

Community Development Block Grant Program



FY 2018-19 Annual Action Plan

**City Manager's Office
Quality of Life Division
1000 Webster Street

Fairfield, CA 94533**

Adopted by the Fairfield City Council – June 5, 2018 – Resolution 2018-126

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Fairfield (City) is a direct entitlement jurisdiction for the federal Community Development Block Grant (CDBG) Program administered by the City Manager's Office, Quality of Life Division. As a CDBG entitlement jurisdiction, the City is required to prepare an Annual Action Plan (AAP) that specifies how the CDBG funds will be spent and describes the activities that the City will undertake to meet the goals and priorities of the Consolidated Plan (Con Plan). The Five-Year Con Plan period, which covers Fiscal Years 2017-2021 is the guide that outlines the City of Fairfield's goals and priorities.

The CDBG program is focused on three overarching goals, which guide the development of Fairfield's Consolidated Plan:

- Provide decent affordable housing,
- Provide a safe and suitable living environment, and
- Expand economic opportunities, principally for low- and moderate-income persons.

For this program year which encompasses the second-year of the Con Plan and covers Fiscal Year 2018-19, the City was granted \$837,750 in CDBG funding to address the priority needs in the community. It will utilize \$51,049 in prior year funds, \$13,746 in CDBG Housing Revolving Loan funds, \$176,633 in CDBG Economic Development Revolving Loan Funds, and \$162,000 in Housing Successor funds, for a total investment of \$1,241,170.

This AAP will identify the use of CDBG funding as well as additional resources for activities that will address the priorities and goals of the Con Plan. The AAP will also describe the barriers identified by the City and the planned actions to be taken to address them.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Fairfield has a number of public service needs, affordable housing, homeless, and non-homeless community development needs, as identified in the following Plan, proposed Neighborhood Revitalization Strategy Area as well as through the consultation and citizen participation processes.

The Consolidated Plan anticipates using CDBG funds to assist in achieving City Council and community goals to address the various needs of the community. The Public Service Categories are as follows:

- Homeless Services
- Drug or Violence Prevention
- Youth Services
- Senior Services

Non Public Service goals for FY 18-19 are:

- Housing
- Fair Housing
- Economic Development
- Infrastructure, and
- Administration of the CDBG Program

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Fairfield used CDBG funds to support a wide range of activities. Fairfield is currently in the second year of the current Consolidated Plan period and used CDBG funds to support the following activities:

- Provided funding for after-school and summer programs for children in very low-income areas, including Phoenix Drive, The Groves and Grande Circle
- Provided funding for a new career development program that provided paid work experience, on the job training and mentorship to low income students through the Fairfield Police Activities League Center
- Provided funding to offset registration for low-income youth through the Youth Activities Fee Program
- Provided operational expenses to serve low-income youth in the Fun on the Run Mobile Recreation Program
- Assisted home-bound clients and active seniors with nutritious meals through the Meals on Wheels Program
- Provided funding for affordable permanent housing with supportive services through the Community Action North Bay
- Assisted with funding to replace play park equipment, electrical work and demolition and permit expenses at Lee Bell Park.
- Provided funding shelter repairs for Heather House Homeless Shelter
- Provided funding for replacement and upgrades of electrical pedestals in two mobile home parks

The City also reprogrammed funds from our two Revolving loan funds in order to deliver eligible nonpublic service activities within the Neighborhood Revitalization Strategy. Although we are over the Cap this year we are in the process of rectifying this and expect that we will be under the cap this upcoming year. Our goal is to move forward with two large projects that have been recently approved by City Council and are in process for submittal to HUD for approval. The projects consist of a Sewer Capital Improvement Project as well as a Land Purchase for a park. Both projects are in eligible CDBG Census Tract areas and within our Neighborhood Revitalization Target area.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City uses several methods to encourage and broaden citizen participation and consultation with other public and private agencies. Opportunities for public participation and consultation with other agencies included three meetings held by City staff including two of which were neighborhood meetings in the community. One meeting was held at a centrally located park within the Neighborhood Revitalization area and in a CDBG eligible Census area and the other was at a neighborhood church also located in the Neighborhood Revitalization area and eligible census area. The notice was published in the Daily Republic on May 2, 2018 for a 30-day review and comment period. The draft document was available to the public followed by a City Council meeting on June 5, 2018 at which time the City Council approved the Action Plan.

All opportunities were broadly noticed to the general public, housing providers and service agencies. Our two community meetings were very well attended by residents and involved citizen participation through an interactive discussion and activity about their view of the community needs. Over 200 community residents, local agencies and youth participated in the meetings and all lived and or worked in Fairfield.

The City put a call out for proposals and staff reviewed applications for eligibility. The CDBG Advisory Committee made up of five Public Interest members from the community, one member of the Youth Commission and one member from the Planning Commission participated in community meetings and public hearings during the development of the City's Annual Action Plan update. They also reviewed applications for CDBG funding, received testimony from applicants, conducted a rating and ranking process, made annual CDBG allocation recommendations for City council and reviewed the Consolidated Annual Performance Evaluation Report detailing the City's progress toward accomplishing the goals set forth in the Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public comments received consists of feedback from various community meetings and primarily from two community meetings held on October 19, 2017 and December 13, 2017 within the Neighborhood Revitalization Strategy Area (NRSA) to survey area residents about potential use(s) for CDBG funds. Staff surveyed a total of approximately 200 attendees at both meetings by providing CDBG eligible activities to choose from and asking residents to rank in order of priority. The top five priorities chosen by the public include:

- Recreation/youth activities, programs and facilities
- Infrastructure improvements – i.e. streets, roads, utilities
- Crime prevention
- Small business support jobs and job training
- Housing Support

The CDBG project recommendations were evaluated using the City's Quality of Life Task Force annual review procedures outlined in the Neighborhood Revitalization Initiative; CDBG National Objectives; community input; and the Five-Year Consolidated Plan adopted for FY 2017-2022, as a guideline for prioritizing project funding recommendations. Additionally, the comments at a June 5th Council meeting and public hearing were regarding the ranking process of the public service applicants and a member of the CDBG Advisory Committee commented the review and ranking process.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments received were accepted, reviewed, and considered during the development of the Consolidated Plan. Adjustments were made to the Consolidated Plan based on comments received as appropriate.

7. Summary

The City is concentrating Infrastructure and Economic Development activities, as well as most Housing activities and Youth Services, in the Neighborhood Revitalization Strategy Area.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	FAIRFIELD	City Manager's Office, Quality of Life Division

Table 1 – Responsible Agencies

Narrative (optional)

The City of Fairfield is the lead agency responsible for coordinating the development of the Consolidated Plan. The City Manager’s Office, Quality of Life Division recently took over as the primary agency within the City responsible for administering programs covered by the Consolidated Plan. It is responsible for the administration and implementation of the CDBG funds and staffs the CDBG Advisory Committee.

The Fairfield Housing Authority, City Manager's Office, and the Workforce Housing of Economic Development are responsible for the administration and implementation of housing and homeless assistance programs, the Neighborhood Revitalization Strategy Area Program, as well as supporting new affordable housing developments in the City.

The Community Development Department's Planning Division is responsible for the development and implementation of the City's land use goals and policies (as contained in the City's state-required General Plan). The Planning Division is also responsible for development of the Housing Element of the General Plan, the state-required element which outlines goals, policies, and programs to meet the City's needs for both affordable and market-rate housing.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

This Action Plan was developed through an extensive public process including two community meetings, a call for proposals, and several public hearings. Consultation with specific types of community partners follows below.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Fairfield regularly works closely with local and regional housing and service providers to share resources, network, and share best practices for success. These organizations were consulted during the planning process, including local and regional housing service providers, mental health agencies, fair housing service providers, social services outreach, organizations that provide outreach and services to Spanish-speaking residents and homebound residents, and others. These organizations, along with the CDBG Administrator, regularly attend the County’s Continuum of Care meetings and were encouraged to attend all meetings related to the preparation of the Annual Action Plan to provide input and insight. Staff from these agencies, and sometimes their colleagues, if directed, were interviewed directly to gain additional insight on community needs and priorities.

Staff regularly participates in regional and local collaboratives, including the Fairfield Homeless Collaborative, comprised of faith-based service providers in low-income areas, and attended a Mobility Needs Summit to interview attendees in need of housing and services within the NRSA.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Fairfield is a leader among the entities that contribute towards the Housing First Solano Continuum of Care’s efforts to address the needs of people at risk of or currently experiencing homelessness. The City holds seats on the Continuum of Care Board of Directors as well as the CoC’s Collaborative Applicant and Community Action Agency, the Community Action Partnership of Solano, Joint Powers Authority. City representatives have participated in the review and rank panels for Housing First Solano’s Continuum of Care Program local competitions, Community Service Block Grant competitions, and Emergency Solutions Grant Program competitions. The City of Fairfield has made

annual contributions towards the CoC's biannual Point In Time County, Housing Management Information System, and general staffing. The City of Fairfield also was an original funder and adopter of Neighbors Helping Neighbors: Forward Together, a five-year Regional Strategic Plan to reduce poverty and end homelessness in Solano County starting in 2017. Fairfield's own plan to address homelessness is designed to realize the City's contribution towards the implementation of Neighbors Helping Neighbors. Fairfield's City Manager also is the lead proponent for raising jurisdictional investment in the expansion of Resource Connect Solano, Housing First Solano's Coordinated Entry System. Fairfield's Homelessness Intervention Team's street outreach efforts help people experiencing homelessness to get connected to the Continuum of Care through the city's emergency shelter and Coordinated Entry System.

In these efforts, the City is a leading partner in the CoC's efforts to understand and address the needs of subpopulations of people at risk of or experiencing homelessness, particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth. With financial and marketing support from the City, CoC and JPA staff provide annual CoC trainings on the needs of these subpopulations. Fairfield representatives are part of CoC leadership conversations on developing strategies to address specific subpopulations needs, including culturally sensitive housing and supportive services programs.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Community Action Partnership of Solano, Joint Powers Authority, of which the City of Fairfield is a founding member, is the entity responsible for facilitating the Housing First Solano Continuum of Care's receipt and implementation of Emergency Solutions Grant funding. A representative for the City of Fairfield was part of the rate and review panel to select recipients for 2016 and 2017 ESG funding. The same City of Fairfield representative is being asked to sit on the rate and review panel to select recipients for 2018 ESG funding.

In 2016 and 2017, the JPA was a party to a Memorandum of Agreement with the Sacramento Housing and Redevelopment Agency (SHRA) for the latter to serve as the administrator for ESG Continuum of Care Allocation funding. Under that arrangement, the City of Fairfield participated in conversations reviewing SHRA's management and monitoring intentions for the 2016 and 2017 ESG recipients. With respect to the 2017 ESG funding, JPA staff will be providing technical assistance to the program funding recipient. In 2018, the JPA is directly responsible for developing performance standards for and evaluating the outcomes of projects and activities assisted by ESG funds.

The JPA also serves as the Homelessness Management Information System Lead for the Housing First Solano Continuum of Care. As the HMIS Lead, the JPA is responsible for the drafting of the CoC's current set of Policies and Procedures for the administration and operation of this HMIS, as well as the continuing evolution of those Policies and Procedures. JPA staff hold quarterly HMIS User Group Meetings open to any provider in the CoC using HMIS. The JPA subsidizes HMIS licensing for qualifying housing providers. JPA staff also provide all annual certifications and daily technical support of HMIS users throughout the Continuum of Care.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Action Partnership of Solano, JPA
	Agency/Group/Organization Type	Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Continuum of Care is a county-wide collaborative committed to preventing and ending homelessness, and therefore directly overlaps with the goals related to addressing homelessness that are included in the Strategic Plan.

Identify any Agency Types not consulted and provide rationale for not consulting

All groups were either consulted or invited to participate. There was no decision to exclude any groups.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

- 1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/ broad community	Notice of public comment and Public Hearing at June 5 Council meeting. It is unknown how many people may have attended meeting from this notice.	No comments received.	No comments received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Website Publication	Non-targeted/broad community	Notice of public comment and Public Hearing at June 5 Council meeting. It is unknown how many people may have attended meeting from this notice.	No comments received.	No comments received.	https://www.fairfield.ca.gov/gov/depts/cd/affordable/community_development_block_grant_(cdbg)_program.asp

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/ broad community	Public Hearing on June 5, 2018, Council approved Action Plan for FY 18-19. Approximately 80 people were present.	No comments received.	No comments received.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Fairfield anticipates receiving approximately \$2.2 million in CDBG funds for the remaining duration of the 2017-2021 Consolidated Plan and as shown in the table below. In addition to CDBG funds, other potential funding sources available to address housing and community development needs in Fairfield include HOME funds through the State Department of Housing and Community Development's HOME Program, state and federal Low-Income Housing Tax Credits, CalHome, Federal Home Loan Bank Affordable Housing Program, federal Continuum of Care funds, and Housing Choice Vouchers. Fairfield also contributes staff time and City General Fund revenue to support housing and community

development activities.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	837,750	0	51,041	888,791	2,210,286	Community Development Block Grant from FY 18-19. Expected amount for years 3-5 based on allocation from year 1. Prior year resources from a combination of reprogrammed funding to Neighborhood Revitalization in the amount of \$1,371,420.00
Redevelopment Fund	public - local	Other	162,000	0	0	162,000	150,000	City Housing Successor (to Redevelopment Agency) will be invested to pay for Fair Housing Services (\$42,000) and to accomplish Homeless Goals (\$120,000)
Other	public - federal	Economic Development	176,633	0	0	176,633	0	ED Revolving Loan Funds available for disbursement in 18/19 which are not allocated.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Housing	13,746	0	0	13,746	0	Housing Rehabilitation Revolving Loan Fund

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Although CDBG regulations do not require matching funding, many of the activities that the City intends to fund through CDBG will require additional public and private resources, and CDBG funds will be used to leverage these other funding sources. The City has a history of using CDBG funds to leverage General Fund revenue and other resources to complete sidewalk improvements and fund fair housing services and emergency shelter operations, and anticipates continuing to fund these activities similarly during the five-year planning period.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Amended FY 17-18 Action Plan allocates CDBG funds in the amount of \$1,130,000 for the purchase of land at 2030 N. Texas Street in Fairfield, California as part of the City's Neighborhood Revitalization Initiative (NRI). This land will become a community park in a lower income area that contains no such resources, and provides a significant investment in the NRI. Plans for this park include the intent of constructing a recreation facility, multi-use sports field, sports courts, play area, and parking. The park will be located within the 2526.06 census tract, enabling the development to provide recreational services to an underserved area of the community and meet community need. The City currently has two existing neighborhood centers; however, both are located well outside the NRSAs area. There are currently no neighborhood centers within the surrounding census tracts of this proposed location.

The need for a park comes from community meetings held on October 19, 2017 and December 13, 2017 that were held within the Neighborhood Revitalization Initiative strategy area and in the census tract 2526.06 to survey area residents on potential use(s) for CDBG funds. Staff surveyed a total of approximately 200 attendees at both meetings by providing several eligible options to choose from, asking residents to rank in order of priority. The top five priorities include:

1. Recreational/youth activities, programs, facilities, parks
2. Infrastructure improvements – i.e. streets, roads, utilities
3. Crime prevention
4. Small business support
5. Housing assistance

Discussion

The City effectively utilizes and allocates all resources at its disposal to address the pressing needs of lower income individuals and neighborhoods in Fairfield.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2017	2021	Affordable Housing	Neighborhood Revitalization Initiative City of Fairfield	Affordable Housing	CDBG: \$101,041 Housing Rehab RLF: \$13,746	Homeowner Housing Rehabilitated: 3 Household Housing Unit
2	Homeless	2017	2021	Homeless	Neighborhood Revitalization Initiative City of Fairfield	Homelessness	Redevelopment Fund: \$120,000	Homeless Person Overnight Shelter: 50 Persons Assisted
3	Drug or Violence Prevention	2017	2021	Non-Housing Community Development	Neighborhood Revitalization Initiative City of Fairfield	Drug/Violence Prevention	CDBG: \$25,000	Homeless Person Overnight Shelter: 25 Persons Assisted
4	Youth Services	2017	2021	Non-Housing Community Development	Neighborhood Revitalization Initiative	Youth Services	CDBG: \$85,660	Public service activities other than Low/Moderate Income Housing Benefit: 1476 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Senior Services	2017	2021	Non-Housing Community Development	Neighborhood Revitalization Initiative City of Fairfield	Senior Services	CDBG: \$15,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
6	Fair Housing	2018	2021	Non-Housing Community Development	Neighborhood Revitalization Initiative City of Fairfield	Fair Housing	Redevelopment Fund: \$42,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
7	Economic Development	2017	2021	Non-Housing Community Development	Neighborhood Revitalization Initiative	Economic Development	Economic Development RLF: \$176,633	Businesses assisted: 4 Businesses Assisted
8	Infrastructure Development	2017	2021	Non-Housing Community Development	Neighborhood Revitalization Initiative	Infrastructure Development	CDBG: \$494,540	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
9	Administration	2017	2021		Neighborhood Revitalization Initiative City of Fairfield	Administration	CDBG: \$167,550	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	The City will support the Consolidated Plan goal of Affordable Housing by funding Homeowner Housing Rehabilitation loans using \$50,000 in current CDBG funds, \$51,041 in prior year funds and \$13,746 in CDBG Housing Revolving Loan Funds, for a total investment of \$114,787, which is expected to provide 3 housing loans.
2	Goal Name	Homeless
	Goal Description	Assist local homeless shelter to keep doors open and transition to new provider. Supports H-1 Goal of Improving System Navigation.
3	Goal Name	Drug or Violence Prevention
	Goal Description	Program provides hotel vouchers and services to those fleeing an abusive environment through Solano Advocates for Victims of Violence.

4	Goal Name	Youth Services
	Goal Description	<p>Activities being funded to benefit the Youth in Fairfield are a High priority, and \$85,660 in CDBG funds will be invested for this purpose. Funded programs include the Leaven Tutoring program, Fun on the Run recreation van in lower income neighborhoods, the City Youth Fee Assistance Scholarship, and the PAL Career Internship Program.</p> <ul style="list-style-type: none"> • The Leaven Tutoring- Project will support after school tutoring and program activities at four continuing after school centers in apartments in low income areas. • Fun on the Run - Program will pay for operational expenses for one recreational van that provides activities for children ages five to fifteen to Fairfield's low income neighborhoods. • Youth Fee Assistance Scholarship - will offset registration costs by 50-90% to enable youth of low income families to participate in fee based programs and events. Each eligible family can receive up to \$500 in assistance annually. • Police Activities League (PAL) Career Internship Program - Will provide a new career development program that provide paid work experience, on the job training and mentorship to one low income student at the Fairfield PAL Center.
5	Goal Name	Senior Services
	Goal Description	For FY 2018-19 the City is supporting one senior program with \$15,000. Funded is Meals on Wheels, which delivers meals to elderly and disabled residents.

6	Goal Name	Fair Housing
	Goal Description	<p>To ensure the rights of Fairfield residents to live in the housing and location of their choice, the City provides Fair Housing services which are funded with general funds (non-CDBG sources). Fair Housing Advocates of Solano County provides comprehensive fair housing services for the City of Fairfield, including:</p> <ul style="list-style-type: none"> • Intake, counseling and investigation of housing discrimination complaints • Mediations with housing providers on fair housing matters • Referral and support when filing a complaint or lawsuit • Assistance with reasonable accommodation/modification requests for people with disabilities • Education programs for tenants and housing providers • Foreclosure prevention counseling
7	Goal Name	Economic Development
	Goal Description	The City is allocating the balance of \$176,633 in the Economic Development Revolving Loan Fund to provide economic opportunity to lower income Fairfield residents in the Neighborhood Revitalization Strategy Area.
8	Goal Name	Infrastructure Development
	Goal Description	The City is investing the majority of its federal funds in the NRSA area to create and develop infrastructure in low income areas, investing \$494,540 in FY 2018-19. The project is major sewer replacement project in the Neighborhood Revitalization area. This follows the recent Substantial Amendment of the 2017-18 Action Plan which included an investment of \$1,130,000 for the acquisition of land for a park in the lower income Neighborhood Revitalization area.
9	Goal Name	Administration
	Goal Description	The City's Administration of the CDBG program ensures compliance with federal regulations and the development and strengthening of partnerships with all levels of government and the private sector in the Administrative budget. Administration is funded at \$167,550 CDBG. The City will ensure compliance with

Projects

AP-35 Projects – 91.220(d)

Introduction

The following projects comprise the FY 2018-19 Action Plan:

1. City-Homeowner Housing Rehabilitation (\$50,000 CDBG, \$51,041 CDBG Prior Year, and \$13,746 CDBG Housing RLF funds)
2. Mission Solano - Homeless Shelter Gap Funding (\$120,000 Redevelopment funds)
3. Solano Advocates for Victims of Violence (\$25,000 CDBG)
4. The Leaven Tutoring (\$15,000 CDBG)
5. Fun on the Run (\$20,000 CDBG)
6. City Youth Fee Assistance Scholarship (\$25,000 CDBG)
7. PAL Career Internship Program (\$25,660 CDBG)
8. Meals on Wheels (\$15,000 CDBG)
9. Fair Housing Services (\$42,000 Redevelopment funds)
10. City Economic Development Loans (\$176,633 CDBG EcDev RLF)
11. City Sewer Replacement (\$494,540 CDBG)
12. City Administration CDBG Program (\$167,550 CDBG)

Projects

#	Project Name
1	City-Homeowner Housing Rehabilitation
2	Mission Solano - Homeless Shelter Funding
3	Solano Advocates for Victims of Violence
4	The Leaven Tutoring - Youth tutoring & Activities
5	Fun On The Run-Fairfield Community Services Foundation
6	City - Youth Fee Assistance Scholarship
7	PAL Career Internship Program
8	Meals on Wheels
9	Fair Housing Services
10	City - Economic Development Loans
11	City-Sewer Replacement
12	City - 2018-19 CDBG Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved

needs

The Action Plan represents all of the highest priorities identified in the Consolidated Plan, which includes the City's most vulnerable residents who are homeless, elderly, frail elderly, seniors as well as youth from lower income households. The Action Plan also addresses the housing needs of lower income households, especially those in identified lower income census tracts and block groups.

Given that the homeless and special needs populations have a variety of obstacles to accessing housing and community services, the City of Fairfield continues to provide both CDBG and Housing Successor funds for these purposes. This includes homeless activities, housing rehabilitation activities, infrastructure improvements, and public service activities that improve the quality of life for special needs groups.

AP-38 Project Summary
Project Summary Information

1	Project Name	City-Homeowner Housing Rehabilitation
	Target Area	Neighborhood Revitalization Initiative
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$101,041 Housing Rehab RLF: \$13,746
	Description	Project allocates \$50,000 CDBG-EN, \$51,041 Prior Year, and \$13,746 CDBG Housing Revolving Loan Funds to rehabilitate three (3) homes.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Three households
	Location Description	To be determined. Most will likely be located in the Neighborhood Revitalization area.
	Planned Activities	Housing Rehabilitation
2	Project Name	Mission Solano - Homeless Shelter Funding
	Target Area	Neighborhood Revitalization Initiative
	Goals Supported	Homeless
	Needs Addressed	Homelessness
	Funding	Redevelopment Fund: \$120,000
	Description	Bridge funding to local homeless shelter agency and support for RFQ process to find new provider, to prevent shelter from closing its doors.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	50
	Location Description	310 Beck Ave, Fairfield
	Planned Activities	Maintain operations of large local homeless shelter for five months until new provider can be secured, to prevent loss of existing shelter beds.

3	Project Name	Solano Advocates for Victims of Violence
	Target Area	Neighborhood Revitalization Initiative City of Fairfield
	Goals Supported	Drug or Violence Prevention
	Needs Addressed	Drug/Violence Prevention
	Funding	CDBG: \$25,000
	Description	The Solano Advocates program assists survivors of violence in their journey of healing. Funding is to secure hotel vouchers for those fleeing an abusive environment.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	50 persons
	Location Description	Undisclosed location
	Planned Activities	CDBG funding is planned to pay for motel vouchers for families fleeing violence.
4	Project Name	The Leaven Tutoring - Youth tutoring & Activities
	Target Area	Neighborhood Revitalization Initiative
	Goals Supported	Youth Services
	Needs Addressed	Youth Services
	Funding	CDBG: \$15,000
	Description	The Leaven Tutoring program will support after school tutoring and program activities at four continuing after school centers in apartments in low income areas.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	120 children
	Location Description	Four continuing after school centers in apartments in low income areas
	Planned Activities	Tutoring and after school activities

5	Project Name	Fun On The Run-Fairfield Community Services Foundation
	Target Area	Neighborhood Revitalization Initiative
	Goals Supported	Youth Services
	Needs Addressed	Youth Services
	Funding	CDBG: \$20,000
	Description	Program will pay for operational expenses for one recreational van that provides activities for children ages five to fifteen to Fairfield's low income neighborhoods.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	1200 youth
	Location Description	Lower income areas of the City
	Planned Activities	A wide variety of recreational activities for children ages five to fifteen
6	Project Name	City - Youth Fee Assistance Scholarship
	Target Area	Neighborhood Revitalization Initiative City of Fairfield
	Goals Supported	Youth Services
	Needs Addressed	Youth Services
	Funding	CDBG: \$25,000
	Description	The Youth Fee Assistance scholarship will offset registration costs by 50-90% to enable youth of low income families to participate in fee based programs and events. Each eligible family can receive up to \$500 in assistance annually.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	150 youth from lower income families
	Location Description	various locations
	Planned Activities	Variety of classes and activities

7	Project Name	PAL Career Internship Program
	Target Area	Neighborhood Revitalization Initiative
	Goals Supported	Youth Services
	Needs Addressed	Youth Services
	Funding	CDBG: \$25,660
	Description	Career Internship Program will provide a new career development program that provide paid work experience, on the job training and mentorship to one low income student at the Fairfield PAL Center. City of Fairfield Police Activities League
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	six youth
	Location Description	2195 Union Ave., Fairfield
	Planned Activities	Career development program that provide paid work experience, on the job training and mentorship
8	Project Name	Meals on Wheels
	Target Area	Neighborhood Revitalization Initiative City of Fairfield
	Goals Supported	Senior Services
	Needs Addressed	Senior Services
	Funding	CDBG: \$15,000
	Description	Meals on Wheels project provides nutritious hot meals to homebound seniors as well as active seniors at adult recreation center 5-7 days a week through MOW of Solano County.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	400 elderly and disabled persons
	Location Description	Throughout the City

	Planned Activities	Hot meal delivery
9	Project Name	Fair Housing Services
	Target Area	Neighborhood Revitalization Initiative City of Fairfield
	Goals Supported	Fair Housing
	Needs Addressed	Fair Housing
	Funding	Redevelopment Fund: \$42,000
	Description	Fair Housing Services are provided by Fair Housing Advocates of Solano, a division of Fair Housing of Northern California. These services are provided with former Redevelopment funds.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	40
	Location Description	Throughout the City
	Planned Activities	Intake, counseling and investigation of housing discrimination complaints, Mediations with housing providers on fair housing matters, Referral and support when filing a complaint or lawsuit, Assistance with reasonable accommodation/modification requests for people with disabilities, Education programs for tenants and housing providers, and Foreclosure prevention counseling
10	Project Name	City - Economic Development Loans
	Target Area	Neighborhood Revitalization Initiative
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	Economic Development RLF: \$176,633
	Description	Economic development loans for businesses in Neighborhood Revitalization area to provide employment opportunities to lower income Fairfield resident.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	4
	Location Description	Various, unknown at this time
	Planned Activities	Economic development loans
11	Project Name	City-Sewer Replacement
	Target Area	Neighborhood Revitalization Initiative
	Goals Supported	Infrastructure Development
	Needs Addressed	Infrastructure Development
	Funding	CDBG: \$494,540
	Description	Sewer replacement in Neighborhood Revitalization Strategy area will replace existing sanitary sewer pipes in residential areas within City right-of-way on public roadways. Project consist of: replacing 3,680 linear feet of clay pipe sewer lines with PVC (polyvinyl chloride) pipe lines, 7 sewer manholes, 107 sewer laterals, 107 sewer cleanouts and boxes, constructing 2 new sewer manholes and restoring the sewer trench to existing conditions.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	2000
	Location Description	The project area is located within the street segment of Utah St (Maryland Street to Union Avenue), Nevada Street (Maryland Street to Union Avenue), Monroe Street (Oregon Street to Travis Boulevard) and Harrison Street (Oregon Street to Travis Boulevard).
	Planned Activities	Sewer line replacement
12	Project Name	City - 2018-19 CDBG Administration
	Target Area	Neighborhood Revitalization Initiative City of Fairfield
	Goals Supported	Administration
	Needs Addressed	Administration

Funding	CDBG: \$167,550
Description	Administration of the CDBG program.
Target Date	6/30/2019
Estimate the number and type of families that will benefit from the proposed activities	N/A - estimate 1
Location Description	1000 Webster Street, Fairfield
Planned Activities	Administration of the CDBG program

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The Neighborhood Revitalization Strategy Area (NRSA) is the focus for directing assistance in Fairfield. Most of the Youth services, and all of the Infrastructure and Economic Development investments will occur in the NRSA, as will most of the Housing Rehabilitation activities. An estimated total investment of all funds for the area is \$933,000 of the \$1,241,170 total of funds being distributed in the FY 18-19 Action Plan.

Geographic Distribution

Target Area	Percentage of Funds
Neighborhood Revitalization Initiative	55

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Neighborhood Revitalization Initiative is undergoing HUD approval, and has been highly encouraged by the San Francisco HUD office.

Discussion

See above

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

This section specifies goals for the number of households to be provided with affordable housing due to City of Fairfield CDBG expenditures within the 2018/19 program year by household type and type of activity. Per HUD guidelines, this section does not include the provision of emergency shelter, transitional shelter or social services.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	3

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

Over the period of May 2017 to May 2018, HUD has allocated \$9,837,956 to the Fairfield Housing Authority (FHA) for the HCV Program. This included \$8,973,121 for Housing Assistance Payments (“HAP”) and \$864,835 in earned Administrative Fees. The funding from HUD supports monthly rental assistance to eight-hundred and eighty-one (881) households for housing that is affordable, safe, decent and sanitary.

Over the next year, the wait list will open for the Housing Choice Voucher, Project Based Voucher, and local Tenant Based Rental Assistance Programs.

Actions planned during the next year to address the needs to public housing

N/A – No Public Housing in the City of Fairfield

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

N/A – No Public Housing in the City of Fairfield

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Fairfield Housing Authority is not designated as troubled

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Fairfield City Council adopted a comprehensive 4-part Homeless Strategy in 2015 and revised in 2017 to address homelessness. A major component of the strategy is to conduct collaborative outreach to homeless individuals and families and connect them to resources.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Fairfield's Police Department established a full-time Homeless Intervention Team (HIT Team) comprised of two full-time police officers and a social worker who conduct outreach and case management with homeless every day to assess needs and connect homeless to resources. Additionally, the HIT Team now works with the County-wide Coordinated Entry System to better collaborate on available resources and triage based on immediate need. The HIT Team conducts regular regional outreach efforts in partnership with area law enforcement, social services, mental health, healthcare, shelter services, animal care, and crisis intervention teams to contact homeless where they are and connect them to resources. From January to June 2018, the HIT Team has connected hundreds of people who are homeless to housing and resources including mental health and health care services.

Addressing the emergency shelter and transitional housing needs of homeless persons

In FY 2018-19, the City will be providing gap funding to keep the doors open for a large homeless shelter, Mission Solano, using \$120,000 in former Redevelopment funds.

Fairfield Police Department's Homeless Intervention Team works collaboratively with the local homeless shelter to immediately house homeless individuals and families. Additionally, the HIT Team has established regional relationships with alcohol and drug dependency clinics and other service providers for transitional housing needs. Since February 2018, the HIT Team has housed 108 individuals and families at the local emergency shelter.

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.

Fairfield's Homeless Intervention Team and the City Manager's Office have created long-lasting relationships with policy makers on a local, county, state and federal level in order to best access resources and affect policy. City staff from the Police Department, City Manager's Office regularly convene meetings with state and local elected officials to share concerns regarding the effects of chronic homelessness, including seniors and veterans, and seek assistance in accessing funding and resources to better serve the homeless population.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City assists low-income individuals and families avoid homelessness through several city supported programs, including HOME and CalHOME programs, CDBG housing rehabilitation, Housing Authority VASH Vouchers, Permanent Supportive Housing Vouchers, Tenant Based Rental Assistance, and in working in partnership with the county-wide Coordinated Entry System, Resource Connect Solano.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City assists low-income individuals and families avoid homelessness through several city supported programs, including HOME and CalHOME programs, CDBG housing rehabilitation, Housing Authority VASH Vouchers, Permanent Supportive Housing Vouchers, Tenant Based Rental Assistance, and in working in partnership with the county-wide Coordinated Entry System, Resource Connect Solano.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Fairfield continuously reviews on an ongoing basis its policies, Zoning Ordinance and development regulations to reduce barriers to affordable housing. During the past five years, the City adopted a new California-certified Housing Element, a major Specific Plan for development in northeastern Fairfield (Train Station Specific Plan), and a Specific Plan to encourage new development and redevelopment in Downtown Fairfield and the West Texas Street corridor (Heart of Fairfield Plan). The City also amended its Zoning Ordinance to facilitate construction of accessory dwelling units assisted living (senior) housing, encourage development in Downtown Fairfield, and comply with State building code and energy code mandates.

Actions it planned 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

In Fiscal Year 2018/2019, key actions planned will include:

- Amendment of the Heart of Zoning Ordinance to further facilitate housing development in Downtown Fairfield through flexible zoning requirements related to building design, parking, building height, and mixed use development.
- Amendment of the Heart of Fairfield Zoning Ordinance to permit flexibility in housing development densities downtown.
- Active marketing of the multiple Agency-controlled properties in Downtown and on North Texas Street to development teams interested in providing both market rate and affordable housing.
- Implement Zoning Ordinance amendments to comply with the California Housing Accountability Act pertaining to project completeness and conformance with General Plan and Zoning Ordinance requirements.
- Continued review and amendment of the Zoning Ordinance to reduce barriers to the construction of accessory dwelling units, including clarification of fee reductions and development standards and requirements.
- Continuation of a full review of downtown infrastructure to clarify opportunities for fee reductions and to identify needed public investment in said infrastructure needed to support housing development downtown.
- Initiation of a comprehensive study of the North Texas Street corridor, including the identification of sites for redevelopment of underutilized commercial properties with new

housing.

Completion of development review for project areas in northeastern Fairfield, opening up opportunities for new development in the Train Station Specific Plan Area.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Fairfield uses many strategies to address the affordable housing, enforcement of building codes, homeless, and community development needs identified in the Consolidated Plan. This section provides an overview of the City's ongoing activities and planned future actions to address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure and enhance coordination between housing providers and social service agencies.

Actions planned to address obstacles to meeting underserved needs

A shortage of funding for affordable housing, homeless services, and community development activities is the primary obstacle to meeting underserved needs in Fairfield. The City of Fairfield actively pursues federal, state, local, and private funding sources to address underserved needs, and will continue to explore new and existing funding sources during the planning period and in subsequent years.

Actions planned to foster and maintain affordable housing

The City of Fairfield has several policies already in place and additional planned actions to foster and maintain affordable housing during the 2017/18 program year as well as in subsequent years. Ongoing and planned future actions to support the development and preservation of affordable housing are detailed in the City's 2015 Housing Element and through the 2017-2021 Consolidated Plan. These actions include, but are not limited to:

- Reduce the impact of development fees on affordable housing
- Provide fee deferrals
- Providing Section 8 Housing Choice vouchers to low-income households through the Housing Authority
- Efforts to ensure that City zoning regulations and other policies support the development of affordable and special needs housing
- Monitoring properties with affordability restrictions to determine when restrictions are set to expire and working with property owners to maintain affordability
- Encourage development of second dwelling units as another source of affordable housing,

- especially for senior citizens and individuals
- Provide fee credits for affordable housing developers
- Provide first-time homebuyer down payment assistance

Actions planned to reduce lead-based paint hazards

The City has developed a Lead Based Paint Implementation Plan (LBP Plan) that describes the actions to be taken, and the responsibility, for compliance with lead-based paint abatement regulations (24 CFR 35 and Title X of the Housing and Community Development Act of 1992) under each of its existing affordable housing programs. In particular, any homes constructed prior to 1978 that are assisted through the City's Homeowner Housing Rehabilitation Program will be in compliance with lead-based paint abatement requirements.

Actions planned to reduce the number of poverty-level families

Fairfield's ongoing economic development efforts help to stimulate economic expansion and job growth, potentially providing employment opportunities that will serve as a means for local lower income households to earn incomes sufficient to overcome poverty.

The Annual Action Plan allocates funding for Community Action North Bay which provides shelter and services to families in crisis. Services provided are affordable permanent housing with supportive services such as intensive case management, supplemental food, transportation, life skills, employment access, job training and shared housing. The City of Fairfield also has other agencies that provide services such as counseling, assistance with finding employment and other services to help families to exit from homelessness.

On an ongoing basis, the City of Fairfield addresses poverty more broadly through City programs and in cooperation with other governmental agencies and local service organizations. The City's affordable housing policies discussed in the Consolidated Plan and in the City's 2015 Housing Element, assist in providing affordable housing to lower-income households. For many households with poverty-level incomes, affordable housing is a necessary first step in overcoming poverty because households experiencing high housing cost burden, overcrowding or other unstable living environments are often

unable to take steps to overcome poverty without first securing suitable affordable housing.

Actions planned to develop institutional structure

The City of Fairfield engages in ongoing internal coordination and coordination with other agencies to address affordable housing, homelessness, and community development needs in the City, and will continue this coordination during the 2018/19 program year and in subsequent years. Key agencies in the institutional structure include the City of Fairfield, the Fairfield Housing Authority, Successor Housing Agency, Solano County Health and Human Services Department, affordable housing providers, homeless service providers, agencies that offer housing and supportive services to formerly homeless individuals and families and those at risk of homelessness and other health and social service agencies.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Fairfield continues to participate in the Solano County Continuum of Care, which serves a critical role in coordinating services between public agencies, affordable housing providers, and social service agencies. Representatives from the City of Fairfield and Fairfield Housing Authority plan to continue to serve on the Continuum of Care Governing Board to further these efforts.

In addition, on an ongoing basis the City of Fairfield works with affordable housing developers to construct and manage affordable housing in the City and with County agencies and non-profit service providers to provide social services to residents. The City will continue to support these entities to achieve affordable housing, homeless services, and community development goals during the program year and in subsequent years.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	30,177
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	30,177

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	98.00%

Monitoring of Subrecipients: The City of Fairfield works diligently to oversee all CDBG-funded activities to ensure their compliance with federal regulations and timeliness in accomplishing goals and drawing down funds. All activities are on schedule and grant disbursements are made in a timely manner, with all expenditures matching the letter of credit disbursements.

The City follows its Subrecipient Monitoring Plan, which includes:

- Risk Management
- Risk Level Criteria
- Levels of Monitoring
- Administrative Process for Monitoring, and
- Monitoring Checklist

The City conducts a desk monitoring of all subrecipients on a quarterly basis. Quarterly reports are thoroughly reviewed to compare contract goals to achievements, racial and ethnic distribution of persons served, income level of persons served, and issues reported with program delivery. Requests for Reimbursements and backup are carefully reviewed to ensure compliance with OMB circulars and other HUD regulations prior to payment being released. All projects and programs are required to submit an independent financial audit annually.

Additionally, staff conduct on-site visits to inspect, interview staff, and review project files using the City's monitoring form. Monitoring contact letters, the completed joint monitoring forms, final monitoring results, and any follow-up communication about the monitoring is kept in the Admin and project files. Monitoring visits are reporting in the annual Consolidated Annual Performance Evaluation Report (CAPER).

