

# Cover Sheet



**JULY 1, 2017 – JUNE 30, 2018**  
**CONSOLIDATED ANNUAL PERFORMANCE AND**  
**EVALUATION REPORT (CAPER)**

**Submitted to the**  
**U.S. Department of Housing and Urban Development**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**



## CR-05 - Goals and Outcomes

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

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The U.S. Department of Housing and Urban Development (HUD) designated the City of West Sacramento (City) as a Community Development Block Grant (CDBG) Entitlement community beginning July 1, 2016. The following is a summary of accomplishments achieved between July 1, 2017 through June 30, 2018 (PY 2017/2018), the second year of the City of West Sacramento five-year Consolidated Plan, covering July 1, 2016 through June 30, 2021.

The City's 2017/2018 CDBG funding allocation was dedicated to support the development of up to 85 units of permanent supportive housing, general grant administration, and fair housing services.

### 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.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Increase Compliance with Fair Housing Laws	Non-Homeless Special Needs	CDBG: \$21000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

Increase Compliance with Fair Housing Laws	Non-Homeless Special Needs	CDBG: \$21000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	90	10	11.11%	30	10	33.33%
Reduce the Incidence and Impact of Homelessness	Homeless	CDBG: \$415862	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150	0	0.00%			
Reduce the Incidence and Impact of Homelessness	Homeless	CDBG: \$415862	Homelessness Prevention	Persons Assisted	0	0				
Reduce the Incidence and Impact of Homelessness	Homeless	CDBG: \$415862	Housing for Homeless added	Household Housing Unit	85	0	0.00%	20	0	0.00%
Strengthen Economic Opportunities for Low-Income	Non-Housing Community Development		Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	45	0	0.00%			
Strengthen Economic Opportunities for Low-Income	Non-Housing Community Development		Businesses assisted	Businesses Assisted	15	0	0.00%			

Washington Neighborhood Infrastructure	Affordable Housing Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6798	0	0.00%			
Washington Neighborhood Infrastructure	Affordable Housing Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

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

**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.**

Goal 1. Reduce the incidence and impact of homelessness. The City is currently working on a Permanent Supportive Housing project that is targeted to persons experiencing homelessness and persons at-risk of homelessness. Monies from the City's 2017/2018 CDBG allocation will help fund the development of up to 85 units.

Goal 4. Increase Compliance with Fair Housing Laws. The City’s fair housing program encourages compliance with Fair Housing law through outreach, counseling, education, testing, and enforcement. The non-profit organization Project Sentinel helps dispute conflicts between landlords and tenants to reduce the incidence of homelessness by avoiding unnecessary evictions.

## 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)

	<b>CDBG</b>
White	6
Black or African American	2
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>8</b>
Hispanic	1
Not Hispanic	7

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

### **Narrative**

#### Acquisition for Affordable Housing Development:

For the 2017/2018 program year, no families of yet were assisted in relation to the development of the Permanent Supportive Housing development. Construction of the development is anticipated to begin late 2019.

#### Fair Housing Services:

For the 2017/2018 program year, a total of 10 families were assisted with fair housing services. Two out of the 10 families reported themselves as "other" for their race and ethnicity. The race and ethnicity of the remaining 8 families who were assisted are summarized in the table above.

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	546,077	474,210
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

#### Resources Made Available:

For the 2017/2018 PY, the City received \$446,077.00 in Entitlement funding and anticipated receiving up to \$100,000.00 in Program Income. These resources in total made \$546,077.00 available for funding eligible activities.

#### Amount Expended During Program Year:

During the 2017/2018 PY, the City expended \$474,209.80. This amount included funding of 2016/2017 activities and 2017/2018 activities. These activities included General Administration and Planning costs for both the 2016/2017 and 2017/2018 program year, the River Walk Trail Project, the Fair Housing Services contract. See below for a breakdown of expenditures.

- 2016/2017 & 2017/2018 General Administration: \$71,285.70
- River Walk Trail Project: \$395,381.38
- Fair Housing Services: \$7,542.72

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Washington Neighborhood	0		

Table 4 – Identify the geographic distribution and location of investments

### Narrative

For the 2017/2018 PY, all funds were distributed on a city-wide basis.

## Leveraging

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

The City of West Sacramento receives CDBG Entitlement funding directly from HUD. There are no matching requirements for CDBG Entitlement cities. However, the City endeavors to leverage federal funding with State, local and private sources whenever possible to achieve the goals of the Consolidated Plan.

Private Funds: For the 2017/2018 PY, \$415,862 were allocated to support the development of an affordable housing project (permanent supportive housing) targeted to individuals experiencing, or at risk of experiencing, homelessness. These funds, in combination with 2018/2019 PY funds, were used to leverage \$914,444 in private foundation money in support of the project.

State Funds: The City anticipates using the Permanent Supportive Housing allocation (\$415,862 allocated in the 2017/2018 PY, \$625,295 allocated in the 2018/2019 PY) to leverage an additional \$4.7 million from State, No Place Like Home funding. These leveraged funds would be used to support the development of the permanent supportive housing (PSH) project. In addition, the City anticipates applying for low-income housing tax credits for the PSH project, which could potentially provide over 20 million dollars in funding. Having the 2017/2018 and 2018/2019 CDBG allocations made available to the project as local match, will help in the success of obtaining the tax credits.

Publicly Owned Land: City-owned property will be used to support the development of the Permanent Supportive Housing project, by providing a portion of the project site. This will further the goals in the City's 2016-2021 Consolidated Plan to reduce the incidence and impact of homelessness.

## 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.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	20	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>20</b>	<b>0</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	20	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>20</b>	<b>0</b>

Table 6 – Number of Households Supported

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

The 2017/2018 PY allocation was used to support the development of a minimum of 20 units of affordable housing (permanent supportive housing) targeted to individuals experiencing, or at risk of experiencing, homelessness. However, the development project is not anticipated to be completed until late 2020, therefore not serving as a benefit to the community until that point.

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



With the City allocating a large majority of its 2017 allocation to a project that won't benefit the community until 2020, the City is considering using its future funding toward public service activities that can provide a direct benefit to the community in a timely manner.

**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.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	0
Low-income	1	0
Moderate-income	0	0
<b>Total</b>	<b>1</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

For the 2017 PY, the fair housing services activity opened one case for fair housing counseling. The services associated with this case were provided to a low-income household. However, it is important to note that these services didn't begin until late January of 2018, so these numbers reflect a reporting period beginning late January and ending June 2018. The City anticipates reaching its goal of assisting 20 individuals by the end of PY 2018.

For the 2017 PY, no households under the Permanent Supportive Housing project were served. The development project is not anticipated to be completed until late 2020, therefore not serving as a benefit to the community until that point.

## **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 employs a full time Homeless Coordinator to conduct outreach to homeless individuals and families in West Sacramento. The Homeless Coordinator provides housing search assistance and referrals to services such as healthcare, mental health treatment and substance abuse counseling and treatment. Two to three days per week, the Homeless Coordinator conducts direct outreach to areas of the City where homeless persons often camp to ensure that all homeless persons are aware of available services. Although the Coordinator will meet with persons by appointment in his office, he also holds "drop in" office hours on Thursdays to accommodate homeless, or persons at risk of homelessness, who often have transportation or other challenges and cannot get to an appointment at a specific time.

During his visits to camps, the Homeless Coordinator is often accompanied by mental health and substance abuse counselors from Fourth and Hope, a shelter and social services provider located in Woodland, CA. Repeatedly visiting persons with these issues where they live helps to establish trust and rapport, which has been critical to getting persons into treatment.

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

The City of West Sacramento and the Yolo County Health and Human Services Agency (HHSA) have embarked on a mission to move towards a Housing First model, rather than the traditional focus on emergency shelter and transitional housing. HHSA is using HUD Continuum of Care (CoC) funds to lease 2 permanent supportive family housing units in West Sacramento and hopes to expand this to six units in 2018. If CoC bonus funding is received in the future, additional units will be secured in West Sacramento.

In 2010, the City provided HUD Neighborhood Stabilization Program (NSP) funding to Friends of the Mission to acquire and rehabilitate units to be used as permanent supportive housing for homeless persons. There are currently 19 people being served in five supportive housing units that were provided with NSP1 funds. In addition, and as noted throughout this report, the City is working with a non-profit housing developer to build up to 85 units of permanent supportive housing targeted to persons who are homeless or at-risk of homelessness.

Also, during the 2017/2018 PY, the City expended \$20,000 in local funds to support the Yolo County Homeless Coordinator position and a portion of overhead costs at the Fourth and Hope Cold Weather

Shelter program located in Woodland, CA. For persons with severe health or other special needs who cannot get into a shelter immediately, the City provides motel vouchers for short stays. Funding for this activity is very limited however, therefore only a few of the most vulnerable homeless are served.

**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's Homeless Coordinator receives client referrals regularly from staff from Yolo County Probation and the Parole office. In June 2017, Yolo County HHSA was notified of an award of State of California Proposition 47 funding. These funds are being proposed for a project that will use \$6 million dollars over a 38-month period to provide wraparound services for individuals who are eligible for a criminal justice diversion program, but are unlikely to succeed without support due to a history of mental health issues and/or substance use disorders. The proposed project would provide these individuals the supportive services they need in order to be successful in these types of criminal justice diversion programs. These services will include intensive case management, employment assistance, civil legal assistance and permanent housing assistance.

Yolo County HHSA collaborates with local service providers to ensure that individuals discharged from mental health, healthcare and substance abuse treatment facilities are linked with appropriate services and housing assistance. Individuals who do not have a home to return to are referred to the City's Homeless Coordinator for housing search assistance.

Shores of Hope, a non-profit organization, operates a 24-bed facility for transitional aged youth aging out of foster care, victims of human trafficking and those seeking refuge from domestic violence. The organization provides housing, counseling, English learner education and high school equivalency classes to help prepare youth for successful transition to independent living as adults. The organization also provides a range of supportive services for residents including assistance with Rapid Re-housing assistance, job search, internships, securing permanent housing, and access to substance abuse programs to individuals and families at-risk of homelessness in West Sacramento.

**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 West Sacramento Homeless Coordinator position is imbedded in the City's Police Department and a police officer escorts the Coordinator when visiting remote areas of the City for safety and to make homeless persons aware that camping is not allowed. The combination of enforcement linked with counseling, housing search assistance and referrals to social services has proven effective in moving homeless persons into housing. During FY 17/18, the Homeless Coordinator assisted 141 people into permanent housing.

The Yolo County California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program works to secure permanent housing for homeless families. Between July 2016 and May 2017, the program provided specialty case management services to an average of 96 families per month; provided temporary housing to an average of 31 families per month; assisted 124 adults in securing employment; and successfully secured permanent housing placements for 86 new families. In addition, CalWORKs has a project underway that will create rental units for homeless families.

The Yolo County Children's Alliance runs a West Sacramento Family Resource Center located at 637 Todhunter Ave. This center offers weekly fresh produce distribution that is open to everyone and CalFresh enrollment, which aids with enrolling in and understanding how to use the Federal Supplemental Nutrition Assistance Program (SNAP) – monthly cash benefits to help purchase food to homeless families and those at-risk of homelessness to help reduce living expenses. The Yolo County Food Bank provides food to income eligible persons at three different locations and the Mercy Coalition, a group of West Sacramento faith-based organizations, provides free lunches Monday through Friday. Nine other local organizations and faith-based groups provide food for needy individuals and families. The services are helping individuals and families from becoming homeless, or re-experiencing homelessness once again.

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

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

A member of the West Sacramento City Council serves on the Housing Authority of the County of Yolo (known as Yolo County Housing) Housing Commission to facilitate coordination between City housing and services, and the Yolo County Housing programs that provide permanent affordable housing to over 800 families in the City of West Sacramento. The City's Parks and Recreation Department provides senior programming and classes for residents of public housing at Riverbend Senior Apartments.

Both the City and Yolo County Housing are member agencies of the Yolo County Homeless and Poverty Action Coalition (HPAC) that serves as the regional Continuum of Care. The HPAC helps to coordinate access to programs for all low-income residents of Yolo County.

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

For the 2017/2018 PY, City housing staff participated on the Yolo County Housing Family Self-Sufficiency (FSS) Program Coordinating Committee which is comprised of representatives from non-profit agencies, cities, the County and State agencies. The Program Coordinating Committee coordinates services to empower assisted families with educational and employment opportunities. Families participating in the Housing Choice Voucher program benefit from FSS by the creation and funding of an escrow account to save for the eventual goal of homeownership. Those residing in public housing are supported through the HUD Resident Opportunities and Self-Sufficiency (ROSS) program.

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

Not applicable. Yolo County Housing is a dual national high performing agency.

## **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 Vision for the City of West Sacramento affirms that the City aims to create vibrant neighborhoods with a range of quality housing choices for all residents. Despite housing challenges inherent in all areas of California, the City strives to create housing affordable to households with special needs and those with lower-incomes.

The City's Inclusionary Ordinance (Municipal Code Chapter 15.40) is a key component of the City's affordable housing strategy. During FY 2016/2017, the ordinance was revised to allow developers to pay an in-lieu fee instead of producing affordable units on-site in new developments. The in-lieu fees are deposited into the City's Housing Trust Fund to be used as match or leverage for federal, State or private funding sources. This change is in response to the loss of Redevelopment Agency Housing Set aside funds which was the City's primary source of funding for affordable housing development for several decades until it was eliminated by the California state legislature in 2012. The Housing Trust Fund is limited to assistance for the development of housing affordable to households at or below 80% of area median income (AMI).

In addition, the City's Zoning Ordinance includes areas zoned for multifamily development by right and allows for a density bonus to projects that create affordable and/or senior housing.

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

Through analysis of data and collection of public comments, the Consolidated Plan identifies housing affordable to persons experiencing homelessness or at-risk of homelessness as the greatest unmet need in West Sacramento. As noted above, the City is actively working towards the development of a permanent supportive housing project to serve this difficult to house population. Two private funding applications were submitted for the project. An award of \$914,444 was received from Partnership Health Plan and we are awaiting notification regarding the second application. A development partner was selected, and a site has been identified.

The City participated with other member agencies of the Homeless and Poverty Action Coalition (HPAC), the local Continuum of Care, to create a Coordinated Entry System to match the highest need clients with the most intensive resources. The system will use a version of the Vulnerability Index and Services Prioritization Decision Assistance Tool (VI-SPDAT), an evidence informed tool that combines both medical and social science research to quantify the vulnerability of people experiencing homelessness with a numerical score. The score assists with prioritization of limited homeless resources based upon the acuity of a person's needs. Several local homeless service providers began piloting the VI-SPDAT in

2016/2017.

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

The City requires all construction assisted with CDBG or other federal housing funds to comply with HUD lead-based paint hazard reduction requirements. Over the years, the City has aided hundreds of low-income homeowners through the Owner-Occupied Housing Rehabilitation Program and the First Time Homebuyer Assistance Program that included testing and abatement of lead-based paint, when appropriate. At this time, the City does not have funding dedicated to these programs.

No eligible requests for assistance with affordable multifamily rehabilitation were received during FY 2017/2018. The City will consider aiding if funding is available, including funding for testing and abatement of lead-based paint when appropriate.

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

The City is an active participant in the Yolo County Homeless and Poverty Action Coalition (HPAC), the local Continuum of Care, providing coordination and support for agencies serving persons experiencing homelessness and persons in poverty.

The 2016-2020 CDBG Consolidated Plan targets funding to the Washington Neighborhood, CT 101.01, which has a 34% poverty rate according to the 2008-2012 U.S. Census. The City conducted culturally sensitive outreach and marketing of the State CDBG Microenterprise Program to low-income residents of the Washington Neighborhood, including providing classes in both Spanish and English. The Microenterprise Program delivers small business education, counseling and grants to low-income entrepreneurs to increase their earning potential.

The City is an LRNG partner organization ([www.lrng.org](http://www.lrng.org)) committed to engaging youth in mentorship and job experiences to ensure that they can develop their full potential in life and work. The City's Summer STEPS internship program provides real world work experience to high school and college aged youth. During summer 2018, 17 youth were employed. Of those 17, four were retained as Next STEPS interns for the 2018/2019 school year.

The Yolo County California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program provided specialty case management services, employment assistance and assistance with securing permanent housing placement for homeless families with children in West Sacramento.

Sacramento City College is a state-supported community college that is affordable to lower-income residents. The City collaborates with the West Sacramento campus of Sacramento City College through the West Sacramento College Promise program through which students can have their enrollment fees waived or be eligible for up to two semesters of fee-free community college for up to a year. The goal of this program is to prepare young people for college and their careers while creating a more robust workforce for local employers and enhancing the City's economic development capacity and

competitiveness. In PY 2017/2018, a total of 66 students were enrolled in the West Sacramento College Promise program.

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

City staff participated in the HPAC process to expand its Policies and Procedural Manual. In addition to being a helpful local resource, the manual now satisfies state and federal government mandates requiring written policies and procedures for Continuums of Care.

The revised Ten-Year Plan to Prevent and End Homelessness for Yolo County Residents plan originally adopted in 2009 allows for multiple modes of service delivery through a Coordinated Entry System ensuring that scarce housing and services resources are allocated to persons of highest need. The revised plan provides concrete action steps leading to accomplishment of the plan goals addressing the multiple issues of homelessness: 1) increasing the availability of stable and affordable housing; 2) increasing economic security for persons in poverty; 3) improving health and stability outcomes; and 4) strengthening leadership, collaboration and civic engagement. Originally envisioned as a set of community goals to accomplish during a finite period of time, the revised plan has become an ongoing, living framework for provision of services to persons experiencing homelessness and persons at-risk of homelessness throughout Yolo County.

With the Ten-Year Plan coming to an end within the next year, a West Sacramento Homelessness Multidisciplinary Team (MDT) has been created to coordinate interventions and support, share resources, and decrease duplication efforts, among the partner agencies assisting individuals and families living homeless in Yolo County.

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

The City continues to participate in the Yolo County Homeless and Poverty Action Coalition (HPAC) as it facilitates coordination between public and private housing; local government; and social service agencies serving lower-income and homeless individuals and families. The City's Homeless Coordinator acts as a liaison between the City's housing programs, the Police Department, Yolo County Department of Health and Human Services Agency (HHSA) and other social service agencies. The Homeless Coordinator's office is across the street from the County's West Sacramento HHSA office to expedite referrals to needed services and to facilitate service delivery. A member of the West Sacramento City Council sits on the Housing Authority of the County of Yolo (known as Yolo County Housing) Housing Commission to ensure coordination at the highest level.

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

The City is partnering with eight Sacramento region jurisdictions and three local housing authorities to



complete a regional Analysis of Impediments to Fair Housing (AI). An agreement was developed and executed between the partners and a consultant was selected to assist with the assessment. This assessment and its findings, to be completed by mid-2019, will be incorporated in the City's next Consolidated Plan and taken into consideration when planning any future Annual Action Plans.

While working on the AI, the City continues to affirmatively further fair housing by requiring that all HUD funded programs and projects comply with state and federal fair housing law.

In addition, each year the City funds a contract using CDBG funds to provide fair housing services and counseling to low-income residents and landlords within the City.

## **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**

The City uses a web-based housing monitoring compliance software to ensure that affordable housing project managers follow all regulations regarding tenant income and rent calculation. In addition, the City conducts on-site monitoring at least once every three years to verify data, inspect units for habitability and to educate property managers on affordable housing requirements.

All subrecipients receiving CDBG funding are required to follow HUD procurement procedures including outreach to minority businesses. The City requires quarterly reporting from subrecipients to verify compliance with all contract requirements and federal policies. The City follows a HUD-compliant procurement process for contractors paid with CDBG funds including outreach to minority businesses.

All programs or projects funded with CDBG funds are required to collect beneficiary data meeting HUD requirements for entry into the HUD Integrated Disbursement and Information System (IDIS) in compliance with the Consolidated Plan. For the City's sole subrecipient, Project Sentinel, staff requires the subrecipient to report quarterly to City staff. These quarterly reports include a summary of all activities carried out during the quarter, such as number of audits, calls and cases that were provided to beneficiaries, the outcome of these cases and all demographic data related each beneficiary. Other information reported to the City includes number of outreach and tabling events the consultant held during the quarter to ensure that all residents within the City are able to access fair housing services when needed. Each beneficiary is required to complete an income self-certification form to ensure that services funded with CDBG money are specifically serving at least 51% of Low-Moderate Income (LMI) persons/households.

## **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.**

The draft Consolidated Annual Performance Evaluation Report (CAPER) was made available for public review and comment September 12, 2018 through September 26, 2018. No comments were received during this time. The draft was available on the City's website ([www.cityofwestsacramento.org](http://www.cityofwestsacramento.org)); at the

Yolo County Library (Arthur F. Turner Library), 1212 Merkley Avenue, West Sacramento, CA 95691; and at the City of West Sacramento, Economic Development and Housing Department, 1110 West Capitol Avenue, West Sacramento, CA 95691. A notice was placed in the West Sacramento News-Ledger in English and Spanish on September 12, 2018. A copy of the notice is included as Attachment 1 to this document. The CAPER will be forwarded to the City's Economic Development and Housing Commission, once finalized and approved by HUD.

### **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.**

This report covers the second year of the City of West Sacramento 2016-2020 five-year CDBG Consolidated Plan. The City will amend program objectives upon completion of the Sacramento Regional Assessment of Fair Housing (AFH) to support regional efforts to address obstacles to fair housing.

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

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

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

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No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**Attachment**  
**Public Notice**

PROOF OF PUBLICATION  
(2015.5 CCP)

This space is for the County Clerk's filing stamp

STATE OF CALIFORNIA  
County of Yolo

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of 18 years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the NEWS-LEDGER, a newspaper of general circulation printed and published in the County of Yolo, and which newspaper has been adjudged a Newspaper of General Circulation by the Superior Court of the County of Yolo, State of California, under date of June 4, 1973, Case Number 28812, and under date of September 4, 2009, Case Number CV PT 091432; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

9/12/2018

All in the year 2018

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

*Chris Macko*  
Signature: Chris Macko

Date: 9/12/2018

The NEWS-LEDGER  
1040 W Capitol Ave., Suite B  
West Sacramento, Ca. 95691  
(916) 371-0030  
www.news-ledger.com

Public Notice

CAPER for the CDBG Program

**PUBLIC NOTICE**  
Notice of Public Review Period for the 2017/2018 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program. The draft City of West Sacramento CAPER summarizing goals accomplished with fiscal year 2017/2018 CDBG funding received from the U.S. Department of Housing and Urban Development (HUD) will be available for review and comment from September 12, 2018 through September 26, 2018 at the City of West Sacramento Economic Development and Housing Department, 1110 West Capitol Avenue, West Sacramento, CA

95691, at the West Sacramento branch of the Yolo County Library (Arthur F. Turner Library), 1212 Morkley Avenue, West Sacramento, CA 95691; and at www.cityofwestsacramento.org. Written comments may be submitted by September 26, 2018 to Amber Whitaker, Community Investment Specialist, City of West Sacramento, 1110 West Capitol Ave., West Sacramento, CA 95691; by email to amberw@cityofwestsacramento.org or by calling Amber Whitaker at (916) 617-4355. Information may be obtained, or a public file on CDBG activities may be reviewed, at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays. The City of West Sacramento promotes fair housing and makes all programs available to low- and moderate-income households regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or disability.

Aviso de Período de Revisión Pública para el Informe Anual Consolidado de Desempeño y Evaluación (CAPER, por sus siglas en inglés) para el Programa de Subvenciones Globales de Desarrollo Comunitario (CDBG, por sus siglas en inglés). El borrador del CAPER de la Ciudad de West Sacramento resume los objetivos logrados con las ayudas CDBG del año fiscal 2017/2018 recibidos del Departamento de Vivienda y Desarrollo Urbano (HUD) de EE. UU. El documento estará disponible para su revisión y comentario desde el 12 de septiembre de 2018 hasta el 26 de septiembre de 2018 en el Departamento de Desarrollo Económico y Vivienda de la Ciudad de West Sacramento, 1110 West Capitol Avenue, West Sacramento, CA 95691; en la sucursal de West Sacramento de la Biblioteca del Condado de Yolo (Biblioteca Arthur F. Turner), 1212 Morkley Avenue, West Sacramento, CA 95691; y en www.cityofwestsacramento.org. Comentarios por escrito pueden enviarse antes del 26 de septiembre de 2018 a Amber Whitaker, Especialista en Inversión Comunitaria, City of West Sacramento, 1110 West Capitol Ave., West Sacramento, CA 95691; por correo electrónico a amberw@cityofwestsacramento.org o llamando a Amber Whitaker al (916) 617-4355. Se puede obtener información, o se puede revisar un archivo público sobre las actividades de CDBG, en la dirección anterior entre las 8:00 a.m. y 5:00 p.m. de lunes a viernes. Asistencia técnica está disponible para grupos que representan a residentes de bajos ingresos que están interesados en solicitar fondos de CDBG para un programa o proyecto. La Ciudad de West Sacramento promueve la vivienda justa y pone todos los programas a disposición de las familias de ingresos bajos y moderados, independientemente de su edad, raza, color, religión, sexo, origen nacional, preferencia sexual, estado civil o discapacidad. Sep 12 of 1988



# 2017 PR26



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
 PR26 - CDBG Financial Summary Report  
 Program Year 2017  
 WEST SACRAMENTO, CA

DATE: 10-03-18  
 TIME: 16:45  
 PAGE: 1

**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	549,734.89
02 ENTITLEMENT GRANT	446,077.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	271,158.94
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	(55,954.42)
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,211,016.41

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	402,924.10
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	402,924.10
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	110,160.23
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	(38,874.53)
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	474,209.80
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	736,806.61

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	402,924.10
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	402,924.10
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	Py: 2017 Py: Py:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	402,924.10
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	402,924.10
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

**PART IV: PUBLIC SERVICE (Ps) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	2,564.63
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	7,542.72
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	10,107.35
32 ENTITLEMENT GRANT	446,077.00
33 PRIOR YEAR PROGRAM INCOME	103,195.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	549,272.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	1.84%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	110,160.23
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	(38,874.53)
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	71,285.70
42 ENTITLEMENT GRANT	446,077.00
43 CURRENT YEAR PROGRAM INCOME	271,158.94
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	(55,954.42)
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	661,281.52
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	10.78%





**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

Report returned no data.

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	1	10	6121525	River Walk Park Trail Extension	03F	LMA	\$119,887.32
2016	1	10	6142878	River Walk Park Trail Extension	03F	LMA	\$186,318.60
2016	1	10	6175993	River Walk Park Trail Extension	03F	LMA	\$94,153.55
					<b>03F</b>	<b>Matrix Code</b>	<b>\$400,359.47</b>
2017	3	14	6175995	Contract for Fair Housing Services	05J	LMC	\$2,564.63
					<b>05J</b>	<b>Matrix Code</b>	<b>\$2,564.63</b>
<b>Total</b>							<b>\$402,924.10</b>

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	3	14	6175995	Contract for Fair Housing Services	05J	LMC	\$2,564.63
					<b>05J</b>	<b>Matrix Code</b>	<b>\$2,564.63</b>
<b>Total</b>							<b>\$2,564.63</b>

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	2	12	6089029	2016 General Admin	21A		\$38,874.53
2016	2	12	6121497	2016 General Admin	21A		\$13,640.60
2016	2	12	6121498	2016 General Admin	21A		\$16,601.03
2016	2	12	6142890	2016 General Admin	21A		\$16,131.75
2016	2	12	6176001	2016 General Admin	21A		\$644.09
2017	4	13	6176007	2017 General Admin	21A		\$24,288.23
					<b>21A</b>	<b>Matrix Code</b>	<b>\$110,160.23</b>
<b>Total</b>							<b>\$110,160.23</b>

# PR26 Adjustment Explanations

## PR26: 2017 Adjustment Explanations

### City of West Sacramento

**Line 07:** \$55,954.42 was Program Income that was received in PY 2016/2017 but wasn't reported in IDIS until PY 2017/2018.

**Line 14:** \$38,874.53 was General Admin expenses incurred in PY 2016/2017 but wasn't reported in IDIS until PY 2017/2016.

**Line 40:** \$38,874.53 was General Admin expenses incurred in PY 2016/2017 but wasn't reported in IDIS until PY 2017/2016.

**Line 44:** \$55,954.42 was Program Income that was received in PY 2016/2017 but wasn't reported in IDIS until PY 2017/2018.