



Third Program Year CAPER

The Consolidated Plan Management Process ("CPMP") Third Consolidated Annual Performance and Evaluation Report ("CAPER") includes Narrative Responses to CAPER questions that Community Development Block Grant ("CDBG"), HOME Investment Partnerships, Housing Opportunities for Persons with AIDS ("HOPWA"), and Emergency Shelter Grant ("ESG") Program grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations.

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

GENERAL

Executive Summary

This module is required. Provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the second year.

Executive Summary response: During the reporting period, the City invested over \$20 million in private, Federal, State, and local funds in Consolidated Plan activities; of this amount, a large majority was Federal funds. The City was successful in working toward meeting annual and five-year goals, particularly in providing assistance to homeless persons and persons with special needs, as well as providing affordability to very low-income renters. Affordable housing accomplishments included: assisting over 2,000 Housing Authority clients; emergency support services for homeless persons; homeownership assistance to five clients, four of whom purchased foreclosed or short sale housing units; and the acquisition and rehabilitation of four foreclosed housing units by the City's two nonprofit affordable housing developers for eventual resale to qualified lower-income families. In addition, eight foreclosed housing units were acquired in prior reporting periods and were resold to qualified families. Community development (non-housing) accomplishments included capital improvements in a Neighborhood Preservation Area, and the provision of social services to over 4,000 persons.

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.
The goals and objectives for the Fiscal Year (FY) 2012/2013 reporting period (July 1, 2012 through June 30, 2013), which is also the third year of the City's Five Year Consolidated Plan, were substantially achieved or exceeded. The achievement of some objectives was delayed, which will be completed in a future reporting period.
 - b. Provide a breakdown of the U. S. Department of Housing and Urban Development ("HUD") Community Planning and Development ("CPD") formula grant funds spent on grant activities for each goal and objective.
Refer to attached CAPER tables.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.

Not applicable. The City made progress in achieving all of its goals and objectives.

Housing Priorities: The Consolidated Plan identifies four household income groups in need of quality affordable housing in Vallejo; the City's priorities and goals are to provide housing for large families, existing very-low and low income renters and homeowners, senior housing, and housing for the homeless and those at risk of homelessness.

- **Temple Art Lofts (TAL) Development:**
This HOME/CDBG/NSP activity was completed in FY 2012/2013. With the completion of TAL the City of Vallejo has a repurposed historic mixed-use affordable multi-family housing development consisting of 28 units of artist preference housing, with one unit reserved for an on-site resident manager. The development has approximately 7000 sq. ft. of ground floor retail space. Additionally, all 28 units were leased in FY 2012/2013 and targeted households with incomes at or below 50% of the area median income. TAL expended \$2.4 million of its allocated CDBG/HOME/NSP program funds in prior FY years and expended approximately \$1,016,896 in FY 2012/2013 of which \$100,000 was program income.
- **Vallejo Housing Collaborative (VHC)/Homeless Housing:**
In FY 2012/2013 (December 2012) the City Council authorized the approval of the VHC as the project sponsor for a supportive permanent housing project for homeless families and to enter into a Consultant Services Agreement in an amount not to exceed \$100,000 to provide technical assistance to the VHC. The approval allocated \$1,000,000 of housing funds for the development of a homeless supportive housing development. Staff continues to work with the VHC and Landis Real Estate Development Services the consultant firm to finalize the negotiations related to the terms and conditions of the development moving forward. In FY 2012/2013 \$7,737 was expended moving the development forward.
- **Acquisition, Rehabilitation, and Resale of Foreclosed properties:**
The City of Vallejo in FY 2012/2013 continued to fund the acquisition, rehabilitation and resale of foreclosed properties acquired by two nonprofit affordable housing developers that were allocated funding for implementing the activity identified. The City executed agreements with Heart and Hands of Compassion and Community Housing Development Corporation (CHDC). In FY 2012/2013 the two nonprofits successfully completed the acquisition/rehabilitation of five properties and resold four of the five properties. FY 2012/2013 combined amount of funding expended in was \$483,990.
- **Housing Counseling:** in FY 2012/2013 CHDC was allocated \$130,000 to provide first time homebuyer education classes, post purchase counseling and foreclosure prevention.

Down Payment Assistance (DPA): there were five homeownership opportunities made available to first time homebuyers through the Down Payment Assistance (DPA) program in FY 2012/2013 for a combined DPA subsidy amount of approximately \$ 62,000.

Priority non-housing activities/public improvements/public facilities: The City in FY 2012/2013 continued to move forward non-housing priority needs of its various communities through the start and completion of public improvements in CDBG targeted areas. Public improvements activities include traffic calming study, curb ramps, street paving, sidewalks, curbs and gutters, as well as code enforcement. Approximately \$102,034 was expended in FY 2012/2013.

Public Services: The City of Vallejo in FY 2012/2013 allocated CDBG funds to 10 social service agencies, for a combined 15% of the City's CDBG allocation or \$175,615. The social service agencies include:

- Meals on Wheels
- Fighting Back Partnership
- Betty Frank Senior Lunch Program
- LIFT 3 Support Group
- Christian Help Center
- House of Acts
- Vallejo Senior Citizens Council
- Area Agency on Aging
- South Vallejo

2. Describe the manner in which the recipient would change its program as a result of its experiences.

No program changes are planned at this time. The City is on track to accomplish its objectives within the five year Consolidated Plan period, (by June 30, 2015).

3. Affirmatively Furthering Fair Housing:
 - a. Provide a summary of impediments to fair housing choice.

In a prior reporting period, the City prepared an update to its Analysis of Impediments to Fair Housing Choice (AI). Six impediments to fair housing were identified 1) lack of affordable housing; 2) Zoning and Land Use Policies that support affordable housing development; 3) Special Needs Housing; 4) NIMBYism (not in my back yard); 5) geographic concentrations of Low and Very-Low income minority persons; 6) lack of knowledge regarding Americans with Disabilities Act (ADA) compliance and reasonable modifications and accommodations for the disabled; and 7) three private sector impediments to fair housing and furthering housing choice were identified, which include predatory lending, realtor steering, and HCV preconceptions.

- b. Identify actions taken to overcome effects of impediments identified. Actions by the City and its partners to address identified impediments continued in FY 2012/2013. Napa Valley Fair Housing was allocated funding in a prior FY by the Vallejo Housing Authority to address allegations of discrimination at a mobile home park in Vallejo, and to assist Vallejo Housing Authority clients with Housing Choice Vouchers regarding alleged discrimination issues, those activities continued. The City of Vallejo's planning and building department has undergone a re-organization to improve the effectiveness and efficiency of its permitting process in order to attract new housing development

opportunities, and the Planning Department has begun the process of soliciting community input regarding the proposed zoning amendments/changes that would allow affordable multi-family housing development without the need for a Conditional Use Permit (CUP), to increase the density at sites that are suitable for affordable housing development, The City allocated funds to CHDC in the amount of \$130,000 to provide home buyer counseling, to help protect against predatory lending. In addition, there were no court orders, consent decrees, or HUD-imposed sanctions that affected fair housing choice.

4. Describe other actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

A major obstacle to meeting under-served housing and community development needs was a lack of sufficient funding to address the identified needs that existed. As an example, a high priority need existed for safe and decent affordable rental housing for larger families. However, in this area, the City lacked predevelopment funding that would allow developers to perform required due diligence to determine the feasibility of potential development sites. The City addressed this obstacle by requiring that developers leverage City funding sources with non-City funding. A successful example of required leveraging is the Temple Art lofts development, completed in FY 2012/2013. The total cost of TAL was \$12.1 million dollars. The City's direct investment was \$3.4 million, thus requiring the developer to leverage non-City sources of financing. The developer successfully used City funds to secure, conventional bank financing from CHASE, federal and Historic Tax Credits from the Tax Credit Allocation Committee and developer equity. With the elimination of redevelopment agencies the City is primarily dependent on federal funding sources, to move new housing projects forward. Non-profit and for-profit affordable housing developers, traditionally look to the City for seed money to perform the necessary due diligence to determine the feasibility of potential housing projects. With limited resources the City is requiring that developers provide a certain amount of their own equity or outside financing.

The City continues to address a large segment of its ongoing housing need through the Housing Choice Voucher ("Section 8 Existing" [Housing]) Program. The Vallejo Housing Authority has applied for and received additional vouchers in past years. Additionally, the Housing Authority has made Project Based Vouchers (PBV) available to an affordable nonprofit housing development of multi-family housing to ensure the feasibility and operations of the development. These vouchers have all been issued to clients. As of June 30, 2013, the Housing Authority was authorized to provide over 2,200 vouchers. However, as of June 30, 2013, the Housing Authority had a waiting list of over 1,500 families.

5. Leveraging Resources
 - a. Identify progress in obtaining other public and private resources to address needs.

Private: Contributions were made by churches, private corporations, non-profit organizations, and private individuals to the Christian Help Center, a non-profit emergency homeless shelter for homeless families, adult homeless individuals, and homeless teens, (Priority Group #2). A total of 1,061

homeless persons were provided with temporary emergency shelter and meals during the reporting period.

Private: Wells Fargo Bank allocated \$150,000 to the City of Vallejo to further its neighborhood stabilization program goals of acquiring, rehabilitating and reselling foreclosed and/or abandoned properties in Vallejo to first time homebuyers.

Government: Federal – (i) approximately \$20 million in Housing Choice Voucher Assistance was provided from HUD to the Vallejo Housing Authority for Calendar Year 2013. As of June 30, 2013, the Housing Authority had provided subsidized rents or mortgages to over 2200, low-income families (Priority Group #1); (ii) a total of \$130,000 in HUD CDBG Program funds was allocated by the City to Community Housing Development Corporation (CHDC), Inc., of North Richmond, to provide affordable housing programs and services to low- and moderate-income households (0 to 80 percent AMI). Services included homebuyer and homeowner pre and post homeowner education and counseling for very low- and low-income persons (Priority Group #3), and exterior house paint grants for very low- and low-income owner-occupied units; (iii) a total of \$850,000 in HUD HOME Program funds was also allocated by the City to CHDC to provide various housing services to low- and moderate-income households. This included first time homebuyer loans and closing cost grants; acquisition/rehabilitation/resale of foreclosed/short sale housing units; and housing rehabilitation loans for owner-occupied units, (Priority Group #5); (iv) Federal Emergency Management Agency (“FEMA”) funds were provided to the Food Bank of Contra Costa and Solano, Inc., the Christian Help Center, and other organizations; (v) funds for facility and supportive services were provided to Genesis House, Inc., a work-based residential treatment facility for approximately 30 extremely low-income men and women in recovery from substance abuse, (Priority Group #4); (vi) HUD HOPWA formula funds were provided to a non-profit agency to provide rental, mortgage, and/or utility assistance for up to ten months to approximately 36 extremely low- and low-income persons who are living with HIV/AIDS (Priority Group #4); and (vii) \$17,500 in CDBG Program funds was allocated by the City to The House of Acts, Inc. to operate an eight-bed residential treatment facility in South Vallejo for men in recovery from substance abuse, (Priority Group #4).

The above-mentioned programs and services were available to residents of Vallejo, (i.e., City-wide). However, many of the participants in the City’s various housing and community development programs also resided in CDBG Target Area neighborhoods. Eligibility for these services was based on a person’s income, or presumed income. The City had no areas of low-income concentration.

(See above strategies for overcoming obstacles)

- b. How Federal resources from HUD leveraged other public and private resources.

By receiving and expending, on average, over \$20 million in Federal funds from HUD for the Housing Choice Voucher Program, the Housing Authority is able to attract private investment through the participation of private rental

property owners in the Section 8 Program. Additionally, the receipt of the City's Federal CDBG Program funds by non-profit social service agencies enables them to garner other public grants and private donations, as CDBG Program funds often represent seed (core) funding, particularly for smaller organizations.

How matching requirements were satisfied.

Federal HOME matching requirements were satisfied through the leveraging of non-federal sources such as Wells Fargo Priority Market grant funds awarded to Vallejo in the amount of \$150,000. Carryover match credit from former Redevelopment Agency funds awarded to the Temple Art Lofts development.

General Questions response: See above.

Managing the Process

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

The City's housing and community development strategy was implemented by a variety of divisions and departments of the City, including the Housing and Community Development Division, the Housing Authority, other City departments (e.g., Public Works and Code Enforcement), as well as CHDC, Heart and Hands of Compassion, the Christian Help Center, and other private, non-profit, and public institutions.

To ensure effectiveness, housing policies, processes and strategies were consistently monitored and, when necessary, revised, e.g., loan program underwriting criteria, and the change order review and approval process for construction projects was updated.

Additionally, the City conducts monitoring reviews of selected activities, i.e., housing and social service activities, to assess whether its programs are being carried out in accordance with the Consolidated Plan, and in a timely manner. This monitoring is carried out on a regular basis to ensure that statutory and regulatory requirements are being met and that, where appropriate, information that is being submitted to a HUD Integrated Disbursement and Information System ("IDIS") is correct and complete. There are several evaluation tools that the City used to measure the success of its programs in meeting local housing and community development needs. The first were the annual progress reports required by funding sources. HUD requires that by September 30th of the prior FY, the City provide an annual report (the CAPER) on its performance in carrying out its goals for CDBG, HOME, and other federally funded programs. Information on the Housing Authority's expenditures and lease-up rate is also submitted monthly into HUD's Voucher Management System ("VMS").

The City also compiled, periodically, inventories of current development projects, ascertained vacancy rates, and conducted rent surveys for purposes of determining rent reasonableness.

Managing the Process response: See above.

Citizen Participation

1. Provide a summary of citizen comments.

Written comments on the CAPER are requested from the public by the City from to allow for the 15 day public comment period as required by the City's Citizens Participation Plan. The draft CAPER is made available on the City's Web Page, and at City's Housing and Community Development Division located at 200 Georgia Street, and at City Hall in the Clerk's office. Additionally, the public notice on the CAPER's availability for review and comment identifies the actual public hearing date, held in the City Council Chambers, which residents are encouraged to attend. The Public Notice was distributed to over 100 different individuals and organizations, and posted in the local City newspaper.

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.

In FY 2012/2013, the City of Vallejo received \$907,181 of CDBG program funds and approximately \$40,000 in program income; and \$365,034 in HOME program funds, and approximately \$200,000 in program income. Housing Authority (HCV) funding of over \$20,000,000 to provide rental assistance subsidies to low-income Vallejo families. Additionally, in FY 2012/2013 the City continued to expend CDBG funds received through HUDs new Neighborhood Stabilization Program, which made available \$4.3 million of housing funds to address the foreclosure crisis.

(See General Questions/Assessment of one year goals and objectives).

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

Institutional Structure

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

The Housing and Community Development Division of the Office of the City Manager was responsible for the implementation of Consolidated Plan activities. However, a variety of public and private organizations administered Plan components. For example, several non-profit organizations provided services to the homeless, and private lenders participated in affordable housing loan programs to fund mortgages for low-income persons. The City benefitted from a well-developed network of government agencies, non-profit entities, and private

organizations to carry out its Consolidated Plan. Gaps previously identified in the delivery of services for the homeless and persons at risk of homelessness, were addressed in part by the Housing and Community Development Division's organizing of working meetings of key stakeholders serving homeless persons (both sheltered and unsheltered, Priority Group #2) to discuss available resources, the biannual point-in-time count, other local issues affecting the community, e. g., homeless encampments, and the development of a Homeless Permanent Support Housing/Services Project RFP in the amount of \$1,000,000 that was issued by the Housing Authority. Another manner in which gaps have been addressed is through the City's participation in the Continuum of Care, through the Christian Help Center Advisory Board on the Homeless, and in Project Homeless Connect, a comprehensive outreach event for homeless persons in Solano County held in Vallejo periodically. These efforts have given needed attention to the current and future coordination of services for the general homeless population, and for persons who are not homeless but who have special needs.

Monitoring

1. Describe how and the frequency with which grantee monitored its activities. CDBG Program and HOME Program-funded subrecipient agencies are monitored on-site every two or three years.
2. Describe the results of monitoring including any improvements.

On-site monitoring of twelve non-profit organizations was conducted during FY 2011/2012. These agencies were found to be performing in compliance with their Agreements. The next on-site evaluations are scheduled to occur in FY 2014/2015.

3. Self-Evaluation
 - a. Describe the effect programs have in solving neighborhood and community problems.

The City was successful in FY 2012/2013 in its attempt to balance the need for housing affordability and availability for extremely low- and low-income renters, stabilizing neighborhood through the acquisition/rehabilitation/resale of foreclosed and abandoned housing units, shelter for the homeless, and assistance for persons with special needs. The City regards the priorities it has established in the Consolidated Plan as relative, particularly as they pertain to the funding that is available to assist extremely low-income persons, and homeless persons.

- b. Describe progress in meeting priority needs and specific objectives and helping to make community's vision of the future a reality.

The strategies and activities pursued by the City during the reporting period made an impact on many of the needs identified in the Consolidated Plan.

- c. Describe how grantee provided decent housing and a suitable living environment and expanded economic opportunity principally for low and

moderate-income persons.

Refer to "Housing," "Homeless," "Community Development," and "Non-Homeless Special Needs" sections.

- d. Indicate any activities falling behind schedule.

As of June 30, 2013, with few exceptions, the City had no slow-moving activities, and was below HUD's 1.5 ratio CDBG Program timeliness expenditure standard. As of July 31, 2013, the City was also in compliance with HOME Program funding expenditure requirements.

- e. Describe how activities and strategies made an impact on identified needs.

Refer to a. and c. above.

- f. Identify indicators that would best describe the results.

Refer to c. above. The City also utilizes HUD's Performance Outcome Measurement System.

- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.

Other than an overall shortage of funding resources, the City did not identify any barriers that negatively impacted the accomplishment of its goals. Federal grant expenditures were timely, and actual expenditures did not differ from "letter of credit" disbursements from the U. S. Treasury. Projects and goals set out in the FY 2012/2013 Action Plan that were not completed or achieved will be realized in a future Consolidated Plan reporting period. However, it is important to note that the loss of affordable housing Redevelopment Agency funding continues to, pose long- and short-term challenges to the City in fulfilling its strategies and overall vision.

- h. Identify whether major goals are on target and discuss reasons for those that are not on target.

Refer to g. above.

- i. Identify any adjustments or improvements to strategies and activities that might meet grantee community's needs more effectively.

None.

Monitoring response: See above.

Lead-Based Paint

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

Lead-based paint educational materials, inspections, and referrals were made available to HCV tenants and landlords. There were no reported cases of lead-based paint poisoning in Vallejo during the reporting period.

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.

The City made available over 2200 Rental assistance (Housing Choice Vouchers), acquired/rehabilitated and resold four foreclosed properties to income qualified families, and provided homebuyer down payment assistance to low- and moderate-income residents.

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.

Priority Group #1: Very Low-Income Renters

Goal, FY 2012/2013: Rental Assistance to 2,000 Units

Accomplished, FY 2012/2013: Assistance to approximately 2,200 households assisted, as follows:

Extremely low-income, (0 to 30 percent AMI): Approximately 1,204.

Very low-income, (31 to 50 percent AMI): Approximately 494.

Low-income, (51 to 80 percent AMI): Approximately 1,500.

Priority Group #1: Very Low-Income Renters

Goal, FY 2012/2013: 28 Affordable multi-family rental units.

Accomplished, FY 2012/2013: 28 very low-income, (31 to 50 percent AMI) multi-family rental units.

Priority Group #3: Very Low- and Low-Income First Time Homebuyers

Goal, FY 2012/2013: First Time Homebuyer Assistance to Five Households,

Accomplished, FY 2012/2013: Five households were assisted; three low-income, and two moderate incomes.

Priority Group #5: Very Low- and Low-Income Existing Homeowners (Owner-Occupants)

Goal, FY 2012/2013: On Housing Rehabilitation Loan and/or Grant

Accomplished, FY 2012/2013: Zero, rehabilitation loans or grants provided.

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.
Affordable housing as defined by Section 215 at 42 Code of Federal Regulations (CFR) was provided to approximately 761 rental households. The City did not establish any Section 215 goals.
3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

Through the Housing Authority’s Housing Choice Voucher Program, the following strategy, which is included in its Five Year and Annual Plan: To target available assistance to families with disabilities through the following: (1) apply for special-purpose Housing Choice Vouchers targeted to families with disabilities, as they become available from HUD, and (2) affirmatively market the Housing Choice Voucher Program to local non-profit agencies that assist families with disabilities. The Housing Authority also provided reasonable accommodations to the disabled who complied with its Administrative Plan policies, upon request, i.e., made in writing, and asking for a specific accommodation. The Housing Authority also engaged with North Bay Housing Coalition regarding the development of a supportive housing request for proposals.

The City did not engage in any activities to address the needs of persons who were involuntarily displaced, i.e., no persons were involuntarily displaced through any City- or Federally-funded action.

Public Housing Strategy

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

Public Housing Strategy response: The City of Vallejo does not own any public housing units.

Barriers to Affordable Housing

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

Lack of affordable housing was one of the most critical housing problems in the metropolitan area. During the reporting period, the City reviewed its tax policies, land use controls, zoning ordinances and subdivision regulations, growth limits, building codes, building fees, and charges, and found that City fees may pose barriers to affordable housing development, when compared to neighboring jurisdictions. In FY 2012/2013, the City continues to evaluate the reduction of development impact fees. Aging infrastructure and the capacity of the existing sanitation treatment plant may also have impeded affordable housing development; however, the most significant barrier to new development continues to be a lack of suitable development sites, and sufficient funding.

In its 2009-2014 Housing Element, adopted in FY 2011/2012, the City considers second dwelling units as permitted uses with limitations, but allows the City's Planning Manager to exempt required limitations regarding the construction of second dwelling units in the event that the proposed construction will include installation of features that facilitate access for persons with limited mobility, e. g., the approval of ramp installations that allows the design to deviate from second dwelling building standards. This exemption would provide an incentive for the construction and use of second units as a use type that effectively provides housing for persons with disabilities in a non-group setting by removing the constraint.

The City used several methods to remove or ameliorate the potential negative effects of public policies that might serve as barriers to affordable housing. Homebuyer financing costs were reduced through first time homebuyer assistance loans and closing cost grants. The City updated its loan subordination policy in an effort to assist those homeowners that have experienced hardships as a result of the great recession. Costs of planned infrastructure improvements in Target Area neighborhoods were supported through the use of CDBG Program funds. Also, during the reporting period, the City expended \$158,976 in CDBG Program funds to complete public improvements in Target Area neighborhoods.

The City's environmental review planning process for the development of large areas such as the former Mare Island Naval Shipyard resulted in expedited California Environmental Quality Act ("CEQA") review for subdivisions and other projects within a Specific Plan Area. This expedited review also reduced pre-development carrying costs for projects.

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.

HOME Program funds were used by the City for down payment assistance and closing cost grants. The City adhered to resale and recapture guidelines as required at 24 CFR 92.254, which ensure long-term affordability. For more information, refer to "Specific Housing Objectives."
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.

See Attached.
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).

Attached.
4. Assessments

- a. Detail results of on-site inspections of rental housing.

The City in conjunction with HUD inspected the Temple Art Lofts affordable housing development to ensure program compliance. The inspection uncovered Domus Management failure to identify the HOME units and to capture the HOME specific requirements regarding the lease term. The omission was documented and a plan of correction put into place.

- b. Describe the HOME jurisdiction's affirmative marketing actions.

The City receives inquiries from minority- and women-owned businesses and contractors who wish to participate in the City's HOME Program-assisted housing rehabilitation program, which was offered by CHDC during the reporting period. Since many of the businesses and contractors who inquire about the City's program have subcontractor's licenses, they are mailed a copy of the program's general contractors list. They are encouraged to contact each contractor on this list for work.

The City's other HOME Program-related minority outreach efforts included sending copies, as applicable, of plans and specifications for HOME Program-funded projects to the California Small Business Alliance, and including MBE and WBE language in all HOME Program public notices and advertisements, including utilizing the local cable television access television channel.

- c. Describe outreach to minority- and women-owned businesses.
See b. above.

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.

CDBG Program funds were allocated to the Christian Help Center, an emergency homeless shelter; and to the Global Center for Success, which provided supportive services to homeless persons.

The City is also a member of the Continuum of Care; and Community Action Partnership of Solano (CAP Solano), originally formed as a joint powers authority that addresses homeless and safety net service needs and issues. The City has adopted CAP Solano's "Ten Year Plan Addressing Homelessness, 2008 -2018."

During the reporting period, the Vallejo Housing Authority issued a request for proposals. After considering responses to the RFP, the Housing Authority authorized staff to negotiate and enter into an Agreement with Vallejo Housing Collaborative (VHC), to provide homeless supportive housing to families. Staff will complete the negotiation of the Agreement in the next reporting period.

Priority Group #2: Homeless Persons

Goal, FY 2012/2013: Emergency Shelter and Supportive Services for 500 Homeless Persons

Accomplished, FY 2012/2013: 1,565 persons assisted.

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.
None.

Homeless Needs response: See above.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.
See "Institutional Structure," "Homeless Needs."

Specific Housing Prevention Elements response: See above.

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 non-profit organizations acting as subrecipients.
5. Activity and Beneficiary Data
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESG 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 grantee is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

ESG response: **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.

Several of the highest priority need categories identified in the Consolidated Plan received CDBG Program funds in FY 2012/2013. These categories included (1) public facilities and improvements: basic public infrastructure improvements; and (2) social services: senior services, and substance abuse prevention services.

Community Development (Non-Housing) Objectives:

Priority non-housing activities/public improvements/public facilities: The City in FY 2012/2013 continued to move forward non-housing priority needs of its various communities through the start and completion of public improvements in CDBG targeted areas. Public improvements activities include traffic calming study, curb ramps, street paving, sidewalks, curbs and gutters, as well as code enforcement. Approximately \$102,034 was expended in FY 2012/2013.

Public Services: The City of Vallejo in FY 2012/2013 allocated CDBG funds to 10 social service agencies, for a combined 15% of the City's CDBG allocation or \$175,615. Over 4,000 persons assisted. The social service agencies include:

- Meals on Wheels
 - Fighting Back Partnership
 - Betty Frank Senior Lunch Program
 - LIFT 3 Support Group
 - Christian Help Center
 - House of Acts
 - Vallejo Senior Citizens Council
 - Area Agency on Aging
 - South Vallejo
- b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
 - c. See General Questions/Assessment of one year goals. Indicate the extent to which CDBG funds were used for activities that

benefited extremely low-income, low-income, and moderate-income persons.

Refer to PR26.

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.

No changes in program objectives were made in FY 2012/2013.

3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.

During the reporting period, the City pursued all funding that it indicated in its Consolidated Plan it would pursue.

- b. Indicate how grantee provided "Certifications of Consistency" in a fair and impartial manner.

During the reporting period, the City provided all requested Certifications of Consistency for HUD programs in a fair and impartial manner for which the City indicated it would support applications.

- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

During the reporting period, the City 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 grantee did not comply with overall low- and moderate-income benefit certification.

Not applicable.

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 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, 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.

Not applicable.

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.

Not applicable.

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 percent of whom are low- and moderate-income.

Not applicable.

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.

Not applicable.

- b. Detail the amount repaid on each float-funded activity.
Not applicable.

- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.

A total of \$27,000 in CDBG program income was received during the reporting period, in the form of principal and interest first time homebuyer down payment assistance/housing rehabilitation loan repayments.

- d. Detail the amount of income received from the sale of property by parcel.

Not applicable.

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.

Not applicable.

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.

Not applicable.

- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.

As of June 30, 2012, there were 35 CDBG Program loans outstanding, with a total principal balance of \$1,441,588.25.

- 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.

The City has three DPA deferred repayment loan; with 5 percent loan forgiveness at years 6, 12, 18, 24, and 30; all payments and accrued interest after calculation of loan forgiveness are due upon resale, transfer of ownership, or non-occupancy.

- 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.

None.

- 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.

None.

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.

Not applicable.

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.

None.

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 Empowerment Zones (EZs) or Enterprise Communities (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.

Not applicable.

Community Development response: See above.

Anti-Poverty Strategy

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

During the reporting period, the City prioritized and supported anti-poverty programs. The Housing Authority Family Self-Sufficiency Program ("FSS"), a voluntary program, and related supportive services were key components of the City's anti-poverty plan. Coordination with social service organizations that administer programs such as Child Start, assistance for families in crisis, subsidized child care, Workforce Investment Board ("WIB") activities, and other services necessary to prevent duplication of effort, and to ensure maximum opportunities for very low-income persons, took place.

The City has supported attempts to reduce the number of households with incomes below the poverty level through a combination of direct assistance, and indirect benefit improvement activities, i. e., work on the completion of public improvement and facility projects. Direct services provided included: (i) support for services and programs that encourage economic self-sufficiency for clients of the Housing Authority. The Housing Authority has entered into a cooperative agreement, (a Memorandum of Understanding, or "MOU") with the County of Solano Department of Health and Social Services to share information and target supportive services where possible on behalf of Housing Authority clients participating in the FSS Program. As of June 30, 2013, there were 55 Housing Authority-assisted clients enrolled in FSS. Of this total caseload, twelve persons were employed full-time, and seventeen persons were employed part-time; (ii) support for programs and activities that enhance family functioning, skill development, and educational opportunities for children, young adults, and parents; and (iii) developing programs and facilities to fill gaps in the continuum of care for homeless persons, including transitional housing and homeless prevention. CDBG Program funds were also allocated for substance abuse prevention and recovery programs, and family assistance services for very low-income families. These programs were intended to assist in removing obstacles to self-sufficiency.

NON-HOMELESS SPECIAL NEEDS

Non-Homeless Special Needs

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).

Priority Group #4: Non-Homeless Persons with Special Needs (Persons with HIV/AIDS, Persons Who Are Severely Mentally ill, and Persons with Substance Abuse Addictions)

Goal, FY 2012/2013: Emergency Support Facilities/Services for 250 Persons Who Are Not Homeless But Have Special Needs

Accomplished, FY 2012/2013: Approximately 250 persons assisted.

Goal, FY 2011/2012: Emergency Support Facilities/Services for 250 Persons Who Are Not Homeless But Have Special Needs
Accomplished, FY 2011/2012: Approximately 250 persons assisted.

Goal, FY 2012/2013: Rental, Mortgage, and/or Utility Assistance for 36 Persons with HIV/AIDS
Accomplished, FY 2012/2013: approximately 36 persons assisted.
Goal, FY 2011/2012: Rental, Mortgage, and/or Utility Assistance for 36 Persons with HIV/AIDS
Accomplished, FY 2012/2013: Approximately 36 persons assisted.

Non-Homeless Special Needs response: See above.

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
 - 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 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 costs and 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
 - (5) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (6) Trends community expects to face in meeting the needs of persons with HIV/AIDS, and
 - (7) Any other information grantees feel may be important as it looks at providing services to persons with HIV/AIDS in the next five to ten 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).

Specific HOPWA Objectives response: **Not applicable.**

OTHER NARRATIVE

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

Other Narrative response: None.