

CITY OF YUBA CITY
STAFF REPORT

Date: September 15, 2009
To: Honorable Mayor & Members of the City Council
From: Community Development
Presentation By: Katie Ertmer, Senior Planner

Summary

Subject: Proposed 2008-2009 Consolidated Annual Performance and Evaluation Report (CAPER) for Community Development Block Grant (CDBG)

Recommendation: Conduct a public hearing to receive comments on the 2008-2009 Annual Action Plan CAPER and upon conclusion of the public hearing, approve the CAPER and authorize staff to submit the CAPER to the Department of Housing and Urban Development.

Fiscal Impact: None.

Background:

The Consolidated Annual Performance and Evaluation Report (CAPER) is a report mandated for all jurisdictions that receive Community Development Block Grant (CDBG) entitlement funds from the U.S. Department of Housing and Urban Development (HUD). The Program Year 2008-2009 CAPER covers the period of July 1, 2008 through June 30, 2009 and reports the City's success in using CDBG funds to meet the housing and community development goals contained in the City's 5-year Consolidated Plan.

Discussion:

The City must comply with specific federal requirements related to citizen participation and compliance procedures. This public hearing is being held to fulfill these citizen participation requirements and to obtain public input on the City's performance in meeting its housing and community development needs. In addition to this public hearing, a required 15-day public comment period commenced on August 31, 2009 and will end on September 14, 2009, whereby citizens were encouraged to provide feedback with regard to the CAPER. At the time this staff report was published, no comments had been received.

The following are Yuba City's accomplishments funded by the CDBG program for the 2008/2009 Program Year:

Housing Rehabilitation Activities:

- 19 housing units and 97 people received assistance through FREED Center for Independent Living, which makes ADA-accessible improvements to dwellings.
- 28 housing units at Town Center Senior Manor received assistance through a dry-rot repair grant to the Housing Authority.

Public Service Activities:

- 201 people were assisted through The Salvation Army's Family Self Sufficiency Program, a case management program for formerly homeless families.
- 126 people were assisted by the Salvation Army's Cold Weather Shelter Program.
- 609 homeless people received one-time food assistance through A Hand-Up Ministry.
- 21 veterans were assisted through the Central Valley Homeless Veterans Assistance Program, which provides first-month's rent and security deposits to homeless veterans.
- 77 people were assisted after the opening of Hands of Hope: Resources for Homeless Families, which used CDBG funds to purchase equipment for the new facility.

Public Facilities Improvements:

- 39 new ADA accessible access ramps and 1,910 linear feet of ADA accessible sidewalk were installed in the vicinity of King Avenue Elementary School, Park Avenue Elementary School, and Franklin Avenue.

The above activities represent a mix of community development activities and public service programs selected to benefit low- and moderate-income residents in Yuba City. All of these activities are consistent with the City's goals for improving and enhancing the quality of life for all residents. Activities and programs are consistent with the City's priorities identified in the City's 5 year Consolidated Plan. The City of Yuba City remains on target for meeting the goals of the CDBG program and utilizing the resources available through annual CDBG entitlement grants, program income, and other local, state, and federal resources.

In accordance with HUD requirements, City staff will soon begin developing a new 5 year Consolidated Plan, which will take effect in program year 2010-2011. To ensure the community's needs are ascertained and addressed, the development of a 5 year Consolidated Plan involves solicitation of input from the entire community. Based on information and comments received during the development of the new Consolidated Plan, it is possible that future CDBG projects will emphasize and address different needs than those that were the focus of the current Consolidated Plan. In any event, CDBG funds are always required to be used to assist low- and moderate-income individuals and households.


Alternatives:

The City Council may make changes to the 2008-2009 CAPER. If Council directs staff to make changes, staff will incorporate the changes in the appropriate sections of the CAPER, as well as identify the changes in the Citizen Participation Section of the CAPER and submit the CAPER to HUD for review and approval prior to the September 30, 2009 due date. Failure to submit the CAPER to HUD by the September 30th deadline could result in a loss of entitlement funds.

Recommendation:


Staff recommends that the City Council Conduct a public hearing to receive comments on the 2008-2009 Annual Action Plan CAPER and upon conclusion of the public hearing, approve the CAPER and authorize staff to submit the CAPER to the Department of Housing and Urban Development.

Prepared By:



Katie Ertmer
Senior Planner

Submitted By:




Steven R. Jepsen
City Manager

Reviewed By:

Department Head

Finance

City Attorney



Attachments:

- 1) 2008-2009 CAPER



Fourth Program Year CAPER

The CPMP F Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the fourth year.

Program Year 4 CAPER Executive Summary response:

The Consolidated Annual Performance and Evaluation Report (CAPER) is a report mandated for all communities that receive Community Development Block Grant (CDBG) entitlement funds from the U.S. Department of Housing and Urban Development (HUD). The Program Year 2008-2009 CAPER covers the period of July 1, 2008 through June 30, 2009 and reports the City's success in using CDBG funds to meet the housing and community development goals contained in the Consolidated Plan, a five-year comprehensive planning document that covers the period of July 1, 2005 through June 30, 2010. The Consolidated Plan also identifies the City's overall need for affordable and supportive housing as well as non-housing community development needs. It is comprised of several components, including a five-year Strategic Plan that outlines the strategy for use of available resources to meet identified needs, and an Annual Action Plan that describes the activities the City plans to undertake to meet the goals set forth in the Strategic Plan. The CAPER evaluates the City's overall progress in carrying out priorities of assistance identified in the Strategic Plan and Annual Action Plan components of the Consolidated Plan.

Overall the City of Yuba City remains on target for meeting the goals of the CDBG program and utilizing the resources available through annual CDBG entitlement grants as well as program income. The following sections provide a more detailed analysis of the City's performance for program year 2008-2009.

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
 - a. Provide a summary of impediments to fair housing choice.
 - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
 - a. Identify progress in obtaining "other" public and private resources to address needs.
 - b. How Federal resources from HUD leveraged other public and private resources.
 - c. How matching requirements were satisfied.

Program Year 4 CAPER General Questions response:

Assessment of One-Year Goals and Objectives: Yuba City's Five-Year Strategic Plan summarizes the priority needs of the community and the corresponding goals for each need category. These goals target a variety of areas including funding for assistance to the homeless, affordable housing through rehabilitation and first-time homebuyer programs, and public services that assist youth, seniors, and other needs of low-income persons in Yuba City. In addition, the Strategic Plan sets forth goals to provide improvements to the City's infrastructure, streets, and public facilities that primarily service low-income neighborhoods.

For each priority need category, a measurable objective was established to gauge the progress made toward meeting the City's goals (see Needs Tables). The following narratives highlight the accomplishments for each priority need category.

1. Homeless: Total CDBG Spent PY 08-09 = \$81,600

The City continued funding local homeless assistance programs including the Salvation Army's Family Self-Sufficiency Program, and the Cold Weather Shelter Program. The Family Self-Sufficiency Program assisted 201 persons living in transitional housing. The persons assisted are all graduates of The Depot Homeless Shelter and are working toward self-sufficient living. The Cold Weather Shelter Program is also operated by The Salvation Army in collaboration with the

Consolidated Area Housing Authority. This year all ten units were filled, and 126 persons received housing and/or supportive services. A Hand Up Ministry used approximately \$5,000 in CDBG funds to provide one-time food support to 609 people throughout the program year.

CDBG funds were also provided to improve facilities that assist homeless persons in our community. Hands of Hope used CDBG funds to purchase washing machines and other equipment for use by homeless families. Hands of Hope assisted 77 people in its first year.

2. Housing: Total CDBG Spent PY 08-09 = \$90,000

During PY 2008-2009 provided \$80,000 in CDBG funds to the Housing Authority for dry rot repair at Town Center Senior Manor. Town Center Senior Manor contains 28 units affordable to low-income seniors. The City also provided CDBG funds to FREED Center for Independent Living for continued operation of its handyman ADA retrofit program. FREED used \$10,000 to install ADA improvements (grab bars, ramps, etc.) at 19 homes, assisting 97 people.

3. Public Facilities and Improvements: Total CDBG Spent PY 05-06 = \$305,000

CDBG funds were also used to make ADA improvements to various City sidewalks. 39 new ADA-compliant ramps and 1,910 linear feet of ADA accessible sidewalk were installed in the vicinity of King Avenue Elementary School, Park Avenue Elementary School, and Franklin Avenue.

While the City continues to seek ways to improve the implementation of its CDBG program activities, there are no significant changes to the program as a result of the experience of this past program year.

Affirmatively Furthering Fair Housing: The City continues to evaluate its Analysis of Impediments on an annual basis and has entered into a contract with Stuart and Graham to conduct its next Analysis of Impediments to Fair Housing.

To the extent that impediments pertain to private sector activities, the City carefully monitors any complaints received and, if necessary, refers fair housing matters to California Rural Legal Assistance, a non-profit law firm and advocate for fair housing. The City also encourages application for boards and commissions from all classes of citizens so as to promote adequate citizen representation.

Other Actions to Address Obstacles to Meeting Underserved Needs: Actions taken to address obstacles to meeting underserved needs mostly involve collaboration with other local government entities and service providers. A more detailed description of the City's efforts in this area can be found under the "Institutional Structure" section on page 5.

Leveraging Resources: The City received \$546,730 in CDBG entitlement funds for PY 2008-2009. In addition to the CDBG entitlement, a variety of funding sources were leveraged for activities that serve Yuba City's community development needs, especially those that benefit low- and moderate-income persons. Specifically, the City applied for and received a \$600,000 grant through the HOME program for first-time homebuyer activities. Additionally, the Redevelopment Agency has allocated \$2

million in Housing Set-Aside funds to purchase foreclosed homes for use and occupancy by low-income households. Yuba City is the lead agency in securing and using \$1.7 million in NSP funds, which were made available under the American Recovery and Reinvestment Act.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 4 CAPER Managing the Process response:

The City continues to submit performance reports and annual plans as required by HUD. The City also uses IDIS for reporting, setting up, funding and drawing down CDBG funds. The City's Redevelopment Agency also submits an annual housing report to the State Department of Housing and Community Development detailing all expenditures from the low-income housing set-aside fund. The report includes a certification that all housing projects assisted with agency funds are monitored for compliance with affordability requirements.

The City continues to assign high priority to activities that benefit low- and moderate-income persons, especially those that provide housing assistance to low-income households and homeless persons. When funds are allocated annually, priority is given to those activities that address the priority needs of the Consolidated Plan. Community needs are re-evaluated annually as part of the development of the Annual Plan.

Citizen Participation

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 4 CAPER Citizen Participation response:

Yuba City's Citizen Participation Plan details the public noticing requirements for CDBG activities, sets threshold requirements for annual plan amendments, and also provides a detailed description of the CDBG program year cycle. In addition to

carrying out the actions set forth in the City's Citizen Participation Plan, the following actions were taken during PY 2008-2009:

1. Public Notice Requirements

The Notice of Availability for Public Review and Comment for the 2008-2009 CAPER was published on August 31, 2009. The notice provided 15 days for citizens to comment on the report as required by 24 CFR 91.105(d). This report and all CDBG public information files are available for public review at City Hall.

2. Reporting and Recordkeeping

The City maintains all CDBG programs and financial records. All CDBG program reports are submitted to HUD as required. A citizen information file is maintained and available for public review.

3. Citizen Comments

Copies of this document were made available to the public during the 15-day comment period. There were no public comments received during the public comment period.

4. Affirmative Marketing

During this reporting period the City continued to follow affirmative marketing strategies for all housing projects. Information is made available through public meetings, newspapers, brochures, radio announcements, and/or the City's monthly newsletter. In addition, the City's website (www.yubacity.net) contains information about each affordable housing program offered as well as other CDBG projects and reports.

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 4 CAPER Institutional Structure response:

The City of Yuba City continues its efforts to build local capacity by meeting regularly with local non-profit groups, neighboring local governments, and affordable housing advocates in the community. It is the City's belief that building local capacity is essential to understanding which needs are underserved and identifying any existing gaps in service. The local Housing Authority (CAHASC) is partnering with the City of Yuba City, Sutter County, and the City of Live Oak to administer the NSP program. In addition, the City continues to participate in the Sutter Yuba Homeless Consortium to further understand the cycle of homelessness in our community and discuss potential strategies for addressing the issue.

Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
 - a. Describe the effect programs have in solving neighborhood and community problems.
 - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
 - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
 - d. Indicate any activities falling behind schedule.
 - e. Describe how activities and strategies made an impact on identified needs.
 - f. Identify indicators that would best describe the results.
 - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
 - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
 - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 4 CAPER Monitoring response:

Monitoring CDBG Activities: Staff continues to use the IDIS system to update program accomplishments and drawdown funds no less than quarterly. Staff also attends HUD-sponsored trainings and workshops as necessary. The City continues to collect quarterly reports for each CDBG project in order to streamline the reporting process. This helps ensure that all pertinent information is collected in a timely manner and that any slow-moving projects can be addressed promptly.

Timeliness of expenditures continues to be a top priority and the City is proud to report compliance with the 1.5x spending requirement test conducted by HUD 60 days prior to the end of the program year. Project spending is monitored closely since significant penalties can occur if the timeliness requirement is not met. Project coordinators and subrecipients have been very cooperative in working with staff to make sure activities are moving along as planned. When allocating funds through the Annual Plan process, project timelines are especially taken into consideration with preference given to those activities that are completed within one year of funding. These measures have been taken to ensure future compliance with HUD spending requirements.

Self-Evaluation: The City of Yuba City's CDBG program is a significant resource used to meet local community development and housing needs. Many public service programs are facing funding cuts due to cutbacks at the State and Federal levels. Many times CDBG is the next resource that local non-profits seek to help fill the gap. If Yuba City's CDBG entitlement continues to decrease due to federal budget cuts, the task to fill local needs will become even harder. Nonetheless, the City has made significant progress toward meeting the priority needs set forth in the 2005 Consolidated Plan. Indeed, the City met or exceeded the overall goals for most of the priority need categories and is proud of its accomplishments (see Needs Tables

for more detail). Since the Consolidated Plan was updated in 2005, CDBG funds have been used to provide ADA improvements to public facilities as well as provide funding for a number of homeless and youth public services. Housing assistance programs provided emergency housing payments to prevent low-income families from becoming homeless, and homeless facilities were improved in order to provide better services to the families living there. Finally, over \$670,000 was spent to provide decent housing and suitable living environment through the renovation of multi-family as well as single-family housing for low-income households.

The City realizes there will always be a gap between the existing needs and resources available to meet those needs. However, the program accomplishments described in this CAPER as well as prior years' accomplishments have gone a long way in helping the City reduce those gaps and address the needs of low- and moderate-income persons in the community.

Barriers to Accomplishing Consolidated Plan Goals: At the beginning of the reporting period (Con Plan years 1, 2, and 3) a few in-house projects had fallen behind schedule. The delays were primarily due to staffing deficiencies in the Engineering Division. However, the Engineering Division has become fully staffed, and the new staff has successfully completed the following projects over the last year:

- Ainsley Avenue ADA Improvements
- Live Oak Blvd. ADA Improvements
- Clark Avenue ADA Improvements
- Shasta Street Improvements
- King Avenue, Park Avenue, and Franklin Avenue ADA Improvements

The completion of these projects ensured that the City remains on target for meeting its goal to provide adequate public facilities and infrastructure for the benefit of low and moderate income persons.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 4 CAPER Lead-based Paint response:

The City continues to implement HUD's revised lead-based paint regulation that became effective in September 2000. Efforts by the City in this regard include the disclosure to homeowners of possible lead hazards, sponsoring certification training for contractors, implementation of lead risk assessment and clearance testing procedures, and supervision of lead-related work performed. In addition, the City amended its housing rehabilitation program guidelines to stipulate the type and amount of assistance provided, and define costs covered under the City's lead reduction program.

HOUSING

Housing Needs

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 4 CAPER Housing Needs response:

The City's affordable housing programs include single-family housing rehabilitation, multi-family housing rehabilitation, and first-time homebuyer assistance. Funds for these programs include CDBG Entitlement, Redevelopment Agency 20% Housing Set-aside, State HOME grants, tax credits, bonds, and local program income revenues. During the next program year, NSP funds through the American Recovery and Reinvestment Act (ARRA) will become available for use. In addition, the City continues to explore the development of local affordable housing in partnership with private developers, local non-profit agencies, and other government entities.

The City continued its efforts to increase the supply of decent, safe, and affordable housing in the community by operating the following affordable housing programs:

1. Housing Rehabilitation

For several years Yuba City's Housing Rehabilitation Program has helped many low-income families make needed repairs to their homes. Without this program, many repairs necessary to ensure safe and decent housing would not be undertaken, thereby contributing to the dilapidated conditions of some of Yuba City's low-income neighborhoods. During PY 2008-2009 CDBG funds were used to rehabilitate three (3) units.

2. First-Time Homebuyer Assistance

The City has used HOME funds to operate its First Time Homebuyer Program for the past several years now. The program offers up to \$75,000 in gap financing to income-eligible first time homebuyers to purchase a home in Yuba City. During PY 2008-2009, the City awarded six loans to first time homebuyers.

3. Multi-family Housing Rehabilitation

CDBG funds were used to rehabilitate the Town Center Senior Manor, a 28-unit affordable housing complex that was originally built with HUD financing.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 4 CAPER Specific Housing Objectives response:

The City's Consolidated Plan identifies as a high priority housing programs that increase the availability of affordable housing or improve the living conditions for low and moderate income households. Consistent with the priorities outlined in the Consolidated Plan, during the 2008-2009 Program Year, the City accomplished the following goals and activities:

- Town Center Senior Manor Rehabilitation – The City used \$80,000 in CDBG funds for dry-rot repair at the 28-unit Town Center Senior Manor apartments, which are owned and operated by the Housing Authority.
- FREED Home Repair Program – The City used \$10,000 in CDBG funds to assist FREED with its Housing Repair Program for disabled residents who need ADA repairs or retrofits made to their homes. FREED assisted 19 households with the CDBG funds.
- First Time Homebuyer Program – The City used HOME funds, received through the State of California, to assist six low-income households purchase their first homes.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 4 CAPER Public Housing Strategy response:

The Consolidated Area Housing Authority of Sutter County administers the Section 8 program for Sutter County and Yuba City, and continues to implement the priorities of the Comprehensive Grant Program with the coordination of the City on an annual basis. The Housing Authority also maintains a five-year strategy, which is updated annually.

The Housing Authority has continued to work with residents to provide an environment in which they are able to accumulate adequate resources in order to move into non-subsidized housing and homeownership. The Housing Authority continues to improve the conditions of its properties. During the winter months, the migrant housing units are used by the Salvation Army for the Cold Weather Shelter program for homeless families.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 4 CAPER Barriers to Affordable Housing response:

Barriers to affordable housing exist on many fronts and can range from NIMBYism ("Not In My Back Yard") to difficulty in obtaining the total funds needed to carry out large projects. To overcome such barriers, the City continues to pursue all resources it can to provide comprehensive affordable housing programs. The City also markets its affordable housing programs to the general public (in addition to target marketing of income-eligible persons) through newspaper articles, City newsletters, information on the City's website, and through local community events.

Although the price of housing in Yuba City has decreased significantly due to the current foreclosure crisis, housing prices are still out of reach for many low-income families. The City continues to monitor the cost of housing by conducting bi-annual apartment surveys and reviewing home sales data from the Sutter Yuba Association of Realtors, DataQuick, and RealtyTrac. The City recently adopted the 2008-2013 Housing Element. The Housing Element outlines several programs and policies to encourage the development and preservation of affordable housing in our community.

HOME/ American Dream Down Payment Initiative (ADDI)

1. Assessment of Relationship of HOME Funds to Goals and Objectives
 - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
 - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
 - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
 - a. Detail results of on-site inspections of rental housing.
 - b. Describe the HOME jurisdiction's affirmative marketing actions.
 - c. Describe outreach to minority and women owned businesses.

Program Year 4 CAPER HOME/ADDI response:

This section is not applicable.

HOMELESS

Homeless Needs

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 4 CAPER Homeless Needs response:

Actions to Address Homeless Needs and Help Homeless Transition to Permanent Housing

As previously mentioned, the City continued to provide funding to the Salvation Army for its Family Self-Sufficiency (FSS) Program. Families who complete the Homeless Recovery Program at the Depot, the Salvation Army's long-term emergency shelter for homeless families, are eligible to participate in the FSS Program, a two-year voluntary follow-up program that provides the families with continued support as they re-enter the mainstream of society. The FSS Program reinforces home management skills and coping techniques learned during the four to six months an average homeless family stays at the Depot's Family Crisis Center. A Family Self-Sufficiency Caseworker provides a link to services available within the community when an extraordinary need arises, and regularly meets with client families to monitor their progress. The FSS program is a safety net to help families avoid a catastrophic event that could result in a return to destructive habits or conditions that left them homeless in the first place.

Also, funds were used by Hands of Hope to purchase washing machines and related equipment for use by homeless families with school aged children. A Hand Up Ministry used CDBG funds to provide one-time food assistance to homeless individuals, and the Central Valley Homeless Veterans Assistance Program used CDBG funds to provide a security deposit and first month's rent to homeless veterans.

Finally, the Cold Weather Shelter program was funded for the fifth year in a row. The program is offered by The Salvation Army in conjunction with the Consolidated Area Housing Authority. 126 people were assisted by this program during the 2008-2009 Program Year.

Actions to Seek Funding from Homeless SuperNOFA

The City continues to facilitate meetings for the Sutter Yuba Homeless Consortium whose goal is to enhance homeless services provided in Yuba and Sutter Counties. This year the consortium hired a consultant to prepare its Continuum of Care document and application for McKinney Act funding.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 4 CAPER Specific Housing Prevention Elements response:

As previously mentioned, in PY 2008-2009, the City funded the Homeless Veterans Assistance Program. This program provides emergency housing assistance to families at risk of becoming homeless, or those that are currently homeless needing short-term stay at a motel. With a lack of adequate shelter beds, particularly for homeless women and children, these programs are important to keeping families housed by providing funding for rental deposits, one month's rent, or motel vouchers.

Emergency Shelter Grants (ESG)

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
 - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
 - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
 - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
 - b. Homeless Discharge Coordination
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.

- c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 4 CAPER ESG response:

This section is not applicable.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
 - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
 - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
 - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
 - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
 - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
 - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
 - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
 - a. Indicate how use of CDBG funds did not meet national objectives.
 - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
 - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
 - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
 - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons

- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
 - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
 - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
 - b. Detail the amount repaid on each float-funded activity.
 - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
 - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
- a. The activity name and number as shown in IDIS;
 - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
 - c. The amount returned to line-of-credit or program account; and
 - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
 - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
 - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
 - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
 - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
- a. Provide the name of the financial institution.
 - b. Provide the date the funds were deposited.

- c. Provide the date the use of funds commenced.
 - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
- a. Identify the type of program and number of projects/units completed for each program.
 - b. Provide the total CDBG funds involved in the program.
 - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 4 CAPER Community Development response:

Relationship of CDBG Funds to Goals and Objectives: CDBG entitlement funds are the only CPD funding source the City receives to accomplish the goals and objectives outlined in the Consolidated Plan. While other funding sources like State HOME and Redevelopment funds are available, the CDBG funding is tailored to meet the highest priority needs, and then other funding sources are leveraged to fill in the gaps. Indeed, CDBG played a key role in meeting the City's affordable housing goals as mentioned previously in the Housing Needs section. In addition, several community development activities are funded with CDBG to specifically target the need to provide a suitable living environment for low and moderate income households.

Efforts to Carry Out Planned Actions: Recognizing that there are limited resources available, the City continued to pursue all available resources of funding for low- and moderate-income activities. In addition, the City actively supports efforts by other entities to receive funding for programs that benefit low- and moderate-income residents. Specifically, the City supports all the efforts of the Consolidated Area Housing Authority of Sutter County to enhance its Section 8 and Public Housing activities by applying for several federal funding sources.

During this reporting period the City continued to address the priority needs of the Consolidated Plan. Furthermore, the City did not hinder the plan implementation by willful inaction. Certifications for consistency were also provided for other HUD programs. The City also continued to distribute funds to areas where the percentage of low- and moderate-income persons is above 51%. There are no areas of minority or ethnic concentration indicated in the 2000 Census.

Additionally, the City supported a 39-unit affordable apartment complex by allocating \$600,000 in Redevelopment Low/Moderate Income Housing Set Aside funds to assist the project.

Anti-Displacement and Relocation: The City implements its Anti-Displacement and Relocation plan when needed for the provision of relocation assistance according to the Uniform Relocation Act. There were no relocation activities carried for CDBG programs in PY 2008-2009.

Housing Rehabilitation Revolving Loan Fund: This year the City received \$45,113 in housing loan repayments. These funds have been deposited in the Housing Rehabilitation Revolving Loan Fund and will be used to assist more families through the program. The following table provides a more detailed account of the City's CDBG and HOME loans for the PY ending June 30, 2009:

Loan Type	# of Loans	Total Amount	Loan Terms
Active	7	463,315.00	Loan terms vary between 15 and 30 years
Deferred	0		Loan terms vary between 15 and 30 years
Forgivable	5	70,458.20	Forgivable after 5 years
TOTAL	12	\$533,773.20	

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 4 CAPER Antipoverty Strategy response:

The 2000 Census indicates that Sutter County is slightly above the California state average for poverty status with 2,446 families (12.1%), 897 (29.9%) female-headed households, and 12,031 (15.5%) individuals above the poverty threshold for their respective household types. It is not clear how many of these households are within the City of Yuba City, and so far there is no statistical information indicating underlying causes of Sutter County's poverty level. However, possible reasons include Sutter County's higher-than-average unemployment rate, low-skill labor force, and lack of higher paying jobs available. In addition to other programs provided by local organizations (One Stop Centers, Entrepreneur Training Programs, EDD, Yuba-Sutter Economic Development Corporation, etc.), the City is committed to funding affordable housing programs, homeless services, and economic development programs aimed at reducing poverty in our community.

By continuing to fund affordable housing programs the City is able to offer assistance to extremely low-income persons living at or below the poverty level. Likewise, the funding of homeless services in the community provides assistance to those persons without the financial resources to secure permanent shelter. In addition, the City is committed to supporting economic development programs that aim to reduce the rate of poverty in the Yuba-Sutter community by offering financial and technical assistance to small business owners that do not have access to conventional financial resources because of their income level and/or economic status. The City will continue to make referrals to the Yuba-Sutter Small Business Development Center for these services.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 4 CAPER Non-homeless Special Needs response:

Actions to Address Special Needs and Supportive Housing

The City continues to communicate and work with local non-profit organizations that provide resources to persons with special needs and/or supportive housing. FREED Center for Independent Living provides assistance and supportive services to disabled persons living in Yuba and Sutter Counties. The City allocated funds to FREED during the reporting period for accessibility improvements such as grab bars, ramps, safety poles, and other assistive technology items.

Specific HOPWA Objectives

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
 - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
 - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
 - a. Grantee Narrative
 - i. Grantee and Community Overview

- (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
- (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
- (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 4 CAPER Specific HOPWA Objectives response:

This section is not applicable.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 4 CAPER Other Narrative response:

CDBG Spending Caps: The IDIS Financial Summary Report for 2008-2009 (C04PR26) indicates that \$609,585 was subject to the 15% cap for public services. The City spent \$81,935 toward public service activities, representing 13.4% of the funds subject to the cap. Similarly, the amount spent for general administration is subject to a cap of 20% of the current year grant plus program income (i.e., \$1,059,492 for PY 2008-2009). The City spent \$69,151 for general administration in 2008-2009, representing 13.01% of the total amount subject to the cap.

Integrated Disbursement and Information System (IDIS) Reports: See attached CDBG Activity Summary Report (C04PR03) and Financial Summary Report (C04PR26).