



## HUMAN SERVICES COMMISSION AGENDA REPORT

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October 28, 2020  
Item 2

**SUBJECT: REVIEW OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTS  
(CAPER) FOR FISCAL YEAR 2019-2020**

### **SUMMARY**

Pursuant to Community Development Block Grant (CDBG) Program requirements of the U.S. Department of Housing and Community Development (HUD), the City must hold a public hearing to review fiscal year 2019-2020 CDBG-funded program accomplishments and submit a final Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER summarizes CDBG and other housing and human services projects for low- and moderate-income persons supported by the City during fiscal year 2019-2020. This year, the Human Services Commission will review those projects which were subject to the commission's funding recommendation, which include the use of CDBG and City General Funds for Human Services grants, while the Housing Commission will review accomplishments for projects funded through the Lower Income Housing Fund and federal HOME Program. Each agency has been asked to send a representative to attend and provide a brief oral presentation of program accomplishments via Zoom in a virtual meeting.

### **RECOMMENDATION**

Review of Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) for fiscal year 2019-2020.

### **FINANCIAL STATEMENT**

There is no fiscal impact to the City related to the review of the annual CAPER report.

## **BACKGROUND**

One of the City's responsibilities relative to its annual allocation of Community Development Block Grant (CDBG) funds is the preparation of an annual report called the Consolidated Annual Performance and Evaluation Report, or CAPER. The CAPER is intended to provide a consistent process for communities to report on the use of CDBG entitlement funds and is required by Section 104(e) of the Housing and Community Development Act. The CAPER provides detailed information on the use of CDBG funds by sub-recipient agencies during the prior fiscal year (July 1, 2019 – June 30, 2020) and provides an opportunity for the City to describe other leveraged funding for housing and community services activities targeted to low and moderate income households/persons.

The CAPER process is intended to provide an opportunity for public participation and input at the local level. The information submitted in the report provides an evaluation of grantee and jurisdiction performance to HUD. The City coordinates with the Alameda County HOME Consortium (HOME TAC) for submittal of the document, and it is forwarded to HUD in Washington D.C. and is the basis for meeting the statutory requirement to report to Congress on the CDBG program. HUD requires the submittal of the CAPER for the prior fiscal year by September 30 of each year, which is 90 days after the close of the fiscal year. This year due to COVID-19, HUD allowed for a later CAPER submission. The HOME TAC decided to submit on October 30, 2020.

## **DISCUSSION**

The City must now prepare and submit its CAPER for FY 2019-2020. The information submitted by each agency will be compiled by staff into HUD's CAPER format and submitted to HUD by the deadline. Agencies which received Housing and Human Services Grant funds in FY 2019-2020 are listed in Attachment 2, Table P-1. The commission is encouraged to review the tables and individual CAPER reports.

Five projects (indicated in bold and italicized) will be reviewed by the Housing Commission which makes annual CDBG, Lower Income Housing Fund (LIHF), and HOME funding recommendations for housing-related projects. These reports include demographic and performance data from the semi-annual reports and display totals for persons served during the fiscal year.

As part of the public hearing process, the commission is encouraged to review the tables and individual CAPER reports and to prepare questions as appropriate for discussion with the agencies. The information obtained at the public hearing may be useful during the next grant funding allocations that will take place in late 2020 and early 2021.

### Summary of Accomplishments (Tables P-2a and P-2b)

Attachment 3, Table P-2a summarizes the accomplishments described in the CAPER reports and provides final expenditure status for each grant. Table P-2b provides the total count of persons served and demographic data for those participants.

As shown in the data summaries on Tables P-2a and P-2b, CDBG and City funds allocated in FY 2019-2020 benefited more than 4,500 individuals through various projects, programs, and services coordinated through sub-recipient agencies, of which 97% benefitted low-income persons. Forty-eight percent were extremely low income (30% of Area Median Income and below) and included 1,772 seniors and 451 persons with disabilities.

In addition to the submitted reports, agencies are provided with the opportunity to make brief oral presentations (2-3 minutes) to summarize the accomplishments of their programs/projects. The presentations will provide an opportunity to illustrate "human interest" and other aspects of each HHSG project which may not be apparent in the report. Attachment 1 is the schedule of the oral presentations by all funded agencies.

### **Effects of COVID-19**

The COVID-19 pandemic significantly affected all of the agencies as they have had to pivot how they provided their services to adhere to the health and safety guidelines provided by the shelter-in-place mandate, and consequently, the number of clients served were lower than the anticipated goals for FY2019-2020.

### **ALTERNATIVE ACTION**

The Human Services Commission may recommend any alternative action to those noted by staff in this report.

Submitted by:

A handwritten signature in blue ink, appearing to read "Steve Hernandez", with a large, sweeping flourish at the end.

Steve Hernandez  
Housing Manager

### **Attachments**

1. Schedule of FY 2019-2020 CAPER Hearing Presentations
2. Table P-1, FY 2019-2020 CDBG Program Funding Allocation
3. Tables P-2a P-2b, FY 2019-2020 CDBG Program Accomplishment Data
4. CAPER Reports Submitted by Sub-recipient Agencies