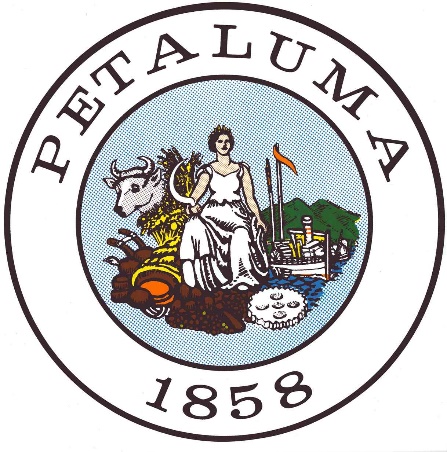
ATTACHMENT #2



**CITY OF PETALUMA**

**Consolidated Annual Performance**

**And Evaluation Report (CAPER)**

**Fiscal Year 2019-2020**

DRAFT

Prepared By:

City of Petaluma

Housing Division

11 English Street, Petaluma, CA

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**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.

The fifth year (2019-2020) Consolidated Annual Performance and Evaluation Report (CAPER) outlines how the City of Petaluma (City) met the needs and objectives outlined in the 2015-2020 Consolidated Plan (Consolidated Plan) and the Amended 2019-2020 Community Development Block Grant (CDBG) and CDBG-COVID-19 (CV1) Annual Action Plan (AAP).  Both reports can be found on the City’s website:  http://www.cityofpetaluma.net.

The Consolidated Plan identifies five (5) goals to address the City’s housing and community development needs between Fiscal Years 2015-2020:

* Improve housing opportunities by preserving existing affordable housing.
* Provide housing and services to the low-income populations, including but not limited to, children, seniors, and special needs population (homeless, disabled, etc.)
* Increase the supply of affordable housing.
* Promote housing opportunities for homeownership.
* Improve accessibility in public facilities and infrastructure.

Based on the findings of the Consolidated Plan, the City has prioritized its CDBG funds and local funding sources, for affordable housing purposes and services for the low-income community.  In 2019-2020, the City received the annual grant allocation of $351,107 in CDBG funds.  On May 7, 2020, the Petaluma City Council amended the 2019-2020 Action Plan due to the one-time allocation of the COVID-19 CDBG-CV1 allocation of $206,544 and the 2019-2020 Annual Action Plan which was approved by City Council on May 7, 2020. With the small annual CDBG grant allocation, the City focused on improving housing opportunities and preserving existing affordable housing, as well as providing services to seniors and children.  In addition, the City utilized the CDBG-CV1 allocation for addressing the local impacts of the coronavirus with short-term rental assistance and related households needs to prevent evictions and potentially increase homelessness.

The City has significantly met its 2019-2020 goals by preserving affordable housing and providing services to the low-income population.  Using nearly $2,500,000 of other Housing Funds such as the City’s Housing In Lieu funds, the City was able to provide services for the low-income community such as rental assistance, after school programs, homeless programs, preservation of existing affordable housing and the fair housing program as well as some pre-development funds for a proposed 54 unit affordable senior/veterans development.

 The City made progress in achieving its goals during 2019-2020 with the following CDBG accomplishments:

* Low-income persons received services through a Meals on Wheels program using CDBG funds.  Outcome – 265 persons were provided access to quality public services. (Goal – Providing services to the low-income community)
* 100% of the activities funded with CDBG funds supported low-income households
* Single-family dwellings occupied by low-income households were rehabilitated using CDBG funds.  Most of these units housed elderly and disabled individuals.  Outcome:  39 households were provided decent housing. (Goal – Improving housing opportunities by preserving existing affordable housing)
* Three permanent supportive houses leased to COTS were rehabilitated using CDBG funds by Rebuilding Together.  8 persons were provided decent housing by preserving existing housing.  (Goal #1 – Improving housing opportunities by preserving existing affordable housing and Goal #2 – Provide housing and services to the low-income populations, including but not limited to children, seniors and special needs populations (homeless, disabled, etc.)
* Seven units of senior affordable housing were rehabilitated using CDBG funds which provided decent housing by preserving existing housing (Goal #1 – Improving housing opportunities by preserving existing affordable housing)
* Three units of family affordable rents were rehabilitated using CDBG funds which provided decent housing by preserving existing housing.
* The City provided $1,500,000 of City In-Lieu funds for development of the 54 units multi-family senior and veterans at 951 Petaluma Boulevard South and a letter of support for the successful allocation of federal Low-Income Housing Tax Credits (LIHTC).
* The City provided the MidPen Housing non-profit for its proposed 44 unit very-low income housing development at 414 Petaluma Boulevard North in the 1mount of $1,100,000 and possible waiver of $234,000 in transportation area impacts fees, and
* The City provided $900,000 of City funds Burbank Housing non-profit to support the refinancing of the Old Elm Apartment development for low and very low-income families and individuals.
* The City also provided a letter of support to Burbank Housing for its application for federal Low-Income Housing Tax Credits (LIHTC) for its proposed project for 50 Low and very low-income multi-family units at Petaluma Boulevard South and Highway 101.
* The City approved development of the mixed-income 178 units Sid Commons multi-family project that included 10% - 18 units for inclusionary low-income apartments.

Other Housing accomplishments using City funds are included in Attachment #1.

**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** |
| Homeownership Opportunities | Affordable Housing | City Funds $50,000 | Homeowner Housing Added | Household Housing Unit | 15 | 15 | 100.00% |  |  |  |
| Preservation of existing affordable housing | Affordable Housing Homeless Non-Homeless Special Needs | CDBG: $221,000 | Homeowner Housing Rehabilitated | Household Housing Unit | 35 | 35 | 100.00% | 35 | 35 | 100% |
| Preservation of existing affordable housing | Affordable housing | Housing Funds  $900,000 | Multi-Family Rental Housing Rehabilitated | Household Housing Unit | 33 | 190 | 17% | 44 | 43 | 75% |
| Production of affordable housing | Affordable Housing Homeless Non-Homeless Special Needs | CDBG: 0.00  Housing:  Inclusionary policy | Rental units constructed | Household Housing Unit | 0 | 0 | 0.00% |  |  |  |
| Provide housing and services to special needs pop | Community Services | CDBG: $70,221 | Public community service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 250 |  | 103% | 265 | 265 | 106.22% |
| Provide housing and services to special needs pop | Affordable Housing Homeless Non-Homeless Special Needs | CDBG: $0  City Funds | Rental units rehabilitated | Household Housing Unit | 1 | 1 | 300% | 3 | 3 | 300% |
| Public facilities and public infrastructure | Non-Housing Community Development | CDBG: $ | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 0 | 0 | 0% | 0 | 0 | 0% |

**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.**

All funds expended from the CDBG Programs were used to address the goals and objectives identified in the City’s 2015-2020 Consolidated Plan and the FY 2019-2020 Action Plan and Amended CDBG-CV1 AAP. The City has prioritized its CDBG funds and local funding sources for affordable housing purposes, as noted in the summary of accomplishments provided in the introduction to this section.  Due to the small amount of funds received, the City has focused its priorities on rehabilitation of single-family homeownership units, primarily for low-income seniors, persons with disabilities and veterans, that preserved affordable units through our Rebuilding Together Petaluma program.  Another priority is providing service to seniors. This is accomplished utilizing CDBG funds for Petaluma People Services Center’s Meals on Wheels program. In addition, the City allocated $5,350 of CDBG funds to North Bay Children’s Services, a local non-profit to provide training and instruction to learn to grow healthy food.

The City’s ability to respond to increasingly difficult housing issues is currently constrained by reductions to funding sources and by the loss of tax increment funding with the dissolution of statewide redevelopment agencies.  Without an annual source of funds, it will be difficult for the City to produce new affordable units as we have done in the past.  The addition of new, one-time funds of CDBG-CV1 support, the city is able to begin to address the impacts on low-income families with rental assistance and related household expenses to retain their housing and avoid eviction and potential homelessness.

However, the City has encouraged developers of new projects to provide on-site units. One project, Sid Commons, a 178-unit multifamily development, provided 18 units per the City’s inclusionary housing program. There have been in FY 2019-2020 several proposed multifamily development projects that will include new rental and for-sale units and rental units for the low-income community in our City. These projects with affordable ownership and rental units have been delayed but may be approved in the 2020-2021 fiscal year.  Another development for homeownership units is currently selling completed units and there will be 15 below-market units for first time homebuyers with re-sale price restrictions and affordability restrictions using the land trust model.

**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 | 305 |
| Black or African American | 2 |
| Asian | 3 |
| American Indian or American Native | 0 |
| Native Hawaiian or Other Pacific Islander | 0 |

|  |  |  |
| --- | --- | --- |
|  |  | |
| **Total** | 310 |

|  |  |  |
| --- | --- | --- |
|  |  | |
| Hispanic | 28 |
| Not Hispanic | 282 |

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

**Narrative**

The CDBG program is, for the most part, serving low-income households of a minority racial and ethnic make-up that is similar to the proportion of the low-income household in these categories for the City of Petaluma.  However, low-income White households are served at a higher proportion than their percentage that is indicated in the 2010 Census.  (The 2020 Census had not been completed, nor data available at the current time.) White households make up 80% of the low-income population according to the census data, but were 95% of the households served by CDBG funds.  This difference can be explained by the demographics of the senior population in Petaluma, which is mostly Caucasian.  The other racial categories were within the 2010 Census data for their categories.

**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 | CDBG | $351,107 | $323,000 |
| HOME | HOME |  |  |
| HOPWA | HOPWA |  |  |
| ESG | ESG |  |  |
| Other Program Income | Other-Program Income | 0 | 0 |

**Table 3 - Resources Made Available**

**Narrative**

In 2019-2020, the City received $351,107 in CDBG funds.   The default amount of $1,300,000 which was taken from IDIS is an estimate of resources made available over the five-year Consolidation Plan period.  The correct amount of resources made available in FY 2019-2020 is $351,107.  The amount expended during the Program Year 2019-2020 was $328,107.

**Identify the geographic distribution and location of investments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Area** | **Planned Percentage of Allocation** | **Actual Percentage of Allocation** | **Narrative Description** |
|  |  |  |  |

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

**Narrative**

The funds that are allocated to the City are available city-wide with no priority assigned to geographic regions.  Instead funds are allocated to organizations that provide low-income households with housing and supportive services.  On an annual basis, the City prioritizes the use of its CDBG funding for the development of affordable housing (including preservation and conservation) that serve low-income households and to address services for the low-income community such as Meals on Wheels.

**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.**

Petaluma must use other non-CDBG resources to address the City’s priorities because the City’s CDBG entitlement is a modest one.  It is vital that those funds are maximally leveraged by other resources available to serve low and moderate-income residents.  The City has two other Housing funds, the In-Lieu Housing Fund and the Commercial Linkage Housing Fund, which receive income from commercial and residential development.  The estimated total balance in both of those Housing Funds is $4,100,000 as of June 30, 2020.  Future income in both of these Housing funds is not guaranteed as it depends on the fees paid on residential and commercial development. In fact the because of the use of the In-Lieu funds of $2,500,000 during

 With the shortage of funds, the City which owns several properties, leases them to nonprofit providers for a $1.00 a year to be used for housing and services for the homeless population which addresses the needs identified in the Consolidated Plan to provide housing and services to the low-income populations, including but not limited to, children, seniors and special needs population (homeless, disabled, etc.).  The City leases 4 properties to the Committee on the Shelterless for their supportive housing program and 1 property to the Veterans Resources for their supportive program for veterans.

 Regarding public services funding, the nonprofit agencies put together a number of private and public sources of funding in order to delivery program services.

**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 | 2 | 2 |
| Number of Non-Homeless households to be provided affordable housing units | 57 | 49 |
| Number of Special-Needs households to be provided affordable housing units | 0 | 0 |
| **Total** | **59** | **51** |

**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 | 59 | 51 |
| Number of households supported through Acquisition of Existing Units | 0 | 0 |
| **Total** | **59** | **51** |

**Table 6 – Number of Households Supported**

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

Funds were awarded for rehabilitating and estimated 50 homeowner units through Rebuilding Together Petaluma’s rehabilitation program during FY 19-20. Rebuilding Together also rehabilitated 3 units that are used by the Committee on the Shelterless for their permanent supportive program.  Using other Housing funds, the City was able to rehabilitate 33 affordable housing rental units. Overall, the City made significant progress in achieving its goals during 2019-2020.

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

Future annual action plans should not be impacted due to the type of programs funded with CDBG funds.  The majority of CDBG funds are used to preserve housing for the low-income community and are completed during the fiscal year that funds were allocated.  It can be difficult to estimate the City’s one-year goals for specific activities.

The City’s major problem in meeting affordable housing needs is the reduction to state, federal and local resources.  The City is hopeful that additional mechanisms and resources through State sponsored programs, will allow it to meet future affordable housing goals.  The City has prioritized its CDBG funds for the preservation of affordable housing during the upcoming FY 2020-2021.

**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 | 145 | 0 |
| Low-income | 160 | 0 |
| Moderate-income | 014 | 0 |
| **Total** | **319** | **0** |

**Table 7 – Number of Households Served**

**Narrative Information**

There were 22 extremely low-income homeowner households which benefitted from the rehabilitation program with 20 of those households were senior households.  For the low-income households, there were 15 low-income homeowners that benefitted from Rebuilding Together Petaluma’s rehabilitation program.

 The City is also working with a non-profit developer to provide 54 rental units for seniors and veterans.  This project is expected to be completed by FY 2020-2021 if funding is allocated to the project.

**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**

The Sonoma County Community Development Commission (CDC) is the lead agency for the Sonoma County Continuum of Care (CofC) and hosts its planning process.  In 2018, the homeless agency underwent a re-organization. The City, the CDC and the City of Santa Rosa, the three HUD entitlement jurisdictions in Sonoma County, jointly provide funds to the CofC, which is now HOME Sonoma County and each jurisdiction has one or more seats on its governing body.  The CofC’s 10-Year Homeless Action Plan, most recently updated in 2014, and its annual submissions to HUD reflect the demographics, needs, and available shelter, housing and services in all three HUD entitlement jurisdictions in order to provide a cohesive homeless services system throughout the County.

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

In 2019-2020 the City used $80,000 of local housing funds for homeless services through the Committee on the Shelterless at the Mary Isaak Center, a homeless shelter with a multi-service day center offering showers, laundry, telephone, mail, information and referrals, a 100-bed shelter providing meals and employment services as well as case management.  Our CDBG grant is too small to be used for homeless services.  The City owns 4 properties that are leased to the Committee on the Shelterless to be used for housing for the homeless.  At the Mary Isaak Center, Petaluma’s homeless shelter there are 34 beds for transitional housing needs for the homeless population.  The City of Petaluma also provided property where the Committee on the Shelterless operates its Family Homeless Shelter which provides shelter and services for 18 homeless families.

 As reported in the 2019 Sonoma County Homeless Point-In-Time and Survey, the number of people experiencing homelessness in Sonoma County has decreased by 2% from 2018.  The total of number of people experiencing homelessness in 2019 was 2,951.  The number experiencing their first homeless episode declined from a high of 45% in 2011 (following the recession) to 30% in 2019, suggesting that fewer people had fallen into homelessness recently.

Continuum of Care funds were used to administer the Countywide Homeless Management Information System (HMIS), launch the Countywide Coordinated Entry program, and for numerous Continuum of Care Rental Assistance programs.

**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**

The CofC’s discharge planning efforts are outlined in greater detail in the Consolidated Plan and include ongoing coordination with various Sonoma County departments, such as Division of Family, Youth, and Children Services, Behavioral Health, and Sonoma County Probation, and the grassroots Health Care for the Homeless Collaborative staffed by the Sonoma County Task Force for the Homeless.

**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**

One of the greatest barriers to preventing and ending homelessness in Petaluma and Sonoma County is the shortage of affordable housing.  Petaluma, being a small jurisdiction, is committed to preserving and rehabilitating the affordable housing we do have and working with both non-profit and for-profit developers in the construction of affordable units when the opportunity arises.

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

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

The City does not own or operate public housing units.  There are currently 389 Section vouchers that have been issued through the Sonoma County Housing Authority for persons living in Petaluma.

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

When there are homeownership opportunities, notification is placed in the local newspaper reaching out to all First Time Homebuyers.

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

Not Applicable

**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)**

Petaluma ensures compliance with the Federal Fair Housing Act and Section 504 of the Rehabilitation Act of 1973 for all new housing construction projects.  This includes that, at a minimum, five percent of the total dwelling units shall be made accessible for persons with mobility impairments.

Potential constraints to housing development in Petaluma may include infrastructure, residential development impact fees, land use, growth management, zoning ordinance provisions; etc.  A detailed analysis of these potential barriers is detailed in the *2015-2023 Housing Element.*

Some of Petaluma’s strategy for removing the barriers to affordable housing is:

* The City is committed to an efficient development application process to alleviate some of these constraints by meeting with potential developers in a preliminary meeting at the Development Review Committee (DRG) where staff from different departments meets to discuss what can be done to get the proposed development through the planning process which can expedite the process.
* The City of Petaluma reviews their development impact fees on an annual basis and reduced or combined several fees as possible.
* In Petaluma, we have extended the service of our transit schedule to accommodate evening ridership to improve our transit options.  The Sonoma Marin Area Rapid Transit system became operational in the fall of 2017.  Over the past two years, it has been very successful in attracting the community to utilize their service.
* The City of Petaluma adopted an inclusionary housing ordinance in September of 2018 to require all residential developments with 5 or more units to build on-site affordable units in the development.
* The City also reduced the parking requirements for Accessory Dwelling Units in June of 2019.

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

One of the primary obstacles to meeting underserved needs of residents is the availability of funding.  Changes to tax credit scoring and the limited amount of state housing funds coupled with the loss of Low- and Moderate-Income Housing funds as a result of the dissolution of state-wide redevelopment agencies has impacted the City’s ability to implement its goals.   While the City actively seeks additional funding opportunities and will continue to do so, its ability to address underserved needs depends largely on the availability of additional resources.

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

The County of Sonoma has implemented the Childhood Lead Poisoning Prevention program (CLPP), funded through the State Department of Health Services, which employs a team of health professionals, who provide services to parents, healthcare providers, and the general public.  The team is comprised of Registered Environmental Specialists, Public Health Nurses, and Health Educators.  The CLPP program provides services in two major ways – 1) case management and source identification for lead poisoned children and 2) outreach and education to the community and targeted groups.

The City works closely with our non-profit agency, Rebuilding Together Petaluma, who is instrumental in the rehabilitation of the majority of the City’s housing units with CDBG funds. LBP hazard notices are distributed to the owners of the rehabilitated properties warning them of the hazards of LBP.  All units rehabilitated with CDBG funds are owned by disabled seniors.

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

The City hopes to reduce the number of poverty-level individuals by targeting, CDBG and local funds to projects that will provide affordable housing units and related services to foster self-sufficiency.  The city does not have the resources or the capacity to increase income of poverty level persons, although the City does act to reduce housing costs for these individuals with other city funds through a rental assistance program and through services that reduce household costs. In 2019-2020 the City used $106,544 of CDBG-CV1 funds for local housing funds for rental assistance.

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

The City of Petaluma’s Housing Division will administer all of the activities specifically identified in the Consolidated Plan.  The city works closely with other housing-related organizations and service providers in the City to ensure that the housing needs of City residents are addressed to the best ability of the network of such providers given available resources.

The working relationships between the Housing Division and other City departments are strong and facilitative.  City Planning and Housing staff meet regularly to discuss improving communications, sharing of housing development information and providing feedback for development plans and opportunities for affordable housing development funding. Due to the City’s relatively small size, communication is typically direct and immediate.  As a result, gaps in program or service delivery are typically not the result of poor institutional structure or lack of intergovernmental cooperation, but rather due to lack of available resources.

 The City encourages collaboration between housing provides and service agencies with the intention of fostering development of more supportive housing options throughout the City.  In FY 19-20, the City continued to participate in the ongoing Continuum of Care planning process, which facilitates increased collaboration among the City, the County of Sonoma, the City of Santa Rosa, the County Departments of Health and Human Services and virtually all housing and homeless service providers throughout Sonoma County.  Continuum of Care meetings have served and continue to serve as an instrumental force in forging new connections and working relationships with several different participants as well as responding to the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act requirements of reducing the length of homeless episodes, reducing returns to homelessness, and increasing participant incomes.  The homeless system of care in Sonoma County is being restructured to better serve the homeless population in Sonoma County and to respond to HUD regulations.

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

The City has on-going interaction with many public and private entities to further the objectives set form in the Consolidated Plan and Annual Action Plan.  The City relies on private non-profit organizations as well as for-profit developers to build and acquire, develop, and rehabilitate affordable units.  In 2019-2020, the City worked closely with these for-profit developers and was able to acquire construction of 15 new affordable housing homeowner units in a market-rate development.  Construction has begun on the development and the new first-time homebuyer units should be completed sometime in 2019.  The City also relies on the non-profit service sector to provide emergency shelter, transitional and special needs housing.  The City will continue to support these organizations and their activities as funding allows.

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

In 2020, City staff worked with the staffs of the County of Sonoma and City of Santa Rosa (the three-entitlement jurisdictions in the county) to jointly draft a new Sonoma County 2019-2020 Analysis of Impediments to Fair Housing Choice (AI) report. The City uses its local Housing In-Lieu and Commercial In Lieu funds to support programs that improve the supply and the conditions of affordable housing for lower income persons.  In addition, the City annually allocates Housing funds toward a county-wide Fair Housing program.  Petaluma People Services Center was the Fair Housing service provider for Petaluma in 2019-2020.  Their program is designed to counter violations under state landlord-tenant law in addition to discriminatory practices under both state and federal fair housing statutes.  PPSC provides housing counseling and landlord-tenant mediation and provided least 10 landlord trainings to the housing industry in Sonoma County.

PPSC reported contact with nearly 500 people during the FY 2019-2020.  The majority of complaints were landlord-tenant issues.  The agency opened 289 cases in FY 19-20 where there were signs of fair housing discrimination, additional help with accommodations were needed and/or evictions.  Of the open cases, 86 were from tenants; 45 seniors, 9 veterans, 28 Female Head of Household, 40 have physical disabilities and 28 reported that they were living with mental disabilities.  PPSC is actively working with HUD on one Fair Housing case in Petaluma.

**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.**

The Housing and Block Grant Division regularly monitors CDBG funded activities to ensure that all projects and programs are administered in compliance with applicable regulations and to ensure that those accomplishments are addressing the priorities established in the Consolidated Plan.

Subrecipients:   The majority of funding will be allocated to nonprofit subrecipients.  The subrecipient will enter into an agreement with the City detailing program requirements, applicable statutes and regulations, and references to the provision of OMB circulars containing federal cost principles, audit and uniform administrative requirements.

Technical Assistance:  The City will conduct a mandatory orientation session in which all subrecipients will receive updated information pertaining to their funded activities and throughout the year, city staff will provide additional technical assistance through one-on-one contacts with the subrecipient agencies.  Staff conducts a desktop review of the financials and program records of each subrecipient annually. Housing staff communicates on a regular basis with the nonprofits utilizing CDBG funds. On-site monitoring visits are done as needed.

Reporting:  Subrecipients of CDBG funds will be required to submit quarterly reports to the City.  Each of the quarterly reports must provide information regarding the subrecipient’s activities, beneficiaries, and accomplishments.  This information is entered into HUD’s Integrated Disbursement and Information System (IDIS).  The staff will then review and monitor the reports for compliance with all applicable federal and local regulations, goals and objectives.

Performance Measurement System:  Utilizing HUD’s system of measuring goals and objectives, the staff is measuring milestones of success for meeting the needs of the community’s low and moderate income and minority residents.

**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**.

To ensure that all citizens, public agencies, and other interested parties have the opportunity to review and comment on performance reports on housing and community development activities and the use of CDBG funds public notices are placed in the local newspaper.  A draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is normally made available for public review for 15 days prior to submission to HUD.  However, per the COVID-19 HUD waiver, the 2019-2020 CAPER was noticed for a 5-day review period rom November 19, 2020 to November 24, 2020. A notice is published in the local newspaper and the draft is posted on the City’s Housing webpage. Due the City Hall shutdown due to the coronavirus pandemic, copies are made available upon request to the Housing Division staff. Also, the City Council meeting for the presentation and receipt of comments regarding the 2029-2020 CAPER are accomplished via a virtual meeting process. All public and interested parties are provided access to the Council meetings during the coronavirus pandemic and ae provided opportunities to speak via the internet virtual meetings.

The City has made provisions to provide bilingual translators and signing or captioning services for the hearing impaired upon request.  Normally the sites utilized for all public meetings/hearings are ADA compliant and within proximity to public transportation.  The City’s website is also available in Spanish.

**The City’s public comment period for the draft 2019-2020 CAPER will run from November 19 2020 through September 14, 2020.**

**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.**

There were no changes in Petaluma’s program objectives during FY 19-20.

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

No

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

**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 because of its experiences.**

There were no changes in Petaluma’s program objectives during FY 19-120.

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

No

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

**Attachment**

**Additional Housing Accomplishments**

Accomplishments using other Housing Funds:

* The Fair Housing Program, funded through the City’s Housing Fund, was able to assist nearly 500 in Petaluma. (Goal – Providing services to the low-income community) They had multiple education and training seminars for apartment owners and housing management. This is a mandated activity from HUD. PPSC opened nearly 300 cases in FY 19-20, the significant majority of those were tenant households seeking help with housing discrimination, reasonable accommodations and/or evictions. There was an increase in both landlord and tenant request for information with over 1,400 calls for information. (Goal – providing services to the low-income community)
* Over 75 households, most of them with children, were provided with rental assistance from Petaluma People Services Center so they could keep their housing. (Goal – Providing services to the low-income community)
* A total of 500 people, nearly half of that total children, were provided with emergency shelter and programs through services provided by the Committee on the Shelterless such as their emergency shelter, transitional housing, permanent housing, and family shelter. (Goal – Providing services to the low-income community – special needs population; homeless, disabled, etc.)
* Veterans were serviced through programs and housing with the Committee on the Shelterless (Goal – Providing services to the low-income community – special needs population, homeless, disabled, etc.)
* First Time Homebuyer properties was able to be preserved by using the Housing Land Trust of Sonoma County to restrict sales affordability in perpetuity.