

CITY OF CHINO HILLS
DRAFT
FY 2015-2016 CAPER



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 FY 2015 Consolidated Annual Performance Evaluation Report (CAPER) is the third year-end submission of accomplishments pertaining to the 2013-2018 Five-Year Consolidated Plan by the City of Chino Hills, which reports accomplishments based on the FY 2015-16 Annual Action Plan that covers July 1, 2015 through June 30, 2016. State and local governments that directly receive Community Development Block Grant Funds (CDBG) from the Department of Housing and Urban Development (HUD) are required to submit the CAPER ninety days after the end of the program year (due September 30th). The CAPER meets three basic purposes:

- It provides HUD with the information necessary to assess the City's ability to carry out CDBG programs in compliance with all applicable rules and regulations;
- It provides information necessary for HUD's Annual Report to Congress, which is statutorily mandated; and
- It provides the City with the opportunity to describe its progress in assisting neighborhoods and specific populations with a variety of community development issues as stipulated in the City's Five-Year Consolidated Plan.

During the 2015 program year, the City had the following projects:

- Home Improvement Grant Program
- Los Serranos Infrastructure Project
- Fair Housing
- Chino Hills Library and Literacy Program
- House of Ruth
- Legal Aid
- Family Service Association
- Habitat for Humanity
- West End YMCA
- Administration

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Continue improvements in the Los Serranos Area	Public Infrastructure Improvements	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4,000	4,000	100.00%	4,000	4,000	100.00%
Increase awareness of the Home Improvement Program	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	8	80.00%	11	4	36.36%
Increase education and outreach	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	66	104	157.58%			
Provide support services for the City's residents	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	421	261	62.00%	0	261	
Provide support services for the City's residents	Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	4		801	4	0.50%
Provide support services for the City's residents	Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	

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

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

In order to meet the above priorities, the City used CDBG funding to move forward several activities in 2015. Below is a list of these activities and an assessment of how they addressed the priorities and specific objectives of the plan:

- West End YMCA Childcare Services - For the quarter ended September 30, 2015, the YMCA assisted 9 Chino Hills residents. For the quarter ended December 31, 2015, the YMCA assisted 2 new Chino Hills residents. For the quarter ended March 31, 2016, the YMCA did not provide services to any new residents. For the quarter ended June 30, 2016 the YMCA did not assist any new residents.
- Habitat for Humanity Neighborhood Cleanup - During the first and second quarters, Habitat for Humanity created and distributed flyers in the Los Serranos Neighborhood. During the third

quarter, Habitat for Humanity was able to assist one resident. During the fourth quarter, Habitat for Humanity was able to assist 3 residents.

- Family Service Association Senior Meal Program- For the quarter ended September 30, 2015, Family Service Association assisted 72 Chino Hills residents. For the quarter ended December 31, 2015, Family Service Association assisted 21 new Chino Hills residents. For the quarter ended March 31, 2016, Family Service Association was able to assist 25 new Chino Hills residents. For the quarter ended June 30, 2016, Family Service Association was able to assist 12 new Chino Hills residents.
- Legal Aid Services- For the period of July - September 2015, Legal Aid was able to assist 23 residents. For the period of October - December 2015, Legal Aid was able to assist 13 Chino Hills residents. For the period of January - March 2016, Legal Aid was able to assist 7 Chino Hills residents. For the period of April - June 2016, Legal Aid was able to assist 12 Chino Hills residents.
- House of Ruth- For the quarter ended September 30, 2015, House of Ruth was able to assist 14 Chino Hills Residents. They have also provided information on Media Literacy, Dating Violence, and Anger & Gender to 144 teens in Chino Hills. For the quarter ended December 31, 2015, House of Ruth was able to assist 9 Chino Hills Residents. They provided information to 95 teens on Intervention Techniques for Youth. For the quarter ended March 31, 2016, House of Ruth was able to assist 6 residents. For the quarter ended June 30, 2016, House of Ruth was able to assist 12 residents.
- Chino Hills Library Program- For the quarter ended September 30, 2015, the James S. Thalman Chino Hills Branch Library was able to assist 9 Chino Hills residents. For the quarter ended December 31, 2015, the James S. Thalman Chino Hills Branch Library was able to assist 12 residents. For the third quarter ended March 31, 2016, the James S. Thalman Chino Hills Branch Library was able to assist 6 residents. For the fourth quarter ended June 30, 2016, the James S. Thalman Chino Hills Branch Library was able to assist 4 Chino Hills residents.
- **Home Improvement Grant Program:** A total of 15 applications were received during fiscal year 2015-2016. A total of 7 applications were denied because they exceeded the income limits. Four grants were awarded and all the projects were completed during the fiscal year. The 3 remaining applications were incomplete. Additional information was requested, but the applicants did not submit the documentation.
- **Los Serranos Infrastructure Improvement Project:**

Phase 2B (D12008) – Work comprises of construction of two (2) 36” CMP drop inlets structures, two (2) P.C.C. catch basins per City Std, approximately 87 L.F. of 18” RCP and approximately 806 L.F. of 36” RCP storm drain pipes, three (3) manhole structures per SSPWC Std 320-2, and grade and construct a P.C.C. energy dissipater outlet structure and construction of P.C.C. 3-ft wide swale at Lake Los Serranos. The construction project limits were from Montecito Dr. north of El Molino Blvd. to 400-ft. east on Los Serranos Blvd from Montecito Dr. then approximately 445-ft draining into Los Serranos Lake. The contract was awarded on June 9, 2015, in the amount of \$334,500 and began construction on July 13, 2015. Work was completed on August 14, 2015.

Safe Routes to School PHASE 2 – The Los Serranos Safe Routes to School Phase 2 Project (S09009) contract was awarded on September 8, 2015. The construction project limits were:

- Country Club Drive between Los Serranos Blvd. and approximately 200 feet ± north of Sierra Vista Drive;
- Williams Ave. between Yorba Ave. and Avery St.; and
- Esther St. between Los Serranos Road and Williams Ave.

Construction began on October 19, 2015, and was deemed completed on May 13, 2016. Work completed for the project included: mobilization, traffic control, earthwork/grading, excavation, relocation of existing water meter boxes, relocation and adjustment of existing sewer manhole, removal of about 24 existing trees, 217-feet of chain link fence/gate and approximately 170-feet of concrete block wall within the public right-of-way, hauling and disposal; construction of 3,683-feet of concrete curb & gutter, 13,476 square feet of concrete sidewalk, 12,857 square feet of concrete residential driveways, 13 each access ramps, 1,740 square feet of concrete retaining block wall, installation of street lighting conduit and pull boxes, grinding/ cold milling and restoration of existing asphalt pavement, and construction of new asphalt concrete pavement. Total amount spent to construct the project is \$929,144.24. Installation of street light poles, fixture, and conductors is anticipated to be completed within the 2016-17 fiscal year.

- **Fair Housing:** Inland Fair Housing and Mediation Board assisted seventeen (17) Chino Hills residents with fair housing issues. All of those complaints were related to disability discrimination. Two workshops were held in the City, one on September 22, 2015 and the other on May 25, 2016. On March 22, 2016, Council presented Inland Fair Housing & Mediation Board a proclamation declaring April as Fair Housing Month. Inland Fair Housing conducted community outreach by submitting cable releases regarding discrimination based on sexual orientation and race, familial status discrimination, and the need for fair housing testers, as well as, advertising workshops in the IFHMB service area.

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	182
Black or African American	13
Asian	48
American Indian or American Native	5
Native Hawaiian or Other Pacific Islander	0
Total	248
Hispanic	103
Not Hispanic	145

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

Narrative

Local jurisdictions that receive CDBG must maintain data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part by CDBG funds. During the 2015 program year, 73 percent of participants in the City’s CDBG funded programs were White, representing the largest racial group served. The largest ethnic group served were Hispanic, representing 42 percent of all ethnic groups served.

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		962,259	402,152

Table 3 – Resources Made Available

Narrative

The total resources made available for the 15-16 FY was \$339,453. The City expended \$402,152.46. The total drawdown for the 2015 program was \$106,779.34, plus additional drawdown for program year 2014 in the amount of \$143,959.86, plus additional drawdown for program year 2013 in the amount of \$151,413.26. The remaining funds in the 2015 program year were a result of the following:

- The City did not drawdown any of the 2015 Los Serranos funds (\$170,203) because the Los Serranos project fell behind schedule. The project is back on track and is expected that funds will be spent in the next program year.
- The entire 2015 Home Improvement program funds were not spent.
- Administration funds were left over.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

During the program year, \$402,152.46 was expended to further the objectives of the City's Consolidated Plan (which includes unexpended CDBG funds from prior years plus 2015 CDBG entitlement funds). All public service activities met the Low/Mod Limited Clientele objective, and were available communitywide. The Los Serranos Infrastructure Improvement project met the Low/Mod Area (LMA) national objective and was restricted to the low- and moderate-income census tracts and block groups of that area (Census Tract 1.10 Block Groups 01, 02, 03, 04, and 05). The Home Improvement Grant Program met the Low/Mod Housing (LMH) objective and was available communitywide.

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.

The City of Chino Hills leveraged its Community Development Block Grant (CDBG) Entitlement Funds, County funds, and other funds to address the Consolidated Plan priorities and activities (specifically in the Los Serranos LMA) during program year 2015 with funding from the Safe Routes to Schools Grant in the amount of \$743,894.60, \$159,293.08 in Measure I funds, \$48,300.20 in Agency Road Trust Funds, and \$216,430.99 in FEMA Grants Funds.

The City's General Fund also supports many community services and community development activities integral to the Consolidated Plan.

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	271	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	271	0

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	11	4
Number of households supported through Acquisition of Existing Units	0	0
Total	11	4

Table 6 - Number of Households Supported

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

The City had a 36 percent completion rate in meeting its one year goal regarding the rehabilitation of housing units. The City Home Improvement Grant Program was able to rehabilitate 4 homes in program year 2015.

Like most communities, a major obstacle to meeting the needs of the community in Chino Hills is funding. Over the years, community partnerships with county, state, and federal agencies have been integral to meeting the needs of the underserved community. However, with the dissolution of the Redevelopment Agencies in California under AB X1 26, Low/Moderate Income Housing Funds are no longer available to use for site assembly and other forms of assistance for affordable housing creation.

Discuss how these outcomes will impact future annual action plans.

Future Annual Action Plans will provide additional information on program changes that are currently in development as the City continues to determine the needs of residents in Chino Hills.

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	103	0
Low-income	87	0
Moderate-income	68	0
Total	258	0

Table 7 – Number of Persons Served

Narrative Information

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

This section outlines the process to maintain and fill the gaps in the Continuum of Care Model for the homeless in the combined continuum area of the City of Chino Hills and the County of San Bernardino. Program year 2015 was the eleventh year that the City participated in and assisted in building the regional Continuum of Care for the homeless and those at-risk of becoming homeless. In the past, the City had not participated in the Continuum of Care because homelessness has not been an apparent issue in Chino Hills. However, as demonstrated through the needs analysis of the Consolidated Plan, the City recognizes that approximately 10 percent of lower-income households in Chino Hills are at-risk of becoming homeless. In addition, families and individuals living in poverty and female victims of domestic violence are noted to be at higher risk, thus the City has funded House of Ruth.

The following provides a detailed summary of the accomplishments of the City during program year 2015 to address the unmet need and/or gaps identified in the Consolidated Plan and by the Homeless Coalition:

Homeless Prevention: the City provided referrals (food, clothing, and utility assistance), information and outreach to area residents through the Community Services Department.

Emergency Shelter: There are currently no emergency shelter facilities in the City of Chino Hills. There are, however, a number of agencies in the area that provide for these services.

- **House of Ruth** offers 24-hour emergency shelter, transportation, counseling for approximately 100 battered women and their children. Serving the west-end of San Bernardino County and east-end of Los Angeles County, House of Ruth is the only domestic violence shelter in the area. During 2015 program year, the City funded this project with \$5,000.
- **Homeless Outreach Programs and Education (HOPE)** provides cold weather shelter for the homeless in Ontario and the west area of San Bernardino County. Shelter is provided in the form of vouchers issued from a facility at 213 N. Fern Avenue in Ontario. The vouchers are funded in part by the County's Emergency Shelter Grant.
- **Salvation Army** operates two homeless shelters in the City of San Bernardino. In addition, the Salvation Army issues shelter vouchers at six locations throughout San Bernardino County.
- **County of San Bernardino Human Services System** administers Temporary Assistance to Needy Families. The program provides vouchers to qualified homeless families with children to purchase temporary or permanent shelter, or to assist with living expenses.
- **San Bernardino County Community Services Department (CSD)** operates a Federal Emergency

Management Agency, Emergency Food and Shelter Program, which provides emergency shelter vouchers and emergency food and utility assistance. In addition, stipends are provided for making a mortgage payment on a home threatened with foreclosure.

Addressing the emergency shelter and transitional housing needs of homeless persons

Transitional Housing: The Boys Republic began construction on a Transitional Housing Project in Chino Hills. The project includes four duplexes (eight two-bedroom units), which will provide transitional student housing for graduates while they are completing their vocational training before they establish themselves off campus. The duplexes are completed and occupied.

Additionally, the following transitional shelters provide for the homeless in the area:

- **The Foothill Family Shelter** began as St. Mark's Homeless Shelter and currently serves as a transitional facility for homeless families with children from the west end of San Bernardino County and the east end of Los Angeles county. The Shelter has eight two-bedroom apartments, which are fully furnished and offered free for a maximum of 90 days.
- **Inland Temporary Homes** provides transitional shelter for four families. Families are required to set-aside 80% of their income, which is placed in an account for when they leave the shelter. Shelter is provided up to six months.

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

- **House of Ruth** offers 24-hour emergency shelter, transportation, counseling for approximately 100 battered women and their children. Serving the west-end of San Bernardino County and east-end of Los Angeles County, House of Ruth is the only domestic violence shelter in the area. During program year 2015, the City funded this project with \$5,000.

Additionally, the following transitional shelters provide for the homeless in the area:

- **The Foothill Family Shelter** began as St. Mark's Homeless Shelter and currently serves as a transitional facility for homeless families with children from the west end of San Bernardino County and the east end of Los Angeles county. The Shelter has eight two-bedroom apartments, which are fully furnished and offered free for a maximum of 90 days.
- **Inland Temporary Homes** provides transitional shelter for four families. Families are required to set-aside 80% of their income, which is placed in an account for when they leave the shelter. Shelter is provided up to six months.

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

Rental assistance is a component of the City's strategy to prevent homelessness by individuals and families who are at risk of homelessness. Among this group are extremely low-income renters who are spending more than 50% of their income on housing costs. Also among the people who are threatened with homelessness are the persons and families on the Section 8 waiting list. The City will continue to support the County of San Bernardino Housing Authority's Section 8 rental assistance program. In addition, the City will encourage and facilitate the Housing Authority's landlord outreach efforts in Chino Hills.

The City's fair housing provider will assist those renters and homeowners in jeopardy of losing their housing. They will mediate landlord/tenant complaints and work with the tenant in formulating a plan, such as a rent repayment plan, and mediate with the landlord in accepting the terms so that the tenant is not eventually evicted. Through its default and foreclosure counseling, the Housing Resource Center's first charge is to assist the homeowner in obtaining a loan modification or workout plan that will keep them in their home. Both of these actions contribute to preventing homelessness.

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

Actions taken to address the needs of public housing

There are no public housing units in Chino Hills. Therefore there were no Planned Actions to Foster Public Housing Improvements and Resident Initiatives. The nearest units, administered by the San Bernardino County Housing Authority, are located in the City of Chino.

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

There are no public housing units in Chino Hills. Therefore there were no Planned Actions to Foster Public Housing Improvements and Resident Initiatives. The nearest units, administered by the San Bernardino County Housing Authority, are located in the City of Chino.

Actions taken to provide assistance to troubled PHAs

This question is not applicable. There are no public housing units in Chino Hills. Therefore there were no Planned Actions to Foster Public Housing Improvements and Resident Initiatives. The nearest units, administered by the San Bernardino County Housing Authority, are located in the City of Chino.

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)

Actions of the City can have an impact on the price and availability of affordable housing in the City. As part of the City's Housing Element, the City identifies adequate housing sites and policies to remove barriers to affordable housing. An in-lieu fee was approved during the update, which has generated approximately \$1,411,583 in funds for the City's affordable housing program activities.

In addition, the City regularly reviews land use regulatory controls, site improvement requirements, building codes, fees, and other local programs to improve the quality of housing. The City is partnering with Habitat for Humanity again to build a two additional affordable housing units in Los Serranos. The City also utilizes the following programs to remove barriers to affordable housing:

- **Expedited Project Review:** This program provides fast track permit processing for projects with an affordable component. The City will continue to assist developers and non-profit entities with financing and priority processing for affordable housing projects.
- **Development Fees Deferment:** This program reduces fees for affordable housing projects. The City waives the housing in-lieu fee for projects that have developed affordable housing units. In addition, the City defers the payment of development impact fees until the issuance of building permits. In some cases, some fees are deferred even further until prior to the final inspection.
- **In-lieu Housing Fee:** This program is aimed at generating funds for the City's affordable housing programs.

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

Like most communities, a major obstacle to meeting the needs of the community in Chino Hills is funding. Over the years, community partnerships with county, state, and federal agencies have been integral to meeting the needs of the underserved community. However, with the dissolution of the Redevelopment Agencies in California under AB X1 26, Low/Moderate Income Housing Funds are no longer available to use for site assembly and other forms of assistance for affordable housing development. During FY 2015-16, the City of Chino Hills maintained and fostered new relationships to ensure that the needs of the community were adequately fulfilled which includes a mobile recreation program. The Mobile Recreation Program is a year-round program that provides a safe after-school environment for kids in grades kindergarten through 7th and travels to various parks throughout the City including the Los Serranos Area. Staff provides free homework assistance and supplies, arts, crafts, sporting activities and outdoor games, nutritional education and snacks.

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

The two primary obstacles to meeting the needs of underserved populations in Chino Hills are:

1. Limited City Funding for support services,
2. Costs associated with acquiring and maintaining affordable housing for low and extremely low (homeless) income residents. The City of Chino Hills took the following actions to address obstacles to meeting underserved needs:
 - Promoted and encouraged housing opportunities for all economic segments of the community, regardless of age, sex, ethnic background, physical condition, or family size.
 - Maintained and enhanced the quality of existing residential neighborhoods.
 - Provided support services to meet the housing needs of the City's residents, specifically homeless households and at risk youth or other special needs groups.
 - Improved the quality and increased the quantity of public improvements that benefit low- and moderate-income residents.
 - Provided services to non-homeless special needs populations.

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

Chino Hills' antipoverty strategy is closely aligned with the goals and objectives of the overall affordable housing plan. These goals include: reducing poverty, creating new and affordable housing, developing and promoting services for at-risk populations, expanding job training, and providing public and social services. The City will also continue partnering with organizations to provide a continuum of services addressing the full range of needs of low- and moderate-income families. Additionally, the City works with the Boys and Girls Club to provide at-risk households with after school programs and services.

All communities share a goal to eradicate poverty. The City recognizes that a goal to reduce poverty will contribute to the economic wellbeing of individuals and families. The families whose income increases above the poverty level will be able to live independent of public and private assistance. Below is the Goal and Policies implemented by the City during the 2015-16 fiscal year:

Goal: To reduce poverty level incomes below current levels by 2015. This goal will be monitored – in part - by the results of Census 2010.

Policy: To continue to support and coordinate with public and private efforts aimed at preventing and reducing poverty level incomes.

Policy: To conduct outreach with public and private agencies whose mission is to reduce poverty level incomes.

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

The City relied on various methods to overcome gaps in the City's institutional structure and enhance

coordination of service delivery including:

- The Community Services Department, acting as the lead agency, met with various City departments (Public Works, Engineering, Police, Finance, and Community Development) and with outside agencies to gain input on the annual needs, enhance coordination of services, prevent duplication of service, and resolve issues within the interagency institutional structure.
- Trainings developed by the Department of Housing and Urban Development were attended to ensure that the City was in full compliance with the program and to ensure the maximum use and availability of CDBG funds. This training was shared with in-house staff and sub-recipients to ensure the collection of data for monitoring the progress of the Consolidated Plan activities.
- Monitoring of sub-recipients was conducted to ensure that there was accountability and productivity, and sub-recipient contracts were revised to ensure regulatory compliance.
- Homeless Coalition meetings were attended to better identify potential homeless individuals in the City of Chino Hills and their needs and/or to better assist in the Continuum of Care Model.
- Meetings were conducted with the Community Development Department to keep abreast of housing issues and affordable housing options, particularly in reference to the development of the Comprehensive Affordable Housing Plan, the Housing Element, and changes to the Regional Housing Needs Assessment, if any.

The Community Services Department administers CDBG and Recreation. The Community Development Department is responsible for implementing the City's housing and economic development programs. The Finance Department facilitates sub-recipient payments and project tracking, and the City's Engineering Department oversees capital projects, including the Los Serranos Infrastructure Program.

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

During the 2015-16 fiscal year, Chino Hills worked closely and partnered with the County of San Bernardino, local organizations, nonprofits, and the SBHAC to address regional issues that affect the needs of low-income persons, special needs populations, and other at-risk groups.

Program: To support and coordinate with the organizations who directly or indirectly contribute to a reduction in poverty such as the Community Action Partnership (CAP) of San Bernardino County, County of San Bernardino Housing Authority and Desert Alliance for Community Empowerment.

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

Action: The City, through its fair housing service provider, may include the monitoring of lending practices as part of the fair housing program scope of services. The City will also continue to provide information on financial literacy, foreclosure prevention services, and homebuyer education for

residents. Finally, the City will continue to coordinate with local lenders to expand outreach activities with the goal of diversifying the lenders' applicant profiles.

Time Frame: Ongoing

Responsible Agency: Community Development/ Planning Division; Community Services Department

Funding Source: CDBG

II. Advertising

Impediment: Both for-rent and for-sale listings on the internet show uses of potentially discriminatory language.

Action: The City, through its fair housing service provider, may consider increasing outreach and education to property owners, management companies, and real estate offices regarding appropriate language in advertising. Include local newspapers and outreach to internet listing sites regarding fair housing workshops and services available.

Time Frame: Ongoing

Responsible Agency: Community Services Department

Funding Source: CDBG

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

1. Frequency of Annual Monitoring Site Visits and How Conducted

Annual monitoring site visits were conducted with each sub-recipient in October and November 2015. Items reviewed included record keeping, reporting, financial management, service intake, program implementation, and regulatory compliance.

2. Results and Improvements

Monitoring of a subrecipient's performance includes a review of their administrative methods, program implementation and compliance with CDBG regulations. These reviews focus on the extent to which the planned program has been implemented and measurable goals achieved, the effectiveness of program management and the impact of the program.

All agencies were in compliance with HUD requirements, but a few fell short of their goals. City staff met with the agencies that fell short of their goal and to work on an outreach plan, which included advertising the various services in the quarterly City News and Recreation Brochure, and City's website. Also, discussions were held to see if workshops could be held within City limits and on topics that were of specific interest and/or need for Chino Hills 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.

The CAPER was made available for citizen comment for fifteen days from September 12, 2016 through September 24, 2016, as required by HUD regulations. Copies were available through the Community Services Department, and Chino Hills Website. The CAPER was brought to Council on September 27, 2016 and then forwarded to HUD on September 30, 2016. The City did not receive any public comments during the fifteen day public review period and/or during the public hearing.

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.

No substantial changes in program objectives have been made since.

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

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.