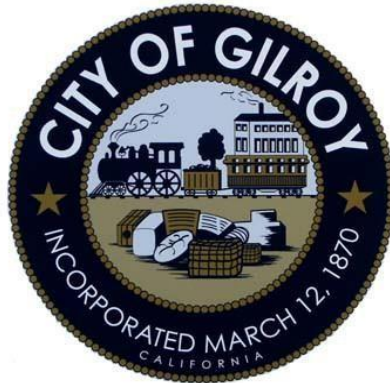


# Gilroy

## Consolidated Annual Performance and Evaluation Report (CAPER)

For the Fourth Year of the Five Year Consolidated Plan  
Fiscal Year 2018-2019  
Program Year 2018  
*(July 1, 2018 – June 30, 2019)*



Housing and Community Development Division  
7351 Rosanna Street Gilroy, CA 95020

## **CR-05 - Goals and Outcomes**

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

### **91.520(a)**

In May 2015, the City of Gilroy submitted a Five-Year Consolidated Plan and Year One Action Plan (Action Plan) to the federal Department of Housing and Urban Development (HUD). The Action Plan detailed the goals and objectives for the Community Development Block Grant (CDBG) awarded by HUD. The Action Plan also includes programs funded using local Housing Trust Fund (HTF) dollars in support of the actions included in the document.

At the conclusion of the program year, and no later than September 30, the City of Gilroy must submit a Consolidated Annual Performance and Evaluation Report (CAPER). The intent of the CAPER is to summarize the City's progress in achieving the goals stated in the Fiscal Year 2018-2019 (Program Year 2018 Action Plan). It includes an assessment of the one-year goals and objectives, summarizes accomplishments, breaks down the amount of funds spent on programs in support of said goals, and, if applicable, highlights why progress was not made.

During Program Year 18/19, the City expended a total of \$299,462 in CDBG funds and \$166,180 in Housing Trust dollars (not including administering the HTF). The City utilized nearly all of its CDBG public service dollars which were awarded to sub-recipients for the following programs:

- Gilroy Compassion Center
- Gilroy Youth Center
- Aquatics Program
- Live Oak Adult Day Care.

The City also utilized \$120,000 to continue operating the City's housing rehabilitation program - Rebuilding Home Repair, Rehabilitation and Accessibility Modification Program. The Program aims to address health/safety issues, code corrections and accessibility issues; with preference given to eligible households in the Neighborhood Revitalization Service Area (NRSA). As shown below, 28 households were able to take advantage of this financial incentive. Lastly, the City continued to operate its code enforcement program in the NRSA area, which aims to curb deterioration occurring in specific neighborhoods.

A summary of notable accomplishments achieved during the 2018 Program Year can be found in the following tables.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Capital improvements in the NRSA	Non-Housing Community Development	CDBG: \$167,640	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	5960	596.00%	1	0	0.00%
Code Enforcement services	Code Enforcement	CDBG: \$7,088	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	100	187	187.00%			
Emergency rental assistance	Homeless	Housing Trust Fund: \$34,465	Homelessness Prevention	Persons Assisted	1500	325	21.67%	480	325	67.71%
Homebuyer education	Affordable Housing	CDBG: \$ / Housing Trust Fund: \$	Other	Other	400	0	0.00%			
Homeless job training	Homeless	CDBG: \$ / Housing Trust Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	15	30.00%			

Housing rehabilitation	Non-Housing Community Development	CDBG: \$ / Housing Trust Fund: \$	Rental units constructed	Household Housing Unit	10	0	0.00%			
Housing rehabilitation	Non-Housing Community Development	CDBG: \$120,000	Homeowner Housing Rehabilitated	Household Housing Unit	40	50	125.00%	20	28	140.00%
Promote fair housing choice	Fair Housing	Housing Trust Fund: \$21,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	117	58.50%	38	38	100.00%
Services to the homeless	Homeless	CDBG: \$16,200	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	2110	140.67%	500	511	102.20%
Small business development	Non-Housing Community Development	CDBG: \$ / Housing Trust Fund: \$	Businesses assisted	Businesses Assisted	0	0		3	0	0.00%
Support basic need services	Homeless Non-Homeless Special Needs	CDBG: \$12,700 / Housing Trust Fund: \$44,500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	255	127.50%	69	74	107.25%
Support for affordable housing development	Affordable Housing	CDBG: \$19855	Rental units rehabilitated	Household Housing Unit	0	0		1	0	0.00%

Support for affordable housing development	Affordable Housing	CDBG: \$19855	Other	Other	400	25	6.25%			
Support for supportive services	Homeless Non-Homeless Special Needs	Housing Trust Fund: \$21,070	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	600	308	51.33%	135	81	60.00%
Support youth services	Youth	CDBG: \$40,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	822	82.20%	220	185	84.09%
Tenant-landlord mediation	Housing Services	CDBG: \$ / Housing Trust Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	1049	69.93%			
Tenant-landlord mediation	Housing Services	Housing Trust Fund: \$26,000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		237	223	94.09%
Workforce development	Non-Housing Community Development	CDBG: \$35,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	124	62.00%			

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

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of Gilroy combines its annual Community Development Block Grant (CDBG) entitlement grant with local Housing Trust Fund (HTF) dollars to maximize its ability to address high priority housing and social service needs within the community. These needs were identified through a public engagement process that was designed to identify both public service and community development needs within the city. These needs were then prioritized and included as high priority activities in the Five-Year Consolidated Plan and subsequent Annual Action Plans. The city will continue to monitor the ongoing priorities within the city during the timeframe of the Five-Year Consolidated Plan and modify if necessary.

In Program Year 18/19, the City was very pleased to expend virtually all of their public service dollars (for both CDBG and HTF) and their housing rehabilitation dollars. These dollars provide a direct benefit to the persons they serve - and these figures have been presented in the above table. The City was able to focus these monies on priority areas that included: homeless services, youth service, basic needs service, housing and more.

Unfortunately, the City was not able to meet its goals this year for capital improvement projects and economic development. Staff has undergone significant changes and some of these projects fell short due to these capacity issues. The City is still discussing rehabbing the Cherry Blossom Apartment complex, but has also been approached to possibly sell the complex - so these dollars were put on hold. Additionally, staff intends on identifying a capital improvement / facility project in the NRSA that will take the majority of the remaining dollars.

***CR-10 - Racial and Ethnic composition of families assisted***

**Describe the families assisted (including the racial and ethnic status of families assisted).**

**91.520(a)**

	<b>CDBG</b>
White	213
Black or African American	26
Asian	11
American Indian or American Native	95
Native Hawaiian or Other Pacific Islander	10
<b>Total</b>	<b>355</b>
Hispanic	258
Not Hispanic	97

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

**Narrative**

Race and ethnicity data is collected from all recipients of CDBG and HTF funded services and housing programs. The numbers above represent the demographic breakdown of those served through CDBG.

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	511,994	299,462
Housing Trust Fund	public - local	168,000	166,180

**Table 3 - Resources Made Available**

### Narrative

The "resources made available" is based on Program Year 18/19 CDBG entitlement grant dollars received from HUD plus program income generated in the fiscal year (which was a little less than originally anticipated). Program Income is generated primarily from loan repayments and rents from a city owned apartment complex that was rehabilitated utilizing CDBG funds. In addition, the City generates funds from the repayment of housing loans and deposits those funds into the Housing Trust Fund. The City then makes a portion of those funds available for housing related public services.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CITY OF GILROY NEIGHBORHOOD REVITALIZATION STRATEGY	40	40	Housing rehab program and code enforcement program

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

In Program Year 18/19, the City provided funding within the Neighborhood Revitalization Strategy (NRSA) that focuses on areas that have high poverty and in need of improved public facilities. The City continued its housing rehabilitation program which focuses on households located within the NRSA that are in need of modifications and repairs. Additionally, the City implements its code enforcement program that aims to arrest the decline in deteriorating neighborhoods within the NRSA.

### Leveraging

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

The funds provided through the City's CDBG funds represent only a portion of an agency's cost to run the programs. Awarded funds may be utilized as a match for the agency to acquire other funding. Housing Trust funds are an example of funding that leverages the CDBG funds.

## CR-20 - Affordable Housing 91.520(b)

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

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

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	21	28
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>21</b>	<b>28</b>

Table 6 – Number of Households Supported

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

As depicted in the table above, the City met its affordable housing goals for the year by exceeding its projected assistance number. Overall, the City's housing rehab program assisted 28 households. These units were provided financial assistance to make needed repairs and modifications to their home to ensure safety and accessibility, and maintain affordability.

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

In addition to the housing rehab program that was cited above and will continue to be implemented, the City had also proposed to make repairs to a low income rental housing complex, Cherry Blossom Apartments. Unfortunately, that project has not come to fruition as of yet, but the City is committed to seeing it completed, thus that will be a part of the coming program's year action plan. In addition, the City is always looking for and is open to partnerships that encourage the creation or preservation of affordable housing units.



**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	19	0
Low-income	9	0
Moderate-income	0	0
<b>Total</b>	<b>28</b>	<b>0</b>

Table 7 – Number of Households Served

**Narrative Information**

In addition to the figures reported in the tables above that reflect CDBG dollars spent, the City also utilizes Housing Trust Fund dollars to promote affordable housing. Affordable housing units for homeless households were made available through St. Joseph’s Family Center’s Gilroy Place and Our New Place (ONP) programs. The HUD funded program serves chronically homeless individuals with a disabling condition. Utilizing the “Housing First” approach to addressing homelessness, the program provides permanent housing, intensive case management, employment support services and counseling services to help stabilize the individuals served. ONP is a partnership between St. Joseph’s and Community Solutions and assists families in situations of domestic violence that are coming from a temporary shelter. The program provides intensive case management, employment services and counseling services to help stabilize the families and move them toward better health, self-sufficiency and overall well-being.

Affordable housing units for non-homeless households were made available through the Health Trust’s Housing Opportunity for People with AIDS (HOPWA) program. The program supports low-income Gilroy residents living with HIV/AIDS and provides permanent supportive housing to participants and their families. Program activities include rent subsidies and case management supportive services to help clients secure and maintain housing. Supportive services include assistance with housing search, advocacy, housing placement, developing activities of daily living, unit maintenance, resources, referrals, medical case management and nurse case management. During the program year, 4 individuals from Gilroy received case management totaling approximately \$74,215. Additionally, other financial support was provided to Gilroy clients through HOPWA for food (\$1,912) and transportation (\$129).

Lastly, the Housing Authority of Santa Clara County also administers a Section 8 housing voucher program. For PY 18/19, 907 Gilroy households utilized Section 8 vouchers while 91 remained on the wait list. While some households are fortunate to have a Section 8 voucher, they are still unable to locate housing due to landlord preferences to approve a renter without a Section 8 voucher.

## ***CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)***

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through (SEE SECTIONS BELOW):**

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

Every two years, during the last ten days of January, communities across the United States conduct comprehensive counts of the local population experiencing homelessness. These biennial Point in Time (PIT) Counts estimate the prevalence of homelessness in each community and collect information on individuals and families residing in temporary shelters and places not meant for human habitation, and ultimately help the federal government better understand the nature and extent of homelessness. Homelessness continues to represent the number one social issue facing the City of Gilroy. In 2019, the PIT estimated 704 individuals were homeless in Gilroy, which is actually a slight decrease from 2017, when the count was 722. This is the first count in the last three where a decrease has actually occurred, so the City is encouraged by these results.

The Gilroy Compassion Center is the only agency in Gilroy that exclusively serves homeless individuals. Through the Day Center program, they provide intake services to all the clients they serve to assess their needs and provide the appropriate resources and referrals. They also provide basic need services such as food, clothing and personal care items. As a result, through support from both CDBG and HTF funding, they served 511 unduplicated individuals.

La Isla Pacifica for Battered Women and Their Children also assists homeless households, though not exclusively. Emergency shelter services were provided to 15 individuals along with case management services.

On a countywide basis, two formally homeless persons are on the Continuum of Care Board. Homeless outreach primarily occurs in the City of San Jose, although outreach efforts to the rest of the County are expected to increase. One such example is the provision of outreach services during the cold weather season that runs from the end of November to the end of March. Gilroy will continue to explore its funding strategy and collaborate with other South County cities to ensure that limited federal and local resources are targeted to pressing community needs such as homelessness.

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

There currently does not exist an emergency shelter in Gilroy nor are there any plans to construct one in the near or long term. Instead, the City continues to explore an expansion of affordable housing options and, where possible, identify potential opportunities to provide permanent supportive housing to homeless individuals. One example is the Sobrato Transitional Apartments. This apartment complex provided 45 transitional units and 15 units of permanent supportive housing. Consistent with the "Housing First" approach to addressing homeless, the city recently approved a request by the property owner to convert the 45 transitional units into permanent supportive housing. This will result in a total of 60 units (minus one on-site manager unit) of permanent supportive housing. Also, the city currently owns a 7-unit apartment complex. Through a partnership with the County of Santa Clara it has set-aside two of these units for permanent supportive housing. As the other units are vacated, the City will make those units available to homeless individuals and provide them with the supportive services necessary for them to regain stability.

On a countywide basis, New Directions provides intensive case management to frequent users of the emergency departments at four area hospitals, many of whom are chronically homeless individuals. Santa Clara Valley Medical Center, O'Connor Hospital, Regional Medical Center and Saint Louise Regional Hospital, in the City of Gilroy, are served by this project. Health Care for the Homeless provides medical care to homeless people through its clinics and mobile medical van at homeless encampments.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Through its HTF funding, the City provided support to Saint Joseph's Family Center's Homeless Prevention program. This program is designed to prevent homelessness through emergency rental assistance and deposits. In Program Year 18/19 the program served 325 unduplicated individuals. The City does not currently fund any program to prevent homelessness by individuals or families being discharged from publicly funded institutions and systems of care. The biggest barrier to funding such a program is the limited availability of funds and the need to address the most pressing needs of the community. Should resources increase, the City will evaluate if opportunities exist to partner with other public agencies or local nonprofits to fund such a program.

Additionally, the City works with St. Joseph's Family center to provide permanent housing to homeless and victims of domestic violence through the Gilroy Place project and the Our New Place Project. Gilroy Place is designed to serve chronically homeless individuals with a disabling condition. This "housing first" model provides permanent housing, intensive case management, employment support and counseling services to help stabilize the lives of those who have been living on the streets for years – but now have a solid base in which to improve their self-sufficiency and overall well-being. During the year the project offered 12 units of housing to 12 individuals. Our New Place Project helps identify housing for families who are experiencing domestic violence and coming from a temporary shelter. This "housing first" model provides permanent housing, intensive case management, employment support and counseling services to help stabilize the lives of those who have been victims of domestic violence and move them towards better health, self-sufficiency and overall well-being. During the program year Our New Place Project provided 11 housing units to 42 individuals.

On a countywide basis, particularly for chronically homeless, it is preferred that individuals receive intensive case management rather than simple information and referral services. Case managers work to assist homeless individuals find housing, connect with resources, and receive services to maintain housing. The provision of case management is person-based rather than shelter-based with the goal of rapid rehousing. Within the five-year goals of the Community Plan to End Homelessness, the target is to create 6,000 housing opportunities for persons who are homeless. An additional goal is for each of the 6,000 new tenants to have access to the services that will allow them to maintain that housing.

**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 does not currently fund the services described above and will evaluate the benefits of such programs should resources increase. Recently, the City worked closely with the property owners of the Sobrato Transitional Apartments to convert those units into permanent housing for families or individuals.

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

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

No public housing units exist in the City of Gilroy nor are there any plans to build such housing in the future.

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

As noted above, no public housing units exist in the City of Gilroy.

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

There are no troubled PHA's in the City of Gilroy.

### ***CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)***

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

As required by the State of California, the city is required to complete a Housing Element. The Housing Element outlines the city's goals, policies, and implementation for the preservation, conservation, improvement and production of the housing for the 2015-2023 planning period. The Housing Element identifies the specific actions the city will take to address existing and future housing needs. Some examples of actions taken include:

1. The City approved Density Bonus' for two affordable unit infill projects totaling over 300 units. In addition, a residential infill project was approved for over 200 townhomes.
2. The City facilitated one public hearing in compliance with the Tax Equity and Fiscal Responsibility Act as a requirement for the developer to apply for tax credit and bond financing for an affordable housing development.
3. The City established a cooperative agreement with the County of Santa Clara to allow the issuance of Mortgage Certificate Credit (MCC) within the boundaries of the city. MCCs provide financial assistance by giving federal income tax credits to first-time buyers of single-family homes, townhouses, and condominiums.
4. The City provides oversight of rent and resale restrictions on affordable rental units and Below Market Rate homes.

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

The City continues to focus its limited resources on meeting underserved needs in the community. All services funded meet such needs and accomplishments of each are noted in previous sections of this CAPER. The city will continue to research potential opportunities for additional sources of funding to address the needs it is unable to address with the funds available. When funds become available, the City will research the potential uses of those funds and make a determination as to whether or not it can be used to address underserved needs.

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

In PY 17/18, the City began funding the “Rebuilding Home Repair, Rehabilitation and Accessibility Modification Program” a minor repair program administered by Rebuilding Together, Silicon Valley. The funds are provided as grants to low income homeowners who are in need of health and safety repairs. Rebuilding Together’s staff provided all beneficiaries with the “lead-safe certified guide to renovate right” pamphlet and followed HUD lead requirements.

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

The City expects that the community services funded both through the CDBG and HTF programs will reduce the number of poverty-level families. There does not exist quantifiable data to illustrate this beneficial impact. Instead the City believes the availability of services will positively impact the quality of life for the individuals served.

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

City staff and staff from the other CDBG entitlement cities in Santa Clara County, the County of Santa Clara Office of Supportive Housing, and the Housing Authority of Santa Clara County participate in quarterly CDBG/Housing Regional Coordinators meetings. These meetings discuss data resources and strive to coordinate requests for information to both public and private countywide agencies.

Additionally, HUD staff meets with this group to clarify issues and assist in providing ongoing programmatic technical information. The email listserv for this group enables members to share information and to provide technical assistance to one another. The ongoing CDBG/Housing Regional Coordinator's meetings promote and create an environment of cooperation and understanding of differing needs, concerns, and issues among the group. This expansion of knowledge of regional issues and sharing of information benefits each of the individual jurisdictions represented in the group.

Also, City staff participates in the South County Collaborative that consists of providers of services to low income and special needs residents of Gilroy, San Martin and Morgan Hill. The Collaborative is a nonprofit organization and is able to apply for funding benefitting the communities it serves. Collaborative members share information through an active listserv and receive notices of public comment periods on the annual Action Plans and CAPERs.

Finally, the City's Police Department hosts a monthly meeting that includes representatives from the County of Santa Clara Office of Supportive Services, staff from various nonprofit agencies, health workers, the Santa Clara Valley Water District, faith-based organizations, as well as individual volunteers. The focus is on identifying resources and on sharing specific information on homeless individuals that have been identified by the police and outreach workers as being ready to get off the streets or who are in particularly dire need. The sharing of information and resources also has as a goal of conserving resources such as police time spent in re-arresting the same homeless person multiple times.

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

As noted above, the City actively participates in various groups and a collaborative designed to share information, bring awareness to the needs and services of the community and organized to design solutions to the many needs in the community. The City will continue to participate in such efforts with the goal of bringing forth additional resources to City residents.

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

Santa Clara County and participating cities (including Gilroy) have recently issued a Request for Proposal for an Assessment of Fair Housing (AFH) which meets both federal and state fair housing analysis requirements. The AFH will be completed in the next program year and will be included in the upcoming Consolidated Plan 2020-2025.

***CR-40 - Monitoring 91.220 and 91.230***

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

City staff conducts a desktop review of all subrecipients and on-site monitoring of all newly funded agencies, as well as any agencies receiving \$15,000 or more in CDBG or HTF grant funds, or any grantees that show signs of concern. Desktop reviews that indicate substandard performance are followed up with phone contact, email communication and, if needed, and on-site review. These steps ensure long-term compliance with requirements of the programs involved.

For any subrecipients that do not otherwise require on site monitoring, City staff provides specific technical assistance regarding benchmarks, reporting, and record keeping, prior to signing agreements. Staff also monitors multifamily properties rehabilitated through past CDBG loans annually in accordance with the terms of the loan agreements.

In PY 18/19, the following monitoring visits were conducted by City staff:

CDBG FUNDED PROGRAMS

- Rebuilding Home Repair, Rehabilitation and Accessibility Modification Program: December 3, 2018 and December 12, 2018 (property inspections)
- Youth Center Program: November 29, 2018 and November 27, 2018 (site visit)
- Gilroy Compassion Center: January 11, 2019 and January 25, 2019

HTF FUNDED PROGRAMS

- Gilroy Compassion Center: January 11, 2019 and January 25, 2019
- Gilroy Street Team: November 15, 2018
- Homeless Prevention & Safety Net Services Program: November 15, 2018
- Landlord-Tenant Counseling Program: April 23, 2019 and April 25, 2019
- Fair Housing Program: April 23, 2019 and April 25, 2019
- Housing and Emergency Services for Persons with Disabilities: April 27, 2018 and June 21, 2018

The monitorings were conducted in order to determine whether each agency implemented and administered their program activities in accordance with City and Federal requirements as laid out in

each sub-recipient agreement. In most cases, staff conducted a programmatic review of the program as a whole and then a separate review of financial information related to each program. These monitorings provide sub-recipients with an evaluation of how they are administering their programs, and a time to offer additional training should it be needed.

Overall, each monitoring went well, with items of concerns being noted and corrected by each organization. A detailed report from each monitoring visit is maintained in each agency's project file at the City.

### ***Citizen Participation Plan 91.105(d); 91.115(d)***

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The draft CAPER was advertised in the local paper and on the local cable channel on September 13, 2019. Public comments were received until September 27, 2019.

Bilingual announcements in Spanish and English were posted at City Hall and at the Gilroy Public Library. The draft CAPER was made available on the City website, at the Community Development Department at City Hall and at the Gilroy Public Library.

Notices of availability were emailed to the following group lists:

- South County Collaborative
- Homeless Outreach Task Force
- Gilroy Community and Neighborhood Revitalization Committee
- Gilroy Housing Advisory Committee,

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

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City will continue to evaluate the services funded to ensure they are meeting the most pressing community needs. The City will also continue its collaboration efforts with other South County cities to see where programs can augment each other's cities. Should conditions in the community change, the City will make adjustments to its priorities and proceed accordingly.

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

No