

# CITY OF SAN LEANDRO



## *Draft* FY 2013/2014 **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

**Final Version to be reviewed by City Council on  
September 15, 2014**

City of San Leandro  
835 E. 14<sup>th</sup> Street  
San Leandro, CA 94577

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

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

The City of San Leandro completed the fourth year of its FY 2010-2014 HUD Consolidated Plan. The City's CDBG funds were used for activities that meet the following CDBG program national objective: benefiting low- and moderate-income (LMI) persons.

The City allocated all of its CDBG public services funds to five (5) subrecipients who provided support services to 9,050 low-income persons in need from July 1, 2013 through June 30, 2014.

The City also allocated CDBG funds to provide twelve (12) income-eligible homeowners with housing rehabilitation grants to rehabilitate and repair their homes.

Additionally, CDBG funds funded the following: 1) the replacement or installation of 64 ADA curb cuts throughout the City; 2) the City's implementation of its ADA Transition Plan designed to modify the City's facilities to make them more ADA accessible to disabled members of the public; and 3) the repayment of the City's Section 108 Loan, which the City utilized to complete the construction of its new senior center, in accordance with HUD's 20-year repayment schedule.

**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)**

Table 1 - Accomplishments - Program Year

Goal	Category	Funding		Outcome									
Affordable Housing Needs Goals		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete					
		CDBG	\$100,000										
		HOME	\$1,048,091										
				Public service activities for Low/Moderate Income Housing Benefit	15	0	Households Assisted	0.00 %					
				Homeowner Housing Rehabilitated	15	12	Household Housing Unit	80.00 %					
Community Development Needs Goals		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete					
		CDBG	\$436,471										
									Public service activities other than Low/Moderate Income Housing Benefit	10441	9050	Persons Assisted	86.68 %
									Homeless Person Overnight Shelter		144	Persons Assisted	0 %
				Other	37	0	Other	0.00 %					
Homelessness Needs Goals		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete					
		CDBG	\$0										
									Homeless Person Overnight Shelter	200	0	Persons Assisted	0.00 %
				Homelessness Prevention	215	0	Persons Assisted	0.00 %					
Supportive Housing Needs Goals		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete					
		CDBG	\$0										
		HOME	\$0										
				Other	0	0	Other	0 %					

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

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

**Objective: Provide Decent Housing**

**Priority: Preserve existing affordable rental and ownership housing for low- and moderate-income households.**

***Housing Rehabilitation Program***

In FY 2013-2014, the City continued to contract with Neighborhood Solutions to administer the City's Housing Rehabilitation Program. A total of 12 housing rehabilitation grants were provided using CDBG funds. Of these 12 grants, 6 were for extremely low-income (30% AMI) homeowners, 5 were for very low-income (50% AMI) homeowners, and 1 was for a low-income (60% AMI) homeowner. A total of 5 of the grants were for seniors. The breakdown for the types of grants is as follows: 10 minor home repair grants and 2 mobile home repair grants.

**Objective: Create Suitable Living Environment**

**Priority: Reduce housing discrimination.**

***Eden Council for Hope and Opportunity Housing (ECHO Housing)***

The City continued to contract with ECHO Housing, a regional non-profit fair housing agency, to provide fair housing services. The City funded ECHO Housing's fair housing program from its CDBG allocation for general administration and planning. ECHO Housing received 19 fair housing inquiries involving 37 clients, in which ECHO Housing provided information, counseling, and/or investigation in fair housing inquiries or allegations of housing discrimination. ECHO Housing also educated people about fair housing laws, rights, and responsibilities by conducting 1 Fair Housing Seminar, 4 training sessions, and 9 presentations.

**Priority: Support public services.**

***Child Abuse Listening, Interviewing, and Coordination Center (CALICO)***

CALICO's San Leandro Child Abuse Intervention Project provides family support services to improve mental health outcomes for San Leandro toddlers, children, adolescents, and adults living with developmental disabilities who have suffered physical or sexual abuse or neglect, and for the caregivers of those victims. During FY 2013-2014, CALICO served 41 San Leandro families and provided onsite or follow up support to 42 unduplicated caregivers.

***SOS/Meals on Wheels***

SOS/Meals on Wheels' Meal Delivery Service program, which is funded with the City's CDBG public services funds, provides uncurtailed delivery of warm, nutritious, and balanced meals to homebound seniors who are over 60 years of age and are unable to purchase or prepare food for themselves. Meal delivery drivers also provide daily check-in to ensure the health and safety of each senior receiving their meal. In FY 2013-2014, 160 homebound seniors were served with hot and nutritious meals.

***Spectrum Community Services (Spectrum)***

Spectrum's Senior Nutrition & Activity Program (SNAP) is a senior lunch program that provides healthy, nutritious meals to low-income San Leandro seniors at the San Leandro Senior Community Center and Fargo Senior Apartments five days week. In FY 2013-2014, Spectrum provided 9,163 meals to 2,961 seniors.

**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	HOME	HOPWA
White	5,783	0	0
Black or African American	1,048	0	0
Asian	1,600	0	0
American Indian or American Native	56	0	0
Native Hawaiian or Other Pacific Islander	115	0	0
Hispanic	2,966	0	0
Not Hispanic	5,636	0	0
<b>Total</b>	<b>17,204</b>	<b>0</b>	<b>0</b>

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

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## CR-15 - Resources and Investments 91.520(a)

Identify the resources made available.			
Source of Funds	Source (Federal, state, local)	Expected Amount Available (system generated)	Actual Amount Expended Program Year 2013
CDBG	public - federal		\$257,614
HOME	public - federal		\$100,000

**Table 3 - Resources Made Available**

### Narrative

The City also appropriated the following local General Funds to the following programs in FY 2013-2014. These programs assist the City in addressing the affordable housing, homelessness, and community development needs of the City, as identified in the City's FY 2010-2014 Five-Year Consolidated Plan.

- \$11,000 to Davis Street Family Resource Center to provide affordable housing services to City residents.
- \$25,000 to ECHO Housing to provide San Leandrans with rental housing counseling, which includes resolving tenant-landlord issues as well as administering the City's Rent Review Program.
- \$35,000 to Bay Area Homebuyer Agency (BAHBA) to administer and monitor the City's First-Time Homebuyer Program.
- \$150,000 to non-profit agencies providing social support services to San Leandrans.

Additionally, the City has \$67,856 in its Affordable Housing Trust Fund and \$913,893 in loan repayments from Redevelopment Housing Set-Aside loans for first-time homebuyer loan borrowers and owner-occupied housing rehabilitation loan borrowers as well as for affordable rental housing projects. The City intends to use both sources of funds to fund future affordable housing development as well as affordable housing-related services.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation
City-Wide	100	100

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

## Leveraging

**Explain how federal funds leveraged additional resources, 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.**

### 324 Lille Avenue

The formerly vacant and foreclosed property located at 324 Lille Avenue was acquired by Hello Housing with Neighborhood Stabilization (NSP1) Program funds awarded to the Livermore NSP1 Consortium, which included San Leandro along with Alameda, Berkeley, Fremont, Livermore, and Union City. The Consortium has been able to collaborate with Hello Housing to use NSP1 funds to acquire and rehabilitate foreclosed properties. The NSP1 funds was used to leveraged the \$100,000 federal HOME program loan that the City provided to Hello Housing in May 2014 to rehabilitate this single-family home into a permanent, supportive rental housing unit for individuals with physical disabilities and/or development disabilities. The property is currently occupied by 1 qualified individual and his 1 live-in aid caretaker.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	0
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	0

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year	
Project No. or Other ID	0
Date of Contribution	0
Cash (non-Federal sources)	0
Foregone Taxes, Fees, Charges	0
Appraised Land/Real Property	0
Required Infrastructure	0
Site Preparation, Construction Materials, Donated labor	0
Bond Financing	0
Total Match	0

**Table 6 – Match Contribution for the Federal Fiscal Year**

### HOME MBE/WBE report

Program Income				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$0	\$0	\$0	\$0	\$0

**Table 7 – Program Income**

Minority Business Enterprises and Women Business Enterprises						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	\$147,635	\$0	\$0	\$0	\$0	\$147,635
Number	1	0	0	0	0	1
<b>Sub-Contracts</b>						
Number	7	0	0	0	3	4
Dollar Amount	\$53,000	\$0	\$0	\$0	\$21,500	\$31,500
	<b>Total</b>	<b>Women Business Enterprises</b>		<b>Male</b>		
<b>Contracts</b>						
Dollar Amount	\$147,635	\$0		\$147,635		
Number	1	0		1		
<b>Sub-Contracts</b>						
Number	7	0		7		
Dollar Amount	\$53,000	\$0		\$53,000		

**Table 8 – Minority Business and Women Business Enterprises**

Minority Owners of Rental Property						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0

**Table 9 – Minority Owners of Rental Property**

Relocation and Real Property Acquisition						
		Number	Cost			
Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**



**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	0	0
Number of Special-Needs households to be provided affordable housing units	0	1*
<b>Total</b>	<b>0</b>	<b>1*</b>

**Table 11 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	1*
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>0</b>	<b>1*</b>

**Table 12 – Number of Households Supported**

\* This 1 household and 1 rehabilitated unit refers to the 324 Lille Avenue property described on page 7 and page 9.

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

**Objective: Provide Decent Housing**

**Priority: Increase the availability of affordable rental housing for extremely low-, very low-, low-, and moderate-income families.**

**New construction of affordable housing**

*Cornerstone at San Leandro Crossings*

In FY 2013-2014, the City and non-profit developer BRIDGE Housing Corporation continued to work closely together to move the residential development towards commencement of construction. The redesigned Phase 1, which will construct 115 affordable workforce and family units, was awarded tax credit financing in June 2014. Construction of the 115-unit building is targeted to commence in December 2014.

**Acquisition and rehabilitation of affordable housing***324 Lille Avenue*

In FY 2013-2014, the City provided a \$100,000 federal HOME Investment Partnership Act (HOME) program loan to developer Hello Housing to rehabilitate a 2-bedroom, 1-bath single-family home into permanent, supportive housing for individuals with physical disabilities and/or development disabilities who qualify under the California Community Transition (CCT) demonstration project in Alameda County. The property will be rented at an affordable rent to a very low-income (50% AMI) household for a minimum of 55 years. The formerly vacant and foreclosed property was acquired by Hello Housing with Neighborhood Stabilization (NSP1) Program funds, the federal stimulus funds intended to address the problem of foreclosed properties in need of rehabilitation. One (1) renter and his caretaker, both of which have been assessed under the California Community Transition (CCT) program, have already moved in.

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

The City continues to prepare its annual action plans based on projected funding levels.

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

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	6	0
Low-income	6	0
Moderate-income	0	0
<b>Total</b>	<b>12</b>	<b>0</b>

**Table 13 – Number of Persons Served**

**Narrative Information**

These twelve (12) households were recipients of CDBG housing rehabilitation grants. Once they were determined to be income-eligible, CDBG funds were used to rehabilitate and/or repair their homes.

## **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 City uses CDBG funds and City General Funds to provide support services to homeless persons. The City relies and funds the following social services agencies to provide emergency shelter and/or supportive services to homeless persons so that they are able to move into transitional/interim housing, and/or permanent housing.

- Building Futures with Women and Children
- Davis Street Family Resource Center
- Family Emergency Shelter Coalition (FESCO)

The City also supports the following housing services providers whose services assist City residents from being displaced and becoming homeless.

- Neighborhood Solutions
- ECHO Housing

Furthermore, the City continues to be a reliable partner with EveryOne Home, the community-based organization formed to coordinate the implementation of the EveryOne Home Plan. The EveryOne Home Plan is a comprehensive blueprint to end homelessness, including chronic homelessness, by the year 2020.

[The City is waiting for EveryOne Home to provide their accomplishments for FY 2013-2014.]

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

#### **Objective: Create Suitable Living Environment**

**Priority: Maintain and improve the current capacity of the housing and shelter system, expanding transitional and permanent supportive housing, and providing services to homeless individuals and families, including integrated health care system, employment services, and other supportive services.**

#### **Building Futures with Women and Children (BFWC) - San Leandro Shelter**

The City funded BFWC with City General Funds to provide supportive services to homeless families at its emergency shelter, known as the San Leandro Shelter. In FY 2013-2014, BFWC provided emergency shelter and supportive services, which included 10,489 bednights, of which 676 bednights were supported by the City, and 31,467 meals for 283 San Leandro homeless women (194) and children (89) in crisis. All 194 women received access to health care and group sessions which help to advance essential skills, such as employment strategies, money management, housing strategies, parenting skills, and other basic life skills. Of the 114 women who exited the San Leandro Shelter, 46, or 40%, exited to permanent housing.

#### **Davis Street Family Resource Center (DSFRC)**

The City funded DSFRC with CDBG public services funds to provide supportive services to homeless persons. DSFRC provided an array of basic services to 59 homeless persons. Homeless persons received various services, including three days' worth of groceries up to twice a month, emergency clothing, and household items. DSFRC Family Advocates/Intake Specialists also provided these clients with information and referral to DSFRC's other programs that include free acute medical and dental care, childcare, employment counseling, housing assistance, and case management services.

**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**

**Objective: Create Suitable Living Environment**

**Priority: Support public services.**

**Family Emergency Shelter Coalition (FESCO) - Les Marquis Emergency Shelter**

FESCO's Les Marquis Emergency Shelter, which is a 22-bed shelter located in Hayward, provides emergency shelter, food, and supportive services to extremely low-income homeless families. In FY 2013-2014, the shelter served 144 homeless persons (56 adults and 88 children) with 18,145 meals and 7,419 bednights. All 42 households were also provided with case management, mental health counseling, children's programming, and referral services that assist them in accessing income, employment, and educational opportunities. Of the total persons who moved out of the shelter, a total of 52 persons moved into transitional/interim housing while 27 persons moved into permanent housing.

**Davis Street Family Resource Center - Affordable Housing Services**

In FY 2013-2014, the City provided City General Funds to Davis Street Family Resource Center who provided affordable housing assistance in locating housing to 363 San Leandro residents. Housing services provided to the homeless and to extremely low-, very low-, low-, and moderate-income persons include assistance with affordable housing information and referrals to rental opportunities in the City, including the existing City below-market rate (BMR) units, to help individuals and families search and find housing units. Homeless persons are assisted with the goal of transitioning them to permanent housing. Individuals and families are assisted in identifying and applying for affordable housing units, and ultimately moving into affordable housing properties.

**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**

**Objective: Create Suitable Living Environment**

**Priority: Maintain and expand activities designed to prevent those currently housed from becoming homeless.**

**Housing Rehabilitation Program**

Under the City's Housing Rehabilitation Program, extremely low- and very low-income homeowners, particularly seniors, have their homes improved, and they are able to be remained housed. The following grants are available to income-eligible homeowners: Minor Home Repair, Mobile Home Repair, Accessibility, Exterior Clean-Up, Exterior Paint, and Seismic Strengthening. Of the 12 grants awarded, 5, or 42%, were provided to seniors. The City provided Neighborhood Solutions with CDBG funds to administer the City's Housing Rehabilitation Program.

### **Rental Housing Counseling**

Using City General Funds, the City contracted with ECHO Housing for Rental Housing Counseling services to help maintain people in housing. Information and referral services were provided to 277 landlords and tenant households. In FY 2013-2014, ECHO Housing handled 109 cases related to eviction and succeeded in preventing 10 households from being evicted. Staff also assisted with 38 landlord-tenant inquiries related to repairs, 21 cases regarding security deposits, 41 instances involving rent increases, 8 occurrences of unlawful entry by the landlord, and 8 cases involving retaliation by the landlord. There were also 87 miscellaneous inquiries (e.g. information on rental contracts and unlawful detainers, providing general information on tenant and landlord rights with referrals to attorneys, Fair Housing Department, Eviction Defense, Small Claims Court, and mediation services). ECHO Housing staff assisted 19 households with conciliation/mediation services. Lastly, staff referred 53 households to attorneys/small claims court and 20 households to other appropriate agencies.

Additionally, the City provided City General Funds to ECHO Housing to administer the City's Rent Review Program which provides a non-binding arbitration board review of eligible rent increase cases in San Leandro. ECHO Housing staff and City staff addressed 37 tenant and 34 landlord inquiries relating to the City's policies on rent increases and its rent review program, including 14 renters who requested to have their rent increases reviewed by the Rent Review Board. Two (2) Rent Review Board cases were heard by the Rent Review Board. One (1) case was dismissed due to legal matters in Civil Court. In 3 cases, the landlord agreed to properly re-notice their tenants. Seven (7) cases involved the landlords agreeing to reduce the rent increase amount to close and resolve the cases rather than move forward with a rent review hearing. One (1) case was mutually resolved prior to the scheduled hearing taking place.

**Priority: Increase the availability of service-enriched housing for persons with special needs.**

### **Transitional or Permanent Supportive Housing**

Mission Bell Apartments: Of its 25 units targeted for very low-income renters, Mission Bell has set aside several units which the non-profit Abode Services uses to serve its clients. The property has 2 units for the Supportive Housing for Transition Age Youth (STAY) program, which helps transition age youth adults with significant mental health disabilities; 1 unit for the Greater HOPE (GH) program, which helps adults with severe mental illness or drug recovery with a history of homelessness; and 3 Forensic Assertive Community Treatment (FACT) units through the East Bay Community Recovery Project for residents with mental health issues and prior criminal records.

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

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

San Leandro has no public housing. The Housing Authority of the County of Alameda (HACA), which also has no public housing sites in San Leandro, administers the Section 8 Voucher and Shelter Plus Care certificate programs for the City. HACA provided 1,487 vouchers and 19 certificates in FY 2013-2014.

City continued to support the Housing Authority of the County of Alameda (HACA) to ensure adequate outreach to minority, limited-English proficiency, and special needs populations regarding the availability of public housing and Section 8 vouchers.

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

Not applicable.

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

Not applicable.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City continues to work towards eliminating housing constraints that are identified in its State-certified Housing Element of the General Plan that serve as barriers to affordable housing. For instance, the City has approved Zoning Code amendments to implement SB 2 which permits group residential uses, such as homeless shelters, rooming and boarding houses, supportive housing, and residential care facilities, as a matter of right on Industrial-Light (IL) zoned parcels. The City has also approved Zoning Code amendments to the second unit ordinance to increase maximum size from 450 SF to a maximum range for 450 - 750 SF depending on lot size.

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

Despite the difficulties of securing available adequate funding resources in meeting the City's underserved needs, the City addresses the underserved needs through the following:

### 1) Fostering and Maintaining Affordable Housing

- The City annually monitors the preservation of 620 Below-Market Rate (BMR) rental units (funded and/or regulated by the City/Redevelopment Agency) for tenants earning between 30% and 120% of the Area Median Income. Additionally, the City monitors fifty-eight (58) existing BMR home ownership units.
- City staff continues to respond to inquiries from private and non-profit developers to acquire property and rehabilitate or building affordable rental units. This includes continuing to collaborate with BRIDGE Housing Corporation to begin constructing in late 2014 the Cornerstone affordable rental housing project which will include 115 family units in Phase 1 and 85 senior housing units in Phase 2.
- The City's Housing Rehabilitation Program provided grants to twelve (12) owner-occupied homes. The program continues to preserve and improve the City' existing housing stock and assist elderly homeowners to age in place.
- The City's Rent Review Program, which is funded solely with City General Funds, provides a non-binding arbitration board review of eligible rent increase cases in San Leandro. Two (2) Rent Review Board cases were heard by the Rent Review Board in fiscal year 2013-2014.

### 2) Eliminating Barriers to Affordable Housing

- The City's CA State-certified Housing Element of the General Plan identifies barriers to affordable housing and establishes "Goal 58: Elimination of Housing Constraints", which identifies policies and actions with implementation strategies to eliminate barriers. These policies include amending zoning regulations, streamlining permitting procedures, evaluating development fees, providing a customer-friendly environmental, resolving design issues, and correcting infrastructure deficiencies and soil contamination.
- The City's Fair Housing Action Plan, which was implemented under the City's FY 2010-2014 HUD Five-Year Consolidated Plan period (July 1, 2010 through June 30, 2015), addresses the City's impediments identified in the Regional Analysis of Impediments to Fair Housing Choice (AI) for the Alameda County HOME Consortium that was completed in January 2010.
- The City provides Chinese- and Spanish-translated affordable housing programs/services (such as the Housing Rehabilitation Program, First-Time Homebuyer Program, and Rent Review Program) brochures to the members of the public. These translated documents are also posted on the City website.

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

As required by the Environmental Protection Agency (EPA), the City Building & Safety Services Division requires contractors to be EPA-lead certified before they can obtain necessary City building permits and before they can work on homes built prior to 1979.

The City's Housing Rehabilitation Program provides lead-based paint awareness and information literature in each application packet requesting for housing rehabilitation grants. Testing is always performed on homes when there are children ages 7 years old and under living in them. The City utilizes lead abatement contractors in addition to general contractors when appropriate to perform the necessary repairs. Similarly, the program requires EPA certificates from its general contractors certifying their training with regard to lead-based paint.

The City informs new tenants of lead-based paint and complies with EPA law on lead and HUD lead-based paint hazard reduction guidelines and regulations when it uses federal HUD funds, such as HOME funds, for acquisition and rehabilitation of apartments for preservation or maintenance of affordable housing.

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

The City's strategy to reduce the number of households with incomes below the poverty line is to fund programs that assist people to achieve economic independence and to preserve and build affordable housing. With CDBG funds, the City funded 6 social service agencies that administer programs that provide support services to help thousands of individuals reach personal and economic sustainability.

Among these grant recipients is Davis Street Family Resource Center (DSFRC), which has an Employment and Housing Assistance Program designed to assist clients to become job ready and/or secure employment and housing. DSFRC employment and housing specialists meet one-on-one with working poor families to define their employment goals, training needs, and housing goals. DSFRC's Employment Counseling program, moreover, is designed to assist clients in securing employment and empowering clients to obtain further training and education to improve their job marketability. Lastly, DSFRC's onsite computer lab provides clients with computers and free Internet access, which they can use to search for employment opportunities and prepare their cover letters and resumes.

The City also funded with General Funds the non-profit agency Building Futures with Women & Children (BFWC) which provides pre-employment, life skills and housing assistance, as well as benefits advocacy to move clients into self-sufficiency. In FY 2013-2014, BFWC staff provided referrals for health care services and held support groups that addressed various topics such as domestic violence, parenting skills, barriers to housing, and basic life skills. BFWC also provided case management to 196 women. Forty-six (46) of the 196 women, 23%, who exited after staying 30 days or more, exited to safe, stable, and permanent housing.

Furthermore, ongoing preservation and monitoring of 620 below-market rate rental units is also an anti-poverty strategy because the City maintains HUD rent limits for extremely low-, very low-, low-, and moderate-income people and for special needs populations like seniors and the disabled. DSFRC continues to help place prospective and income-qualified tenants into available BMR rental units and provide affordable housing search assistance to prevent homelessness.



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

The City coordinates with other City departments, social service agencies, other cities, and the County of Alameda to enhance the delivery of services and housing through the Continuum of Care Council. The City supports the Alameda County Continuum of Care Council and participates in meetings regularly to enhance coordination with other jurisdictions and Countywide social service agencies. The City also works closely with the Alameda County Housing and Community Development Department to adopt and provide support for its Alameda County EveryOne Home Plan to end chronic homelessness.

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

Using CDBG funds, the City subcontracted with 5 non-profit agencies to provide social services programs. In addition, the City participates in the HOME Consortium (HOME TAC) with 6 other cities and the County of Alameda.

The City also supports the Housing Authority of the County of Alameda (HACA) to operate the Section 8 Rental Assistance Program within San Leandro.

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

The City continues to adhere to its current Fair Housing Action Plan to address impediments that the 2010 Alameda County HOME Consortium AI identified for the City.

## **CR-40 - Monitoring 91.220 and 91.230**

### **Description of 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**

City staff monitor CDBG- and HOME-funded projects regularly. The Deputy Community Development Director oversees the CDBG and HOME Programs, while the Housing Specialist administers them to ensure program compliance with HUD rules and regulations. To ensure eligible CDBG activities, the Housing Specialist discusses proposed activities with CDBG-funded agencies about their scope of services and requests proposed scopes of work and budgets prior to a services agreement being approved. Staff monitors and reconciles with the City's Finance Department and IDIS data monthly for accurate CDBG/HOME funding revenue/expenditures, timely expenditures of CDBG funds, and inputs data into IDIS. Desk monitoring includes reviews of quarterly progress reports, invoice reimbursements, back-up documentation of expenses, and regular communications with subrecipients, including the provision of technical assistance about pertinent queries. Staff also conduct on-site monitoring visits of the City's subrecipients to assess the subrecipients' compliance with the CDBG program. Staff conducted CDBG-monitoring onsite visits to all 5 CDBG-funded public services providers: Child Abuse Listening, Interviewing, & Coordination Center (CALICO), Davis Street Family Resource Center (DSFRC) for its Basic Needs Program, Family Emergency Shelter Coalition (FESCO), SOS/Meals on Wheels, and Spectrum Community Services. City staff also monitored Eden Council for Hope and Opportunity (ECHO Housing) for its Fair Housing Counseling program, which was funded under the City's 20% CDBG administration allocation.

The Housing Division staff assisted the Recreation and Human Services Department in issuing the two-year (FY 2013-2015) Request for Proposal (RFP) for the City's Community Assistance Grant Program (CAP) that provides financial support to community-based non-profit organizations whose services and programs meet the City's social service needs. Prior to allocating the CDBG funds and selecting the agencies to receive CAP funding, Housing staff educate agency applicants and the Human Services Commission (HSC) about the CDBG program requirements. The CDBG requirements guide the HSC as they allocate the CDBG funds among the agencies selected to receive CAP funding.

Furthermore, staff monitor CDBG capital improvement projects for the City through review and approval of ongoing reimbursement requests and invoices and constant communications with relevant staff. Staff coordinate with pertinent agency staff to ensure that the projects adhered to the regulations and requirements of the CDBG program.

Staff also make presentations to the City Council for approval of the annual Action Plan and CAPER. These City meetings are public, and RFP applicants and the general public are welcome to attend to ask questions about the CDBG Program and RFP process.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

### **Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The draft CAPER will be available for public comment at the Community Development Department, the City Clerk's Office, the Main Library, and on the City's website (<http://www.sanleandro.org/depts/cd/housing/plans.asp>). The comment period will be from September 1st through September 15th, 2014. The Notice of a Public Hearing was published in the *Daily Review* on August 26, 2014. The final CAPER includes various maps, including the geographic distribution and location of expenditures, areas of minority concentration, and census tracts.

The Public Hearing to review the final CAPER is scheduled for the September 15, 2014 City Council meeting.

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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 to the City's program objectives.

<b>Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?</b>	No
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**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

Not applicable as San Leandro is not a BEDI grantee.

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**CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

See Alameda County CAPER for this information.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

See Alameda County CAPER for this information.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

Not applicable.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

Not applicable.

**CR-60 - ESG 91.520(g) (ESG Recipients only)**

Not applicable as San Leandro is not an ESG recipient. See Alameda County CAPER for this information.

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