	Housing Preservation- Homeless Prevention	\$150,000	\$150,000	Homeowner Housing Rehabilitated	Household Housing Unit				15	11	73%
Public Infrastructure PI-18												
Public Infrastructure - Persons Provided Improved Access							3000	59,490	198%	2,075	2,075	100%
Public Facilities and Infrastructure	ADA Sidewalk Program	Public Infrastructure	\$100,000	\$100,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Infrastructure Projects Completed				2,075	2,075	100%



Three programs performed below their anticipated program goals, while **four** programs performed above their projected goals in the 2018-19 program year:

Below Goal - Explanation of goal outcomes for Rebuilding Together Sacramento and Sacramento Self-Help Housing:

Rebuilding Together Sacramento reached 73% of its goal (11 homeowners) to assist 15 homeowners. Rebuilding Together Sacramento came in slightly under its expected goals for the 2018-19 program year; however, it was able to spend down all funds. The goal was created by an estimate of anticipated costs; however, home repair costs can vary widely across projects. This program year's projects turned out to be costlier than anticipated, so fewer projects than expected were completed with the funds allocated. Though Rebuilding Together Sacramento did not reach its goal, it still successfully assisted 11 households with critical repairs. These repairs included roof and HVAC replacements, water pipe and bathroom repairs, electrical system repairs, safety railing installation, plumbing repairs, ADA improvements for homebound seniors, floor repairs, and home safety repairs. All of these repairs helped assist low- to moderate-income individuals, many of whom did not have the necessary capabilities or resources to complete the repairs otherwise.

Sacramento Self-Help Housing (SSHH) Renters Helpline reached 54% of its goal, or 227 of the goal of 418. At the same time, the fair housing referral component of this project was also undercut by the lack in Renters Helpline call intakes. Renters Helpline was meant to refer a total of 38 cases to Project Sentinel and the California Apartment Association for follow-up on housing discrimination and disputes, however, only 23 cases were referred to these entities in the City of Rancho Cordova. That being said, over 250 units of service were delivered by Renters Helpline and Fair Housing services, which helped to address issues surrounding discrimination and housing discrepancies in the City. This underperformance can be attributed to a change in office locations in the beginning months of the program year, along with SSHH still being a relatively new resource in the region. Location changes, along with the logistical issues that accompany a change in the agency's location, negatively affected the organization's ability to conduct targeted outreach in Rancho Cordova, which reduced the number of client intakes. Additionally, as a new resource, SSHH is still working on accurately predicting goals for the program.

Sacramento Self-Help Housing's Housing Counseling reached 89% of its goal. SSHH's Housing Counseling program served a total of 133 individuals out of the anticipated 150 that were set as the 2018-19 program goals. This slight difference between the outcomes and projected goals can be explained by the decrease in Renters Helpline intakes, which is the initial process prior to the client being referred to Housing Counseling, and the relocation of the agency's local office.

Above Goal: Goal outcomes for Rental Housing Inspection program, Code Enforcement program, Folsom Cordova Community Partnership, and Meals on Wheels

Folsom Cordova Community Partnership reached 103% of its goal. The partnership was able to leverage the participation in its 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 and 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 and helped to serve 79 individuals and their families.

Code Enforcement reached 222% of its 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. In the 2018-19 program year, Code Enforcement officers responded to a total of 1,779 instances of code violation issues.

Rental Housing Inspection reached 177% of its 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. In the 2018-19 program year, 1,416 inspections occurred through the Rental Housing Inspection program.

Meals on Wheels reached 117% of its goal. The Meals on Wheels program expected to serve 150 seniors but ended up assisting a total of 176 seniors in the program year. Hot meals were provided to seniors through the organization's Café program, in which meals are served Monday-Friday at different host community centers. In conjunction with the Café meals served, the program also supplies meals to homebound seniors, providing individuals with social interaction and a healthy meal to enjoy at home.

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.

The 2018-19 program year is the third year of the 2016-2020 Five Year Consolidated Plan, which identified the following goals and priorities for projects funded through CDBG. Those goals are as follows:

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

CDBG-funded programs in the 2018-19 program year aligned with five of the eight goals that were outlined in the 2016-2020 Consolidated Plan. Those are Housing Preservation for Code Enforcement, Housing Preservation for Homelessness Prevention, Youth Services, Senior Services, and Public Infrastructure. Table 1 above shows these goals and their associated projects in more detail, along with 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 and is the primary driving force behind one project in particular, known as the Mather Veterans Village project. This project is a three-phase affordable housing project that will, at completion, include at least 100 permanent supportive housing units for veterans and their families, and as many as 60 transitional housing beds for veterans currently experiencing homelessness. The entire project will be served by the Veterans Resource Centers of America in coordination with Mather Veterans Hospital to serve veterans in need of housing support.

Currently, the project is in its final two phases of construction and units may be ready for occupants by November 2019.

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	313	50.0%
Black or African American	135	21.6%
Asian	20	3.2%
American Indian or American Native	5	0.8%
Native Hawaiian or Other Pacific Islander	2	0.3%
American Indian or American Native and White	8	1.3%
Asian and White	6	1.0%
Black or African American and White	17	2.7%
American Indian or American Native and Black/African American	3	0.5%
Other Multi-Racial	117	18.8%
Did not Report	0	0%
TOTAL	626	100.0%
Hispanic or Latino	91	17.0%
Not Hispanic or Latino	535	83.0%

Narrative

Table 2 above shows the race and ethnic distribution of persons who received assistance or services through the CDBG program during the 2018-19 program year. The 2016 American Community Survey race and ethnicity population estimates for the City of Rancho Cordova are as follows.

Race and Ethnicity	2016 ACS
White	63.0%
Black or African American	9.5%
Asian	11.4%
American Indian or American Native	0.6%
Native Hawaiian or Other Pacific Islander	1.4%
American Indian or American Native and White	0.8%
Black or African American and White	2.1%
Asian and White	1.6%
American Indian or American Native and White	0.8%
American Indian or American Native and Black/African American	0.3%
Other Muti-Racial	7.5%
TOTAL Population: 69,482	100.0%
Hispanic or Latino	21.0%
Not Hispanic or Latino	79.0%

A comparison of the race of those assisted 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 in comparison to the City’s overall demographic distribution.

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 2017-18 Roll-Over	Entitlement	Estimated Expenditures During Program Year
CDBG	CDBG	\$27,120	\$586,085	\$576,620.91

Narrative

In the 2018-19 program year, the City received an allocation of \$586,085, and about \$30,000 in prior year rollover funds. For the 2018-19 program year, the City had originally budgeted for an allocation of \$530,000 to be distributed to different programs and projects. When the actual allocation was received, it was approximately \$56,000 more than originally anticipated. With excess funds, and approximately \$30,000 in rollover funds, the City was able to add a public infrastructure project through a substantial amendment to the Annual Action Plan. The following is a breakout of the allocated funds for each of the 2018-19 CDBG program year's programs and projects. It should be noted that this budget will be different than the budget described in Annual Action Plan for 2018-19 due to the substantial amendment.

- Planning and Administration, including Fair Housing (\$117,217)
 - General Planning and Administration- \$110,178
 - SSHH: Fair Housing Services- \$7,039
- Public Services (\$87,912)
 - SSHH: Renters Helpline- \$8,412
 - SSHH: Housing Counseling- \$14,500
 - Folsom Cordova Community Partnership: Group Mentoring Initiative- \$28,000
 - Meals on Wheels: Senior Nutrition- \$37,000
- Capital Improvements
 - Housing Preservation (\$322,000)
 - Rental Housing Inspection Program- \$86,000
 - Code Enforcement- \$86,000
 - Housing Repair- \$150,000
 - Public Infrastructure and Facilities (\$100,000)
 - 2018-19 ADA Sidewalk Improvement Project- \$100,000

All programs were performed according to CDBG requirements and all public service programs made regular draws and completed quarterly reports. All projects, aside from the ADA Sidewalk Improvement project, were completed during the program year, and all projects were completed within their allocated budget. The ADA Sidewalk Improvement project was completed in September 2019. The City has met timeliness requirements every year since becoming an entitlement jurisdiction.

The City has spent down \$576,620.91 during the 2018-19 CDBG program year; this includes expenses drawn

down from prior program years and expenses for the 2018 ADA Sidewalk Improvement project. Additionally, the City had left-over Planning and Admin funds from the 2018-19 program year in the amount of \$40,629.21, and \$3,870.57 left over from public service project funds. \$14,880 of the Planning and Admin left over is re-allocated the following program: Rental Housing Inspection Program (\$6,000); Code Enforcement (\$6,000); and Sidewalk ADA Improvements (\$2,880). This leaves roll-over funds in the amount of \$29,619.78 (\$3,870.57 + 25,749.21).

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	60%	83%	Meals on Wheels, Folsom Cordova Community Partnership, and Sacramento Self-Help Housing programs were provided to populations throughout the city, while programs like Rental Housing Inspection, Code Enforcement, Rebuilding Together Sacramento and the ADA Sidewalk Improvements project took place in the City’s designated CDBG target area.

Narrative

Geographic distribution of activities is widely varied, but most take place in or near a low- or moderate-income area. The location of an activity largely depends on the type of activity. Some of the City’s 2018-19 CDBG activities, such as Meals on Wheels and Housing Counseling, are able to serve populations across the entire city, while other projects and programs are located and provided to populations in the CDBG target area.

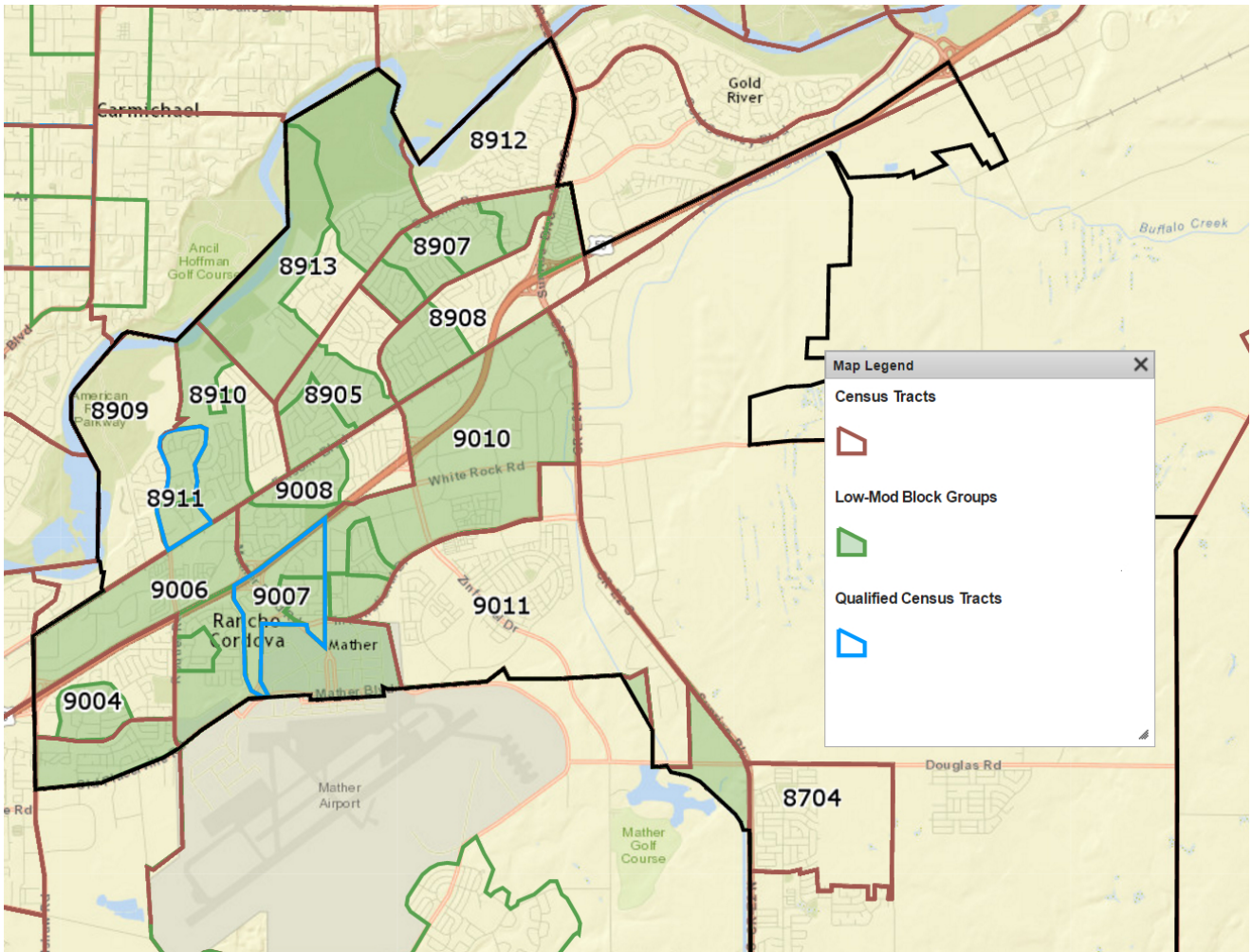
The Rental Housing Inspection program and Code Enforcement activities funded by CDBG take place in the City’s designated CDBG target areas, as seen in Figure 1. The investment of other public and private funds in these areas will provide a comprehensive approach to revitalization.

As shown in Figure 1, much of the city, including many residential neighborhoods, are in the CDBG target area. This allows for a significant percentage of the annual CDBG allocation to be focused in these low-moderate income areas of the City.

Figure 1

2018-2019 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.

Federal funds require additional regulation, labor compliance standards, and administration that can add a significant cost burden to a new affordable housing project or a rehabilitation project. For new construction and large-scale rehabilitation of affordable housing, the City prefers to pursue funding that does not significantly increase the building cost, unless there are sufficient federal funds to benefit the project's bottom line. The CDBG allocation to the City does not add sufficient value to offset the increased costs for most of the City's affordable housing development efforts. Therefore, the City focuses CDBG funding either on projects that are already burdened with the federal reporting requirements or on projects where there is no other viable funding source and the project can be completed with the available CDBG funding.

With respect to public service projects funded with CDBG funds, 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. These sources include tax credits, infrastructure infill grants, sustainable community grants, veterans housing grants, and, for the single-family owner-occupied housing rehabilitation program, CalHome funding. The City has also pursued other State of California housing funds whenever appropriate.

The City's CDBG program does not have any matching requirements.

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

	One-Year Goal	Actual
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	15	11
Number of households supported through Acquisition of Existing Units	0	0
Total	15	11

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

The City is working with nonprofit developers to complete subsidized housing projects that will meet needs for homeless and non-homeless households that need housing support. There were no new units added during the 2018-19 program year; however, just after the end of the program year, in July 2019, 50 units were added to aid homeless individuals through the Mather Veterans Village project. Additionally, 46 transitional beds will be added later in 2019. The progress that it took to get these two projects completed is largely due to the efforts that took place in the 2018-19 program year.

It should be noted that the City’s limited federal resources mean that all funding provided for these projects will be from alternative sources. The City partners with the Sacramento Housing and Redevelopment Agency (SHRA), which is the housing authority for Sacramento County to manage public housing and the housing choice voucher system. There are ten public housing single-family homes or apartment complexes which include some of the 747 affordable housing units in Rancho Cordova. Most of these units are administered by SHRA.

In the 2018-19 program year, the City continued to address its affordable housing needs in a variety of ways. For example, the City’s partnership with Rebuilding Together Sacramento made 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 toward the continued preservation of the existing stock of affordable housing, a high priority goal identified in the 2016-2020 Consolidated Plan. This program successfully repaired 11 homes out of the 15 that were anticipated, within the CDBG target area.

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 largely because these efforts receive CDBG assistance. In the past year, the neighborhood services programs experienced staff turnover and changes in structure within their program's operations; however, these programs were still able to exceed their projected goals for the 2018-19 program year.

As mentioned in the previous Goals and Outcomes section of this document, public service accomplishments did not completely result in expected outcomes. Specifically, SSHH saw a reduction in its intakes through the Renters Helpline program, which affected the accomplishments of the other two programs, Fair Housing Services and Housing Counseling. The difference in expected and actual outcomes was based on a few factors: a change in office locations, which resulted in phone issues and problems receiving calls from clients; barriers to conducting outreach, such as distributing flyers to schools and district websites; and an increase in the expected 2018-19 goal outcome, which resulted in unexpected challenges to reaching these increased goals during the program year.

Discuss how these outcomes will impact future annual action plans.

The City plans to address housing needs, but without significant additional resources, the City will continue to focus CDBG dollars where they will do the most good for low- and moderate-income households through better access to affordable housing, services, and public infrastructure.

The City's plan for the 2019-20 program year is to continue cooperating and actively engaging the County of Sacramento in its attention to homelessness issues, including chronic homelessness and near homelessness. Although SSHH had a difference in its expected outcomes compared to actual outcomes in the 2018-19 program year, the City will continue to contract with SSHH to provide housing counseling and homelessness prevention to Rancho Cordova residents. The results of the 2018-19 accomplishments have been discussed and solutions to these barriers have been addressed. In particular, the City has allocated additional funding to SSHH's Renters Helpline program to be used

specifically for the distribution of outreach materials within Rancho Cordova. Additionally, the 2019-20 program year will show more promise now that SSHH's new office location has become more settled and well-known in the area. The City is confident in SSHH and its continued success in the 2019-20 program year. For anyone that wishes to learn more information about SSHH, information is accessible to Rancho Cordova residents via the internet at <https://www.sacselfhelp.org/>, by telephone, and by walk-in appointment.

With the continued success of Rebuilding Together Sacramento's Critical Systems Repair project, the City will continue to fund this program in the 2019-20 Annual Action Plan. This program has proven to be effective in assisting low-income individuals in housing repairs and directly benefitting individuals without alternative options to housing improvements. Additionally, this organization continues to abide by CDBG reporting and reimbursement procedures, which is a very beneficial aspect to the administration costs of the CDBG program.

With 2018-19 program funds, the City allocated \$172,000 to the City-run Neighborhood Services projects, the Rental Housing Inspection program and Code Enforcement. Though these programs experienced staff turnover and challenges to capacity for completion of the projects, they were still able to exceed their planned goals for the program year and provide the CDBG target area with blight and nuisance prevention, along with assistance in mitigating rental housing unit dilapidation and safety problems. The City will continue to allocate CDBG funds to these two programs for the 2019-20 program year, but due to the decrease in staffing, funding has decreased for this program in the 2019-20 program year.

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 Persons Served by Income Level

Number Person Served	CDBG Actual	% Total
Extremely Low-income	250	39.9%
Low-income	132	21.1%
Moderate- income	115	18.4%
Non Low/Moderate Income	129	20.6%
Total	626	100.0%
Total Low-Income Persons Served		79.4%

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 the 2018-19 program year was \$80,100 for a family of four; since 80% of HAMFI is considered low income, this 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 (81-120% of HAMFI). About 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 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, seeing as levels of CDBG funding are not predictable in terms of increasing or decreasing.

For example, the City continued to fund SSHH in the 2018-19 program year. SSHH provides vital homelessness prevention services and resources to individuals and families who are at risk of homelessness due to housing discrimination and landlord disputes. SSHH is also providing a Renters Helpline and housing counseling to help with tenant/landlord disputes and housing discrimination cases. A collaborative approach between SSHH, California Apartment 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 Self Help Housing for one full-time outreach navigator. The navigator seeks out homeless individuals to provide outreach services; gathers information through a vulnerability index survey and inputs the data into the County Homeless Management Information System; and works to connect clients with identification documents, income sources, and 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 nonprofit Sacramento Steps Forward (SSF). SSF 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 provide

supportive housing opportunities and services. Additionally, the Continuum of Care is working on policy and process improvements to improve processes within County shelters, lower barriers to housing programs, and improve placement into the different housing services offered in the region. 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 Administration Hospital, and a competitively selected nonprofit 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 SSHH 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. 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, the California Apartment Association, and Project Sentinel, the City is able to help facilitate the provision of a telephone hotline, tenant education, 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, as well as offering job training and supportive services for homeless individuals and families to prevent repeated patterns of homelessness. The City does not receive enough in CDBG funds to support these projects solely through the CDBG program and relies on coordination with other agencies and nonprofits as well as alternative funding sources to support these projects.

Additionally, the City's adopted Housing Element identifies a specific policy to remove potential constraints to housing for persons with disabilities:

- H.3.3 – Provide housing for special needs populations, including housing accessible for persons with disabilities (including veterans as a primary target group), large households, homeless individuals, and single-parent households.

Projects, such as the Mather Veterans Village, work to address underserved needs of individuals in the City with disabilities and other special needs. Concurrently, goals identified in the Housing Element, such as the one mentioned above, work to break down barriers to affordable housing among these same populations.

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; however, the local public housing authority manages ten public housing apartment complexes or single-family homes. These units 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.

Though the City does not own any public housing, Rancho Cordova does have several public housing developments within its boundaries. These are owned and operated by the local public housing authority, Sacramento Housing and Redevelopment Agency (SHRA). The City works with SHRA to ensure the continued quality of public housing. In addition, SHRA has resident involvement goals, and conducts community outreach to improve resident involvement.

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

While the City is dedicated to increasing community outreach and involving neighborhoods in the

decision-making process, the City does not plan to participate in any activities to increase resident involvement in SHRA-owned and -operated public housing unless specifically asked to do so by SHRA.

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)

The City has undertaken a number of actions to reduce potential barriers and constraints to affordable housing and housing for special needs populations. These actions include identifying funds in support of affordable housing development and offering fee reductions, regulatory incentives, density incentives, and the operation of a home rehabilitation and repair program, as well as several other options. These can be found with additional detail in the City's 2013–2021 Housing Element. The Housing Element includes a thorough analysis of governmental and regulatory barriers to affordable housing. The City has been aggressive in pursuing affordable housing development opportunities and has mitigated regulatory barriers as effectively as possible.

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 offer housing opportunities to underserved groups, including homeless individuals and veterans with disabilities. The City continues its active participation in County, Mather Veterans Administration Hospital, and service provider efforts to locate and develop a continuum of housing opportunities for disabled veterans.

The City has continued its work with neighboring jurisdictions, such as the County of Sacramento, City of Sacramento, City of Citrus Heights, and City of Elk Grove, and agencies such as the SHRA and the Sacramento Area Council of Governments, to address the regional issues that affect the needs of target-income persons and special needs populations. The goal in this effort is to reduce the burden of providing services within each jurisdiction with CDBG funding. The City has worked directly with service providers and local, state, and federal agencies (e.g., HUD and the California Department of Housing and Community Development).

The City also plans to use its CDBG funds to promote the local provision of services for low- and moderate-income residents in Rancho Cordova. Furthermore, the City will encourage area service providers to offer services in the community. In the 2019-20 program year, several organizations (including SSHH, Meals on Wheels, and Folsom Cordova Community Partnership) will provide services in Rancho Cordova.

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.

The City complies with the Residential Lead-Based Paint Hazard Reduction Act of 1992 as implemented in 24 CFR 35 Subpart B. Compliance includes the following strategy:

Housing Rehabilitation: All housing rehabilitation activities funded under this plan will assess lead hazard risk before proceeding, including the planned Emergency Repair Grant Program. This applies to any work on structures constructed prior to January 1, 1978. The work will comply with the appropriate level of protection indicated in 24 CFR 35.100. All work on homes constructed prior to January 1, 1978, will have a lead hazard risk assessment conducted as described in 24 CFR 35.110. At the completion of any prescribed lead hazard reduction activities, a clearance examination is required as described in 24 CFR 35.110.

When needed, Rebuilding Together Sacramento conducts lead-based paint inspections through a contractor. Additionally, 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's anti-poverty strategy is based on revitalizing Rancho Cordova's existing housing stock to provide safe and decent places to live, and on supporting the services of social services agencies that promote income and housing stability. The City's strategy also includes supportive services for target-income residents, including senior and youth services. For example, the City continued to fund SSHH in the 2018-19 program year, as SSHH provides vital services and resources to families who are homeless or are at risk of homelessness.

The City also continued to fund other anti-poverty programs such as the Senior Nutrition programs offered by Meals on Wheels. Additionally, the City funds the Folsom Cordova Community Partnership's Group Mentoring Initiative. This program supports youth and enhances community involvement through intensive one-on-one youth mentoring to help improve economic opportunities for low-income youth in Rancho Cordova.

The City also uses non-federal funds to support many programs and projects, such as job training, through the Community Enhancement Fund. In the 2018-19 program year, multiple programs received funding from both CDBG funds and Community Enhancement funds; those programs included Meals on Wheels, Rebuilding Together Sacramento, the 2018-19 ADA Sidewalk Improvement project, and Folsom Cordova Community Partnership.

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

The City of Rancho Cordova has developed a monitoring system to ensure that the activities carried out in furtherance of the Action Plan are done so in a timely manner in accordance with the federal monitoring requirements of 24 CFR 570.501 and 2 CFR 200 and all other applicable laws, regulations, policies, and sound management and accounting practices. The objectives of the monitoring plan are described in more detail in the Consolidated Plan.

The City's Community Development Department will be responsible for the management, implementation, and monitoring of the Consolidated Plan documents, including the Action Plan and all other subsequent documents related to the implementation of the CDBG program.

City staff will administer the programs and activities funded with CDBG funds. These staff members will work with the individual City divisions, such as Public Works, as well as partner districts, such as Folsom Cordova Unified School District, to develop procedures and coordinate the administration of programs that will be carried out by these divisions. Designated staff will also work closely with the providers of CDBG-funded services and programs that are not carried out by the City.

Actions taken to enhance coordination between public and private housing and social service agencies. 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 regard to responding to fair housing-related efforts. Coordinated efforts include joint monitoring of common service providers, such as the monitoring that occurred during the 2018-19 program year for SSHH, standardizing reporting requirements and forms to encourage efficiency and consistency, and sharing information from workshops.

During the 2018-19 program year, the City implemented two-year contracts with local service organizations that provide assistance to seniors, households at risk of homelessness, and special needs groups. These subrecipients have all received CDBG funding in the past from the City. City staff and City Council have realized the continued need for these services and have instituted the multi-year contracts to provide continuity of services and help reduce administrative burden.

In addition, in the 2017-18 program year, the City and surrounding jurisdictions pursued a regional Analysis of Impediments to Fair Housing Choice (AI). The City entered a Memorandum of Understanding with SHRA, and neighboring jurisdictions including the cities of Citrus Heights and Elk Grove, to cost-share the fees to conduct an AI. The AI is scheduled to be completed in the fall of 2019 and the results will be utilized by each participating agency for their respective Consolidated and Annual Action Plans, and for SHRA's Public Housing Authority and Capital Fund Plans. The City will continue its work with neighboring jurisdictions, such as the County of Sacramento, City of Sacramento, City of Citrus Heights, and City of Elk Grove, and agencies such as the SHRA and the Sacramento Area Council of Governments, to address the regional issues that affect the needs of target-income persons and special needs populations. The City also intends to work directly with service providers and local, state, and federal agencies (e.g., HUD and the California Department of Housing and Community Development).

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 the 2012-13 program year, the City completed an updated AI. The AI included surveys of both the general public and fair housing stakeholders in the region. Fair housing issues identified in the analysis showed 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 allocated to fair housing efforts were utilized to help the City make progress addressing the specific impediments.

During the 2018-19 program year, the City partnered with SSHH to provide fair housing and tenant/landlord services. The City is also a partner in the Renters Helpline, a service offered by SSHH that is designed to determine if calls that they receive represent a fair housing issue or a tenant/landlord or life crisis issue. SSHH staff is trained to answer calls and make accurate determinations. The Renters Helpline assisted 227 households in the 2018-19 program year and referred 23 cases to additional fair housing services, and the Housing Counseling program assisted 133 households.

Led by SHRA, the City of Rancho Cordova and surrounding constituent entities are part of a 14-jurisdiction regional collaborative effort to complete the new AI for the County of Sacramento. The collaborative has selected a consulting group to lead the effort and the report is scheduled to be completed during fall of 2019. The AI will identify the nature and extent of fair housing concerns, and the impediments to fair housing choice that residents may encounter in Sacramento County.

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.

On a quarterly basis, City staff examined the progress the subrecipients were making toward performance targets 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.

In the 2018-19 program year, the City conducted an on-site audit of SSHH and Meals on Wheels in collaboration with other local grantors. Additionally, the City plans to conduct ongoing desk monitoring on all CDBG-funded programs throughout the 2019-20 program year. The CDBG program has successfully met expenditure deadlines in years past and is on target to meet its deadlines for the 2018-19 program year. The City is also current on quarterly and semi-annual reports due to HUD.

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 6, 2019, to September 20, 2019.

A public notice announcing its availability was published in the *Grapevine Independent* on August 23, 2019. The public notice included the purpose of the report, the premise of the CDBG program, information identifying the public hearing that will be held to approve of the CAPER, 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 16, 2019, 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?

Not applicable.