



**CITY OF FAIRFIELD
HOUSING SERVICES DEPARTMENT
CDBG ADVISORY COMMITTEE
MONDAY, MARCH 1, 2021, 3:00 P.M.
VIA TELECONFERENCE:**

<https://fairfieldca.zoom.us/j/96977833769?pwd=V2V6NW4zdIBjZlBBb0ptYTQrQjA3QT09>
Password: 76284366

AGENDA

Notice to Public

The City of Fairfield is committed to providing meeting facilities that are accessible to persons with disabilities and/or have language barriers. To request meeting materials in alternative formats, or to request a sign language interpreter, real-time captioning, or other accommodation, please contact La Tanya Terrones, Management Analyst Senior, at least 72 hours in advance of the meeting at (707) 428-7454 or lterrones@fairfield.ca.gov. For individuals with hearing or speaking limitations, dial 7-1-1 or (800) 735-2922 (English). For Spanish, Tagalog or other language, please dial (800) 855-3000 and provide the communication assistant with the following City telephone number: (707) 399-4010.

Consistent with the Governor's Executive Order N-29-20 regarding public meetings during the COVID-19 emergency, the CDBG Advisory Committee meeting is not physically open to the public and the meeting will be held by teleconference. Members of the public can observe the meeting on Zoom at <https://fairfieldca.zoom.us/j/96977833769?pwd=V2V6NW4zdIBjZlBBb0ptYTQrQjA3QT09> Password: 76284366. The public can submit comments before and during the meeting at lterrones@fairfield.ca.gov or by joining the meeting and using the "raise my hand" feature (if you choose this method). All comments received prior to the start of an item will be read aloud for up to four minutes.

PURSUANT TO RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLL CALL DUE TO MEMBERS PARTICIPATING BY TELECONFERENCE

CALL TO ORDER

ROLL CALL

Member Chris Matthews
Member Danielle Murphy
Member Melinda Nestlerode
Member Rheonna Reese
Member Harriet Stricklen
Member Alesia Thomas
Member Tina Werblin

MEMBER REPORTS

PUBLIC COMMENTS

Persons wishing to address the Committee on subjects not on the agenda but within the jurisdiction of the Committee may do so at this time. The Committee cannot discuss or take action on matters not on the agenda for this meeting, but Members may briefly respond to statements made or questions raised by the public, ask for clarification from staff, refer the matter to staff, request staff to report back to the Committee at a subsequent meeting, or place the matter on a future agenda.

PUBLIC COMMENT INSTRUCTIONS

When joining via Zoom, please use the “raise your hand” feature or press *9 on your phone to request to speak, You will be called on by name and will have three minutes to speak, Members of the public wishing to submit their comments via email can email ltorrone@fairfield.ca.gov. These comments will be forwarded to the Committee but will not be read aloud during the meeting.

NEW BUSINESS

1. Introduction of Committee members – La Tanya Terrones, Management Analyst Senior, Housing Services Department

Committee members will introduce themselves and give a brief background about themselves

2. Action to Elect Chair and Vice-Chair

3. Introduction to the Community Development Block Grant (CDBG) Program – La Tanya Terrones, Management Analyst Senior, Housing Services Department

Discussion around a summary of the CDBG Program and the HUD definitions and rules surrounding the program. Providing information related to the Committee’s role for scoring CDBG Public Service and Non-Public Service applications for the upcoming Annual Action Plan submission to Housing and Urban Development (HUD).

4. Scheduling of Next Meeting

ADJOURNMENT

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Fairfield to all or a majority of the CDBG Advisory Committee less than 72 hours prior to that meeting are available for public inspection at City Hall, 1000 Webster Street, Fairfield, California during normal business hours.

PUBLIC NOTIFICATION

I, La Tanya Terrones, Management Analyst Senior, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the CDBG Advisory Committee, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 1000 Webster Street, Fairfield, California on Thursday, February 25, 2021.

CITY OF FAIRFIELD CDBG PROGRAM SUMMARY

CDBG Summary

The Community Development Block Grant (CDBG) program provides annual grants to "entitled" cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Cities over 50,000 in population, such as Fairfield, participate in the CDBG Entitlement grant program, which is non-competitive. Entitlement grant amounts are based on: age of housing or amount of overcrowded housing, population, and poverty levels as well as other factors. The County also receives an entitlement grant on behalf of the cities within its boundaries that number less than 50,000 in population and which do not receive CDBG funds directly.

In 2019, the City began contracting with City Data Services (CDS) to collectively coordinate the reporting and application functions via an on-line web-based custom application. Agencies now submit their Application for Funds, Quarterly reports, Expense Summaries, Sources & Uses reports, Board Minutes, Audits, and other important documents through CDS. This significantly reduces staff time in managing numerous documents. Fairfield contracts with CDS on an annual basis.

CDBG Processes and Reports Required by HUD

Citizen Participation Plan

HUD requires that the City develop and follow a HUD-compliant Citizen Participation Plan which ensures outreach and the potential of participation by ALL residents. This includes a plan to reach out to and make notices available to residents regardless of their proficiency in the English language, or their ability or disability status. It includes those living in lower income areas or in subsidized or assisted housing, seniors, unhoused and homeless residents, illiterate residents, and all lower income residents and residents of lower income census tracts and block groups that might benefit from projects and programs funded with CDBG funds.

This plan is reviewed at least every five years, at the beginning of the five-year planning cycle.

Analysis of Impediments to Fair Housing Choice (AI)

HUD requires that the City prepare an Analysis of Impediments or AI every five years, slightly before the Consolidated Plan so that the data from the AI can inform the preparation of the Consolidated Plan, described next. The purpose of this document is to serve as a basis for fair housing planning with an aim towards increasing housing choice and identifying patterns of fair housing complaints. The City must affirm that it is providing and expanding housing opportunities and choice, regardless of protected class status, and affirmatively furthering fair housing in Fairfield as a condition of receiving CDBG funds. Identifying impediments to housing choice by all residents allows the City to determine which of those impediments fall within the control and capacity of the City to address, and the AI plan outlines steps to address those impediments within the City's control.

Consolidated Plan

HUD also requires funded jurisdictions to complete a **Consolidated Plan (Con Plan)** every five years that describes its non-housing community development needs, its housing needs and market conditions, sets out a five-year strategy identifying priorities and available resources and establishes a One-Year Action Plan that outlines intended uses of the resources. The most current Con Plan is for FY 2017-22.

It is important to note that, once the Consolidated Plan has been developed, submitted to and approved by HUD, the City must follow the plan. If minor deviations or course corrections are needed, they must be made public for a 30-day period and public comment invited, before they are submitted to HUD for additional approval. The City's general goals and direction must be consistent during each five-year ConPlan. The time to make large

departures from what has gone before is when developing a new Consolidated Plan. That process will start again this calendar year, starting in March 2021, for the 2020-25 Consolidated Plan.

Action Plan

Each year during the five-year Con Plan period, the jurisdictions are required to submit a **One-Year Action Plan** to HUD that outlines the linkages between the proposed uses of federal funding and the specific objectives that address its high priority needs prior to receiving its annual allocation of CDBG funds from HUD. Federal approval of both the Con Plan and the annual Action Plan is required to enable the jurisdiction to participate in federal housing and community development funded programs.

The City issues a Request for Applications to agencies on a periodic basis to fund programs that address the high priority needs in the Consolidated Plan. Applicants must be IRS recognized 501(c)3 nonprofit agencies, City government, or other similar type of agencies. Individuals cannot receive CDBG funding. The process consists of the following:

- City prepares and publishes a notice requesting applications to address high priority objectives of the ConPlan
- Agencies attend an optional orientation, and submit an on-line application for funding. Categories of funding include:
 - Public Services (High Priorities are Homelessness, Drug/Violence Prevention, Senior Services, Youth services.
 - Affordable Housing programs (such as housing rehabilitation, first-time homeownership program, construction or rehabilitation of affordable housing, etc.)
 - Public Facilities and Infrastructure (repairs, construction, streets, sidewalks, improvements for handicap accessibility, etc.)
 - Economic Development programs
 - Fair Housing and Tenant/Landlord services (ongoing Fair Housing services are required by HUD.)
- Applications are first reviewed by staff for completeness, clarity, eligibility for federal funding, and other factors on the scoring sheet.
- Eligible applications are forwarded to Fairfield's **Citizen Advisory Commission**? for review.
- Applicants are given the opportunity to present additional information about their applications and an opportunity for the CAC? to question them.
- CAC? scores applications, and average scores determine ranking
- CAC? then uses the ranking to determine funding, which must not exceed HUD thresholds and available funding.
- An advertisement is placed in the paper advising the public about the draft recommendations, known as the draft Action Plan, and ask for public comment for a period of 30 days.
- Staff present recommendations/draft Action Plan to City Council in a Public Hearing format, giving the public opportunity to comment.
- City Council passes a resolution funding Action Plan, and may make changes to the recommendations.
- Staff submit the Action Plan to HUD, along with other information required, by May 15.
- HUD reviews Action Plan for up to 45 days and may ask questions, deny projects, etc.
- Once the Action Plan has been approved, HUD sends a contract to the City, approves the entitlement grant amount in the HUD IDIS system, and the funding becomes available for quarterly draws by the City to be distributed to the agencies .

CAPER

The **Consolidated Annual Performance Evaluation Report (CAPER)** is a year-end report that informs the City, general public and HUD about how the City has expended CDBG funds during the reporting period. A final CAPER is prepared at the end of the five-year Consolidated Plan to summarize all actions taken to fulfill the plan.

The City's CDBG website has these plans available online at:

[https://www.fairfield.ca.gov/gov/depts/cd/affordable/community_development_block_grant_\(cdbg\)_program.asp](https://www.fairfield.ca.gov/gov/depts/cd/affordable/community_development_block_grant_(cdbg)_program.asp)

Grant Administration

During the year, funded agencies, known as Subrecipients, are required to submit quarterly reports on their progress. These reports include:

- Quarterly demographic and narrative report, describing the number of people served, types of services, demographic data such as race, ethnicity, and income (if required for the program funded), problems encountered, and other information.
- Expense Summary, which details all expenses being submitted for reimbursement from their approved CDBG budget. These may include staff costs, rent, and other program expenses. Signed timesheets must be submitted for staff costs, as well as copies of receipts for other expenses.
- Sources and Uses Report, which shows all funding which was brought in, and all expenses incurred, for the program during the quarter.
- Request for Reimbursement, signed by the Executive Director, requesting reimbursement of expenses.

Staff reviews all expenses and ensures they are eligible and meet the standards of 24 CFR 200, approves payments, and submits **vouchers?** to the Finance Department for payment. Finance pays the agencies then draws down funding from the HUD IDIS system.

Staff must also monitor the agencies and verify the accuracy of information submitted in their application and on quarterly reports. Staff reviews client files for documentation and eligibility, reviews accounting processes, reviews outreach materials, talks with staff, and inspects the premises for accessibility.

Additionally, HUD will monitor the City for compliance with CDBG and other federal regulations. Generally this occurs every two- to three-years. HUD monitoring can include site visits with funded agencies going back three to five years. HUD's Office of Fair Housing and Equal Opportunity (FHEO) can also conduct a separate monitoring for fair housing and equal opportunity regulation compliance. This includes compliance with the pre

CDBG Criteria

The primary objective of the CDBG program is to help develop viable urban communities through the provision of decent housing, a suitable living environment, and economic opportunity, principally for low- and moderate-income persons. Any activity proposed to accomplish with CDBG funds must meet one of three National Objectives:

- 1. Benefit low and moderate income persons** - almost all applications fall under this category.
- 2. Aid in the prevention or elimination of slums and blight** - These activities help to prevent or eliminate slums or blighted conditions in a designated area, on a spot basis, or within an urban renewal area. There are restrictions on what specific activities are permitted.
- 3. Urgent need** - These involve activities that meet other community development needs having a particular urgency because existing conditions pose a serious threat to the health and welfare of the community and other financial resources are not available to meet such needs. This is very rarely used and only applies in an extreme emergency.

A minimum of seventy percent (70%) of CDBG funds, not including administrative costs, must support activities that benefit lower income persons. Activities meeting this requirement are those which:

- Serve all residents in a particular area, where at least **51%** of residents are low/mod income;
- Those, which benefit a **limited clientele**, as long as at least 51% are low/mod income. Under this category, income and family size must be clearly documented or else the income eligibility requirements must limit the activity to low/mod income persons or be of a nature and location that it can be concluded that primary clients are low/mod income. In addition, certain clientele are presumed by HUD to be low/mod income. They are: senior citizens, severely disabled adults, persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.
- **Housing activities** which provide or improve permanent residential structures which will be occupied by low/mod income persons (if structure contains more than one unit, at least 51% must be low/mod income occupied); or
- **Job creation or retention** activities that create or retain permanent jobs, at least 51% of which will be made available to or held by low-mod income persons.

CDBG Eligible Activities

A wide variety of activities are eligible for CDBG funding. Eligible activities that may be proposed for funding will fall into one of six categories:

- **Public Services** - such as shelter for battered women and children; health care and substance abuse services; programs to help prevent or address homelessness; crime prevention; fair housing counseling; job training; services for the elderly, disabled, or disadvantaged youth; etc. Funding in this category is limited by federal law to a maximum of 15% of a locality's annual CDBG entitlement grant (15% cap).
- **Housing Activities** - code enforcement; rehabilitation and preservation of housing; lead-based paint testing and abatement; construction of low-income housing by Community Based Development Organizations (CBDOS); clearance and demolition; etc.
- **Economic Development** - activities which will result in jobs for low-income individuals, such as assistance to micro-enterprises and other businesses; acquisition, construction and rehabilitation of commercial and industrial properties; outreach, marketing and other services to assisted businesses; relocation assistance for businesses temporarily or permanently relocated; etc.
- **Public Facilities and Improvements** - activities such as acquisition, installation, construction and rehabilitation of infrastructure (e.g., water/sewer lines, streets and sidewalks); acquisition, construction or rehabilitation of neighborhood facilities, and facilities for persons with special needs (e.g., homeless shelters, group homes and halfway houses); etc.
- **Other** - such as historic preservation; interim assistance to arrest severe deterioration or alleviate emergency conditions; completion of urban renewal projects; special activities by CBDO's in connection with neighborhood revitalization, community economic development and energy conservation projects; assistance to institutions of higher education with the capacity to carry out other eligible activities, etc.
- **Planning and Administration** - which is the general management, oversight, and coordination of the CDBG program and other related activities. Funding in this category is limited by federal law to 20% of the City's total allocation for the year (20% cap).

Currently Funded Programs

The following page shows the 2017-22 Consolidated Plan Priority Goals and 2020-21 City of Fairfield Strategies and Funding to accomplish those goals.

**City of Fairfield - Community Development Block Grant Program
FY 2020-2021 Annual Action Plan Goals Funding Report**

| Agency | Project Name | Funds Available as of 12/30/2020 | | | | | | TOTAL |
|--|--|----------------------------------|-------------------|----------------------------------|----------------------------------|-------------------|-------------------|---------------------|
| | | 861,996.00 | 784,531.60 | 354,705.91 | 292,363.13 | 507,084.00 | 691,599.00 | 3,492,279.64 |
| | | CDBG 20-21 Entitlement | CDBG Prior Year | CDBG Housing Revolving Loan Fund | CDBG EconDev Revolving Loan Fund | CDBG-CV-1 CARES | CDBG-CV-3 CARES | ALL SOURCES |
| PUBLIC SERVICE GOALS AND STRATEGIES | | | | | | | | |
| DRUG & VIOLENCE PREVENTION | | | | | | | | |
| 1 Unity Hall | Solano Recovery Project | \$ 48,549 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 48,549 |
| FAIR HOUSING | | | | | | | | |
| 1 Not funded through CDBG this year | N/A | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| HOMELESS | | | | | | | | |
| 1 SHELTER Inc. | SHELTER Solano Project | \$ 60,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 60,000 |
| SENIOR SERVICES | | | | | | | | |
| 1 Meals on Wheels | Elder Nutrition Program | \$ 20,750 | | | | | \$ - | \$ 20,750 |
| YOUTH | | | | | | | | |
| 1 Not funded through CDBG this year | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL PUBLIC SERVICE FUNDING: | | \$ 129,299 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 129,299 |
| NON-PUBLIC SERVICE GOALS AND STRATEGIES | | | | | | | | |
| AFFORDABLE HOUSING | | | | | | | | |
| 1 City - Housing Services Dept. | Owner Occupied Housing Rehabilitation | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 75,000 |
| 2 EAH Housing | 212 E. Tabor Housing Project | \$ 325,000 | \$ 211,083 | \$ - | \$ 100,000 | \$ - | \$ - | \$ 636,083 |
| ECONOMIC DEVELOPMENT | | | | | | | | |
| 1 City - Community Development | Economic Development Loans | \$ - | \$ - | \$ - | \$ 192,363 | \$ - | \$ - | \$ 192,363 |
| PUBLIC FACILITIES & INFRASTRUCTURE | | | | | | | | |
| 1 SHELTER Solano, Inc. | Shelter Solano ADA/Security Upgrades | \$ 160,297 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 160,297 |
| FY 19-20 CONTINUED PROJECTS | | | | | | | | |
| AFFORDABLE HOUSING | | | | | | | | |
| 1 Casa Nova | Mobile Home Park Upgrades | \$ - | \$ 23,369.83 | \$ - | \$ - | \$ - | \$ - | \$ 23,370 |
| 2 CA Human Development | Parkway Plaza Sr Housing Upgrades | \$ - | \$ 23,369.83 | \$ - | \$ - | \$ - | \$ - | \$ 23,370 |
| TOTAL NON-PUBLIC SERVICE FUNDING: | | \$ 560,297 | \$ 257,823 | \$ - | \$ 292,363 | \$ - | \$ - | \$ 1,110,483 |
| CDBG-CV-1 CARES | | | | | | | | |
| 1 Mission Samoa | Mission Samoa Housing Project | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | \$ - | \$ 20,000 |
| 2 Fairfield Main Street Association | Fairfield Main Street Association Meal Program | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | \$ - | \$ 30,000 |
| 3 The Leaven | Parkway Gardens & Grande Circle Centers | \$ - | \$ - | \$ - | \$ - | \$ 37,084 | \$ - | \$ 37,084 |
| 4 City- Parks & Rec. Dept. | COVID Recreation Fee Support Program | \$ - | \$ - | \$ - | \$ - | \$ 40,000 | \$ - | \$ 40,000 |
| 5 Child Haven, Inc. | Covid-safe Clinical Services for Abused Children | \$ - | \$ - | \$ - | \$ - | \$ 60,000 | \$ - | \$ 60,000 |
| 6 Fairfield Community Services Found. | St. Marks Manna Food Pantry/Senior Manor Meals | \$ - | \$ - | \$ - | \$ - | \$ 70,000 | \$ - | \$ 70,000 |
| 7 NorthBay Healthcare | COVID-19 Response | \$ - | \$ - | \$ - | \$ - | \$ 250,000 | \$ - | \$ 250,000 |
| TOTAL CDBG-CV-1 CARES FUNDING: | | \$ - | \$ - | \$ - | \$ - | \$ 507,084 | \$ - | \$ 507,084 |
| CDBG-CV-3 CARES | | | | | | | | |
| 1 SHELTER Inc. | Eviction Prevention | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 377,439 | \$ 377,439 |
| 2 Project Sentinel | Eviction Prevention | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 70,000 | \$ 70,000 |
| 3 Legal Services of NorCal | Eviction Prevention | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 25,000 | \$ 25,000 |
| 4 City - Housing Services Dept. | COVID Ohio Street House - Operating | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 150,000 | \$ 150,000 |
| TOTAL CDBG-CV-3 CARES FUNDING: | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 622,439 | \$ 622,439 |
| DEC 2020 SUBSTANTIAL AMENDMENT TO REPROGRAM | | | | | | | | |
| PUBLIC SERVICE AND NON-PUBLIC SERVICE | | | | | | | | |
| 1 City - Housing Services Dept. | Ohio Street House - Rehabilitation | \$ - | \$ 320,000 | \$ - | \$ - | \$ - | \$ - | \$ 320,000 |
| 2 City - Homeless Services Div. | COVID Homeless Services | \$ - | \$ 206,708 | \$ - | \$ - | \$ - | \$ - | \$ 206,708 |
| TOTAL FUNDING: | | \$ - | \$ 526,708 | \$ - | \$ - | \$ - | \$ - | \$ 526,708 |
| ADMINISTRATION OF CDBG PROGRAM | | | | | | | | |
| CDBG ADMINISTRATION | | | | | | | | |
| 1 City - Housing Services Dept. | Administration of CDBG Program | \$ 172,399 | \$ - | \$ - | \$ - | \$ - | \$ 69,160 | \$ 241,559 |
| TOTAL ADMINISTRATION FUNDING: | | \$ 172,399 | \$ - | \$ - | \$ - | \$ - | \$ 69,160 | \$ 241,559 |
| TOTAL OF EACH FUNDING SOURCE: | | \$ 861,995 | \$ 784,531 | \$ - | \$ 292,363 | \$ 507,084 | \$ 691,599 | \$ 3,137,572 |
| BALANCE ALL FUNDING SOURCES: | | \$ 1 | \$ 0.95 | \$ 354,705.91 | \$ - | \$ - | \$ - | 89.84% |

CDBG CONSOLIDATED PLAN

5-Year Public Service Allocations to Date

| | FY 2017-18 | | FY 2018-19 | | FY 2019-20 | | FY 2020-21 | |
|-----------------------|---------------------|----------|----------------------|---------------|----------------------|---------------|----------------------|-----------------|
| AGENCY | AMOUNT | CATEGORY | AMOUNT | CATEGORY | AMOUNT | CATEGORY | AMOUNT | CATEGORY |
| The Leaven | \$ 10,539.00 | Youth | \$ 15,000.00 | Youth | \$ 15,000.00 | Youth | | |
| Fun on the Run | \$ 20,000.00 | Youth | \$ 20,000.00 | Youth | \$ 20,000.00 | Youth | | |
| P&R Youth Scholarship | \$ 21,846.00 | Youth | \$ 25,000.00 | Youth | \$ 20,000.00 | Youth | | |
| PAL | \$ 11,156.00 | Youth | \$ 25,660.00 | Youth | \$ - | Youth | | |
| P&R YES! Program | | | | | \$ 10,000.00 | Youth | | |
| Meals on Wheels | \$ 15,000.00 | Seniors | \$ 15,000.00 | Seniors | \$ 20,000.00 | Seniors | \$ 20,750.00 | Seniors |
| CANB | \$ 19,238.00 | Homeless | | Homeless | | | | |
| SAVV | | | \$ 25,000.00 | Drug/Violence | \$ - | Drug/Violence | | |
| SHELTER Inc. | | | | | \$ 40,000.00 | Homeless | \$ 60,000.00 | Homeless |
| Unity Hall | | | | | | | \$ 48,549.00 | Drug Prevention |
| TOTAL: | \$ 97,779.00 | | \$ 125,660.00 | | \$ 125,000.00 | | \$ 129,299.00 | |
| | | | \$ 223,439.00 | | \$ 348,439.00 | | \$ 477,738.00 | |

| 3 YEAR CUMULATIVE | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | CUMULATIVE TOTAL |
|--------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Homeless Services | \$ 19,238.00 | 0 | \$ 40,000.00 | \$ 60,000.00 | \$ 119,238.00 |
| Drug/Violence Prevention | 0 | \$ 25,000.00 | \$ - | \$ 48,549.00 | \$ 73,549.00 |
| Senior Services | \$ 15,000.00 | \$ 15,000.00 | \$ 20,000.00 | \$ 20,750.00 | \$ 70,750.00 |
| Youth Services | \$ 63,541.00 | \$ 85,660.00 | \$ 65,000.00 | \$ - | \$ 214,201.00 |
| TOTAL: | \$ 97,779.00 | \$ 125,660.00 | \$ 125,000.00 | \$ 129,299.00 | \$ 477,738.00 |

| | % ALLOCATIONS PER YEAR | | | | TOTAL % |
|------------------------------|------------------------|-------------|-------------|-------------|-------------|
| CATEGORY | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | CUMULATIVE |
| Homeless Services 40% | 20% | 0% | 32% | 46% | 25% |
| Drug/Viol. Pevn. 15% | 0% | 20% | 0% | 38% | 14% |
| Senior Services 15% | 15% | 12% | 16% | 16% | 15% |
| Youth Services 30% | 65% | 68% | 52% | 0% | 46% |
| TOTAL: | 100% | 100% | 100% | 100% | 100% |

INFORMATION ONLY

This score sheet contains criteria used to evaluate CDBG funding proposals. A higher score indicates the project better meets the stated criteria in the Five-Year Consolidated Plan for FY 2017-2022.

| EVALUATION CRITERIA AND REVIEW OF RISK | | Max Points | Score |
|--|---|------------|--------------------------------|
| 1 | COMMUNITY NEEDS AND PRIORITIES | 20 | |
| 1.1 | The severity of the problem has been clearly identified and documented with quality third-party information (surveys, statistics, census data, research data). | 12 | <input type="text" value="0"/> |
| 1.2 | The proposal meets the most urgent needs of the City (see Analysis of Impediments, Fairfield demographic data, Council priorities). | 8 | <input type="text" value="0"/> |
| 2 | BENEFITS TO TARGET POPULATION | 35 | |
| 2.1 | The data or information supplied by applicant clearly shows how the proposed service or activity will satisfactorily and effectively address the identified need. | 10 | <input type="text" value="0"/> |
| 2.2 | Clear measurements of the effectiveness of the service have been outlined in application. | 8 | <input type="text" value="0"/> |
| 2.3 | Project primarily benefit lower income residents; applicant shows understanding & ability to document eligibility. | 5 | <input type="text" value="0"/> |
| 2.4 | Services/activities are physically accessible to persons with disabilities, as evidenced by Section 5. | 4 | <input type="text" value="0"/> |
| 2.5 | Outreach to clients and services delivered are culturally and linguistically appropriate and effective to clientele, as evidenced by copies of materials in Spanish and Tagalog & Section 5. | 4 | <input type="text" value="0"/> |
| 2.6 | Applicant shows evidence of collaboration with other community groups, agencies and organizations in a manner than enhances benefits for clients. | 4 | <input type="text" value="0"/> |
| 3 | FISCAL MANAGEMENT & ANALYSIS | 25 | |
| 3.1 | <p>EXISTING APPLICANTS have history of performance in effectively administering grants, including:</p> <ul style="list-style-type: none"> • quality of Management Systems and ability to meet the management standards • timeliness of compliance with applicable reporting requirements • conformance with terms/conditions of previous awards • satisfactory monitoring results • ability to effectively implement statutory, regulatory or other requirements imposed <p>NEW APPLICANTS evidence ability to comply with CDBG regulations and grant expectations by:</p> <ul style="list-style-type: none"> • consultations with Grant Staff • overall quality of application • documentation of work already accomplished in community • board members & oversight • understanding of budget process • review of financial capacity • communication with funders or local municipalities that have experience with applicant | 14 | <input type="text" value="0"/> |
| 3.2 | Resumes of Leadership (Resumes of Chief Admin & Fiscal Officer) demonstrate capability to administer CDBG funds (Att. 9). | 5 | <input type="text" value="0"/> |
| 3.3 | Applicant shows evidence of collaboration with other community groups, agencies and organizations in a manner than enhances benefits for clients. | 3 | <input type="text" value="0"/> |
| 3.4 | Applicant has stable Executive Director, Program Manager and Financial Officer (tenure 1+ years). | 3 | <input type="text" value="0"/> |
| 4 | COMMUNITY NEEDS AND PRIORITIES | 20 | |
| 4.1 | Applicant demonstrates sound fiscal management ability in current Audit and Management letter with zero or minor findings (Att. 8) and complies with Single Audit requirements if expending over \$750k federal in year. | 8 | <input type="text" value="0"/> |
| 4.2 | Applicant demonstrates balance & diversity of fund sources other than Fairfield CDBG (Section Revenues Sources). | 4 | <input type="text" value="0"/> |
| 4.3 | The cost per beneficiary is reasonable compared to services provided, and the activity is cost effective. | 3 | <input type="text" value="0"/> |

| | | | |
|-----------------------------|--|----------------|--------------------------------|
| 4.4 | The percentage of funds requested to serve Fairfield residents is proportional to the program budget and total persons served. | 2 | <input type="text" value="0"/> |
| 4.5 | Applicant demonstrates a high need for Fairfield CDBG funding, but would remain stable without it. | 3 | <input type="text" value="0"/> |
| TOTAL POINTS AWARDED | | MAX 100 | |

INFORMATION ONLY