

## 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 FY2017 Consolidated Annual Performance Evaluation Report (CAPER) is the fifth year-end submission of accomplishments pertaining to the 2013-2018 Five-Year Consolidate Plan by the City of Chino Hills. The Consolidated Plan was amended and extended through June 2020. The City has a joint agreement with the San Bernardino County HOME Consortium. As a result, any future Consolidated Plans will be a joint effort between the agencies. The San Bernardino County HOME Consortium's ConPlan covers the period of 2015-2020. Therefore, the City of Chino Hills Consolidated Plan was extended to align with the same timeline. The Consolidated Plan reports accomplishments based on the FY 2017-2018 Annual Action Plan that covers July 1, 2017 through June 30, 2018. State and local governments that directly received 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 2017 program year, the City had the following projects:

- Los Serranos Infrastructure Project
- Fair Housing and Landlord Tenant Mediation Services (Inland Fair Housing)
- Literacy Program (Chino Hills Library)
- Domestic Violence (House of Ruth)
- Senior Meals (Family Service Association)
- Medical Services (HOPE Resource Center)

The following program were approved as part of the FY 2017-18 Action Plan, but were cancelled during the program year because of their inability to meet the program requirements:

- After School Childcare (YMCA)
- Food Bank (Ministry for Life)

In addition, the City continued to offer the Home Improvement Program, which was funded in prior years and has been carried forward.

**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	4000	8000	200.00%	4000	4000	100.00%
Continue improvements in the Los Serranos Area	Public Infrastructure Improvements	CDBG: \$	Other	Other	0	0				

Increase awareness of the Home Improvement Program	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	12	120.00%	0	4	
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	479	113.78%	0	218	
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		234	0	0.00%
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 2017. Below is a list of these activities and an assessment on how they addressed priorities and specific objectives of the plan:

**Public Service Programs**

- Literacy Program (Chino Hills Library) - The Chino Hills Library Literacy Program assisted 86 residents.
- Domestic Violence (House of Ruth) - House of Ruth was able to assist 21 residents. In addition they had 31 presentations on topics such as dating violence, self-esteem, and gender and healthy relationships to 227 teens in Chino Hills.
- Senior Meals (Family Service Association) - Family Service Association was able to provide 95 senior residents with meals.
- Medical Services (HOPE Resource Center) - The HOPE Resource Center was able to provide 16 residents with medical services.

**Fair Housing**

Inland Fair Housing and Mediation Board (IFHMB) assisted 22 Chino Hills residents with fair housing issues. A workshop was held on May 9, 2018 at the Chino Hills Community Center. The workshop was attended by 19 individuals. In addition, Inland Fair Housing staffed a booth at the June 20, 2018 Concerts in the Park event. They were able to reach out to 150 individuals. On March 13, 2018, City Council presented IFHMB a proclamation declaring April as Fair Housing Month. IFHMB conducted community outreach by submitting cable releases regarding discrimination based on familial status, race, disability, marital status, and national origin.

**Home Improvement Program**

During the FY2017-2018 program year, the City was able to assist 5 residents make improvements to their homes. A total of 11 applications were received, but only 5 met the program qualifications. Only 4 of the projects were able to be completed before June 30, 2018.

**Los Serranos Infrastructure Improvements**

Safe Routes to Schools SRTS - Phase 3 project was completed during this program year. The project included sidewalk, curb, gutter and paving improvements for Los Serranos Boulevard between Pipeline Avenue and Valle Vista Drive, small portion of the intersection of Bird Farm Road with Pomona-Rincon Road, and Yorba Avenue between Bird Farm Road and Fairway Drive (East).

## 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)

	<b>CDBG</b>
White	146
Black or African American	3
Asian	57
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	5
<b>Total</b>	<b>212</b>
Hispanic	65
Not Hispanic	147

**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. The racial and ethnic status of families assisted during the 2017 program year are shown above.

During the 2017 program year, 68 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 30 percent of all ethnic groups served. The second largest ethnic group served were Asians, representing 26 percent of 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	CDBG	396,607	279,312
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

The total resources made available for the 2017-2018 program year was \$396,606.66. The City expended \$279,311.54. The total drawdown for the 2017 program was \$75,454.98, plus additional drawdown for the 2016 program of \$191,509.65, plus an additional drawdown for the 2015 program year of \$12,346.91. The remaining funds in the 2017 program year were a result of the following:

- The City did not drawdown any of the 2017 Los Serranos Funds , \$283,779.66. The City continues to move the project forward.
- Administration funds in the amount of \$25,047.58 were unspent.

In addition, 2016 Home Improvement Program funds in the amount of \$43,575 were unspent. The City continues to offer the program, but many applicants are unable to meet the program requirements.

### 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, \$279,311.54 was expended to further the objectives of the City's Consolidated Plan (which includes unexpended CDBG funds from prior year plus 2017 entitlement funds). All public services activities met the Low/Mod Clientele objective, and were available community wide. The Los Serranos Infrastructure Improvement project met the Los/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 Program met the Low/Mod Housing (LMH) objective and was available community wide.

## 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 2017 with funding from the Safe Routes to School Grant in the amount of \$253,260.63, and \$109,204.09 in Measure I funds. The City's General Fund also supports many community services and community development activities integral to the Consolidated Plan. Similarly, federal funds under the San Bernardino County Home Consortium provide for a variety of housing projects.



## 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
<b>Total</b>	<b>0</b>	<b>0</b>

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	13	4
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>13</b>	<b>4</b>

Table 6 – Number of Households Supported

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

The City had a 30 percent completion rate in meeting its one year goal (13) regarding the rehabilitation of housing units. The City Home Improvement Grant Program was able to rehabilitate four homes in the 2017 program year. 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, the dissolution of

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

**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.**

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

**Table 7 – Number of Households 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 2017 was the thirteenth 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 2017 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 the 2016 program year, the City funded this project with \$10,000.
- **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**

**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 2017, the City funded this project with \$10,000.

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

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- **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 home.

**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 Activities 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 no Planned Activities 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**

N/A

## **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 \$3,091,976.95 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 two additional affordable housing units in Los Serranos. The process has been slow, but progress has been made. Currently, Habitat for Humanity is in the design review stage. They submitted the required documents for review in late June 2018. Comments, minor in nature, have been provided. After resubmittal of the designs, it will be presented to the Planning Commission for approval. Transfer documents are expected to go to Council in December and construction to begin in Spring of 2019.

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 2017-18, 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 2017-18 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 2017-18 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

## **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 are conducted with subrecipients. 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 10, 2018 through September 24, 2018, 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 25, 2018 and then forwarded to HUD on September 27, 2018. 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.

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

No

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

**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.

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

No

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