



CITY OF GILROY

HUD Approved Consolidated Annual Performance and Evaluation Report (CAPER)

For the Second Year of the Five-Year Consolidated Plan

Program Year 2021

July 1, 2021 – June 30, 2022

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)

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

In June 2021, the City of Gilroy submitted its 2021-2022 Annual Action Plan (AAP) to the federal Department of Housing and Urban Development (HUD) which represents the 2nd year AAP of the 5-year Consolidated Plan. The Action Plan detailed the goals and objectives for the Community Development Block Grant (CDBG) awarded by HUD.

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 2021-2022 Action Plan (Program Year 2021 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 2021, the City expended a total of \$503,209.53 in CDBG funds. The City utilized CDBG funds for public services to the following subrecipients/programs:

- Bay Area Community Health (BACH) – Community Outreach and Navigation PrEP
- City of Gilroy Recreation Division/Gilroy Youth Center
- Live Oak Adult Day Services/Adult Day Care: Gilroy Center
- The Health Trust - Meals on Wheels

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 within this year, with two of four expending all grant funds allocated to them. BACH had an unspent balance of \$43.07 and the Gilroy Recreation Division had a balance of \$3,684.18.

The city also utilized \$140,000 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 aimed to address health/safety issues, code corrections and accessibility issues, with preference given to eligible households in the locally defined Neighborhood Revitalization Strategy Area (NRSA), which continues to be a target service area. As shown in the table below, 19 households were able to benefit from this program to preserve their affordable housing.

Lastly, the city utilized approximately \$25,000 towards a safety enhancement improvement project that will eventually install a new lighted crosswalk by an existing senior housing complex which will create safe paths of travel for these households and persons. The project is still being designed, and construction is anticipated to begin in the next program year.

While no funds have been expended for the Cherry Blossom rehabilitation project, city staff has still been reviewing this scope of work to determine the feasibility of this project. The City intends to utilize the small purchase procurement method for this project to focus on the fire alarm system, which is a bit of a specialized item that not all general contractors will be able to perform. Our intention is to obtain quotes in the coming months and have the improvements made in early 2023, thus we should be reporting on it for the next CAPER.

A summary of notable accomplishments achieved during the 2021 Program Year can be found below.

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%			

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%	1825	0	0.00%
Neighborhood Revitalization	Code Enforcement	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	300	40	13.33%			
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%	4	0	0.00%
Preserve affordable housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	100	36	36.00%	18	19	105.56%
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%			
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%			
Supportive services for homeless populations	Non-Housing Community Development	CDBG: \$ / Housing Trust Fund: \$	Homeless Person Overnight Shelter	Persons Assisted	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				
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	311	62.20%	153	229	149.67%
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%			

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 its local Housing Trust Funds (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 2021, 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.

As noted in the previous CAPER, the City received Coronavirus (CV) Aid, Relief, and Economic Security (CARES) Act funding for the CDBG Program. CDBG CV-1 and CV-3 funds went through the amendment process to get programmed and identified as funds aimed at preventing, responding to or preparing for the coronavirus. The city received a total of \$697,571 in CV funding. Three activities expended funds this program year with CV funds: Small Business Relief/Grant Program, the YMCA of Silicon Valley’s Healthy Meal Delivery Program and program administration. The Small Business Relief Program and the Healthy Meal Delivery Program were very well received and expended a majority of their funding. The Healthy Meal Delivery program successfully expended \$59,469.24 to benefit low-income seniors impacted by COVID-19. This program is on track to fully expend all its CV dollars during the upcoming program year. The Small Business Relief program expended a large amount of previous years’ funding and will be utilizing CV dollars very soon as all applicants have been processed and final checks will be issued in a timely manner. According to the PR-26, Integrated Disbursement and Information System (IDIS) CDBG Financial Summary Report, for CV funds, the City has successfully expended \$359,670 of its CV allocation, with a remaining outstanding balance of \$337,900. The city intends to expend the remaining CV dollars over the upcoming program year in order to meet its 80% expenditure ratio by the third 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	193
Black or African American	8
Asian	15
American Indian or American Native	32
Native Hawaiian or Other Pacific Islander	1
Total	249
Hispanic	194
Not Hispanic	55

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

Narrative

Race and ethnicity data is collected from all subrecipients and recipients 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:

- City of Gilroy Recreation Division - Gilroy Youth Center
- The Health Trust - Meals on Wheels
- Bay Area Community Health -Community Outreach and Navigation: PrEP
- Live Oak Adult Services – Adult Day Care: Gilroy Center
- YMCA of Silicon Valley - Healthy Meal Delivery Program (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 269 persons, 205 of which reported Hispanic ethnicity, were assisted with CDBG funds. Additionally, of the total listed above, 40 persons and 14 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	445,846	503,210
Housing Trust Fund	public - local		

Table 3 - Resources Made Available

Narrative

The "resources made available" is based on Program Year 2021 CDBG entitlement grant dollars received from HUD. Expenditures exceeded the resources available as projects from the previous program year were completed/expended. Overall, the city is very pleased with its expenditure rate and pleased with meeting its timeliness test this year.

It should be noted that the Housing Trust Fund cited above is a "local" program and not reported in IDIS any longer. Resources were made available; however, they are not included in this reporting.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Target Area			
Citywide	100	100	Citywide

Table 4 – Identify the geographic distribution and location of investments

Narrative

In Program Year 2021, the city provided funding within its locally defined Neighborhood Revitalization Strategy (NRSA) that focuses on areas that have high poverty and in need of improved public facilities. The HUD NRSA designation expired at the end of the prior 5-year Consolidated Plan cycle and has not been renewed with HUD. Even though it does not meet HUD's regulatory requirements for an NRSA, the city continues to focus on this area at the local level due to the high levels of poverty and neighborhood deterioration that exist. The city continued providing home repairs and modifications, citywide, through its Rebuilding Home Repair, Rehabilitation and Accessibility Modification program, with preference given to residents living within the NRSA. Because the NRSA is not recognized by HUD, the CDBG Target Area is left at 0 above.

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 City of Gilroy Housing Trust funds are an example of funding that leveraged 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	18	19
Number of Special-Needs households to be provided affordable housing units	0	0
Total	18	19

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	18	19
Number of households supported through Acquisition of Existing Units	0	0
Total	18	19

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 exceeded its affordable housing goals for the year. Overall, the City's housing rehabilitation/home repair program assisted 19 households. Considering the COVID-19 impacts that are still being dealt with, the city is extremely pleased with this total. These units were home repair assistance/rehabilitation 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 home repair/rehabilitation 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 home repair/housing rehabilitation. 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.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	13	0
Low-income	4	0
Moderate-income	2	0
Total	19	0

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 unhoused 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 unhoused 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 2021, Gilroy Place provided 12 units to 13 individuals and Our New Place provided 12 units to 36 individuals.

The Housing Authority of Santa Clara County administers a Section 8 housing choice voucher program for Gilroy residents. 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 1,173 families/individuals from Gilroy registered on the interest list. For PY 2021, 910 Gilroy households utilized tenant-based and project-based vouchers 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. The CoC did conduct a PIT in 2022, however, the results have not been finalized and published yet for review. We will only be able to provide our data from 2019 below.

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, there is not a permanent 24/7 year-round emergency shelter located in Gilroy, but there are two facilities that provide shelter during winter months – Gilroy Armory Cold Weather Shelter (generally for adults and families) and the Arturo Ochoa Winter Shelter (for homeless families with at least one

dependent). During the pandemic, the Gilroy Armory extended its hour indefinitely and has been operating every day, seven days a week. To limit the spread of COVID-19, the shelter has a capacity of 75 persons. It is not known at this time when the shelter will return to a “season” facility again. Those persons interested in seeking shelter at the Gilroy Armory or the Arturo Ochoa Winter Shelter are invited to call the temporary housing/shelter call center “Here 4 You” at (408) 385-2400.

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

In the previous year, through its CDBG-CV1 funds, the City provided support to Saint Joseph's Family Center's Homeless Prevention Program. This program was 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.

Due to the success of this program, the City committed CV3 funding towards this activity as well to prevent homelessness for those struggling to pay rent. Due to the robust State Emergency Rental Assistance Program (ERAP), the City’s local CARES Act funded rent relief program was put on “hold” to determine if a need was still present and to ensure no duplication of benefits occurred. The City and St. Joseph’s are currently re-evaluating the community needs to determine if this funding is still needed for

those impacted by COVID-19, since the ERAP program has ended.

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; however, the County of Santa Clara CoC has a Discharge Planning policy in place that identifies and organizes services for vulnerable populations that are returning to communities. For those seeking assistance, the City recommends reviewing this Plan for further information which can be found by accessing the County of Santa Clara Office of Supportive Housing office or website.

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.

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. Approvals of Accessory Dwelling Units (ADU's) throughout the City which provide affordable housing options. In addition, published online checklists, handouts and guidelines to streamline ADU approvals.
2. The City facilitated public hearings in compliance with the Tax Equity and Fiscal Responsibility Act (TEFRA) as a requirement for the developer to apply for tax credit and bond financing for an affordable housing development. This action was completed for the Hecker Pass Apartments.
3. Adopted Objective Designs Standards for Mixed Use and Multifamily Housing.
4. Adopted Objective Design Standards for SB9.
5. 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.
6. 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 in program year 2021.

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) Plan.

Finally, the City's Administrators Office facilitated a monthly South County Homeless Task Force meeting -recently renamed the Unhoused Service Providers Group (USPG). This group 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 how to support unhoused individuals and families in the City of Gilroy, but the group also takes into consideration the larger context of issues occurring in the County. The police department are active members and work directly with outreach workers in connecting unhoused residents with resources, case management as

well as shelter options available in the County. The sharing of information and resources also has as a goal conserving resources, such as police time spent in re-arresting the same unhoused 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 24 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 formally accept the document during the 22/23 PY.

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/grantees that do not otherwise require on site monitoring, City staff provides specific technical assistance regarding benchmarks, reporting, and record keeping, prior to signing agreements.

In PY 2021, the following monitoring visits were conducted by city staff for the previous program year:

Rebuilding Together, Rebuilding Home Repair, Rehabilitation and Accessibility Modification Program for FY 2020-2021----Monitored on 3-25-2022

City of Gilroy Recreation Division, Gilroy Youth Center---for FY 2020-2021----Monitored on 12-9-2021

The Health Trust, Meals on Wheels for FY 2019-2020 and FY 2020-2021----Monitored on 1-19-2022

Catholic Charities of Santa Clara County, Long Term Care Ombudsman Program—for FY 2019-2020----Monitored on 2-3-2022

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 subrecipients 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. Due to staffing constraints, no monitorings for CV grantees occurred in PY 2021. Since expenditures have picked up for multiple agencies, the City intends to monitor all subrecipients during the current fiscal year, which will include the following activities: rental assistance, healthy meal delivery program and business assistance program.

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 12, 2022, that allowed for a public comment period until September 27, 2022. 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)

Notices of the draft CAPER were also emailed to the following groups/organizations for their input:

- South County Collaborative
- Unhoused Service Providers Group
- South County Youth Task Force
- Current CDBG 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.

The City of Gilroy did not make any changes to the CDBG program objectives during the year. As we are still in the 2020-2025 Consolidated Plan cycle, we felt it best to maintain those goals and objectives that have already been put in place. The City monitored expenditure of CDBG funds throughout the year to ensure that projects/programs awarded, either during this year or from prior periods, were completed and dollars expended.

Although no program objectives changes were made this year as a direct result of COVID-19, the City acknowledges that the pandemic has created long lasting impacts that we are still navigating. The City has successfully expended approximately half of its CV allocation with the primary objective being to keep households from becoming homeless and ensuring businesses remain open. For CDBG-CV3, the City will continue to focus on keeping low income persons in permanent housing and businesses in operation, while also including a component for nutrition services / healthy meal delivery program. We expect to have all CV funding exhausted by the end of the next program year.

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.

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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-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

The City did not have any projects that triggered Section 3 compliance and reporting for this last program year. The City is aware of Section 3 requirements, and will ensure the proper steps are taken to meet compliance should a future project trigger it.