



# **CITY OF PETALUMA**

## **Consolidated Annual Performance And Evaluation Report (CAPER)**

**Fiscal Year 2016-2017**

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### Attachment 1 - PR-26 Report

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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 second-year (2016-2017) 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 2016-2017 Action Plan. Both reports can be found on the City's website: <http://www.cityofpetaluma.net/cmgr/pdf/2015-2020ConPlan-Final.pdf>.

The Consolidated Plan identifies five (5) goals to address the City's housing and community development needs between Fiscal Year 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 2016-2017, the City received an allocation of \$344,211 in CDBG funds. With the small allocation, the City focused on improving housing opportunities and preserving existing affordable housing, as well as providing services to seniors. Using \$515,000 of other Housing Funds, the City was able to provide services for the low-income community such as rental assistance, after school programs, homeless programs and our fair housing program.

The City made progress in achieving its goals during 2016-2017 with the following CDBG accomplishments:

- Low-income persons received services through a Meals on Wheels program using CDBG funds. Outcome – 253 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: 31 households were provided decent housing. (Goal – Improving housing opportunities by preserving existing affordable housing)
- Affordable housing rental units occupied by very low and low-income senior households were rehabilitated using CDBG funds. Outcome – 22 rental units were provided with decent housing that is safe and affordable. (Goal – Improving housing opportunities by preserving existing affordable housing)

Accomplishments using other Housing Funds:

- The Fair Housing Program, funded through the City's Housing Fund, was able to assist more than 3,000 individuals county-wide, with over 150 in Petaluma. (Goal – Providing services to the low income community)
- 33 households were provided with rental assistance so they could keep their housing. (Goal – Providing services to the low income community)
- The Boys & Girls Club's provided supportive services through their after school program which served 1,100 low income youth. (Goal – Providing services to the low income community)
- Over 500 homeless persons were provided with emergency shelter and programs through services provided by the Committee on the Shelterless. (Goal – Providing services to the low income community – special needs population; homeless, disabled, etc.)

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**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 2015-2020 Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected 2016-2017 Program Year | Actual 2016-2017 Program Year | Percent Complete |
|---|---|-----------------|---------------------------------|------------------------|-----------------------------------|-------------------------|------------------|---------------------------------|-------------------------------|------------------|
| Homeownership Opportunities                 | Affordable Housing  | CDBG: \$0.00    | Homeowner Housing Added         | Household Housing Unit | 34                                | 0                       | 0.00%            | 0                               | 0                             |                  |
| Preservation of existing affordable housing | Affordable Housing<br>Homeless<br>Non-Homeless<br>Special Needs | CDBG: \$8,919   | Rental units rehabilitated      | Household Housing Unit | 100                               | 38                      | 38%              | 22                              | 22                            | 100%             |
| Preservation of existing affordable housing | Affordable Housing<br>Homeless<br>Non-Homeless<br>Special Needs | CDBG: \$223,000 | Homeowner Housing Rehabilitated | Household Housing Unit | 180                               | 67                      | 37%              | 40                              | 31                            | 78.00%           |
| Preservation of existing affordable housing | Affordable Housing<br>Homeless<br>Non-Homeless<br>Special Needs | CDBG: \$0.00    | Housing for Homeless added      | Household Housing Unit | 0                                 | 0                       |                  | 0                               | 0                             |                  |

|   |   |                   |   |                        |     |     |       |     |     |     |
|---|---|-------------------|---|------------------------|-----|-----|-------|-----|-----|-----|
| Preservation of existing affordable housing       | Affordable Housing<br>Homeless<br>Non-Homeless<br>Special Needs | CDBG:<br>\$0.00   | Housing for People with HIV/AIDS added  | Household Housing Unit | 0   | 0   |       | 0   | 0   |     |
| Production of affordable housing                  | Affordable Housing<br>Homeless<br>Non-Homeless<br>Special Needs | CDBG:<br>\$0.00   | Rental units constructed  | Household Housing Unit | 30  | 0   | 0.00% |     |     |     |
| Provide housing and services to special needs pop | Affordable Housing<br>Homeless<br>Non-Homeless<br>Special Needs | CDBG:<br>\$48,000 | Public service activities other than Low/Moderate Income Housing Benefit                    | Persons Assisted       | 995 | 525 | 53%   | 277 | 253 | 91% |
| Public facilities and public infrastructure       | Non-Housing<br>Community<br>Development                         | CDBG:<br>\$0.00   | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 400 | 0   | 0.00% |     |     |     |

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

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

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 2016-2017 Action Plan. 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 and multi-family rental units which preserve affordable units. 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. However, the City has encouraged developers of new projects to provide on-site units. There are three proposed projects that will include new rental and for-sale units for the low income community which will add approximately 75 below market-rate units to Petaluma.

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## 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                                     | 273        |
| Black or African American                 | 6          |
| Asian                                     | 6          |
| American Indian or American Native        | 4          |
| Native Hawaiian or Other Pacific Islander | 0          |
| <b>Total</b>                              | <b>304</b> |
| Hispanic                                  | 19         |
| Not Hispanic                              | 285        |

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

### Narrative

The prepopulated accomplishment data provided for by IDIS has been replaced as it was not consistent with the accomplishments reported by the City. 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. White households make up 80% of the low-population according to the census data, but were 89% of the households served by CDBG funds. 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            |        | 361,180                  | 341,682                             |

**Table 3 – Resources Made Available**

**Narrative**

In 2016-2017, the City received \$344,211 in CDBG funds which was added to the balance of funds from prior CDBG allocations of \$16,968.70 for a total of resources made available for FY 2016-2017 of \$361,180. 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 2016-2017 is \$361,180. The amount expended during the Program Year 2016-2017 was \$341,682.

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

| Target Area   | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|---|----------------------------------|---------------------------------|-----------------------|
| The City does not have target areas for investments |                                  |                                 |                       |

**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 total balance in both of those Housing Funds is \$1,622,201. Future income in both of these Housing funds is not guaranteed as it depends on the fees paid on residential and commercial development.

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      | 0             | 0         |
| Number of non-homeless households to be provided affordable housing units  | 62            | 53        |
| Number of special-needs households to be provided affordable housing units | 0             | 0         |
| <b>Total</b>   | <b>62</b>     | <b>53</b> |

Table 5- Number of Households

| Number of Households supported through: | One-Year Goal | Actual    |
|---|---------------|-----------|
| Rental Assistance                       | 0             | 0         |
| Production of new Units                 | 0             | 0         |
| Rehabilitation of Existing Units        | 62            | 53        |
| Acquisition of Existing Units           | 0             | 0         |
| <b>Total</b>                            | <b>62</b>     | <b>53</b> |

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 40 homeowner units through Rebuilding Together Petaluma's rehabilitation program and 22 affordable rental units during FY 16-17. Rebuilding Together rehabilitated 31 homeowner units. PEP Housing rehabilitated 22 affordable senior rental units. Overall, the City made significant progress in achieving its goals during 2016-2017.

**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 2017-2018.

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

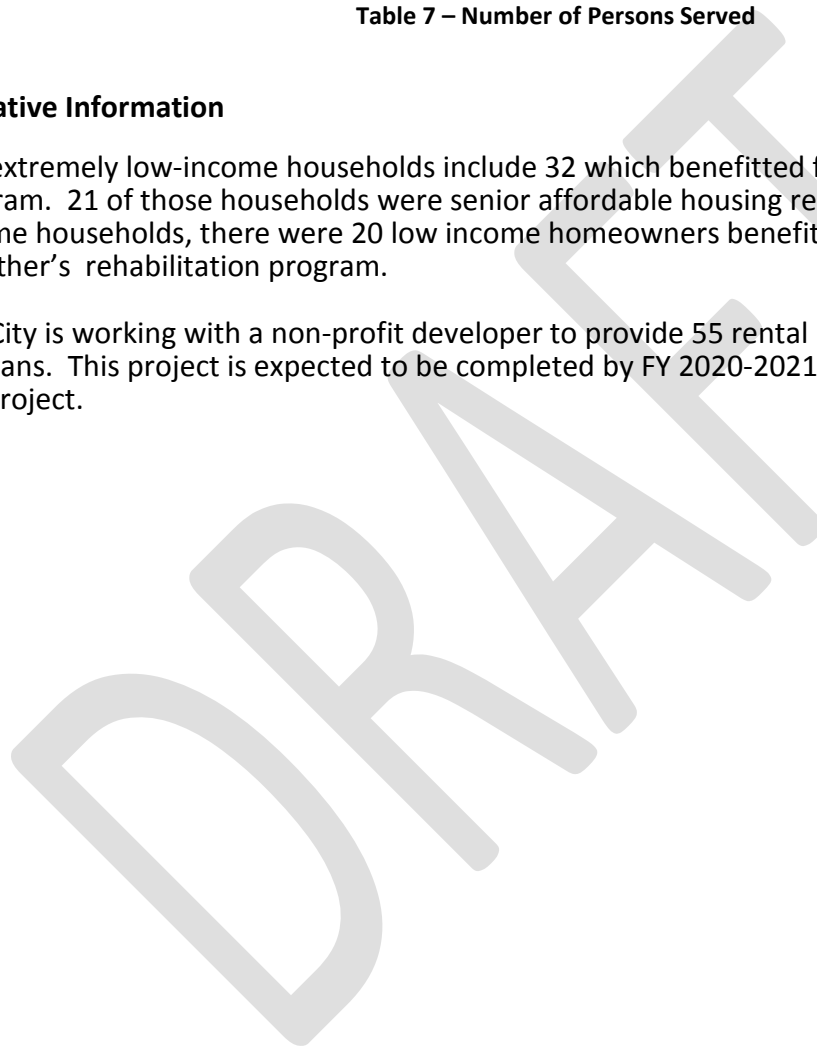
| <b>Number of Persons Served</b> | <b>CDBG Actual</b> | <b>HOME Actual</b> |
|---------------------------------|--------------------|--------------------|
| Extremely Low-income            | 32                 | 0                  |
| Low-income                      | 20                 | 0                  |
| Moderate-income                 | 1                  | 0                  |
| <b>Total</b>                    | <b>53</b>          | <b>0</b>           |

**Table 7 – Number of Persons Served**

**Narrative Information**

The extremely low-income households include 32 which benefitted from the rehabilitation program. 21 of those households were senior affordable housing rental units. For the low-income households, there were 20 low income homeowners benefitted from Rebuilding Together’s rehabilitation program.

The City is working with a non-profit developer to provide 55 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. The City, the CDC and the City of Santa Rosa, the three HUD entitlement jurisdictions in Sonoma County, jointly provide funds to the CofC and have designated 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 2016-2017 the City used \$150,000 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 2016 Sonoma County Homeless Point-In-Time and Survey, the number of people experiencing homelessness in Sonoma County has decreased to 2,835 in 2017, since its peak of 4,539 people in 2011. The number experiencing their first homeless episode declined from a high of 55% in 2011 (following the recession) to 24% in 2017, suggesting that fewer people had fallen into homelessness recently.

### **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

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## **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* adopted in December 2014.

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 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 recently reduced or combined several fees in 2013.
- 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 will be operational sometime in the end of summer 2017 which will improve transit options for the community.

## **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 subject to LBP compliance requirements.

### **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 2016-2017 the City used \$55,000 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. 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 providers and service agencies with the intention of fostering development of more supportive housing options throughout the City. In FY 16-17, 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.

**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 forth 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 2016-2017, the City worked closely with these for-profit developers and was able to acquire construction of 25 new affordable housing homeownership units in a market-rate development. Construction will start sometime in 2017-2018. 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 jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

In response to [Sonoma County's 2011 Analysis of Impediments to Fair Housing Choice](#) report the City uses its local Housing funds to support programs that improve the conditions of affordable housing for lower income persons. In addition the City annually allocates funds toward a county-wide Fair Housing program. Petaluma People Services Center was the Fair Housing service provider for the County and Petaluma in 2016-2017. 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 training to the housing industry in Sonoma County.

PPSC reported contact with 2,957 people during the FY 2016-2017. Of the total of persons serviced, 217 were Petaluma residents. The majority of the the complaints were landlord-tenant issues. PPSC is actively working with HUD on two Fair Housing cases 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. 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 made available for public review for 14 days prior to submission to HUD. A notice is published in the local newspaper and the draft is posted on the City's Housing webpage. Hard copies are made available in the Housing Division office. The draft CAPER is also distributed via email to interested parties and no-cost copies of the documents are provided to interested citizens that do not have internet access, upon request.

The City has made provisions to provide bilingual translators and signing or captioning services for the hearing impaired upon request. 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 2016-2017 CAPER will run from September 11, 2017 through September 26, 2017.**

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**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 16-17.

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

**NO, Petaluma is not a BEDI recipient.**

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