



**Consolidated Annual Performance
Evaluation Report for the 2020 CDBG
Program Year**
City of Citrus Heights

Draft Report for Public Review
City Council Public Hearing Date:
March 25, 2021

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 city completed several activities in Program Year (PY) 2020, including the following (not limited to):

- -The city offered a variety of public services during 2020 program year, including an emergency food closet; an after-school program at the Sayonara Center; meals to seniors; housing counseling and permanent housing placement; as well as a free Renters Helpline to provide information and assist with fair housing disputes.
- The city allocated \$376,028 in CDBG-CV funds to provide additional public services in response to the economic impacts of COVID-19, including \$125,000 to create a Supplemental Navigator Fund that provides additional resources to the Citrus Heights Navigator's existing unhoused clients in order to help them obtain permanent housing. In 2020, the Supplemental Navigator Fund served a total of 29 clients, 6 clients are still in motels or Grace House.
- The city's CDBG-CV funds also provided emergency funding to nonprofits who receive annual CDBG funding to meet the increased demand for services such as meals to seniors, domestic violence services, and emergency food and household supplies for low-income households who live in Citrus Heights.
- The Sunrise Christian Food Ministry served 6,821 residents in 2020. All contributions were used to purchase food, food packaging, and supplies. There are minimal operating expenses as the food closet is staffed primarily by volunteers.
- The city's General Services Department completed the 2019-20 Accessibility and Drainage Improvement Project in 2020. This project was funded with a combination of CDGB and local Storm Water funds.
- Ongoing collaboration with several governmental entities in the region including Sacramento Housing and Redevelopment Agency, Elk Grove, and Rancho Cordova on a regional Assessment of Fair Housing.
- Offered a Housing Repair Program to low-income homeowners to make health and safety repairs to their homes.
- Offered a First-Time Homebuyer Program to eligible low-income persons interested in purchasing a home in Citrus Heights.

The city's 2021 CDBG operations are underway. In 2021, the city expects to complete the Signalized Intersection Improvement Project, the San Juan Park restroom replacement project in coordination with the Sunrise Recreation and Park District, as well as housing rehabilitation loans and grants. In addition, the City Council allocated public service funds to a variety of nonprofit organizations to deliver a variety of services, including an informational hotline for renters, homeless navigators and housing counseling,

meals to seniors and low-income persons, after-school tutoring at the Sayonara Center, tutoring and distance learning support for children of single mothers, and domestic violence services. The city will also allocate and administer its CDBG-CV funds to respond to the economic impacts of COVID-19 to the Citrus Heights community, including assistance for nonprofits to meet the increased demand of a variety of public services.

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	Indicator	Unit of Measure	Expected Strategic Plan	Actual Strategic Plan	Percent Complete	Exp Pr (%)
Construct or Upgrade Public Facilities	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0%	
Expand Homeless Housing and Services <i>Self-Help Housing Navigator & Housing Counseling Services</i>	Homeless	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	112	278	248%	
Expand Homeless Housing and Services	Homeless	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	0	
Foster Affordable Housing	Affordable Housing	Rental units constructed	Household Housing Unit	0	0	0	
Foster Affordable Housing <i>Housing Repair Program</i>	Affordable Housing	Homeowner Housing Rehabilitated	Household Housing Unit	4	0	0%	

Foster Affordable Housing First-Time Homebuyer Program	Affordable Housing	Direct Financial Assistance to Homebuyers	Households Assisted	0	0	0%	
Improve Accessibility 2019-20 Accessibility Improvement Project	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10,135	10,135	100%	10
Other Public Service Needs Meals on Wheels, WEAVE (CDBG & CV), Sunrise Christian Food Ministry (CDBG & CV)	Homeless Non-Homeless Special Needs	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	8,834	7,208	81%	8
Other Public Service Needs Renters Helpline, Housing Counseling, Campus Life Connection (CDBG & CV), Great Plates Delivered	Homeless Non-Homeless Special Needs	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1,202	821	68%	1
Other Public Service Needs Supplemental Navigator Program	Homeless Non-Homeless Special Needs	Homeless Person Overnight Shelter	Persons Assisted	100	29	29%	

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.

As part of the Consolidated Plan effort, the city selected two key priorities:

1. Build healthy communities; and
2. Expand economic opportunities.

The goals align closely with three of the City Council three-year goals, which include maintain fiscal stability, diversify for a changing economy, and improve streets and infrastructure.

1. Foster affordable housing;
2. Services for people experiencing homelessness;
3. Services for seniors and youth;
4. Provide public services responsive to current need;
5. Construct/upgrade public facilities;
6. Improve accessibility;
7. Affirmatively further fair housing;
8. Effectively administer CDBG program.

The 2020-2024 Consolidated Plan identifies the following housing goals:

- Enhance the quality of safety of the existing housing stock, and
- Provide programs that assist first-time homebuyers in order to stabilize homeownership rates and to increase the level of resident investment in neighborhoods.

All projects funded during 2020 addressed one or more of the priorities included in the Consolidated Plan. The city has made progress towards addressing homelessness prevention, , supported nonprofits while offering a wide range of social services, and assisted with an accessibility and drainageimprovement project.

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	5,440
Black or African American	404
Asian	126
American Indian or American Native	61
Native Hawaiian or Other Pacific Islander	54
Other multiracial	1908
Total	7,993
Hispanic	1,140
Not Hispanic	6,918

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

Narrative

Demographically, the race/ethnicity of persons assisted generally reflects the diversity of Citrus Heights residents. Each Subrecipient is required to gather demographics for each client and/or household.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,765,024.88	678,577.92
HOME	public - federal	2,280,000	0
General Fund	public - local	134,000	133,200
Other	public - state	-	

Table 3 - Resources Made Available

Narrative

The city expended a total of \$487,964.75 in CDBG funds and a total of \$186,893.43 in CDBG-CV funds during Program Year (PY) 2020. The largest project this year was the 2019-2020 Accessibility and Drainage Improvement project, which expended \$312,477.30 in CDBG funds. In addition, the city allocated \$134,000 in General Fund monies in support of public service activities to CDBG-eligible nonprofits. Meals on Wheels by ACC, Sunrise Christian Food Ministry, Campus Life Connection, Sacramento Self-Help Housing, , and many other organizations were beneficiaries of these funds.

The city's First-Time Homebuyer Program assists first-time homebuyers who are income eligible to purchase their first home in the City of Citrus Heights. This program is generally funded with CalHome funds the city receives through loan repayments. The city expended \$0 in CalHome funds 2020 to assist first-time homebuyers. Due to the competitive real estate market in Sacramento County and the income restrictions of the program, it is difficult for first-time homebuyers to enter the market, but the city assists where possible through this program. The Sacramento Housing Redevelopment Agency (SHRA) is the lead agency in HOME Consortium and manages the city's HOME funds. In January 2020, the City Council approved a total loan commitment of \$3.58 million from its share of HOME funds to the Sunrise Pointe Project – a 47-unit affordable rental property developed by Jamboree Housing. The Sunrise Pointe Project received federal tax credits in 2020 and will begin construction in April 2021.

Identify the geographic distribution and location of investments

Narrative

The city's CDBG-funded projects took place at various locations throughout Citrus Heights – primarily in low- and moderate-income census blocks. The 2019-2020 Accessibility and Drainage Improvement Project, took place in a primarily low- and moderate- income census blocks. Most programs the city offered, including the housing repair program, first-time homebuyer program, and all public services, were available to eligible low-income individuals and households citywide.

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.

There is no federal requirement for the city to match CDBG funds with other non-federal program resources. In 2020, the city allocated \$134,000 in General Fund revenue to nonprofits providing a community service in Citrus Heights, in addition to the CDBG investments.

With respect to public service, the city requires all Subrecipients to identify other resources that will be leveraged during the program year to operate and implement CDBG supportive activities. It is the city's intent to ensure adequate non-federal and private funds are available, thus minimizing the dependence on federal funds.

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	0
Total	0	0

Table 4 – 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	4	0
Number of households supported through Acquisition of Existing Units	0	0
Total	4	0

Table 5 – Number of Households Supported

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

The City of Citrus Heights is 98% built out so there is little land available for new housing developments. Additionally, this means the city does not have substantial development fees with which to fund these efforts. Furthermore, due to the city's revenue neutrality agreement with the county, Citrus Heights does not receive any property tax revenue until 2022. The elimination of Redevelopment funding at the state level makes the development of affordable housing increasingly challenging.

Despite these challenges, the city has taken steps towards meeting its affordable housing goals. In January 2020, the City Council approved a 47 unit multi-family affordable housing development, named Sunrise Pointe. In addition, the City Council approved the allocation of \$3.58 million from the Citrus

Heights HOME Investment Partnerships Fund. The Sacramento Housing and Redevelopment Agency (SHRA) is the lead agency in the HOME Consortium and is responsible for managing the city's annual HOME allocation and related program income. The Sunrise Pointe developer is Jamboree Housing Corporation and the service provider is TLCS, Incorporated. Sunrise Pointe will provide permanent affordable housing for persons and families identified through the coordinated entry system.

The project is a qualified "affordable" project under the State Government Code. To qualify as an affordable housing development, the project must set aside a certain number of units to households whose income is considered low to very low. Sunrise Pointe is a 100 percent affordable development, meaning all 46 units will be for residents whose income ranges all within or below the income limits. The developer has agreed to execute 55-year affordability covenants on the property in exchange for the HOME funds. The Sunrise Pointe development is made up of two residential buildings totaling 46 rental units and one manager apartment. This project is currently identifying gap funding. The construction date of this project has yet to be determined.

Additionally, the city is optimistic that we will move forward with Sayonara Drive development as described below.

Discuss how these outcomes will impact future annual action plans.

The Sayonara affordable housing project, which is currently in the pre-planning phase. Previously, the city purchased and demolished 15 complexes and 1 eight-plex on the street with the intent of replacing them with a new affordable housing development. In the same neighborhood, on Sayonara Drive, the Citrus Heights Children and Youth Center was funded and completed with using CDBG funds in the 2010-2014 Consolidated Plan period. As part of the Sunrise Pointe Project approved in January 2019, the city will replace 23 units or 46 bedrooms. This leaves a remaining replacement obligation of 12 units or 24 bedrooms. The city is currently working on a plan to satisfy the remaining replacement obligation.

Additionally, the city promotes affordable housing opportunities through its Housing Rehabilitation Program offering low-interest, deferred payment loans and grants to homeowners for essential repairs. This program assists homeowners in maintaining affordable housing and improves the overall condition of the city's housing stock for future generations.

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 eligibility of the activity.

Number of Households Served	CDBG Actual
Extremely Low-income	332
Low-income	404

Moderate-income	7,217
Total	7,953

Table 6 – Number of Households Served

Narrative Information

All of the persons noted were households assisted by services funded with CDBG funds during (PY) 2020. public services. Services the city offered, including the housing repair program, first-time homebuyer program, and all public services, were available to eligible low-income individuals and households citywide.

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 provided funding to Sacramento Self-Help Housing (SSHH), which delivers an ongoing service to an increasing number of households each year. SSHH continues to provide housing counseling services and navigator services to low-income and homeless persons as well as those at risk of becoming homeless. The city's navigator engages and interacts with individuals located in Citrus Heights.

The housing counselor provides housing information and other referrals based on the household's intake assessment. Each household is provided with information regarding housing availability and rental criteria. In addition, participants may receive assistance in completing housing-related paperwork such as rental applications, and receive housing interview tips. The housing counselor served as the household's advocate and maintained regular contact through routine follow-up. The housing counselor may provide additional housing referrals and support as needed until the household secures permanent and stable housing.

In addition, to the navigator providing outreach services to individual and/or families who are currently or in immediate danger of becoming homeless the City Council approved a Supplemental Navigator Program using CDBG-CV funding. The program allows the Citrus Heights navigator to provide subsistence payments, such as motel and laundry vouchers to homeless individuals and security deposit assistance to help obtain permanent housing.

The navigator is an employee of Sacramento Self-Help Housing who collaborates with the Citrus Heights Homeless Outreach Officer to locate and identify persons within the homeless population in want of services. The Navigator's goal is to remove the barriers to accessing housing including connecting individuals to available services and transporting clients to appointments. The Navigator will interact with the homeless in a positive way, get to know the person and assist them with overcoming the barriers that keep them from obtaining and maintaining permanent and stable housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

City staff participates in the Homeless Assistance Resource Team (HART), a group of agencies, nonprofits, faith based organizations, members of the business community and interested individuals dedicated to addressing Citrus Heights homeless issue. The goal of HART is to provide homeless individuals with resources so they may better access housing options. The Navigator also provides referrals and resources. The Citrus Heights HART operates an annual Winter Sanctuary Program that provides overnight shelter and services from December to February for up to 25 individuals per night.

City staff also participates in outreach efforts to the unsheltered homeless. Police officers who are in contact with the homeless population connect with the Navigator to conduct outreach along the trails, creeks and other known homeless camps. The Navigator will also connect clients to Sacramento Steps Forward, the HUD-designated Continuum of Care (CoC) for the Sacramento Region.

The city maintains strong involvement with Sacramento Steps Forward as it manages the Continuum of Care. The city's Housing and Human Services Coordinator, Stephanie Cotter, currently serves on the Continuum of Care Advisory Board. The Continuum of Care Board is responsible for advising the Sacramento Steps Forward Board of Directors on policy around the issue of homelessness. The goal of the Advisory Board is to ensure Sacramento Steps Forward retains a broad representation of the constituents in the community, allowing the organization to establish a more efficient method of community planning and evaluation.

As mentioned, the city funds Sacramento Self-Help Housing who offers housing counseling to those who are at risk of homelessness or who are homeless along with the Navigator who reaches out to the homeless in partnership with the Citrus Heights Police Department. Additionally, the City of Citrus Heights is an active participant in the regional Homeless Emergency Aid Program (HEAP) efforts. The City Council adopted an emergency shelter crisis declaration in January 2019 and is working with the CoC to implement and monitor the HEAP-funded programs within Sacramento County.

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 city provided funding to Sacramento Self-Help Housing who offers housing counseling to households who are at risk of becoming homeless. Self-Help collaborates with nonprofits to reach a greater number of clients who many need assistance locating stable housing options. In addition, Self-Help provides a searchable database of low-income housing options on their website.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The city coordinates and participates in the Homeless Assistance Resource Team (HART), a group of agencies, nonprofits, faith-based organizations, and interested individuals dedicated to addressing Citrus Heights homeless issues. The goal of HART members is to provide homeless individuals with resources in order to access housing. The city also participates in outreach efforts to unsheltered homeless with the Citrus Heights Navigator and the Citrus Heights Police Department, resources provided upon contact of someone experiencing homelessness or at-risk of homelessness.

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

Actions taken to address the needs of public housing

The Sacramento Housing and Redevelopment Agency (SHRA) is the public housing agency serving the City of Citrus Heights. SHRA is independent of Citrus Heights, and the city retains no control over their funding or implementation of programs. Refer to the SHRA Public Housing Authority Annual Action Plan for information on the ways that SHRA addresses public housing needs.

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

SHRA encourages public housing residents to participate in policy, procedure, and program implementation of development through its Resident Advisory Board. In addition, the Housing Authority recognizes Resident Committees throughout the Sacramento Region; the residents are elected bodies representing residents in their respective complexes. SHRA also distributes a quarterly newsletter to all residents, contains relevant news, information on training and employment opportunities, and other community resources available to public housing residents. Public housing residents also participate in the development of SHRA's five-year annual plan. The Resident Services Division distributes a survey to prioritize resident needs, and short- and long- term improvements.

Actions taken to provide assistance to troubled PHAs

SHRA is not designated as "troubled".

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)

A continued supply of housing to all households income levels is essential to meet the needs of the residents of the city. Citrus Heights is largely "built-out" and the supply is dependent not only on production, but on the preservation of existing affordable housing. To assure the continuing production of affordable housing, the city has examined possible constraints and barriers. Constraints to affordable housing are both governmental and non-governmental. Governmental constraints include land use controls, entitlement processing, fees, and building codes.

Land uses controls are necessary to ensure orderly and appropriate development and growth in the city. Fees, land dedication and public improvements are usually required as part of land development and entitlement processing to ensure an adequate supply of infrastructure, parks, and schools to serve the development. The city may consider waiving appropriate development fees to facilitate development of affordable housing. Building and housing codes are implemented to ensure the safety of the community (housing residents, specifically).

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

There are several constraints to meeting low-income residents needs. The two primary obstacles to meeting low-income residents needs:

- Available funding is not sufficient to address the community's needs. In 2020, \$111,000 in CDBG funding was available to public service agencies and the city provided \$133,400 in local funding for Fiscal Year (FY) 18/19. The city continues to support nonprofits to identify other public or private funding sources.
- Although the majority of the region's service providers are located in Sacramento, Citrus Heights is home to services such as food banks, youth programs, and domestic violence service providers. Citrus Heights offers public transportation to the Sacramento area, but residents are sometimes reluctant or unable to travel outside of their community to receive services.

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

The city will provide lead-abatement assistance for residential units through the Housing Rehabilitation Program. The city contracts with a third-party firm to administer its housing repair program. This firm contracts with qualified lead abatement contractors to conduct lead-based paint identification, assessment, and clearance services to reduce lead hazard. The program will comply with the Residential

Lead Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September 1999. The procedure regarding lead-based paint in all repairs programs will include notification and identification.

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

The city's anti-poverty strategy focuses on providing a range of employment opportunities and supportive services aimed at enabling those in poverty to move into the workforce, as well as supporting activities that preserve and expand the supply of housing affordable to target-income households.

- Meals on Wheels by ACC offered daily nutritious meals to low-income homebound seniors and offered congregate meals to seniors.
- Sacramento Self-Help Housing provided counseling and social services to homeless individuals or those at risk of becoming homeless, including drop-in counseling/office hours and case management services.
- Sunrise Christian Food Ministry operates an emergency food closet available to low-income persons.
- The city also provides code enforcement services to ensure lower-income households have a safe and decent place to live.

Citrus Heights residents also have access to anti-poverty services provided by the County Department of Human Assistance. The County provides many programs designed to provide temporary assistance to families in need, and coordinates the County's welfare-to-work programs, with an emphasis on creating employment connections and increasing the income of the program's participants. Overall, the goal of all agencies' programs is economic self-sufficiency.

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

In an effort to eliminate gaps in institutional structures, the city remains actively involved with neighboring jurisdictions and regional governmental entities. The city coordinates with Sacramento Housing and Redevelopment Agency (SHRA) to address affordable housing needs related to public housing activities. In addition, the city collaborated with SHRA to allocate the city's HOME funds to the Sunrise Pointe Affordable Apartment Project. The city also collaborated with several municipalities and SHRA to prepare a regional grant application for the Emergency Solutions Grants and No Place Like Home programs. As mentioned previously, Citrus Heights is also partnering with Sacramento Steps-Forward, Sacramento County, City of Sacramento, City of Elk Grove, and the City of Rancho Cordova on the California Homeless Emergency Aid Program (HEAP).

In addition, the city continues to collaborate with Elk Grove and Rancho Cordova, the two other small entitlement jurisdictions in Sacramento County, and continues to look for opportunities to increase and enhance services to residents.

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

The city continues to work with neighboring jurisdictions, including the City of Rancho Cordova, City of Elk Grove, County and City of Sacramento and the Sacramento Housing and Redevelopment Agency, to address the regional issues that affect the needs of low-income persons as well as special need programs, shared Subrecipient monitoring and research into issues of interest such as the Affirmatively Furthering Fair Housing final rule. The city also continues to work with many of the local nonprofits that provide a range of services to low-income residents.

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

HUD provides specific requirements that entitlement grantees certify that they will affirmatively further fair housing in their jurisdiction. Fair Housing objectives are broad, and include requirements to promote fair housing choice for all persons and to foster compliance with nondiscrimination provisions of the Fair Housing Act. These requirements are satisfied, in part, by analyzing impediments to fair housing choice within the jurisdiction and taking appropriate action to overcome the effects of identified impediments.

The city's approach to fair housing in 2020 focused on outreach and education:

- Sacramento Self-Help Housing (SSHH) has provided education on tenant/landlord and fair housing law to clientele in need since 2013. SSHH also works with the California Apartments Association (CAA), Legal Services of California, and Project Sentinel to provide fair housing education, investigation, and resources.
- The city entered into an agreement in December 2016 between the Sacramento Housing and Redevelopment Agency (SHRA) and ten other municipal corporations to cost share the fees to assess fair housing. The regional assessment of fair housing is currently underway and will be completed in 2020. This is the first partnership of its kind nationwide.

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 city uses a monitoring system to ensure that CDBG-funded activities are in compliance of applicable laws, regulations, policies, sound management, and account practices. The primary objective of the city's monitoring efforts include:

- To ensure the Subrecipient has the capacity to carry out their responsibility and to do so in a timely manner.
- To ensure the Subrecipient is carrying out the project as described in their agreement, complying with applicable laws and regulations.
- To ensure the project is operating in a manner that minimizes the opportunity for fraud, waste, and mismanagement.

In November of 2019, city staff hosted a CDBG Subrecipient Workshop. The workshop was formatted to review federal requirements unique to CDBG, the subrecipient agreement, introduced CDBG reporting forms and answered questions. Therefore, all Subrecipients are informed of their obligations to collect the required information on income, household composition, race, and ethnicity. City staff also provides information to each Subrecipient that outlines the agreement terms and CDBG policies such as data collection and financial management. In addition, staff recommends each Subrecipient read the "Playing by the Rules" guide produced by HUD.

Quarterly, staff reviews the progress the Subrecipient has been making toward achieving performance goals. Public service Subrecipients must report their population with each invoice. Each Subrecipient agreement contains provisions for reduction or termination in the event goals are not accomplished or when past performance issues have not been resolved. Onsite monitoring of Subrecipients is conducted based on an annual desk assessment performed by city staff.

The city placed a strong emphasis on its Subrecipients to gather complete and accurate information on the persons or households served, and regularly reporting of progress. In addition, staff provides technical assistance to each Subrecipient throughout the year as needed.

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.

The City of Citrus Heights Housing and Grants Division, under the Community Development Department, serves as the lead agency for the administration of the city's CDBG funds.

Direct questions relating to this report to:

City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621
Housing Division
Stephanie Cotter, Housing & Human Services Program Coordinator
916-747-4768
scotter@citrusheights.net

This report was made available for public comment review during a 15-day public comment period from March 15, 2020 to March 30, 2020. A public notice announcing its availability was published in the Sacramento Bee on March 2, 2020. A public hearing on this report will be held March 26, 2020 during the Citrus Heights Council meeting. Any public comments received will be summarized and attached to this report prior to final submission to HUD.



PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	463,185.51
02 ENTITLEMENT GRANT	639,115.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	49,301.71
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,151,602.22

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	392,033.65
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	392,033.65
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	99,650.84
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	491,684.49
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	659,917.73

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	392,033.65
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	392,033.65
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	79,556.35
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	79,556.35
32 ENTITLEMENT GRANT	639,115.00
33 PRIOR YEAR PROGRAM INCOME	132,193.36
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	771,308.36
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	10.31%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	99,650.84
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	99,650.84
42 ENTITLEMENT GRANT	639,115.00
43 CURRENT YEAR PROGRAM INCOME	49,301.71
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	688,416.71
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	14.48%