

# City of Gilroy Consolidated Annual Performance and Evaluation Report (CAPER)

For the First Year of the Five-Year Consolidated Plan  
Fiscal Year 2020-2021  
Program Year 2020  
(*July 1, 2020 – June 30, 2021*)



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

(408) 846-0290

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

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

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

In June 2020, the City of Gilroy submitted a new Five-Year 2020-2025 Consolidated Plan and Year One Fiscal Year 2020-2021 Annual Action Plan (AAP) 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 – although these are not reported in this document or in IDIS.

At the conclusion of the program year, and no later than 90 days after the program year ends (September 28), 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 2020-2021 Action Plan (Program Year 2020 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 2020, the City expended a total of \$537,980 in CDBG funds. The City utilized CDBG funds for public services to the following subrecipients/programs:

- Gilroy Compassion Center/Day Center for the Homeless
- City of Gilroy Recreation Department/Gilroy Youth Center
- Live Oak Adult Day Services/Adult Day Care Gilroy

Public service dollars are always highly sought after and the City went through a rigorous application process to review and rank eligible applicants that responded to the City's request for proposals. The organizations were able to expend almost all of their funds with this year, with two of three expending all grant funds allocated to them. The third organization fell a little short, but still very adequate while dealing with the ongoing COVID-19 pandemic.

The City also utilized \$131,235.55 to continue operating the City's housing rehabilitation program - Rebuilding Home Repair, Rehabilitation and Accessibility Modification Program, administered by Rebuilding Together Silicon Valley. 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, 17 households were able to take advantage of this financial incentive. Additionally, the City continued to operate its code enforcement program in the City's target area, which aims to curb deterioration occurring in specific neighborhoods.

Lastly, the City utilized over \$100,000 to implement a safety enhancement improvement project that installed new sidewalk and ADA ramps in a low-income block group aimed at creating safe paths of travel for these households and persons. That project was completed on time and under budget.

A summary of notable accomplishments achieved during the 2020 Program Year can be found below. Please note the accomplishment data for the current program year only reflects CDBG funded projects as the HTF is a local funding source.

**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
Fair Housing Support	Affordable Housing	Housing Trust Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2195	0	0.00%	136	0	0.00%

Install safety and enhanced public improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	57610	57610	100.00%	57610	57610	100.00%
Neighborhood Revitalization	Code Enforcement	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	300	40	13.33%	75	16	21.33%
Planning and Administration	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%
Preserve affordable housing	Affordable Housing	CDBG: \$	Rental units constructed	Household Housing Unit	1	0	0.00%			
Preserve affordable housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	10	0	0.00%			
Preserve affordable housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	100	17	17.00%	22	17	77.27%
Support small business expansion	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	5	0	0.00%			

Supportive services for homeless populations	Non-Housing Community Development	CDBG: \$ / Housing Trust Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	473	47.30%	400	473	118.25%
Supportive services for homeless populations	Non-Housing Community Development	CDBG: \$ / Housing Trust Fund: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	50	0	0.00%	10	0	0.00%
Supportive services for homeless populations	Non-Housing Community Development	CDBG: \$ / Housing Trust Fund: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Supportive services for homeless populations	Non-Housing Community Development	CDBG: \$ / Housing Trust Fund: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Supportive services for special needs populations	Non-Homeless Special Needs	CDBG: \$ / Housing Trust Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	82	16.40%	95	82	86.32%
Workforce development	Non-Housing Community Development	Housing Trust Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	0	0.00%	5	0	0.00%

**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 homeless related 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 20/21, the City was very pleased to expend a majority of its total allocation on projects and programs that focus on preserving affordable housing (rehabilitation program), supportive services for homeless services, supportive services for special needs services, and neighborhood revitalization and public improvements for pedestrian safety. These goals were prioritized in the Action Plan, and the beneficiaries are reported in the table above.

Unfortunately, the COVID-19 pandemic was still very much prevalent in 20/21 and city staff did its best to continue functioning to its highest capacity while adhering to shelter in place orders that have been in place in the County. Staff worked with its subrecipients to make certain accommodations to best utilize these funds, given the dire situation. Of the activities that were not able to expend all their funds and meet their goals for the year, the primary reason for the shortfall was COVID-19.

The City received CARES CDBG funds, CDBG CV-1 and CDBG-CV2/3 funds, and went through the amendment process to get these funds programmed and identified as funds aimed at preventing, responding to or preparing for the coronavirus. Two activities began in the 20/21 program year with CV funds: Rental Assistance/Subsistence Payment Program for homeless prevention and Small Business Relief/Grant Program. Both programs were very well received and expended all of their funds – however the business assistance program was not reported on during the program year. The rental assistance program successfully expended \$150,000 to benefit low income households impacted by COVID-19, who were unable to pay their rent. According to the PR-26 for CV funds, this equates to approximately 21.5% of CV funds being expended; 231 persons were assisted with these funds aimed at preventing homelessness. The City intends to expend the remaining CV dollars

over the upcoming program year.

## 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)

	CDBG
White	591
Black or African American	27
Asian	11
American Indian or American Native	84
Native Hawaiian or Other Pacific Islander	5
<b>Total</b>	<b>718</b>
Hispanic	536
Not Hispanic	182

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

### Narrative

Race and ethnicity data is collected from all subrecipients who receive CDBG funding and provide a direct service to low/moderate income persons. The numbers above represent the demographic breakdown of those served through CDBG and CDBG-CV. These activities are comprised of the following:

- Gilroy Youth Center
- Day Center for the Homeless
- Live Oak Adult Care-Gilroy
- Rental Assistance (CV funds)

It should also be noted, that the HUD chart above does not reflect multiple race choices that are reported in IDIS under each activity. According to the City's data, a total of 555 persons and 348 reporting Hispanic ethnicity were assisted with CDBG funds. Additionally, a total of 231 persons and 212 reporting Hispanic ethnicity were assistance with CDBG-CV funds.



## 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	495,228	537,980
Housing Trust Fund	public - local		

Table 3 - Resources Made Available

### Narrative

The "resources made available" is based on Program Year 2020 CDBG entitlement grant dollars received from HUD and program income generated in the fiscal year. Program Income is generated primarily from loan repayments and rents from a city owned apartment complex that was rehabilitated utilizing CDBG funds. Expenditures exceeded the resources available as projects from the previous program year were completed and funds expended. Overall, the City is very pleased with its expenditure rate and pleased with meeting its timeliness test this year.

In addition, the City generates funds from the repayment of HTF funded housing loans and deposits those funds into the local Housing Trust Fund.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Target Area	64	27	
Citywide	36	73	Citywide

Table 4 – Identify the geographic distribution and location of investments

### Narrative

In Program Year 2020, the City provided funding within their locally defined Neighborhood Revitalization Strategy (NRSA) that focuses on areas that have high poverty and in need of improved public facilities. The NRSA designation by HUD expired at the end of the most recent Consolidated Plan cycle and has not been renewed with HUD. Even though it does not meet the regulatory requirements for an NRSA to HUD, the City has still chosen to focus on this area at the local level due to the high levels of poverty and neighborhood deterioration that exist. The City continued its Rebuilding Home Repair, Rehabilitation and Accessibility Modification program which focuses on households located within the NRSA that are in need of modifications and repairs (although they are not required to be in the target area). Additionally, the City implemented its code enforcement program that aimed 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 funding provided through the City's Community Development Block Grant represents only a portion of the agencies' costs to run their programs. Awarded funds may be utilized as a match for the agency to acquire other funding. Local Housing Trust funds are an example of funding that leverages the CDBG funds.

Additionally, no publicly owned land or property was used to address the needs identified in the Plan.

## 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	22	17
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>22</b>	<b>17</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	22	17
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>22</b>	<b>17</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 fell a little short of its affordable housing goals for the year. Overall, the City's housing rehabilitation/home repair program assisted 17 households. Considering the COVID-19 impacts, the City is pleased with this total and believes it still accomplished the outcome of providing safe and decent housing. These units were provided rehabilitation/home repair 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.**

The City developed a working partnership with Rebuilding Together for implementing these housing rehabilitation/home repair funds and the City intends to continue to provide this valuable service to the community. Due to the limited CDBG funds available and general cost of development in the City, it is unlikely the City will have the ability to accomplish any large scale affordable housing projects in the future - thus the City will maintain its focus on housing rehabilitation/home repair. 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	6	0
Low-income	5	0
Moderate-income	6	0
<b>Total</b>	<b>17</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, 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 Gilroy Place 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. For program year 2020, Gilroy Place provide 12 units to 14 individuals and Our New Place provided 12 units to 38 individuals.

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, 2 Gilroy residents

were assisted with these funds. 1 client received \$6,928 in rent subsidies, 1 client received case management and assistance at approximately \$9,346 and 1 client received \$605 for food assistance.

Lastly, the Housing Authority of Santa Clara County administers a Section 8 housing voucher program for Gilroy residents and recently exhausted its 2006 waiting list. Interested families are now drawn from an always open interest list onto the waiting list when voucher assistance is available. Families on the interest list must interact with their interest list account at least once per year to keep the account active. Interest list registrants are drawn by a lottery process, so time on the interest list does not influence the likelihood to be drawn for a waiting list. There are currently 1,614 families/individuals from Gilroy registered on the interest list. For PY 2020, 926 Gilroy households utilized tenant-based and project based voucher within the City.

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

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

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.

Due to the ongoing COVID-19 pandemic, the 2021 PIT count/survey was postponed. The Santa Clara County Continuum of Care (CoC) utilized the waiver allowed by HUD to minimize exposure to staff and homeless persons during this trying time.

In 2019, the PIT Count 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.

The Gilroy Compassion Center is the only agency in Gilroy that exclusively served homeless individuals. Through the Day Center program, they provided intake services to all the clients they served to assess their needs and provide the appropriate resources and referrals. They also provided basic need services such as food, clothing and personal care items.

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 mid-April. 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**

Currently, no emergency shelter or transitional housing exists in Gilroy nor are there any plans to construct any 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.

Examples of affordable apartments providing permanent supportive housing are:

- Sobrato Family Apartments: this apartment complex provided 40 units with permanent supportive housing, by referral only, and 19 units with no supportive services
- Gilroy Studios: this complex provided 25 studios with supportive housing, by referral only
- Monterey Gateway Apartments: this apartment complex for seniors provided 37 units with permanent supportive housing and 37 units with no supportive services
- Cherry Blossom Apartments: a city owned 7-unit apartment complex, provided 1 unit with permanent supportive housing

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 CDBG-CV1 funds, 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. The funds helped very-low income tenants who have been impacted by COVID-19 with paying a portion of their rent(s) to avoid eviction. The program was tailored in response to Governor Newsom's Statewide Covid-19 Tenant and Landlord Protection Legislation in an effort to protect the most vulnerable tenants. The Program benefited 231 low income 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.

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. In 2015, 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 an affordable unit infill project totaling 100 units. In addition, the City approved a four-unit infill development and issued building permits for construction of a 120 unit affordable apartment complex that was approved in June of 2020.
2. The City facilitated three 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 Credit Certificate (MCC) within the boundaries of the city. MCC's 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 2017, the City began funding the "Rebuilding Home Repair, Rehabilitation and Accessibility Modification Program" a primarily minor repair program administered by Rebuilding Together, Silicon

Valley. The grant funded services are provided to low income homeowners whose homes 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. The Program continues to be funded each year since 2017.

### **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; however, 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 bi-weekly 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 Plan, Consolidated Plan, CAPER and Assessment of Fair Housing (AFH).

Finally, the City's Police Department hosts a monthly South County Homeless Task Force 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 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 issued a Request for Proposal in FY 19/20 for an Assessment of Fair Housing (AFH) which meets both federal and state fair housing analysis requirements. A qualified consultant was selected and has been working with Gilroy (and the County) for the past 18 months on the AFH. Due to the COVID-19 pandemic, a number of delays have occurred, however the majority of the City's draft AFH has been completed. The City is in the final stages of reviewing the document and intends to take it to City Council for adoption by the end of the 2021 calendar year.

## **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**

As a recipient of federal CDBG funds, the City of Gilroy is responsible for managing the day-to-day operations of all CDBG funded activities and ensuring that CDBG funds are used within all applicable requirements. Monitoring is the primary tool to ensure that this happens.

The three primary goals of monitoring are:

1. Ensure production and accountability.
2. Ensure compliance with CDBG and other federal requirements.
3. Evaluate organizational and project performance.

City staff conducts a desktop review of all subrecipients / grantees (City staff programs) and on-site monitoring of all newly funded agencies, as well as any agencies receiving \$15,000 or more in CDBG or any subrecipients 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.

Due to the on-going COVID-19 pandemic, monitoring visits were modified to meet city policies and County shelter in place orders by adding “virtual” monitorings rather than on site visits in some instances. Although face-to-face meetings are always preferred with the subrecipients, these virtual monitorings still proved to be quite beneficial in ensuring these funds are being expended properly and efficiently. In PY 20/21, the following monitoring visits were conducted by City staff for the previous program year:

- Rebuilding Home Repair, Rehabilitation and Accessibility Modification Program: Virtual programmatic/financial review on April 8, 2021 and in person file review (socially distanced) on April 23, 2021
- Gilroy Youth Center Program: July 22, 2020
- Compassion Center Day Center Program: Virtual programmatic review on April 22, 2021 and financial review on May 19, 2021.

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 subrecipient 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 subrecipients 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 detailing report from each monitoring visit is maintained in each agency's project file at the City.

With the addition of CDBG-CV monies, the City recognizes that monitorings may be needed to account for these funds and ensure federal requirements are being met. The City will be funding four sub-recipients with the dollars, and intends to use its standard monitoring guidelines for these funds – thus it will be conducting a monitoring for each one. The monitorings will continue to review programmatic and financial documents, but will also include specific reviews that are related to CV funds, including: ensure funding has a nexus to the prevention, response or preparation of COVID-19 and reviewing financial information to ensure no duplication of benefits may have occurred.

### **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.**

A public notice was advertised in the local newspaper (Gilroy Dispatch) on September 10, 2021 that allowed for a public comment period until September 25, 2021. The public notice was advertised in both English and Spanish. Additionally, the draft CAPER was posted at the following locations for the public to view it:

- City of Gilroy Website <https://www.cityofgilroy.org/284/Block-Grant-Funds>
- City Hall; 7351 Rosanna St., Gilroy, CA, Mon – Thurs from 8:30 am to 4:30 pm
- Gilroy Library; 350 W. Sixth St., Gilroy, CA, Mon – Sat (during business hours)

Bilingual announcements in Spanish and English were posted at City Hall. Notices of the draft CAPER were also emailed to the following groups/organizations for their input:

- South County Collaborative

- Housing and Neighborhood Revitalization Committee
- South County Homeless Task Force
- South County Youth Task Force
- Current CDBG and HTF grant recipients

No comments were received during the public comment period.

### **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.**

As discussed throughout this CAPER, the City is still grappling with the on-going pandemic caused by COVID-19. The impacts are already evident, however the long term impacts will be felt for many years to come. The City is currently dealing with budget cuts, staff reductions, loss in sales tax, homelessness, mortgage/rent delinquencies, shelter in place orders, and more. Although not a huge funding source, we realize how imperative the CDBG Program is and will be in the future with the additional CARES Act (CDBG-CV) money that has been allocated.

The City has chosen to focus its first CDBG-CV funds on rental assistance and small business assistance – as that was the most pressing need at the immediate time. The rental assistance funds were all expended during the 20/21 PY, and the business assistance program was highly successful – however those funds have not been drawn down from the Department of Housing and Urban Development yet.

For CDBG-CV2/3, the City has allocated their funds towards rental assistance, business assistance and nutrition services / meals on wheels program. These programs are just getting underway and should be reported on in the next CAPER.

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

No

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

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

**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.**

As discussed throughout this CAPER, the City is still grappling with the on-going pandemic caused by COVID-19. The impacts are already evident, however the long term impacts will be felt for many years to come. The City is currently dealing with budget cuts, staff reductions, loss in sales tax, homelessness, mortgage/rent delinquencies, shelter in place orders, and more. Although not a huge funding source, we realize how imperative the CDBG Program is and will be in the future with the additional CARES Act (CDBG-CV) money that has been allocated.

The City has chosen to focus its first CDBG-CV funds on rental assistance and small business assistance – as that was the most pressing need at the immediate time. The rental assistance funds were all expended during the 20/21 PY, and the business assistance program was highly successful – however those funds have not been drawn down from the Department of Housing and Urban Development yet.

For CDBG-CV2/3, the City has allocated their funds towards rental assistance, business assistance and nutrition services / meals on wheels program. These programs are just getting underway and should be reported on in the next CAPER.

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

No

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