



## HUMAN SERVICES COMMISSION AGENDA REPORT

December 7, 2022  
Item 7

**TITLE: REVIEW THE HUMAN SERVICES COMMISSION PUBLIC HEARING  
PROCESS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT  
CONSOLIDATION ANNUAL PERFORMANCE AND EVALUATION REPORT**

### **SUMMARY**

Pursuant to Community Development Block Grant (CDBG) Program requirements of the U.S. Department of Housing and Community Development (HUD), the City produces a Consolidated Annual Performance and Evaluation Report (CAPER) available for public comment and review. The CAPER summarizes CDBG and other housing and human services projects for low and moderate income persons supported by the City. Annually, the Human Services Commission reviews those projects which were subject to the commission's funding recommendation, which include CDBG and City Grant funding for Human Services. The CAPER is typically heard during the September Human Services Commission meeting. Currently CAPER review asks grant recipient agencies to provide a brief presentation before the commission and then be available for questions. For this item, the commission will discuss opportunities to enhance the process.

### **RECOMMENDATION**

Review the Human Services Commission public hearing process for the Community Development Block Grant Consolidated Annual Performance and Evaluation Report.

### **FINANCIAL STATEMENT**

None.

## **BACKGROUND**

One of the City's responsibilities relative to its annual allocation of 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 annual CDBG funds by sub-recipient agencies 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. as 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.

## **DISCUSSION**

At the September 7, 2022 meeting, the commission requested an opportunity to debrief the CAPER process. Historically, grantees have been given three minutes to summarize the previous year activities related to their grant application and how the City funds assisted their stated goals, with an average of 15 presentations.

The commission should debrief the 2022 CAPER meeting and determine if there is an alternative process that would improve efficiencies for the hearings.

Submitted by:

A handwritten signature in blue ink that reads "Jay Ingram". The signature is written in a cursive, flowing style.

Jay Ingram  
Recreation Manager