

City of Santa Clarita
Consolidated Annual Performance Evaluation Report
(CAPER) - FY 2019-2020
(July 1, 2019 through June 30, 2020)



November 2020

City of Santa Clarita
Community Development Department
Community Preservation Division
23920 Valencia Boulevard, Suite 300
Santa Clarita, CA 91355

Table of Contents

CR-05 - Goals and Outcomes	1
CR-10 - Racial and Ethnic composition of families assisted	4
CR-15 - Resources and Investments 91.520(a)	5
CR-20 - Affordable Housing 91.520(b).....	7
CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c).....	10
CR-30 - Public Housing 91.220(h); 91.320(j)	12
CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)	12
CR-40 - Monitoring 91.220 and 91.230	17
CR-45 - CDBG 91.520(c)	18

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 2019-2020 program year is the first year implementing the FY 2019-2023 Consolidated Plan for the City of Santa Clarita (City). All activities undertaken in the FY 2019-2020 program year addressed a Consolidated Plan priority and a need identified in the FY 2019-2029 Annual Action Plan. Over 1,100 low- and moderate-income City residents were provided with supportive human services. A total of 50 low- and moderate-income homeowners had their homes repaired to address safety and habitability issues through the CDBG-funded Handyworker Program.

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.

Refer to Table 1 on the following pages. In most cases, the City was able to meet its goals and objectives in implementing the Consolidated Plan and Action Plan for FY 2019-2020. However, implementation of the FY 2019-2020 Action Plan was interrupted by the COVID-19 pandemic, where some programs were not able to continue carrying out the activities, such as the Handyworker and Residential Rehabilitation programs. The Disabled Access project also has not been completed and those funds were reallocated in a Substantial Amendment to the 2019-2020 Annual Action Plan.

Goal	Category	Source/ Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Improve and Expand Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$416,849	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	75,000	0	0.00%	15,339	0	0.00%
Provide Decent and Affordable Housing	Affordable Housing	CDBG: \$405,000	Homeowner Housing Rehabilitated	Household Housing Unit	250	50	20.00%	60	50	83.33%
Provide Supportive Human Services	Homeless Non-Homeless Special Needs	CDBG: \$183,257	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5,500	1,111	20.20%	1,109	1,109	100.00%
			Public service activities Low/Moderate Income Housing Benefit	Households Assisted				5	2	40.00%

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

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

All CDBG funds used during FY 2019-2020 addressed FY 2019-2023 Consolidated Plan priorities and a community need identified in the FY 2019-2020 Annual Action Plan. Consolidated Plan priorities included:

- Improve, maintain, and expand affordable housing
- Improve and expand facilities and infrastructure
- Planning and administration
- Provide supportive human services

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)**

Race	CDBG
White	693
Black or African American	182
Asian	65
American Indian or American Native	13
Native Hawaiian or Other Pacific Islander	8
Total	1,161
Hispanic	377
Not Hispanic	784

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

Narrative

Each subrecipient of CDBG funds tracked the race and ethnicity of participants as part of the standard record-keeping process. Disabled accessibility projects used the ethnicity data from the U.S. Census for the disabled population, as per the guidance from the Department of Housing and Urban Development (HUD).

Overall, 1,161 persons/households were assisted, including those assisted under the Handyworker Program. Persons of multi-racial backgrounds are not included in this table and account for the other 199 persons/households assisted not represented in the table. Among the residents assisted, 377 were of Hispanic origin and 784 persons were non-Hispanic.

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	\$2,451,455.70	\$1,939,641
HOME	HOME	0	0
HOPWA	HOPWA	0	0
ESG	ESG	0	0
Other	Other	0	0

Table 3 - Resources Made Available

Narrative

During FY 2019-2020, the City had available \$1,256,382 in CDBG funds. In addition, on March 1, 2020 the City identified a total of \$778,224.70 in savings from prior years and \$416,849 from the 2019-2020 Infrastructure Project (total \$1,195,073.70) which could be reallocated to new projects. A Substantial Amendment (SA) to the 2019-2020 Annual Action Plan for the entire \$1,195,073.70 was processed concurrently with the 2020-2021 Annual Action Plan. The funds were reallocated to an Inclusionary Park project and a Homeless Shelter project.

The total amount expended during the program year was \$1,939,641.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A	N/A	N/A	N/A

Table 4 – Identify the geographic distribution and location of investments

Narrative

Not applicable. Funds allocated in FY 2019-2020 for public services projects were used on a City-wide basis under the Limited Clientele National Objective. Public improvements project – Disabled Access Concrete Program is eligible based on also Limited Clientele National objective. No specific allocations were made on the Low/Mod Area National Objective.

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 continues to work to identify other funds with which to leverage CDBG. The City contracted with six local-serving non-profit agencies to carry out ten programs which provided supportive human services to low- and moderate-income residents. These agencies leveraged the CDBG funds by using other grant funds, as well as locally raised donations, to provide services to a greater number of residents than would have been possible with CDBG funds alone.

In 2017-2018 the City purchased a piece of land adjacent to the existing homeless shelter and donated it to Bridge To Home (BTH) for an expansion into year-round shelter space. BTH was planning to begin the process of identifying funds to build a permanent shelter (as opposed to modular buildings), but BTH has been sidetracked by COVID. Currently, BTH is using the City's Newhall Community Center as a shelter and participating in Project Roomkey using several local hotels.

The City does not own any other land that was used to address needs identified in the plan during the 2019-2020 program year.

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.

During FY 2019-2020, the City undertook the Handyworker Program that assisted 50 low- and moderate-income owner-occupied households with housing rehabilitation assistance. The specific income distribution of the assisted homeowners is reported in Table 7. While the homeowners are income-qualified households, the rehabilitated units do not qualify as affordable housing under HUD Section 215 definition because the units' initial purchase prices were not restricted nor the purchasers restricted to first-time homebuyers.

	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	60	50
Number of Special-Needs households to be provided affordable housing units	0	0
Total	60	50

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	60	50
Number of households supported through Acquisition of Existing Units	0	0
Total	60	50

Table 6 – Number of Households Supported

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

The CDBG-funded Handyworker Program was successful in providing rehabilitation of 50 existing units for lower-income homeowners of the 60 units planned. Implementation of this program was disrupted due to the COVID-19 pandemic. Many of these homes are located in mobilehome parks. The on-going problem of extremely high costs for existing housing, the high cost of building new housing, and limited resources, are all challenges to the City in creating new affordable housing. The Handyworker Program

described above is available to extremely low, low, and moderate income households. The City does not set specific goals in each income category.

Discuss how these outcomes will impact future annual action plans.

Beginning in FY 2020, the City will be receiving HOME funds as an entitlement jurisdiction. The City will allocate the HOME funds for affordable housing development or acquisition/rehabilitation by a Community Housing Development Organization (CHDO). However, due to the limited amount (\$530,185), the City would likely need to bank the HOME funds over multiple years and identify an appropriate project as opportunities arise.

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.

Overall, the Handyworker Program benefitted 35 low-and moderate-income households in the City.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	16	0
Low-income	26	0
Moderate-income	8	0
Total	50	0

Table 7 – Number of Households Served

Narrative Information

The above table does not include income categories above moderate income.

A Number of the public services contracts provide services to the disabled, low-income renters, and the homeless.

Worst-Case Needs

The City uses CDBG funds to address worst-case needs, including:

- Community Access Services – The Senior Center provides services specifically to assist lower income residents keep or obtain housing. Comprehensive assessments are performed and applicants are referred to affordable housing options and assisted with the application process for housing as well as referrals into other supportive services programs.
- Homeless Outreach and Engagement - Bridge To Home employs a homeless outreach professional to go into the community to connect people experiencing homelessness and assist them in obtaining needed housing and services.
- Homeless Intake and Assessment – Bridge To Home staff conducts intake and assessment for those individuals experiencing homelessness. Those assessed will be connected with the Bridge To Home shelter services and services from other providers.

Persons with Disabilities

The City uses CDBG funds to address the needs of Persons with Disabilities in the following ways:

- Project SCV – Carousel Ranch provides therapeutic horseback riding lessons to adults with disabilities to improve their functioning and quality of life.
- Ready to Work! – Carousel Ranch provides job training for adult with disabilities to improve their workplace skills.

The following programs address affordable housing:

- Handyworker Program – The Senior Center provides home repair and replacements to keep the home safe and habitable
- Community Access Services – The Senior Center provides services specifically to assist lower income residents keep or obtain housing. Comprehensive assessments are performed and applicants are referred to affordable housing options and assisted with the application process for housing as well as referrals into other supportive services programs.
- Homeless Families Support – Family Promise of Santa Clarita Valley provides homeless families with case management services, emergency temporary housing through motel vouchers, and transportation.

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 three grants to local non-profits to provide services to the homeless and those at risk of homelessness:

- Homeless Families Support - Family Promise of Santa Clarita
- Homeless Outreach – Bridge to Home
- Homeless Intake and Assessment – Bridge to Home
- Community Access Services – Senior Center

Addressing the emergency shelter and transitional housing needs of homeless persons.

BTH has operated the local cold-weather winter shelter which provides housing, food, and case management between November and March each year. Beginning in April 2019, BTH began providing shelter and homeless services year-round in their existing facility. BTH is pursuing the construction of a new shelter with expanded capacity, using land donated by the City, funding received from the County, and additional funding from the Los Angeles Homeless Services Authority. However, the onset of the COVID-19 pandemic has hampered BTH's progress in assembling adequate funding for the construction a permanent shelter. BTH is currently operating the shelter at the City's Newhall Community Center on a temporary basis to accommodate social-distancing.

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.

Beginning in April 2019, BTH began providing shelter and homeless services year-round in their existing facility. In order to provide services safely during COVID-19, they moved their operations temporarily to the City's Newhall Community Center. In addition to providing shelter, services are available for the homeless that include case management and life-skills training. BTH also assists the homeless with referrals to other services and transportation to transitional housing operated by other agencies.

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 Homeless Intake and Assessment program, operated by BTH, uses case management, life-skills training, job search assistance, and client support to help secure housing and employment. The program is designed to help families and individuals retain and or attempt to gain permanent housing.

Family Promise of Santa Clarita operates a Clinical Case Management program to counsel homeless families and their children who are receiving temporary shelter. The clinical counseling addresses mental health stability in order to aid in the transition to supportive housing to assure future self-sustainability in permanent housing.

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

Actions taken to address the needs of public housing.

The City does not own or operate any public housing. Orchard Arms, a public housing development with 183 affordable units, is owned and operated by the Housing Authority of the County of Los Angeles (HACoLA).

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

The City does not own or operate any public housing and therefore has not undertaken efforts to encourage public housing residents to become owners of their public units or developed any other ownership opportunities for these residents.

Actions taken to provide assistance to troubled PHAs.

The Housing Authority of the County of Los Angeles (HACoLA) holds a “High Performer” status under HUD’s Section 8 Management Assessment Program (SEMAP); therefore, it is not designated as a “troubled” agency. Units are inspected, repaired, and maintained on a regular basis. According to HACoLA, the physical condition of its public housing stock is considered to be good. It is the goal of HACoLA to maintain each home, whether the unit is a single-family residence, or in an apartment complex. High Performer status will allow HACoLA to apply for additional programs and funding, allowing for an increased level of service for families in Los Angeles County.

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

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

The Housing Element of the City’s General Plan requires an evaluation of zoning with the intent to re-zone undeveloped properties to higher densities in order to encourage the development of affordable housing. The current Housing Element update was submitted to the State of California in 2013. A number of programs outlined in the Housing Element are designed to encourage the development of affordable housing, including consideration of reductions in development fees, density bonuses, and expedited processing of a development application. Developers proposing affordable units may also request other City financial assistance depending on the project and the availability of funds.

The City is in the process of updating the Housing Element for the 2021-2029 planning period. As part of that update, the City will identify opportunities for approximately 10,000 new housing units, reassess the City’s land use policies and development standards and procedures for facilitating housing development, and establish goals, policies, and programs for housing production and preservation for the next eight years.

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

In addition to City operated and sub-recipient provided programs and activities, some of the other local non-profit agencies in Santa Clarita or neighboring communities that help address obstacles in meeting underserved needs are listed below. The service providers also address the priorities outlined in the current Consolidated Plan. The agencies listed receive funding through other public sources, private foundations, donations, and fundraising:

- Assistance League
- Goodwill
- SCV Food Pantry
- Avenues for Supported Living
- Partners for Potential
- SCV Grocery
- Blue Star Ranch
- Child and Family Center
- Los Angeles Residential Community (LARC) Foundation
- Pyles Boys Camp
- Samuel Dixon Family Health Center
- SCV Youth Project
- The Gentle Barn
- The Salvation Army

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

The City of Santa Clarita has a need for lead-hazard free housing and in 2019-2020 continued to work to reduce lead-based paint (LBP) hazards to comply with 24 CFR Part 35. While the number of units likely to contain lead-based paint is relatively low, the City addressed the problems of LBP hazard on a case by case basis as needed during repair and renovation of older housing stock through the Handyworker Program. Having information and staff available to the public to educate residents about the need to maintain buildings, which may contain LBP, as well as other programs to encourage home maintenance, also aided in mitigating LBP hazards in the City of Santa Clarita.

Housing rehabilitation was provided through the CDBG-funded Handyworker Program operated by the Senior Center. This program aided in correcting substandard conditions, which contribute to LBP hazards. All applicants eligible for services through the Handyworker Program received the most updated version of the Environmental Protection Agency's (EPA) *Protect Your Family From Lead in Your Home* pamphlet. When a property built before 1978 was approved for grant-funded repairs that may disturb LBP, an inspection test was ordered. If containment and/or abatement were necessary, the homeowner was required to use a contractor certified in lead-safe work practices by the State of California. There were no inspections ordered in FY 2019-2020.

The City also encouraged homeowners to correct substandard conditions to minimize LBP hazards, especially owners of units where children live. Due to the mean age of the City's housing, homes containing lead-based paint are not believed to be a significant problem. However, the City stayed current and compliant with LBP requirements and continued to evaluate and reduce LBP hazards through the following actions and activities in 2019-2020:

- Displayed a poster in the City’s Permit Center which contained lead-safe certification information for contractors.
- Provided information through one-on-one contact with contractors, Building Inspectors, Code Enforcement Officers, and the general public. The written publication from the Los Angeles County Childhood Lead Poisoning Prevention Program was also available in the City’s Permit Center: *ATTENTION! Remodeler /Renovator /Contractor /Landlord: Does the New Federal Lead-Based Paint Regulation Apply to You?*

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

While the City has no control over the majority of the factors affecting poverty, it is still able to assist those living below the poverty line. The City supports other government, private, and non-profit agencies involved in providing services to low-income residents, and coordinates efforts with these groups where possible to allow for more efficient delivery of services. The City took the following actions during the last year to help reduce the number of persons living below poverty level:

- Allocated CDBG funding in FY 2019-20 to a variety of public service agencies that provided supportive services which assist participants to move out of poverty. These included Community Access Services, Homeless Intake and Assessment, Homeless Outreach and Community Liaison, Clinical Case Management, and Comprehensive Mental Health for Single Mothers. These programs helped lower income, at-risk persons, and persons with disabilities improve their job skills, financial management, and access to services.
- Continued efforts to aid in the economic growth of the City by fostering and encouraging responsible economic development opportunities. These efforts are designed to create a jobs/housing balance through quality employment opportunities for residents, an economic base through increased sales-tax generation, and economic wealth by attracting external monies to the local economy. Specifically, five targeted industries have been identified where there is a foundation of businesses in Santa Clarita. These include biotech and medical devices, aerospace and defense, information technology, advanced manufacturing, and digital media and entertainment. These business clusters offered a wide variety of high-paying, high-skilled jobs which may be accessed either through traditional educational routes or through on-the-job training and apprenticeship programs.

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

The City took the following actions during FY 2019-2020 to foster a more effective institutional structure and enhance coordination among agencies serving lower-income residents:

- The City worked with a wide range of public and community social service agencies to meet and address the various needs of the community. In FY 2019-2020, the City continued to collaborate with local non-profit advocacy groups and other County, State, and Federal organizations.
- The Recreation and Community Services Division conducted an annual process for competitive Community Services and Arts Grants awarded to local non-profit organizations to address quality of life issues. General funds were used to provide 19 community services grants in FY 2019-20, totaling \$90,000. The grants were awarded to local non-profits to address various

health and human service related issues. Eight of the grants awarded, totaling \$50,000, specifically served low income households, seniors, homeless, and the disabled.

- The City's Recreation and Community Services Division (Division) is part of the Recreation and Community Services Department. The Division's purpose is to create a safe, healthy, and thriving community by providing services and activities which address the needs of the community. This division operates the Newhall Community Center and the Canyon Country Community Center, which serves residents in low income areas of the City. The Centers provided after-school supervision, assistance with homework, sports programming, cultural events and English-as-a-Second-Language classes, until the COVID-19 pandemic forced the suspension of most of the programs.

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

Actions that were undertaken during the past year to enhance coordination between public and private housing, health, and social service agencies include:

- Working with the Los Angeles Homeless Services Authority (LAHSA) to provide information about homeless shelter and services.
- Collaborating with Bridge To Home (BTH) to administer the Cold-Weather Winter Shelter Program and to expand to a year-round shelter. Beginning in April 2019, BTH began providing shelter and homeless services year-round in their existing facility. BTH is pursuing the construction of a new shelter with expanded capacity, using land donated by the City and funding received from the County. However, progress on this project has been hampered by the COVID-19 pandemic and Shelter in Place Order. BTH is temporarily utilizing the City's Newhall Community Center as the shelter location.
- Coordinating with the Housing Authority of the County of Los Angeles (HACoLA) to provide information about the Housing Choice Voucher Program (formerly Section 8). As of July 2019, 283 households in Santa Clarita were receiving Housing Choice Vouchers (HCV). Some characteristics of these households included: 139 were elderly headed households; 98 included members with disabilities; ten were veterans; and 158 were female-headed households.
- Coordinating with the County of Los Angeles Health Department Childhood Lead Poisoning Prevention Program (CLPPP) to provide information about lead-based paint hazards.
- Working with the San Fernando Valley Economic Alliance and Southern California Association of Governments in an effort to address shared priorities, such as transportation and air quality issues, large scale planning goals, and advocacy at regional, state, and federal levels.
- Collaborating with Los Angeles County in the administration of a Valley-wide General Plan that includes the unincorporated Los Angeles County areas of the Santa Clarita Valley (Valley). The adopted General Plan encompasses the guidelines for the future growth of the Valley and the preservation of natural resources that the City/County will continue to follow. There are many elements to the City's General Plan, including the Housing Element, which contain a variety of programs and policies that will further benefit lower-income residents of the community. The

Housing Element was updated and received HCD certification on June 27, 2013. The HCD certified Housing Element was adopted by the City Council on October 22, 2013, and the required annual update was completed/accepted in 2014. All required Annual Updates have been submitted to HCD. The next update to the Housing Element is due October 15, 2021. The City is in the process of initiating the update, which obligates the City to plan for approximately 10,000 additional units.

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

In FY 2018-2019, the City also completed an update to the Analysis of Impediments to Fair Housing Choice. The AI identified the following impediments:

- Lack of visibility of fair housing and the complaint process;
- Discrepancies in access to financing;
- Development standards regarding accessory dwelling units;
- Discriminatory practices in the housing market; and
- Discriminatory language in real estate ads.

Actions taken in FY 2019-2020 to overcome the effects of impediments and affirmatively further fair housing include:

- Access to Fair Housing information on the City's website.
- Availability of Fair Housing's contact information in the City's Affordable Housing and Services Brochure.
- Provided fair housing information to the public during the Community Awareness Program (CAP) meetings held every two months at locations throughout the community.
- Fair Housing posters displayed in the CDBG public offices.

Since 2017, the City has been contracted with the Housing Rights Center (HRC) to provide fair housing services in the City. During FY 2019-2020, HRC assisted 68 persons with general information and 22 persons with housing discrimination complaints.

As part of the 2021-2029 Housing Element update, the City will incorporate findings of the AI and specify actions to be undertaken during the eight-year planning period to further fair housing.

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 continually monitors all CDBG-funded activities, including those operated by sub-recipients. This process ensures consistency with the current Consolidated Plan and the associated Annual Action Plan. CDBG staff pride themselves in building and maintaining good working relationships with CDBG-funded sub-recipients. Substantial effort is put towards ensuring frequent contact and communication with all sub-recipients whether by phone, email, or other written correspondence. During the 2019-2020 program year, the City maintained project activity files for each CDBG activity. Among other items, project files typically contain eligibility and compliance documentation, contract, scope of work, budget, purchase order, non-profit status, invoices, required reporting, monitoring documents, and other general correspondence.

CDBG staff conducts an annual monitoring of all CDBG-funded sub-recipients. Depending on the results of the Risk Assessment conducted each year as part of the funding process, a subrecipient may receive an on-site monitoring, or a desk review monitoring. Prior to the COVID-19 pandemic, and the Safer-at-Home order being implemented in March 2020, many of the planned on-site monitoring visits had been completed. On-site monitoring visits were conducted for the following organizations where randomly selected participant files were reviewed by staff:

- Bridge To Home, Homeless Outreach & Community Liaison – This program helped 147 people avoid homelessness in 2018-2019 with CDBG funds.
- Bridge To Home, Homeless Intake and Assessment – This program served 341 homeless people in 2018-2019 with CDBG funds.
- Fostering Youth Independence, Case Management – This program served 21 individuals by providing counseling and case management to foster youth and young adults aging out of the foster youth system.
- Family Promise of Santa Clarita, Clinical Case Management – This program provided 20 persons/families with needed mental health counseling services.

Due to the restrictions put in place in response to COVID-19, all subrecipients below received a desk review monitoring. No Findings were identified in any of the on-site monitoring visits or desk review monitorings.

- Single Mothers Outreach, Comprehensive Mental Health for Single Moms – This program served 115 single parents by providing mental health services and case management.
- Senior Center, Community Access Services Program - This activity provided 443 individuals, aged 50 and over, with a variety of supportive services.

The desk reviews conducted for the agencies above confirmed that CDBG contract goals were on target, the scope of services was being followed, invoicing and reporting were detailed and current, and HUD guidelines were being met. Desk monitoring documentation is kept on file with each activity.

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 notice of availability and public comment period for the draft FY 2019-2020 CAPER was published on December 5, 2020 and is attached for reference. The draft CAPER was available for public review and comment from December 15, 2020 through December 22, 2020. No public comments were received.

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.

The City is confident that all of the activities undertaken with CDBG funds were eligible for CDBG funding and met a Consolidated Plan priority and a community need identified in the City's 2019-2020 Annual Action Plan.

On March 1, 2020 the City identified a total of \$778,224.70 in savings from prior years and \$416,849 from the 2019-2020 Infrastructure Project (total \$1,195,073.70) which could be reallocated to new projects. A Substantial Amendment (SA) to the 2019-2020 Annual Action Plan for the entire \$1,195,073.70 was processed concurrently with the 2020-2021 Annual Action Plan. The funds were reallocated to an Inclusionary Park project and a Homeless Shelter project.

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

Not applicable to the City of Santa Clarita.