



CITY OF PETALUMA 2007-2008

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)



City of Petaluma, CA
Housing and Block Grant Division
27 Howard Street
Petaluma, CA 94952 (707) 778-4555
housing@ci.petaluma.ca.us

CITY OF PETALUMA, CA

CITY COUNCIL:

Pamela Torliatt, Mayor

Teresa Barrett
Samantha Freitas
Mike Harris
Karen Nau, Vice Mayor
Mike O'Brien
David Rabbitt

Staff:

John C. Brown, City Manager
Michael Moore, Community Development Director
Bonne Gaebler, Block Grant Administrator
Sue Castellucci, Housing Coordinator

**CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
(CAPER)**

TABLE OF CONTENTS

	<u>Page #</u>
1. Executive Summary	5
2. General Questions	
A. Assessment of goals	8
B. Change in program	12
C. Affirmative Fair Housing	13
D. Action taken to address obstacles	14
E. Leveraging Resources	16
3. Managing the Process	19
4. Citizen Participation	19
5. Institutional Structure	20
6. Monitoring	20
8. Housing Needs	23
9. Specific Housing Objectives	24
10. Public Housing Strategy	24
11. Barrier to Affordable Housing	25
12. HOME/American Dream Down Payment Initiative (ADDI)	25
13. Homeless Needs	25
14. Specific Homeless Prevention Elements	26
15. Emergency Shelter Grants (ESG)	27
16. Community Development	27
17. Antipoverty Strategy	31
18. Non-Homeless Special Needs	31
19. Specific HOPWA Objectives	32

LIST OF ATTACHMENTS

1. City of Petaluma Resolution No. 2007-060 NCS – Approving the FY2007-2008 Action Plan
2. City of Petaluma Resolution No.2007-191 NCS– Amendment to 2007-2008 Action Plan
3. Public Notice of Availability of the City of Petaluma’s CAPER
4. IDIS Financial Summary
5. Housing Element Progress Report for 2006-2007 (latest edition)

Executive Summary

FISCAL YEAR 2007-2008 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION (CAPER) EXECUTIVE SUMMARY

Relationship To Consolidated Plan Strategy:

Operating as an entitlement jurisdiction under the Community Development Block Grant program, the City of Petaluma has an adopted 2005-2010 Consolidated Plan, which was approved by the Petaluma City Council on April 4, 2005 and will serve as the basis for CDBG funding for the five year planning period. All strategies and activities completed in FY 2005-2010 promote the goals of the Consolidated Plan and the Block Grant program: provide decent housing, establish and maintain a suitable living environment and expand economic opportunities, particularly for low and moderate income persons.

Included in the initial 2007-2008 Action Plan of CDBG programs and services was:

- funding for administration of the Block Grant program (City of Petaluma)
- funding for rehabilitation of housing for seniors and low-income families (Rebuilding Together)
- housing rehabilitation for persons with a disability (Community Resources for Independence)
- extension of a senior meals program (Petaluma People Services Center)
- Health and Safety upgrades to homeless shelter (Committee On The Shelterless)
- rehabilitation of senior housing units (Petaluma Ecumenical Properties)

In November, 2007 the Action Plan was amended to include funding for:

- an upgrade to the senior meals kitchen facility (PPPSC)
- energy conservation upgrades in transitional housing (COTS)
- water conservation upgrades in senior housing units (PEP)

Fair Housing and Equal Opportunity

The "promotion of housing choices and opportunities" is a Consolidated Plan priority. The City's Analysis of Impediments (AI) was updated in collaboration with the County of Sonoma and the City of Santa Rosa, the three entitlement jurisdictions in the County. The AI has been previously submitted to HUD and is available to the public upon request.

The City's Fair Housing program and tenant-landlord mediation services were funded in 2007-08 out of the City's Housing Fund and those programs are administered by Petaluma People Services Center (PPSC).

The City has been informed it will be the subject of a week-long fair housing compliance audit in July 2008 and the results of that audit will be reported in next year's CAPER.

2007-2008 Action Plan

Utilizing CDBG funding in the amount of \$357,375 (annual entitlement) plus \$136,000 (previous years undistributed funding), community nonprofit agencies, in partnership with the City of Petaluma successfully provided services to address the community's priorities as outlined in the Consolidated Plan:

Administer and/or facilitate programs and projects which enhance the quality of life for Petaluma's senior citizens.

Facilitate the provision of programs, projects, or facilities which enhance the lives of Petaluma's low and moderate income youth, particularly those residing in City-assisted housing.

Administer and/or facilitate projects and programs for Petalumans with special needs (e.g. homeless families and singles, persons with a disability, et al.)

Provide rental units for very low and low-income residents, particularly those units with support services

Improve accessibility in public facilities and low-income housing for persons with a disability

Promote housing choices and opportunities

Facilitate the provision of homeownership opportunities for low and moderate income Petalumans with an emphasis on public safety workers, school personnel, and our minority community.

Promote programs, projects and facilities which encourage and implement principles of sustainability (e.g. energy efficiency, proximity to transit, water conservation, etc.)

Provision of programs, projects, or facilities which enhance the community's child care capacity.

Other Resources

As in past years, the City maximizes our CDBG allocation by leveraging those funds with other funding sources that have been utilized for our affordable housing projects and programs:

- City of Petaluma In-Lieu Housing Fund
- City of Petaluma Redevelopment Low-Mod Set-aside
- City of Petaluma Commercial Linkage Housing Fund
- HOME
- Low-Income Housing Tax Credits
- Multi-Family Housing Bonds
- Emergency Housing Assistance Program
- HUD 202
- HUD 811
- McKinney-Vento Homeless Grants
- FESG
- Sonoma County Block Grant Funds
- Section 8 Subsidies

Geographical Distribution

The City's housing and CDBG activities are located in facilities and homes located throughout the community.

Citizen Participation

The City has in place a detailed Citizen Participation Plan which contains the City's policies and procedures for public involvement in the CDBG process. The Citizen Participation Plan was utilized in implementing the 2007-2008 Action Plan and staff interacts with subrecipients on a daily basis as they carry out their programs and projects.

- A Needs Assessment was completed in anticipation of adopting the Action Plan, utilizing a wide range of community-based agencies, including a Technical Advisory Workshop for all potential applicants.
- Held a public hearing before City Council.
- Interacted with other governmental agencies to coordinate all Block Grant-funded activities.
- Draft Action plan was made available to allow a public comment period by interested parties and a Draft CAPER was available for review by the public. No public comments were received.

Because formal public hearings often do not always include involvement by the community's low-income households, the CDBG program provides for and encourages public participation in small group settings, emphasizing involvement by low and moderate-income people. Also the City takes whatever actions are appropriate to encourage participation of minorities, people who do not speak English and people with disabilities.

GENERAL

General Questions

1. *Assessment of the one-year goals and objectives:*
 - a. *Describe the accomplishments in attaining the goals and objectives for the reporting period.*
 - b. *Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.*
 - c. *If applicable, explain why progress was not made towards meeting the goals and objectives.*
2. *Describe the manner in which the recipient would change its program as a result of its experiences.*
3. *Affirmatively Furthering Fair Housing:*
 - a. *Provide a summary of impediments to fair housing choice.*
 - b. *Identify actions taken to overcome effects of impediments identified.*
4. *Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.*
5. *Leveraging Resources*
 - a. *Identify progress in obtaining "other" public and private resources to address needs.*
 - b. *How Federal resources from HUD leveraged other public and private resources.*
 - c. *How matching requirements were satisfied.*

1. ASSESSMENT OF THE ONE-YEAR 2007-2008 GOALS AND OBJECTIVES:

1a) *Descriptions of the accomplishments in addressing the 2007-08 goals and objectives are summarized below.*

Consolidated Plan Priority 1: Administer and/or facilitate programs and projects which enhance the quality of life for Petaluma's senior citizens.

2007-08 Community Development Block Grant (07-08 CDBG) funds were utilized by Petaluma Ecumenical Properties (PEP Housing) to install a new roof, gutters, and a sump pump at 231 Wilson (10 units); installed high energy efficient furnaces at 154 Wilson (6 units); seal coated all parking lots on older rental properties; and provide water conservation upgrades in six properties that serve 84 senior units.

2007-08 CDBG funds were utilized by Petaluma People Services Center (PPSC) to upgrade the outdated and dysfunctional senior meals kitchen facility at the Novak Senior Center.

2007-08 CDBG funds were utilized by Petaluma People Services Center (PPSC) to provide low-income seniors with a daily hot meal and a security and wellness check.

2007-08 CDBG funds were utilized by Rebuilding Together to modify, update, and rehabilitate homes of low-income and/or disabled seniors.

Other funding was utilized by PEP for:

Additional Senior Housing rehabilitation

Rent subsidies for seniors: PEP provides rent subsidies for qualified very-low income seniors;

Mobile Home Rent Control: The City's 1994 Mobile Home Rent Stabilization ordinance is designed to protect low-income mobile home owners, primarily seniors, from burdensome rent increases.

Consolidated Plan Priority 2: Facilitate the provision of programs, projects, or facilities which enhance the lives of Petaluma's low and moderate income youth, particularly those residing in City-assisted housing.

Other funds were utilized by the **Boys and Girls Club** to operate an on-site club at five affordable family housing properties Monday through Friday from 2:00-6:00 and operate programs in: health and life skills; sports, fitness and recreation; character development and leadership development; and education and career development.



On-Site Boys and Girls Club at Round Walk Village in Petaluma.

Consolidated Plan Priority 3: Administer and/or facilitate projects and programs for Petalumans with special needs (e.g. homeless families and singles, persons with a disability, et al.)

Homeless services:

2007-08-CDBG funds were utilized by the Committee On the Shelterless (COTS) to provide health and safety upgrades (in the form of new beds to replace floor mats and lockers for medication) at the Mary Isaak Center (the City's adult serving homeless facility).

2007-08 CDBG funds were utilized by COTS to install energy conservation upgrades in five transitional homes, serving previously homeless families.

Other funds were utilized to operate the Petaluma Center for Homeless Children and Their Families operated by the Committee On The Shelterless (COTS). Much of the funding from both Federal Emergency Shelter Grants goes to support the Family Shelter. This 35-bed facility (11 homeless families) is a model family shelter which provides not only a warm, safe place for families with children, but a professional caring staff provides state-of-the-art services to assist families in their path back to self-

sufficiency. In many cases their next step is COTS Transitional Housing described below. Community - volunteers serve as tutors to help children catch up in school; COTS offers a licensed day care facility so that parents can spend their daytime hours looking for employment and housing.

Other funds were utilized by COTS to administer the Mary Isaak Center which includes the operation of a state-of-the-art 75-bed emergency shelter for adults without children, the operation of the Opportunity Center, a resource center for jobs and counseling, substance abuse programs, information and referral to various service providers, and a 35-unit transitional housing component.

Other funds were utilized by several agencies to provide transitional housing services for previously homeless consumers:

COTS operated six homes in their shared housing services program, which provides transitional and shared housing for previously homeless families and single adults, including 20 adults and 21 children. The city provides the properties rent-free. COTS can then support this program through rental income.

Salvation Army managed the Petaluma Area Transitional Housing (PATH) program assisting previously homeless families with rental subsidies, counseling, and family budget management.

Viet Nam Veterans of California operated transitional housing for previously homeless veterans in a City-donated house, providing very-low income housing, extensive counseling, employment referrals, and drug and alcohol programs.

Consolidated Plan Priority 4: Provide rental units for very low and low-income residents, particularly those units with support services

Other funds were utilized for pre-development costs for the PEP-Wood Sorrell project; project proponents began initial planning efforts for Phase II of Vintage Chateau, a 67-unit low-income senior project.

Other funds were utilized by Burbank Housing Development Corporation, a community nonprofit agency, to acquire a site to develop 66 units of affordable rentals for non-age-specific households.

Consolidated Plan Priority 5: Improve accessibility in public facilities and low-income housing for persons with a disability

2007-08-CDBG funds were utilized by Community Resources for Independence (CRI) to provide renovation services in homes of low-income people with a disability.

2007-08 CDBG funds were utilized by Rebuilding Together, working closely with CRI to rehabilitate and/or update homes for low-income persons with a disability.

Consolidated Plan Priority 6: Promote housing choices and opportunities.

2007-08 CDBG funds were utilized by PPSC to continue to successfully administer the City's Fair Housing and Landlord-tenant mediation/ Information/Referral service.

Consolidated Plan Priority 7: Facilitate the provision of homeownership opportunities for low and moderate income Petalumans with an emphasis on public safety workers, school personnel, and our minority community.

Other funding sources are utilized to administer the sales, re-sales, and refinances of the homes which are included in the City's homeownership program aimed at low and moderate income first time homebuyers.

A 26-home subdivision, Frates Square, was completed utilizing the land trust model to provide long-term affordability for work force, first time homebuyers.

Consolidated Plan Priority 8: Promote programs, projects and facilities which encourage and implement principles of sustainability (e.g. energy efficiency, proximity to transit, water conservation, etc.)

2007-08 CDBG funds were utilized by Rebuilding together to maintain a sustainable community by rehabilitating low-income housing for persons who are elderly, disabled, or in need. Many homes require new insulation, electrical wiring, roofs and gutters, windows, updated plumbing, etc.

Construction is nearing completion (Opening slated for December 2008) on a 58-Unit affordable senior apartment complex which will be one of the first multi-family residential complexes to have a Green Building designation.

The City of Petaluma is a regional leader in "Green Building," a design and construction practice which promotes the health and well-being of families, the community, and the environment for years to come. Green Building products and construction practice can lower water and energy bills, reduce maintenance costs, and reduce replacement requirements.

Consolidated Plan Priority 9: Provision of programs, projects, or facilities which enhance the community's child care capacity.

2007-08 CDBG funds were utilized by PPSC, in conjunction with the Fair Housing program, to administer the City's child care voucher program for low and very low-income parents.

Licensed child care is offered on-site at both the City's Family Shelter (operated by COTS) and at one of the City's family affordable housing properties, Old Elm Village, operated by 4-C's a countywide child care provider

1b) *Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.*

For the program year 2007-2008 the City of Petaluma received an entitlement amount of \$357,375 from HUD under the Community Development Block Grant Program plus \$136,000 (previous years undistributed funding).

There are statutory requirements for Block Grant funds and all activities funded by Petaluma adhered to those requirements: (1) at least 60% of the funds were used for activities that benefited low and moderate income persons (in our case 100% of the funds benefited low/mod residents); and (2) all funds were used exclusively for the three national objectives.

Those objectives are: (1) the administration of a program which benefits low and moderate income persons; (2) aids in the prevention or elimination of slums or blight or (3) meets other community development needs having a particular urgency.

The following specific programs or projects were approved by the City Council and implemented to meet our local priorities and the national objectives:

Program administration.	\$47,650
Housing access improvements for low-income persons with a disability. Community Resources for Independence (CRI) assessed and rehabilitated dwelling units to remove barriers.	\$40,000
Petaluma People Services Center (PPSC) administered a senior meals program.	\$53,606
Energy conservation upgrades in transitional houses (COTS)	\$40,000
Rebuilding Together rehabilitated housing for low-income seniors and persons with a disability.	\$100,000
Petaluma Ecumenical Properties – Rehabilitated units for very low income housing for seniors	\$67,119
COTS installed health and safety improvements in the Mary Isaak Center, the City's year-round homeless shelter.	\$49,000
PPSC - Rehabilitate Senior Meals Kitchen Facility	\$76,000
PEP installed water conservation devises in senior housing communities	\$20,000
Total 2007-2008 Block Grant Allocation	\$493,375

None of the aforementioned activities resulted in the displacement of any households; fair housing and equal opportunity are promoted in all activities and programs.

2. Describe the manner in which the recipient would change its program as a result of its experiences.

Following direction of our Regional HUD office, the City developed a Standard of Procedures and a CDBG Subrecipient Handbook. These documents have improved our program's effectiveness and efficiency.

- A **Standard of Procedures** contains:

- An annual timeline of required activities
- A copy of the CDBG Subrecipient Agreement
- A sample insurance certificate
- A copy of the City's performance measurement system
- A copy of the Consolidated plan
- A copy of the CAPER
- A copy of all required public notices
- A copy of the monitoring status report for subrecipients
- A copy of the annual information and application packet for CDBG funding
- A copy of the Handbook for CDBG subrecipients (see below)
- A copy of a Council staff report for CDBG funding recommendations
- A copy of the Annual Action plan
- A copy of the annual program compliance review form
- A copy of CDBG National Objectives and Eligible Activities for Entitlement Communities

This manual is located in the office of the CDBG staff and is updated as needed.

- A [Handbook for CDBG Subrecipients](#) has been developed which contains information on:

- Financial management
- Procurement and Contracting
- Recordkeeping and reporting requirements
- Audits
- Performance Outcome Measurement System

This Handbook is distributed to each subrecipient at the time of completion of the subrecipient agreement between the agency and the City.

In addition to the aforementioned manuals, a major change was implemented in 2005-2006 with the use of the **CPMP system**, as required by HUD. Additionally, HUD's requirement that a **Performance Outcome Measurement System** has been initiated into our monitoring guidelines. Performance measurement statistics have been reported in IDIS and each of our 07-08 programs has been identified with a specific objective and outcome.

3. Affirmatively Furthering Fair Housing:

In 2005-2006, the City of Petaluma collaborated with the City of Santa Rosa and the County of Sonoma, the other entitlement jurisdictions that encompass Sonoma County, to collectively update the Analysis of Impediments to Fair Housing Choice (AI) in conjunction with preparation of this CAPER. A copy of this document has been submitted to HUD.

Provide a summary of impediments to fair housing choice.

Affordable Housing:

- Sonoma County is not immune to the actions, attitudes and conditions that may create impediments to fair housing choice in its population.
- A disproportionate number of Sonoma County residents experience a cost burden, often severe, in maintaining housing.
- In many cases, the burden is compounded by other housing problems, such as overcrowded conditions or substandard housing.
- Many attempting to become homeowners, find themselves priced out of the market.
- The lack of access to affordable housing, when added to the needs of many of the protected classes of citizens, compounds the difficulties that those individuals may experience in obtaining or maintaining affordable permanent housing.

Fair Housing:

- Little evidence of discrimination in lending was found to be occurring throughout Sonoma County, although the available data does not portray the degree to which differential treatment and/or predatory lending practices may exist.
- None of the jurisdictions are currently involved in any legal actions or litigations regarding fair housing law.
- Disability, race, familial status, and national origin are the primary areas of fair housing complaints registered.
- Screening tactics used by landlords and staunch income and security deposit requirements for approval of rental applications may be insurmountable burdens to the low-income population who may not have stellar credit ratings or sufficiently available cash.

Housing Rehabilitation:

- Those with disabilities may encounter significant challenges in finding or maintaining housing that is accommodating of their needs.

- Accessibility restraints and the lack of means to rectify them may be instrumental in causing elderly or disabled populations to enter nursing homes or other institutional settings prematurely.

Economic Development:

- Limited proficiency in English language may cause difficulty in house seeking and may afford an avenue allowing abusive terms and conditions to be enforced in both rental and ownership contracts.
- Education, job training, and credit counseling options may not be readily available to low-income persons to enable them to rise to the challenge of obtaining and maintaining permanent housing in a high-cost area such as Sonoma County.

Interagency Collaboration:

- Overall funding reductions have the potential for becoming an impediment to fair housing choice.

Public Policy:

- A lack of proactive code enforcement may allow substandard housing units to go un-repaired, and low-income, elderly, disabled, and minority tenants may consequently live in unsafe conditions.

b. Identify actions taken to overcome effects of impediments identified.

Affordable Housing:

- Continue maintenance and production of affordable housing as a key element of the plan.
- All segments of the populace, seniors, young families, large families, those with disabilities, should be considered in the allocation of funding for projects.



Petaluma's newest affordable senior housing – Casa Grande Senior Apartments
Opening in December 2008

- Encourage more work force housing opportunities such as our newest First Time Homebuyer subdivision that was completed January, 2008 – Frates Square. There are 26 home for work force housing.
- Homeownership opportunities, through first-time homebuyer and self-help programs, should remain priorities.
- Ensure that as much of the available funding as possible is make available to affordable housing projects that leverage additional funding.

- Ensure that notices of funding availability are adequately disseminated to potential developers and service providers, and that the application procedure is attainable, practicable, and not overly restrictive.
- Foster collaboration between housing developers and other service providers that can result in blocks of units with supportive services in new affordable housing projects targeted towards specific special needs populations, such as those with mental disabilities or farm workers.
- Jurisdictional policies should require that all new housing units funded conform to the provisions of Section 504 to ensure an acceptable number of accessible and adaptable units upon completion.

Housing Rehabilitation:

- Maintain provisions for the operation and/or funding of housing rehabilitation activities, including housing access modifications programs to preserve the existing housing stock.
- Continue to provide for access modifications to rental properties, as well as owner-occupied properties.
- Assist low-income elderly and disabled households in maintaining housing in lieu of becoming homeless or being driven into institutional facilities prematurely.

Fair Housing:

- Continue to provide funding for the provision of fair housing services, including outreach and education activities for both landlords and tenants.
- As overall funding levels decrease, consider a “set-aside” of funding to ensure adequate support for the provision of, at a minimum, the HUD-mandated level of fair housing activity.
- Include Fair Housing provisions in all contracts with subgrantees.
- Continue desktop and site visit monitoring to ensure that all allocated funding is used in a manner that affirmatively furthers fair housing, where applicable.
- Lend strength to on-going efforts to counteract NIMBYism (the proclivity of residents to support actions but proclaim “NOT IN MY BACKYARD”) within jurisdictional boundaries and beyond, fostering open dialogue and dissemination of information.

Economic Development:

- Support economic development activities, family self-sufficiency and other educational endeavor, such as ESL instruction and credit counseling, to provide low-income residents with the tools to increase their income and compete effectively in this high-cost housing market.

Interagency Collaboration:

- Collaborate with public works officials to facilitate ADA-compliant access and functional public transportation options linking both current and planned affordable housing units to employment opportunities and services.
- Interact with private lenders to ensure equal terms for all home-seeking applicants and to provide avenues for effective usage of Community Reinvestment Act (CRA) funds.
- Align with other funding agencies to prevent duplication of efforts and over burdensome administration expenses, both within their own operations and those of the agencies funded.

Public Policy:

- Guard against land use policies and zoning ordinances that prevent or impede the development of a range of housing options, becoming an impediment to choice in and of themselves.
- Encourage participation by a varied group of citizenry in the planning process.
- Continually assess policies, procedures and guidelines to identify any overly restrictive elements.
- Make revisions necessary to enable fair housing choice while, at the same time, continuing to protect the health and safety of the community.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

Assuming that "other actions" means non-Block Grant actions taken to address obstacles to meeting underserved needs, please see General Question #5, "leveraging resources," below.

5. Leveraging Resources

5a. and b. Identify progress in obtaining "other" public and private resources to address needs and how federal resources from HUD leveraged other public and private resources.

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, particularly in the production of affordable housing. Those resources include the following list which is amplified below:

- 2007-2008 City Housing Fund (see description below)
- HOME Program
- HUD 202, HUD 811
- Emergency Housing Assistance Program
- Other Federal Resources
- Non-Governmental Resources
- Multi-family Revenue Bonds

2007-2008 City Housing Fund: This fund is the City's largest (amounts to approximately \$5,000,000 annually) and most flexible source of funds for affordable housing. This fund is comprised of the City's in-lieu housing contributions (a requirement of Policy 4.2 of the City's State certified 1999-2009 Housing Element of the General Plan), the Redevelopment Agency 20% set-aside of tax increment funds for low and moderate-income housing, the 2005-adopted Commercial-housing linkage fee, program income, interest and loan repayments. The In-Lieu Fund has collected minimal revenues due to a water moratorium and current market conditions.

The Housing Fund is distributed via a Request For Proposal (RFP) process. When requests for fund allocations are submitted, each proposal is screened to ensure that it addresses one or more of the Consolidated Plan priorities, as well as General Plan and Redevelopment Implementation Plan goals and objectives.

HOME Program Funds

The City of Petaluma applies directly to the California State Department of Housing and Community Development (HCD) for HOME funds. The City has been awarded six HOME grants:

• 1996 Round Walk Village	129 units
• 1998 Old Elm Village	88
• 2000 Edith Street Senior Apts.	23
• 2001 Lieb Senior Apts.	23
• 2002 Downtown River Apartments	81
• 2005 Casa Grande Senior Apts.	<u>57</u>
TOTAL HOME UNITS	401

HUD-funded Projects

Petaluma has two HUD 202 projects:

- Edith Street Senior Apts. 22 units
- Lieb Senior Apartments 22 units
- Casa Grande Senior Apts (underway) 44 units

Petaluma has two HUD 811 projects:

- Salishan Apts. for persons with a developmental disability 13 units
- Boulevard Apts. for persons with a mental disability 14 units

Petaluma has one 236 project:

- Petaluma Senior Apartments 57 units

Petaluma has one LIHPRA project:

- Park Lane Apartments 90 units

TOTAL HUD FUNDED UNITS 262

Emergency Housing Assistance Program:

During this program year, the Committee On The Shelterless (COTS) has been awarded funds from the State of California homeless shelter program.

Other McKinney Vento Continuum of Care programs: The City of Petaluma, the Sonoma County Community Development Commission, and the City of Santa Rosa (the three county entitlement jurisdictions) work together with homeless service providers to identify and prioritize homeless issues and needs in Sonoma County. In addition to the \$1.6 million plus this process provides, the Continuum will produce the HUD-required ten-year plan to end homelessness. The City funds a portion of the salary for a Continuum of Care part-time administrator.

Additionally, Continuum of Care funds are being utilized to assist the homeless community in Petaluma. \$29,745 was allocated for **COTS "Rent Right" Program**. Rent Right is a two year grant to administer a program in which COTS' residents are prepared for their move to independent housing by providing workshops in budgeting, credit repair, housing searches, and other pertinent assistance. Additionally, COTS received funding for its **"Work Right"** program. Work Right is a two-year grant for \$150,000 and is partnered with Rent Right to provide COTS residents with employment readiness training.

Other Federal Resources:

Section 8 Rental Assistance - The Sonoma County Community Development Commission administers the County-wide program in which the City of Petaluma participates. There were approximately 300 Section 8 vouchers issued in Petaluma for fiscal year 2007-2008.

Federal Emergency Shelter Grant - The Committee On The Shelterless has applied for \$283,861 through the State of California Dept. of Housing and Community Development and Sonoma County. This grant is utilized for staff wages, homeless prevention funds, utilities and supplies directly related to emergency shelter operating costs.

Non-governmental Resources

Low Income Housing Tax Credit Program - The tax credit program is a combination of public incentive (via federal and state tax credits) and private equity to encourage and develop affordable housing. The City of Petaluma is home to eleven Tax Credit projects (six family and five senior projects):

- Madrone Village Apts. 23 units
- Washington Creek Apts. 32
- Corona Ranch Apts. 76
- Round Walk Village 129
- Old Elm Village 88
- Downtown River Apts. 80
- Caulfield Lane Sr. Apts. 22
- Vintage Chateau Senior Apts. 244
- Vallejo Street I Senior Apts. 45
- Vallejo Street II Senior Apts. 40
- Casa Grande Senior Apts. 13

Total Tax Credit Units 792

Petaluma Hotel/Single-Room-Occupancy (SRO) Facility – Petaluma is fortunate to have the largest SRO in the North Bay and the only one in Sonoma County, with 104 low-income units, which is home to many of the County's very-low income retired and working people.

The rents range from \$500 to \$550 for a room with a shared bath to \$650 to \$725 for a room with bath. All rooms include utilities. 10% percent of the residents are retired and more than 50% work everyday, most in jobs located in Sonoma County.

Private grant/foundation funding, such as the Sonoma Foundation and United Way, has assisted housing and neighborhood revitalization projects. The faith-based community is actively involved in Petaluma's efforts to house our most-needy population. The Church/Synagogue Shelter Program has increased the capacity of the City's family shelter by 30%. All nonprofit agencies are recipients of substantial private donations.

Mobile Home Rent Stabilization Program – The City of Petaluma is home to 868 mobile home spaces located in seven parks. All but one is "senior-only" and these parks are a rich source of affordable housing for our community's senior citizens. The City has had a rent stabilization ordinance since 1994 and 191 spaces are covered under the ordinance, which ties space rent increases to the annual consumers price index.

Second Units (Accessory Dwellings) – There are approximately 75 known second units in Petaluma and, although income verification is not done on the residents of those dwellings, it can be assumed that they are generally more affordable than other market rate housing.

5c. How matching requirements were satisfied.

\$7,400 of funding from the City's Housing Fund was utilized to provide federal "match" requirement for a HUD grant, through McKinney Vento funding.

Managing the Process

1. *Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.*

The application process includes a checklist to make sure the required paperwork has been received from the subrecipient as well as making sure the request is for an eligible activity. The selection process activities were evaluated based on the consistency with the priorities needs identified in the 2005-2010 Consolidated Plan, as well as compliance with CDBG national objectives.

A public notice is published in January announcing a Technical Assistance Workshop for all interested participants who are requesting CDBG funds. The technical workshop is held in February and is a mandatory meeting for all subrecipients. At this workshop, the potential projects were discussed and the performance measurement criteria are discussed.

The applicants are given fifteen (15) days to complete and return their applications to the City of Petaluma's Housing Division. The applications are reviewed to make sure they fulfill the City's priorities. The Housing staff makes a recommendation to the Petaluma City Council on the programs and projects to be funded at a public hearing.

Throughout the year, the City of Petaluma receives quarterly reports (if applicable) from each subrecipient as well as on-site consultation to oversee problems or concerns that need to be handled.

Citizen Participation

1. *Provide a summary of citizen comments.*
2. *In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.*

The City of Petaluma received no comments from the public on our 2007-2008 CAPER.

2. *In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.*

The Draft CAPER was publicly noticed in the local newspaper, as required by HUD (See Attachment 3); was made available for public review at the City's Housing Division office; was made available to

interested individuals free-of-charge; copies were provided upon request in a timely fashion (within two days), and staff was available to answer any questions or comments that the public might have.

Institutional Structure

1. *Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.*

No gaps have been identified in our institutional structure. One of our program's strongest features is the collaboration and cooperation among all city departments and community agencies.

Monitoring

1. *Describe how and the frequency with which you monitored your activities.*
2. *Describe the results of your monitoring including any improvements.*
3. *Self Evaluation*
 - a. *Describe the effect programs have in solving neighborhood and community problems.*
 - b. *Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.*
 - c. *Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.*
 - d. *Indicate any activities falling behind schedule.*
 - e. *Describe how activities and strategies made an impact on identified needs.*
 - f. *Identify indicators that would best describe the results.*
 - g. *Identify barriers that had a negative impact on fulfilling the strategies and overall vision.*
 - h. *Identify whether major goals are on target and discuss reasons for those that are not on target.*
 - i. *Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.*

The City of Petaluma Housing staff regularly monitors CDBG funded activities to ensure that all projects are administered in compliance with applicable regulations and that their accomplishments are addressing the priorities established in the Consolidated Plan. Since the majority of the funding allocated to the City of Petaluma is provided to nonprofit agencies, it is crucial to provide technical assistance and to monitor the performance of our subrecipients. All of the City's programs and activities funded under the CDBG program are implemented by qualified subrecipients who enter into a contractual agreement with the City of Petaluma to implement specific programs and services. With the CDBG subrecipients, we monitor their activities on a quarterly basis when they submit their Quarterly Status Report. Throughout the year, we meet with each subrecipient to review their progress with their program and see if there have been any problems or concerns. At the end of the fiscal year, we complete an annual report on each subrecipient. We keep in close contact with our non-profit subrecipients and consult with them on a continual basis.

If a subrecipient is experiencing problems or failing to comply with regulations, a letter that provides recommendations on how the situation can be remedied will be sent. If a finding is issued, a letter will be sent identifying a deadline for when the specific issues must be corrected with a follow-up visit to the organization to make sure the corrections have been made.

2. RESULTS OF MONITORING

The City of Petaluma did not issue any "concerns" or "findings" during the FY 2007-2008. Our subrecipients did not encounter any problems in performing their programs and/or services.

3. SELF EVALUATION

a. Describe the effect programs have in solving neighborhood and community problems.

CDBG is a vital tool because it is one of the few resources available to our community to provide services which have a positive effect on our neighborhoods and address community problems.

b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.

The programs and projects which address priority needs have been described under General Question #1. In addition to financial investment in housing for low and moderate income households, the City of Petaluma assists in other dimensions to carry out the priorities and goals of the Consolidated Plan strategy, including public policy determinations and implementation, institutional structure, and intergovernmental cooperation.

c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.

Decent housing and a suitable living environment were provided via the multitude of programs and projects as described in general Question #1 and #5. Expanded economic opportunities were made available as a result of affordable housing, high quality child care, youth programs, and good transportation planning.

d. Indicate any activities falling behind schedule.

All projects and programs are on schedule.

e. Describe how activities and strategies made an impact on identified needs.

Each activity which has been funded in 2007-08 addresses an identifies need in our community and is within the parameters of the Consolidated Plan list of priorities as described in General Question #1.a. Additionally, the City's annual Housing Element update specifically details progress in meeting goals and objectives. (See Attachment #5 for that information.)

Identify indicators that would best describe the results.

FY Program Year 2007-2008

Subrecipient	Objective/Outcome	Indicators
PPSC/Senior Meals	SL-1	Goal: 200 people to be served.
PPSC/Senior Café Rehab	SL-1	Goal: Rehab Senior Café – 1 public facility, over 200 people served.
Rebuilding Together	DH-1	Goal: 45 Units to be Rehabilitated
Committee on the Shelterless	SL-1	Goal: Rehabilitate 1 public facility – over 290 people served.
Comm. Resources for Independence	DH-1	Goal: 10 units rehabilitated
PEP Housing	DH-1	Goal: 37 rental units rehabilitated -
PEP Housing	DH-1	Goal: 39 units served from property being rehabilitated
Committee on the Shelterless	SL-1	Goal – five transitional houses to be rehabilitated – 50 people served.

f. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.

There exist barriers which are outside the control of local government and the Block Grant Program, among them the extremely high cost of living in Sonoma County, the extremely high cost of housing construction, increased gang activity, declining general fund revenues, increased immigration population with few employee skills, limited health insurance, etc. These forces play a large role in the quality of life of our low-income residents.

g. Identify whether major goals are on target and discuss reasons for those that are not on target.

All of major goals are on target; none have been unduly delayed.

h. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

See General Question #2.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

It is a requirement of the Consolidated Plan process to discuss the need to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to low-income households.

The hazard of lead based paint is defined by the Federal Government as any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is

deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects.

The City of Petaluma is prepared to comply with the lead-based paint regulation, implementing Title X of the Housing and Community Development Act of 1992. Approximately 10% of the City of Petaluma's housing units are built before 1978, with an even smaller percentage affecting our low-income household population. Most of the affordable housing units have been built after 1978 and lead-based paint is not an allowable product. Rebuilding Together, a non-profit corporation, targets our older homes when they do their rehab work for the City.

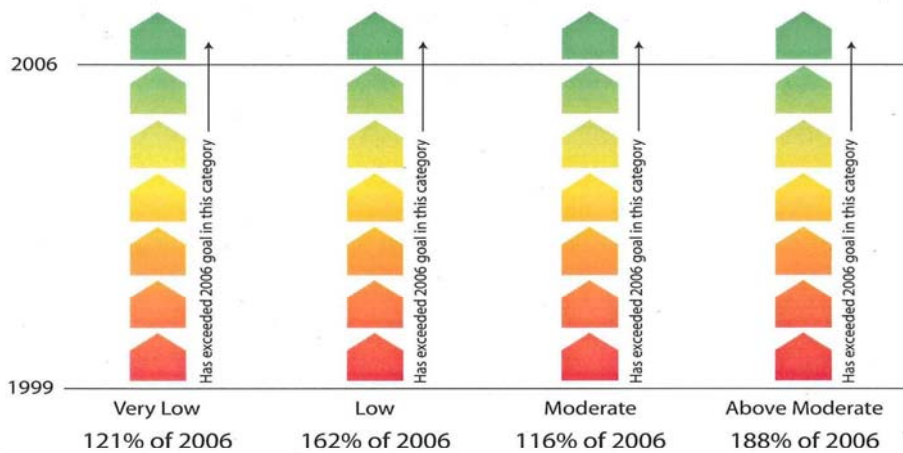
HOUSING

Housing Needs

1. Describe Actions taken during the last year to foster and maintain affordable housing.

City of Petaluma Progress Report

How is the City of Petaluma doing in meeting their share of regional housing needs as of the end of 2006?

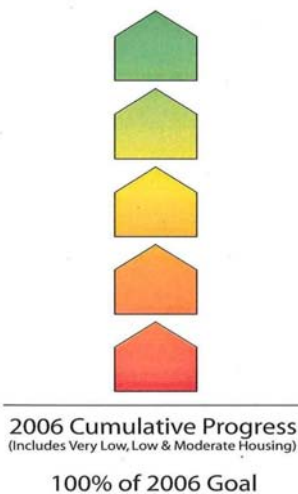


What's Happening?

Information and interest meetings are now being held for 26 new single-family affordable homes in the Southgate Development; construction begins 5/07.

All low-income assisted communities now have an on-site Boys and Girls Club to provide after-school and summer enrichment programs.

Our veteran's transitional home for previously homeless veterans is fully occupied. As we have more war veterans, there will be a need for more veterans housing opportunities and services.



For the complete report, please visit the Sonoma County Housing Coalition Website – www.schousingcoalition.org



Specific

Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

Listed Below is a table of the City of Petaluma’s Five Year Goals for affordable housing, which include the expected number of affordable housing for the current reporting period.

Income	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
Very Low	55	14	44	0	40
Low	25	0	13	0	0
Moderate	1	0	26	23	0
Above Moderate					
TOTAL	81	14	83	23	40

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

All of the projects resulting in new rental affordable housing units completed in 2007-2008 meet the Section 215 definition of affordable housing.

3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

The City of Petaluma has assisted projects that incorporate housing that is accessible for persons with disabilities or severe housing needs, such as the homeless, including the following:

- Committee on the Shelterless (COTS)– Rehabbing the Family Shelter
- Community Resources for Independence – Rehabbing Owner-Occupied units for disabled

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

THE CITY IS NOT A RECIPIENT OF PUBLIC HOUSING FUNDS

Barriers to Affordable Housing

1. *Describe actions taken during the last year to eliminate barriers to affordable housing.*

A number of factors may constrain the development of housing, particularly housing affordable to lower-income households. These factors can generally be divided into "governmental constraints" or those that are controlled by federal, state, or local governments; and "nongovernmental constraints," factors that are not generally created or cannot be affected by government controls. An analysis of these factors can help in the development of programs that lessen their effect on the supply and cost of housing.

See Section IV (D) of the City's 2005-2010 Consolidated Plan.

HOME/ American Dream Down Payment Initiative (ADDI)

1. *Assessment of Relationship of HOME Funds to Goals and Objectives*
 - a. *Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.*
2. *HOME Match Report*
 - a. *Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.*
3. *HOME MBE and WBE Report*
 - a. *Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).*
4. *Assessments*
 - a. *Detail results of on-site inspections of rental housing.*
 - b. *Describe the HOME jurisdiction's affirmative marketing actions.*
 - c. *Describe outreach to minority and women owned businesses.*

HOME: CITY IS NOT A HOME ENTITLEMENT JURISDICTION; WE APPLY FOR FUNDING ON A PROJECT-SPECIFIC BASIS. SEE PAGE 16, #5, LEVERAGING RESOURCES

ADDI: CITY IS NOT A RECIPIENT OF ADDI.

HOMELESS

Homeless Needs

1. *Identify actions taken to address needs of homeless persons.*
2. *Identify actions to help homeless persons make the transition to permanent housing and independent living.*
3. *Identify new Federal resources obtained from Homeless SuperNOFA.*

1. and 2. See General Question #3.

3. *Identify new Federal resources obtained from Homeless SuperNOFA.*

The City of Petaluma benefits from the SuperNOVA through participation in the Continuum of Care Planning Process. Since 1997, the City of Petaluma, the Sonoma County Community Development Commission, and the City of Santa Rosa (the three county entitlement jurisdictions) have worked together and with homeless service providers to identify and prioritize homeless issues and needs in Sonoma County. While the City of Petaluma is well served by the Committee On The Shelterless (COTS), cooperation at a regional level is imperative to address the goal of providing homeless services among all County communities. The Continuum of Care process has brought over \$2 million dollars into our community to date.

Specific Homeless Prevention Elements

1. *Identify actions taken to prevent homelessness.*

The City of Petaluma's In-Lieu Housing Fund provides funding to the Petaluma People Services Center (PPSC) Homeless Prevention Program, which since 1989 has provided financial assistance for housing and critical needs to families and individuals who are homeless or threatened with homelessness. A list of the top ten needs of the homeless population in Sonoma County included in a 1997 survey conducted by the Sonoma County Task Force on the Homeless listed rental assistance and security deposit assistance as the second- and third-highest needs.

The Agency's funding provides administrative and operational support to two components of the Homeless Prevention Program. The Mediated Assistance Program assists Petaluma individuals and families seeking to retain affordable housing by making a one-time payment of rent or mortgage on their behalf. The Renters Assistance Program is a loan program for the up-front costs of renting a home. Clients also receive information, referrals and counseling services to prevent future threats to their stability.

Typical clients served by these programs are normally self-sufficient families with children whose incomes are less than 50 percent of the median and who are faced with unplanned financial emergencies. These emergencies include medical crises, break-up of the family unit, steep increases in rent or utilities, or other unforeseen financial burdens that result in their postponing rent payments. The PPSC provides timely assistance to residents who have exhausted all other avenues and are facing eviction.

The City of Petaluma adopted a Homeless Master Plan in 1999. In developing the plan, City housing officials and police staff developed a scope of work with a local non-profit, the Committee on the Shelterless (COTS), to assess needs and identify resources; begin a dialogue regarding the expansion of County services to Petaluma and the South County; initiate sub-regional cooperative efforts; and formulate policy recommendations including a facility site.

Since 1999, we have made great strides in prevention of the homeless. With COTS as the service provider, the City has a state-of-the-art singles homeless shelter, a family shelter, transitional housing, an opportunity center, etc.

Emergency Shelter Grants (ESG)

1. *Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).*
2. *Assessment of Relationship of ESG Funds to Goals and Objectives*
 - a. *Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.*
 - b. *Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.*
3. *Matching Resources*
 - a. *Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.*
4. *State Method of Distribution*
 - a. *States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.*
5. *Activity and Beneficiary Data*
 - a. *Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.*
 - b. *Homeless Discharge Coordination*
 - i. *As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.*
 - c. *Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.*

**CITY IS NOT A RECIPIENT OF ESG FUNDING.
INDEPENDENTLY, COTS APPLIES FOR AND IS SUCCESSFUL IN RECEIVING ANNUAL FESG
GRANTS**

COMMUNITY DEVELOPMENT

Community Development

1. *Assessment of Relationship of CDBG Funds to Goals and Objectives*
 - a. *Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.*

[See General Question #1](#)

b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.

<u>Priority Need</u>	<u>Budgeted FY 07-08</u>	<u>% of Total Funds</u>
Youth & Special Needs Population	140,000	28%
Elderly Population	163,119	33%
Public Service	53,606	11%
Homeless population	89,000	18%
Program Administration	47,650	10%

Activity	FY 2007-2008 Expenditures	Proposed Numbers	Actual Numbers	Outcome & Objective
Community Resources for Independence – rehabbing houses for disabled.	\$40,000	10	12	DH-1
Petaluma People Services Center – Senior Meals (Public Service)	\$53,606	200	217	SL-1
Rebuilding Together – rehabbing very low and low income housing	\$100,000	45	51	DH-1
Committee on the Shelterless – Rehab 1 public facility	\$49,000	1	1	SL-1
PEP Housing – Rehab four properties	\$67,119	37	37	DH-1
Petaluma People Services Center – Rehabbed Senior Café (public facility)	\$76,000	1	On-going	SL-1
PEP Housing – Rehab six properties – water conservation	\$20,000	39	83	DH-1
Committee on the Shelterless – rehab five transitional houses for energy conservation	\$40,000	5	On-going	DH-1

c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

100% of CDBG funds were used for activities that benefited extremely low, low, or moderate income persons.

2. Changes in Program Objectives

a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

See General Question #2

3. *Assessment of Efforts in Carrying Out Planned Actions*

- a. *Indicate how grantee pursued all resources indicated in the Consolidated Plan.*

See General Questions 1 & 5

- b. *Indicate how grantee provided certifications of consistency in a fair and impartial manner.*

The City of Petaluma maintains a public Request For Proposals process to identify activities that will be funded each program year. This process is open to all who wish to submit proposals. Following that a technical workshop is held by staff to ensure consistency in a fair and impartial manner.

- c. *Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.*

On the contrary, all actions taken encouraged and facilitated the implementation of the Consolidated Plan.

4. *For Funds Not Used for National Objectives*

- a. *Indicate how use of CDBG funds did not meet national objectives.*
b. *Indicate how did not comply with overall benefit certification.*

All CDBG funds met National Objectives.

5. *Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property*

- a. *Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.*
b. *Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.*
c. *Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.*

Questions 5a-c – NOT APPLICABLE

6. *Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons*

- a. *Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.*
b. *List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.*
c. *If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.*

Question 6a-c: NOT APPLICABLE

7. *Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit*
- a. *Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.*

100% of all activities fell within one of the categories of presumed limited clientele.

8. *Program income received*
- a. *Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.*
 - b. *Detail the amount repaid on each float-funded activity.*
 - c. *Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.*
 - d. *Detail the amount of income received from the sale of property by parcel.*

No Program Income was received during the FY 2007-2008

9. *Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:*
- a. *The activity name and number as shown in IDIS;*

NONE

- b. *The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;*
- c. *The amount returned to line-of-credit or program account; and*
- d. *Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.*

10. *Loans and other receivables*
- a. *List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.*
 - b. *List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.*
 - c. *List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.*
 - d. *Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.*
 - e. *Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.*

Question 10a-e: NOT APPLICABLE

11. Lump sum agreements

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

Question 11a-d: NOT APPLICABLE

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.

During the 2007-2008 reporting period approximately \$140,000 was spent to rehabilitate over 77 housing units. This work was accomplished by two non-profits, Rebuilding Together and Community Resources for Independence.

b. Provide the total CDBG funds involved in the program. See 12a

c. Detail other public and private funds involved in the project.

There were no other funds involved in these housing rehabilitation activities.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Question 13a – NOT APPLICABLE

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

According to the 2000 Census the number of people under the poverty level in Petaluma is 3,712 which is 7% of the population. Our strategy for reducing the number of persons below the poverty level is outlined in specific detail in the 2005-2010 Consolidated Plan.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Elderly & Frail Elderly Housing

- Rebuilding Together
- PEP Housing
- Community Resources for Independence
- PPSC Frail Elder Facility

Disabled Housing

- *CRI*
- *Buckelew Programs- HUD 811*
- *Salishan Apartments – HUD 811*

Specific HOPWA Objectives

1. *Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives*
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
 - a. *That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;*
 - b. *That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;*
 - c. *That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;*
 - d. *That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;*
 - e. *That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,*
 - f. *That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.*
2. *This should be accomplished by providing an executive summary (1-5 pages) that includes:*
 - a. *Grantee Narrative*
 - i. *Grantee and Community Overview*
 - (1) *A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services*
 - (2) *How grant management oversight of project sponsor activities is conducted and how project sponsors are selected*
 - (3) *A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS*
 - (4) *A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body*
 - (5) *What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations*
 - (6) *Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.*

ii. *Project Accomplishment Overview*

- (1) *A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences*
- (2) *The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds*
- (3) *A brief description of any unique supportive service or other service delivery models or efforts*
- (4) *Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.*

iii. *Barriers or Trends Overview*

- (1) *Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement*
- (2) *Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and*
- (3) *Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years*

b. *Accomplishment Data*

- i. *Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).*
- ii. *Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).*

CITY IS NOT A RECIPIENT OF HOPWA FUNDING

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

The City of Petaluma's CDBG entitlement is small, but provides great results for our low-income, elderly, and disabled population by leveraging our entitlement allocation.