

# CITY OF GARDEN GROVE

## 2020-2021 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

PERFORMANCE PERIOD:  
JULY 1, 2020 -  
JUNE 30, 2021



GARDEN GROVE

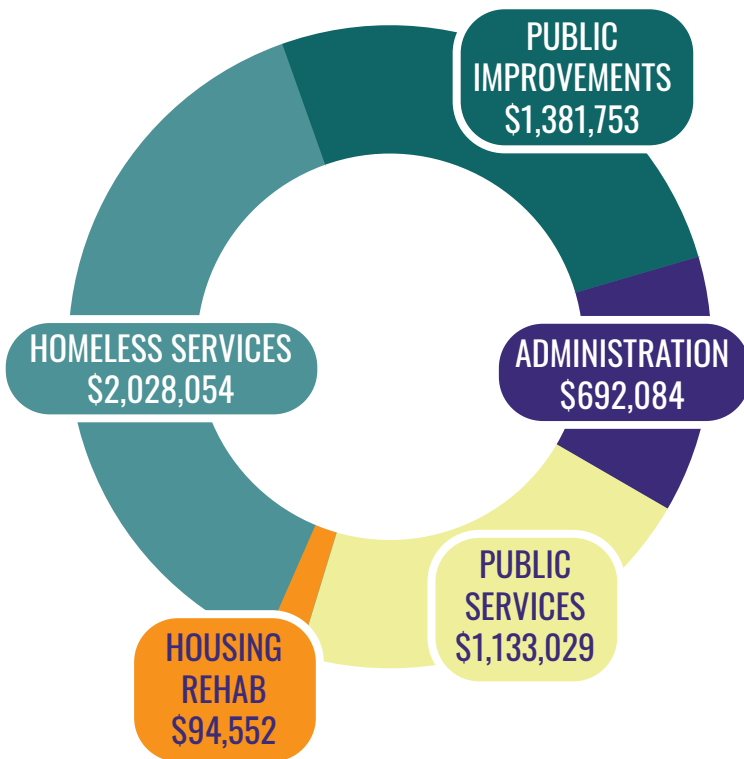


# 2020-21 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

PERFORMANCE PERIOD: JULY 1, 2020 – JUNE 30, 2021

## 2020 PROJECT EXPENDITURES

During FY 2020-21, the City of Garden Grove utilized a total of **\$5,329,472** in HUD grant funds to benefit low/moderate income residents through a variety of programs and services.



**\$2,221,073** - CDBG funding was used to benefit low income residents through housing rehabilitation, senior services, fair housing activities, and infrastructure improvements.

**\$745,981** - HOME funding was used to develop affordable housing and provide rental assistance to low-income households.

**\$180,163** - ESG funding was used to provide homeless services through street outreach, emergency shelter, and rental assistance.

**\$827,599** - CDBG CARES ACT funding was used to provide administration and supportive services to those affected by COVID-19.

**\$1,354,657** - ESG CARES ACT funding was used to provide housing and supportive services to homeless individuals and families affected by COVID-19.



UNDUPLICATED PERSONS SERVED  
**40,375 INDIVIDUALS**



COMMUNITY OUTREACH & EDUCATION  
**6,956 INDIVIDUALS**



HOUSING REHABILITATED  
**15 UNITS**



HOMELESS ASSISTANCE  
**1,174 INDIVIDUALS**



JOBS ASSISTED  
**193 INDIVIDUALS**



MEALS PROVIDED  
**161,154 MEALS**

To view the full CAPER, visit: [ggcity.org/neighborhood-improvement/reports](http://ggcity.org/neighborhood-improvement/reports)

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**Attachments**

- Attachment 1: FY 2020-2021 CAPER Public Participation
- Attachment 2: FY 2020-2021 Project Locations Map
- Attachment 3: PR - 26 CDBG Financial Report Summary
- Attachment 4: HOME Monitoring Protocols
- Attachment 5: FY 2020-2021 ESG SAGE Report

## 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 Fiscal Year (FY) 2020-2021 Consolidated Annual Performance Evaluation Report (CAPER) captures the expenditures, accomplishments, and progress made on the strategies and goals outlined in the approved 2020-2025 Consolidated Plan for HUD Programs (Con Plan).

The FY 2019-2020 Annual Action Plan (AAP) was amended to include Coronavirus Aid, Relief, and Economic Security (CARES) Act funding that the City of Garden Grove was awarded in April 2020. The CARES Act funding and expenditures are shown in the FY 2019-2020 & 2020-2021 CAPERs, but accomplishments for the CARES Act funding will not be reported until the expenditure deadline is reached and/or the activities have been closed out in IDIS. During FY 2020-2021, the City closed out the following CARES Act projects: Meals on Wheels Program, Food Box Program, and the Hot Meal Program. Accomplishments for the closed FY 2020-2021 CARES Act projects will be outlined below in the narrative portion of CR-05.

The CAPER outlines achievements in affordable housing, homeless services, and community development programs. The City of Garden Grove's HUD Programs include:

- Community Development Block Grant (CDBG)
- HOME Investment Partnership (HOME)
- Emergency Solutions Grants (ESG)

The FY 2020-2021 CAPER covers the time period from July 1, 2020, to June 30, 2021, and is the first annual report of the Con Plan period. It also includes activities funded in previous fiscal years with accomplishments reported during FY 2020-2021.

The Con Plan includes the following high priority Goals that are the basis for the activities previously approved in the FY 2020-2021 AAP:

1. Provide decent and affordable housing;
2. Address the needs of homeless individuals;
3. Provide community and supportive services;
4. Address public facilities and infrastructure needs;
5. Promote economic development and employment;

6. Provide for planning and administration activities.

**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
Address Public Facilities and Infrastructure Needs	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$2,263,458	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit  <b>(Beach/Trask, GG Park, and Maureen/Barclay)</b>	Persons Assisted	35,000	12,315	35.19%	10,160	12,315	121.21%
Address the Needs of Homeless Individuals	Homeless	ESG: \$34,775	Tenant-based rental assistance / Rapid Rehousing  <b>(Interval House)</b>	Households Assisted	15	5	33.33%	3	5	166.67%
Address the Needs of Homeless Individuals	Homeless	ESG: \$46,600	Homeless Person Overnight Shelter  <b>(Interval House)</b>	Persons Assisted	435	91	20.92%	87	91	104.60%

Address the Needs of Homeless Individuals	Homeless	ESG: \$30,442	Homelessness Prevention <b>(Mercy House)</b>	Persons Assisted	130	23	17.69%	26	23	88.46%
Address the Needs of Homeless Individuals	Homeless	ESG: \$50,000	Other <b>(City Net)</b>	Other	1,000	110	11.00%	200	110	55.00%
Promote Economic Development and Employment	Non-Housing Community Development	CDBG: \$175,000	Jobs created/retained <b>(Jobs 1<sup>st</sup> To-Go Program)</b>	Jobs	20	12	60.00%	7	12	171.43%
Provide Community and Supportive Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$304,532	Public service activities other than Low/Moderate Income Housing Benefit <b>(Special Resource Team, Senior Center, and Meals On Wheels)</b>	Persons Assisted	3,500	1,907	54.49%	730	1,907	261.23%
Provide Decent and Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	HOME: \$301,115	Rental units constructed <b>N/A</b>	Household Housing Unit	5	0	0.00%	1	0	0.00%
Provide Decent and Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	HOME: \$301,115	Rental units rehabilitated <b>N/A</b>	Household Housing Unit	10	0	0.00%	2	0	0.00%

Provide Decent and Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	CDBG: \$240,000	Homeowner Housing Rehabilitated  <b>(Senior Home Improvement Grant and Home Repair Program)</b>	Household Housing Unit	200	15	7.50%	40	15	37.50%
Provide Decent and Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	HOME: \$640,000	Tenant-based rental assistance / Rapid Rehousing  <b>(Homeless Emergency Assistance and Rental Transition and Valley View Senior Villas Programs)</b>	Households Assisted	134	61	45.52%	37	61	164.86%

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.**

During FY 2020-2021, the City expended CDBG funds to meet the priority needs identified in the Con Plan through the following actions:

**1. Address Public Facilities/Infrastructure Needs**

- The Beach/Trask Sewer Project was completed and assisted **8,850** individuals.
- The Maureen/Barclay Street Improvement Project was completed and assisted **3,465** individuals.
- The Garden Grove Park Project was not completed in FY 2020-2021 and will record accomplishments in the FY 2021-2022 CAPER.

**2. Address the Needs of Homeless Individuals**

- The City was able to assist approximately **237** individuals through our homeless non-profit service providers.
- The City also expanded our homeless services being funded through our ESG-CV and ESG-CV2 CARES Act allocations and assisted another **807** homeless individuals through street outreach, homeless prevention, and emergency shelter activities. Approximately **62** households were assisted through rapid rehousing activities.

**3. Promote Economic Development and Employment**

- Through the Jobs 1st To-Go Program, the City was able to retain a total of **24** employees.

**4. Provide Community and Supportive Services**

- The Garden Grove Police Department's Special Resource Team directly assisted **903** individuals by providing street outreach and essential services.
- The H. Louis Lake Senior Center enrolled **566** new seniors into their programs.
- Meals on Wheels of Orange County provided home-delivered and congregate meals to **438** new seniors. In addition, Meals on Wheels of Orange County expanded their food program to assist another **284** seniors through an expanded program with CDBG-CV funding.
- The Food Box Program Program was funded through the City’s CDBG-CV allocation to provide boxes of groceries to Garden Grove residents



throughout the COVID-19 Pandemic, which served approximately **498 boxes** of food to feed 3,778 individuals in Garden Grove.

- The Hot Meal Program Program was funded through the City's CDBG-CV allocation to provide hot meals from local restaurants throughout the COVID-19 Pandemic, which served approximately **3,314** meals to 4,179 individuals in Garden Grove.

**5. Provide Decent and Affordable Housing**

- The Senior Home Improvement and Home Repair Programs assisted **15** low-income Garden Grove residents with rehabilitation services for their homes.
- The City assisted **61** households through the HEART and Valley View Senior Villas Tenant-Based Rental Assistance Programs.

## 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	HOME	ESG
White	234	34	151
Black or African American	12	1	21
Asian	762	25	23
American Indian or American Native	14	0	4
Native Hawaiian or Other Pacific Islander	5	1	4
Other	0	0	34
<b>Total</b>	<b>1,027</b>	<b>61</b>	<b>237</b>
Hispanic	34	13	113
Not Hispanic	993	48	119
Other	0	0	5

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

### Narrative

The City of Garden Grove identifies priority needs and offers services and programs to eligible households regardless of race or ethnicity. This table is generated by the HUD CAPER template, and the information reported reflects demographic information provided by participants in the HUD reporting system. The “other” category was added because the FY 2020-2021 ESG Sage Report had clients report that they did not know their race and/or ethnicity.

## 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	public - federal	3,465,337	2,221,073
HOME	public - federal	1,492,975	745,981
ESG	public - federal	180,163	180,163

**Table 3 - Resources Made Available**

### Narrative

The CDBG, HOME, and ESG resources made available in FY 2020-2021 included carryover funds from prior years.

During FY 2020-2021, the City expended a total of **\$5,329,472** in HUD grant funds on activities previously approved in prior year AAPs.

- **\$2,221,072.82** in CDBG funds on administration, public services, capital projects, and homeowner rehabilitation.
- **\$745,981.45** in HOME funds on administration, affordable housing, and tenant based rental assistance.
- **\$180,162.07** in ESG funds on administration and homeless service activities.
- **\$2,182,255.64** in CARES Act funding (CDBG-CV, ESG-CV, ESG-CV2 and CDBG-CV3) on administration and services for individuals affected by the Coronavirus (COVID-19).

CDBG-CV and ESG-CV grant funds were awarded to the City of Garden Grove in April 2020 and have an expenditure deadline of June 30, 2022. The expenditures for the CARES Act funding will be included in the FY 2019-2020, FY 2020-2021, and FY 2021-2022 CAPERs, but accomplishments will not be recorded until the projects have been closed out in IDIS. The City will utilize the Sage reporting tool to submit the required ESG-CV reports that are due to HUD on a quarterly basis. During FY 2020-2021, the City closed out the following CARES Act projects: Meals on Wheels Program, Food Box Program, and the Hot Meal Program. Accomplishments for the closed FY 2020-2021 CARES Act projects will be outlined in the narrative portion of CR-05.

HUD entitlement grant funds not expended during FY 2020-2021 will be carried over and programmed in future AAPs.

## **Narrative**

Consistent with HUD goals for the CDBG, HOME, and ESG programs, the City utilized these funds for the benefit of low and moderate-income residents and neighborhoods.

The attached FY 2020-2021 AAP Project Locations Map (Attachment 2) shows the location of completed projects with specific addresses.

As identified on the Project Locations Map, several programs were made available to individuals from low or moderate-income households throughout the community, regardless of their place of residence, such as meal delivery to homebound seniors, H. Louis Lake Senior Center services, services to the homeless, and housing rehabilitation grants for seniors.

## 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 implemented activities and utilized CDBG funds consistent with the FY 2020-2021 AAP. The City secured and utilized HUD funds and leveraged funding consistent with the resource allocation plan. Throughout FY 2020-2021, the City did not take any actions that hindered the implementation of the Con Plan or AAP.

Subrecipients for FY 2020 CDBG funds were required to detail all secured and unsecured funding sources in their proposals. Each agency was asked to identify all project funding sources at the time of contract execution and again at project closeout. The ESG program requires all sub-recipients to provide a 100% match on grant funds.

The HOME program requires a 25% match for each HOME dollar invested, and excess match may be credited for use in future years. The total match credit arising from affordable housing bond proceeds may not constitute more than 25% of a Participating Jurisdiction's (PJ) total annual contribution toward its match obligation. Match credits in excess of 25% of a PJ's total annual match obligation may be carried over to subsequent fiscal years and be applied to future years' obligations.

The City did not utilize publicly owned land or property to address the needs identified in the Con Plan and AAPs. In March 1996, the City completed a HOME-eligible affordable housing project that was bond-financed and that exceeded the annual total match obligation of 25% (See Table 5, below).

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$22,253,172
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$22,253,172
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$22,253,172

**Table 4 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 5 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$71,507	0	\$71,507	\$71,507	0

Table 6 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	\$250,000	0	0	0	0	\$250,000
Number	1	0	0	0	0	1
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	\$250,000	\$250,000	0			
Number	1	1	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 7 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	16	0	0	0	0	16
Dollar Amount	\$13,857,560	0	0	0	0	\$13,857,560

**Table 8 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 9 – Relocation and Real Property Acquisition**



## 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	49	61
Number of Non-Homeless households to be provided affordable housing units	43	15
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>92</b>	<b>76</b>

Table 10 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	49	61
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	40	15
Number of households supported through Acquisition of Existing Units	2	0
<b>Total</b>	<b>92</b>	<b>76</b>

Table 11 – Number of Households Supported

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

The rehabilitation of existing units is accomplished through the administration of the Senior Home Improvement Grant and the Home Repair Programs. Due to the nature of this program, it is common for a number of the grants to be delayed and carry over into the following FY. Home Repair Program projects that were not completed in FY 2020-2021 (16 total projects) will have their accomplishments recorded in the FY 2021-2022 CAPER.

It is worth noting that the Senior Home Improvement Grant and Home Repair Programs were negatively affected by the COVID-19 pandemic. As a result of COVID-19, the City only received 27 qualifying applications for assistance, and numerous projects were delayed due to stay in place orders and social distancing regulations.

The acquisition/rehabilitation of existing units will be accomplished utilizing HOME funds. The City is currently in communication with a developer to produce a 9-unit permanent supportive housing development. This project is forecasted to be completed in FY 2021-2022.

**Discuss how these outcomes will impact future annual action plans.**

The City of Garden Grove is committed to providing high-quality, affordable housing for its residents. The City is in constant contact with developers to produce affordable housing projects and, as funds become available, these projects will be included in future AAPs.

**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 Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	51
Low-income	15	10
Moderate-income	0	0
<b>Total</b>	<b>15</b>	<b>61</b>

**Table 12 – Number of Households Served**

**Narrative Information**

Using CDBG and HOME funds, the City was able to assist a total of seventy-six (76) low-income households with housing-related services.

- The Senior Home Improvement Grant Program is designed to assist senior Garden Grove residents who qualify at or below the "low-income" limit, which is 80% of the Orange County area median income. Through this program, the City assisted four **(4)** low-income seniors with funds to rehabilitate their homes.
- The Home Repair Program is designed to assist Garden Grove residents who qualify at or below the "low-income" limit, which is 80% of the Orange County area median income. Through this program, the City assisted eleven **(11)** low-income residents with funds to rehabilitate their homes.
- HOME funding for the HEART Program allowed the City to serve a total of forty-four **(44)** homeless households with rental assistance and supportive services.
- HOME funding for the Valley View Senior Villas Program allowed the City to serve a total of seventeen **(17)** homeless households with rental assistance and supportive services.

Additionally, the City expended a total of **\$1,384,015** in ESG funds to assist homeless individuals with housing solutions.

- **\$30,442** in ESG funds was used to keep **9 households (23 individuals)** from losing their primary residence via homeless prevention services.
- **\$46,600** in ESG funds was used to locate and secure permanent housing for **5 homeless households (13 individuals)** via rapid rehousing services.
- **\$34,775** in ESG funds was used to provide **91 individuals** with a place to sleep via emergency shelter services.
- **\$868,655** in ESG-CV funds assisted another **807** homeless individuals through street outreach, homeless prevention, and emergency shelter activities.
- **\$403,543** in ESG-CV funds assisted **62** households through rapid rehousing activities.

## **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**

During FY 2020-2021, the City of Garden Grove was awarded **\$174,721** in ESG funds to address homelessness issues throughout the City. The funds were made available to various service providers offering different types of eligible homeless programs. The services included emergency shelters, essential services, homeless prevention, and homeless outreach.

The City of Garden Grove provided **\$50,000** to City Net to support a Street Outreach Program. The services provided through the Street Outreach Program were directed towards deploying basic needs support to unsheltered individuals in Garden Grove. This activity created opportunities for sub-recipients to informally engage and assess unsheltered individuals within their peer and community setting. City Net was able to provide essential outreach services to 110 homeless residents (89 households) in FY 2020-2021.

City staff focused the majority of resources on helping service providers maintain emergency shelter operations for homeless individuals and families, provide essential services such as case management and career counseling, and support homeless prevention programs through rapid rehousing and transitional housing. The City provided **\$46,600** in ESG funding to Interval House for emergency shelter and essential services, which included community outreach and education programs to individuals at risk of domestic violence. With the Garden Grove ESG funding for emergency shelter, Interval House was able to free up their nonfederal resources to provide homeless outreach services, homeless prevention education, and domestic violence safety outreach to the population at risk of homelessness, which included 91 individuals in Garden Grove.

The City of Garden Grove Police Department's Special Resource Team (SRT), funded through the City's general fund, also implemented street outreach programs for the homeless. The SRT focused on providing resources to help reduce the number of homeless individuals as well as reducing the police responses involving the homeless and mentally ill. The Police Department also partnered up with Orange County Mental Health agencies to provide resources and assistance to homeless individuals that the SRT encounters.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Of the \$174,721 of ESG funds, the City allocated **\$46,600** for emergency shelter and **\$34,775** for rapid rehousing programs. These funds provided different levels of homeless/client programs, including chronically homeless services, domestic violence, winter armory, child care, and rental assistance.

ESG funds also supported Interval House in maintaining its Domestic Violence Shelter Program. Over 91 victims of domestic violence and their children from Garden Grove were given emergency shelter and were provided support services which included a safe living environment in a confidential location. Case management was provided to ensure that the victims were rapidly rehoused in decent and affordable permanent housing. Over FY 2020-2021, Interval House provided rapid rehousing services to 5 households (13 individuals).

**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**

The City of Garden Grove committed **\$30,442** in ESG funds to Mercy House for homeless prevention services. Mercy House assisted 9 families (23 individuals) through their Homeless Prevention Program, providing rental assistance and case management services to keep Garden Grove families from becoming homeless. Other ESG sub-recipient organizations, such as Interval House, have made great efforts to assist victims from becoming homeless after the completion of temporary housing programs. Staff at Interval House conduct follow-up case management for their domestic violence victims and make referrals to Garden Grove Housing Authority for Section 8 vouchers for permanent housing.

In FY 2020-2021, the Garden Grove Housing Authority worked with Thomas House, Mercy House, and Interval House in providing Section 8 vouchers to qualified residents coming from the shelter programs. Under the voucher program, individuals or families with a voucher are able to find and lease a unit and only have to pay a portion of the rent. The program further assists low-income individuals and families to avoid becoming homeless.

Every jurisdiction receiving McKinney-Vento Homeless Assistance Act funds must develop and implement a Discharge Coordination Policy. The County of Orange assists people discharged from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions). This assistance prevents homelessness resulting from discharge. The City will refer people discharged from public institutions to the County of Orange for additional resources.

**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**

In FY 2020-2021, the City allocated **\$34,775** for the Rapid Rehousing Program, which was administered through Interval House. The program targeted victims of domestic violence and their children seeking emergency shelters while waiting for permanent housing. The program also provided security deposits and rental assistance payments directly to landlords on behalf of participants, housing stability case management, legal services for housing needs, and credit repair assistance. The services are designed to seamlessly transition clients into suitable and stable permanent housing.

Interval House's partners include over 40 landlords to provide housing as needed. The funds used for the rapid rehousing program in FY 2020-2021 provided personal and financial assistance to 13 Garden Grove residents (5 households). In addition, Interval House's emergency shelter program had 97% of participants moving into permanent housing upon exit.

As part of the efforts to provide housing for the homeless and those at risk of homelessness, the City of Garden Grove awarded HOME funds to service providers who provide rental assistance through the Homeless Emergency Assistance and Rental Transition (HEART) Program. Interval House and Mercy House administered the program during FY 2020-2021 and assisted 44 households over a 12-month period by providing a portion of a household's rent (including security and utility deposits) while offering services to achieve self-sufficiency.

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

**Actions taken to address the needs of public housing**

The City of Garden Grove does not have any units of Public Housing.

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

The City of Garden Grove does not have any units of Public Housing.

**Actions taken to provide assistance to troubled PHAs**

The City of Garden Grove does not have any units of Public Housing.

## **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)**

Market and governmental factors pose barriers to the provision of adequate and affordable housing. These factors tend to disproportionately impact lower- and moderate-income households due to their limited resources for absorbing the costs. Garden Grove works to remove barriers to affordable housing by implementing a Housing Element that is consistent with California law and taking actions to reduce costs or provide off-setting financial incentives to assist in the production of safe, high-quality, affordable housing. The City is committed to removing governmental constraints that hinder the production of housing and offers a “one-stop” streamlined permitting process to facilitate efficient entitlement and building permit processing.

The City of Garden Grove has instituted additional actions aimed at reducing the impact of the public sector’s role in housing costs. City efforts to remove barriers to affordable housing include:

- Conduct periodical analysis and revision of the zoning code aimed at developing flexible zoning provisions in support of providing an adequate supply of desirable housing, such as mixed-use zoning standards and updates to the Housing Element.
- Add provision of affordable housing projects through acquisition and rehabilitation activities and new construction of affordable housing units.
- Establishment of a streamlined service counter to reduce process time.
- Incentivize density bonuses for affordable projects.
- Continued assessment of existing policies, procedures, and fees to minimize unnecessary delays and expenses to housing projects.
- Streamline construction and/or conversion of Accessory Dwelling Units (ADU's).

In addition, the City updated its Analysis of Impediments to Fair Housing Choice (AI) Report in March 2020 in coordination with other local jurisdictions. This report identifies any potential impediments to fair housing and establishes a Fair Housing Action Plan to outline steps to overcome any identified impediments.

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

The major obstacle to meeting underserved needs is the lack of adequate funding, especially for affordable housing activities. With the dissolution of redevelopment in California and reduced State and Federal funding levels, the City's ability to address the extensive needs in the community is seriously compromised. The City will strive to leverage available funds, to the greatest extent possible, to overcome obstacles in meeting underserved needs. The City has adopted its 2014-2021 Housing Element, which



includes a commitment to annually pursue State, Federal, and other funding opportunities to increase the supply of safe, decent, affordable housing in Garden Grove for lower-income households (including extremely low-income households), such as seniors, disabled, the homeless, and those at risk of homelessness.

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

The City has an aggressive policy to identify and address lead-based paint hazards in all HUD-funded housing rehabilitation projects. The City considers all housing rehabilitation an opportunity to address potential lead hazards. We, therefore, require lead paint testing for 100% of the City's HUD-funded residential rehabilitation programs where paint will be disturbed in properties built before 1978. Loan/grant recipients are required to obtain a lead-based paint inspection prior to commencement of work as well as a post-rehabilitation clearance test if the work disturbed areas where lead contamination had been found. Because the additional costs of lead hazard testing and remediation can be prohibitively expensive for low-income homeowners, the City uses CDBG funds to cover the costs of the lead paint inspection and, if necessary, any lead paint interim controls and lead clearance testing in conjunction with any CDBG-funded housing rehabilitation grants or loans. During FY 2020-2021, the City funded twenty-seven (27) lead-based paint initial inspections and two (2) clearance inspections in administration of the Senior Home Improvement Grant and Home Repair Programs.

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

Garden Grove continues to look for ways to expand economic activities to include all people and provide programs to those people who are less fortunate. In the past, the City has focused on the creation of jobs for low- and moderate-income persons through economic development in the Harbor Boulevard area. Through the Con Plan and associated AAP, the City seeks to create and retain permanent jobs that are available to and/or filled by low- and moderate-income people. In addition, other essential elements of the City's anti-poverty strategy include:

- Section 8 Housing Choice Voucher Program;
- Housing Choice Voucher Family Self Sufficiency Program;
- Economic development programs;
- Anti-crime programs;
- Housing rehabilitation programs;
- Creation of affordable housing;
- Job training and employment development;
- Transitional housing and homeless service programs.

Through these programs, the City is working to reduce the number of families living below the poverty line. The goals and strategies contained in the Con Plan for funding housing, community development, and community services activities often directly address poverty issues through provision of funding or services, or indirectly through the creation of jobs as several of the CDBG, HOME, and ESG funded service

providers offer job training as a component of their programs.

In addition, the City will annually allocate up to 15% of its CDBG funds to public service agencies that offer supportive services in an effort to reduce poverty.

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

Successful program implementation requires coordination, both internally and with outside agencies. The City makes changes, as needed, to its staff assignments to address the administrative, planning, and reporting needs of CDBG, HOME, and ESG funds. Project management improvements have included strengthened project eligibility review and staff training of regulatory compliance and procedures. The City of Garden Grove Neighborhood Improvement Division of the Community and Economic Development Department serves as the lead agency in administration and compliance of CDBG, HOME, and ESG Programs and grant management. The Neighborhood Improvement Division coordinates activities related to CDBG, HOME, and ESG funds, including coordination of internal departments, outside agencies, and grant recipients.

The City's ongoing efforts in its institutional structure include strengthening project designs through negotiating stronger and more specific performance goals for project contracts. This includes ongoing education and technical assistance for program stakeholders, including fellow City Departments implementing HUD-funded programs, outside contractors, the Neighborhood Improvement and Conservation Commission, the City Council, and the public in general regarding the overall objectives and eligible and ineligible uses of each of our HUD funds.

The City also amended the Citizen Participation Plan to make it more readable and to officially designate the City Council as the public hearing body and worked closely with the Neighborhood Improvement and Conservation Commission to deepen their understanding of the CDBG, HOME, and ESG Programs.

Capacity-building is another component in development of the City's institutional structure. In addition to in-house training and development of improved management systems, the City will continue to participate in all HUD training offered locally. To gather more information, build staff knowledge, and seek regional solutions to regional problems, the City participates in regional efforts such as the Orange County Continuum of Care for the Homeless.

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

Housing, supportive services, and community development activities were delivered by a number of public agencies, non-profit entities, and private organizations. The City of Garden Grove continued to function in a coordinating role between local non-profit service providers and other County, State, and Federal organizations, as well as regional agencies and plans such as the Orange County Continuum of Care (CoC).

To enhance coordination, the City participated in regional planning groups and forums to foster collaboration with other agencies and organizations. Through collaboration, the City identified common goals and strategies to avoid overlaps in services and programs and identify potential for leveraging resources. The City also continued to work with a wide range of public and community social service agencies to meet and address the various needs of the community. The City utilized the services of 211 Orange County, whose mission is to help people in the community find the help they need by eliminating the barriers to finding and accessing social services.

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

The City of Garden Grove is required to undertake an analysis of impediments to fair housing that may be prevalent in the community and to develop an action plan to address impediments. The City, in collaboration with other Orange County communities, participated in producing a five-year analysis of impediments to fair housing. The final product was the 2020-2024 Orange County Regional Analysis of Impediments to Fair Housing Choice (Regional AI). The following are the private sectors impediments:

- Housing Discrimination
- Discriminatory Advertising
- Denial of Reasonable Accommodation
- Hate Crimes
- Unfair Lending

During FY 2020-2021, the City of Garden Grove undertook several programs/actions (on its own or in cooperation with a fair housing provider) to overcome the impediments to fair housing choices identified in the Regional AI. Garden Grove contracted with Fair Housing Foundation (FHF) to provide comprehensive educational and enforcement programs for City residents. The FHF understands the private sector and is well equipped to analyze impediments, describe appropriate actions, and to follow-through on those actions.

During FY 2020-2021, the FHF assisted a total of **6,706 individuals** with the following services:

**1. Fair Housing Outreach and Education**

- Planned Agency Meetings at various locations throughout the City;
- Organized booths at various events throughout the City;
- Distributed literature at various locations throughout the City (including flyers and press releases);
- Facilitated management trainings at City Hall;
- Gave presentations at various locations throughout the City;
- Coordinated landlord/tenant workshops at City Hall.

**2. General Housing Counseling & Resolution**

- Responded to inquiries regarding general housing issues. In addition, FHF screens, inputs data, counsels, pursues habitability cases, provides unlawful detainer assistance, conducts mediations, and provides appropriate referrals.

**3. Discrimination Services**

- Responded to inquiries regarding discrimination, complaints, screening, and counseling services.

**4. Landlord/Tenant Services**

- Responded to and assisted in the mediation of disputes between landlords and tenants.

## **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**

Although the City's HUD-funded activities and strategies have been very successful, we strive for continuous improvements in our housing, homeless prevention, neighborhood improvement, and public service priority needs, as well as our grant administration, compliance, and monitoring. During FY 2020-2021, the City continued to improve its project, fiscal, and other administrative management systems to ensure compliance with CDBG, HOME, and ESG program and comprehensive planning requirements through the following measures and accomplishments:

The City's Community and Economic Development and Finance Departments worked together over the last six months to prepare for the FY 2020-2021 CAPER and the FY 2021-2022 AAP. Through several brainstorming meetings with managers and staff from both teams, the City has achieved comprehensive training for key staff in both departments on HUD program financial administration and using IDIS. Community and Economic Development staff have been working with Finance staff to educate them on HUD requirements. This cooperation will improve the timeliness of HUD fund drawdowns, establish better procedures and schedules for aligning the City's general budget planning and the HUD AAP process, the City's general ledger and IDIS records, and for handling remaining funds at the end of the program year.

City Staff annually monitors all HOME funded projects in accordance with the City's Monitoring Plan for HOME Rental Projects and the HOME Final Rule. See Attachment 4 for the City's HOME Monitoring Policy.

In an effort to ensure up-to-date knowledge of HUD programs and policies, staff members invested over 50 hours in training, workshops, webinars, or technical assistance sessions sponsored by HUD or by outside agencies but with direct relevance to the HUD program implementation. Topics of the trainings included Financial Management, Analysis of Impediments, HMIS, HOME activities, IDIS, sub-recipient management, CDBG and Environmental Training.

CARES ACT CDBG-CV and ESG-CV grant funds were awarded to the City of Garden Grove in April 2020 and have an expenditure deadline of June 30, 2022. The City will monitor CARES Act CDBG-CV and ESG-CV projects in accordance with HUD regulations on a quarterly basis through expenditure reports. The City will utilize the Sage Report tool to submit the required CARES Act ESG-CV reports that are due to HUD on a quarterly basis.

## **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 City's effort to provide citizens with reasonable notice and an opportunity to comment on performance reported in the Draft FY 2020-2021 CAPER follows the process outlined in the Citizen Participation Plan.

As outlined in the Public Notice, due to COVID-19, the City has modified its process for reviewing and accepting comments related to the CAPER to ensure social distancing and to limit the spread of COVID-19. The Draft CAPER was made available for public review online at <https://ggcity.org/neighborhood-improvement/reports>, and all public comments were directed to staff via email.

The 15-day public review and comment period for the FY 2020-2021 CAPER was from August 30, 2021, through September 28, 2021. Notices for the public hearing were published in local English, Spanish and Vietnamese newspapers on August 30, 2021. The City held public hearings to receive public comments regarding the FY 2020-2021 CAPER at the September 13, 2021, Neighborhood Improvement and Conservation Commission meeting and at the September 28, 2021, Garden Grove City Council meeting. The public notices that were published are included in Attachment 1.

**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 of Garden Grove CDBG program did not have any significant changes to the Consolidated Plan goals.

**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-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

***Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.***

Typically, the Garden Grove Housing Authority (GGHA) conducts Housing Quality Standard (HQS) inspections of Tenant Based Rental Assistance units, HOME restricted units, Density Bonus units, and Housing Successor units to determine compliance with Federal, State, and local housing standards. However, due to COVID-19, the City received a waiver from HUD, which eliminated the requirement to perform "On-site inspections of HOME-assisted rental housing" until after December 31, 2020.

On-site inspections of HOME assisted projects will resume in FY 2021-2022.

## **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

All HOME funded affordable housing projects must adopt affirmative marketing procedures and submit the affirmative marketing plan to the City. During annual monitoring, overall performance related to fair housing and non-discrimination is monitored to ensure fair housing compliance.

## **Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

During FY 2020-2021, the City expended **\$71,506.90** in Program Income on the HEART Program. The HEART Program provides rental assistance and supportive services for literally homeless individuals and individuals at-risk of homelessness.

## **Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

**Section 8 funds:** The Garden Grove Housing Authority administers the Section 8 Program for the City and provides rent subsidies to 2,337 Garden Grove households.

**Density Bonus:** The City of Garden Grove works with housing developers to assist in the development of affordable housing projects through the execution of Density Bonus Affordable Housing Agreements. The City currently monitors three (3) density bonus affordable housing projects totaling 15 affordable units.



**Redevelopment Agency:** The City of Garden Grove currently monitors 11 affordable housing projects, totaling 640 affordable units previously assisted with former Low and Moderate Housing funds.

# CR-60 - ESG 91.520(g) (ESG Recipients only)

## ESG Supplement to the CAPER in *e-snaps*

### For Paperwork Reduction Act

#### 1. Recipient Information—All Recipients Complete

##### Basic Grant Information

Recipient Name	GARDEN GROVE
Organizational DUNS Number	009596495
EIN/TIN Number	956005848
Identify the Field Office	LOS ANGELES
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Santa Ana/Anaheim/Orange County CoC

##### ESG Contact Name

Prefix	Mr.
First Name	Tim
Middle Name	0
Last Name	Throne
Suffix	0
Title	Program Specialist

##### ESG Contact Address

Street Address 1	11222 Acacia Parkway
Street Address 2	0
City	Garden Grove
State	CA
ZIP Code	92840-
Phone Number	7147415144
Extension	0
Fax Number	0
Email Address	timothyt@ggcity.org

##### ESG Secondary Contact

Prefix	Mr.
First Name	Roy
Last Name	Robbins
Suffix	0
Title	Senior Project Specialist
Phone Number	7147415206
Extension	0
Email Address	nater@ggcity.org

## 2. Reporting Period—All Recipients Complete

**Program Year Start Date** 07/01/2020  
**Program Year End Date** 06/30/2021

### 3a. Subrecipient Form – Complete one form for each subrecipient

**Subrecipient or Contractor Name:** Mercy House Living Centers  
**City:** Santa Ana  
**State:** CA  
**Zip Code:** 92702, 1905  
**DUNS Number:** 879797165  
**Is subrecipient a victim services provider:** N  
**Subrecipient Organization Type:** Other Non-Profit Organization  
**ESG Subgrant or Contract Award Amount:** \$30,442

**Subrecipient or Contractor Name:** City Net  
**City:** Long Beach  
**State:** CA  
**Zip Code:** 90809, 0243  
**DUNS Number:** 361759140  
**Is subrecipient a victim services provider:** N  
**Subrecipient Organization Type:** Other Non-Profit Organization  
**ESG Subgrant or Contract Award Amount:** \$50,000

**Subrecipient or Contractor Name:** 211 Orange County  
**City:** Santa Ana  
**State:** CA  
**Zip Code:** 92705, 8520  
**DUNS Number:** 884339003  
**Is subrecipient a victim services provider:** N  
**Subrecipient Organization Type:** Other Non-Profit Organization  
**ESG Subgrant or Contract Award Amount:** \$5,241

**Subrecipient or Contractor Name:** Interval House Crisis Shelters

**City:** Seal Beach

**State:** CA

**Zip Code:** 90740, 2356

**DUNS Number:** 113510176

**Is subrecipient a victim services provider:** Y

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$81,375

## **CR-65 - Persons Assisted**

CR-65 is replaced by the FY 2020-2021 ESG Sage Report, which is located in Attachment #5.

## CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

### 10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	25,915
Total Number of bed-nights provided	24,865
Capacity Utilization	96%

Table 24 – Shelter Capacity

### 11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

All sub-recipients of ESG funds were required to use homeless/client certification forms during the intake process to ensure all clients serviced were qualified and are residents of the City of Garden Grove. In addition, sub-recipients were also required to submit completed quarterly reports for monitoring purposes. During the aforementioned process, City staff addressed concerns and/or discrepancies within the reports and made sure corrections were made at the early stages of the FY. **The capacity of utilization for shelter was approximately 96% (24,865 bed nights provided).**

In addition, City staff consulted with the CoC and attended meetings with various County subcommittees to discuss issues, concerns, and best practices for meeting the needs of the homeless population. Staff also formed an OC Collaborative consisting of neighboring jurisdictions receiving ESG funds (Anaheim, Santa Ana, Irvine, and the County of Orange) and established a shared Request for Proposal (RFP) that was utilized to fund service providers for program year 2020. The OC Collaborative created uniform ESG guidelines that are utilized amongst all service providers within the County. These guidelines include a homeless at risk assessment and a homeless certification form. Creating these guidelines helped promote a cohesive effort between the neighboring Cities in addressing homelessness and also assisted service providers to stay compliant with HUD’s regulations.

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Expenditures for Rental Assistance	\$18,987	\$7,499	\$30,442
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>\$18,987</b>	<b>\$7,499</b>	<b>\$30,442</b>

Table 25 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Expenditures for Rental Assistance	\$32,742	\$31,615	\$28,140
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	\$4,279	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	\$10,051	\$13,317	\$6,635
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>\$47,072</b>	<b>\$44,932</b>	<b>\$34,775</b>

Table 26 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Essential Services	\$51,197	\$50,427	\$46,600
Operations	\$19,623	\$21,839	0
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>\$70,820</b>	<b>\$72,266</b>	<b>\$46,600</b>

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Street Outreach	\$24,961	\$30,353	\$50,000
HMIS	\$5,061	\$5,332	\$5,241
Administration	\$12,653	\$10,353	\$13,104

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2018	2019	2020
	\$179,554	\$170,735	\$180,162

Table 29 - Total ESG Funds Expended

11f. Match Source

	2018	2019	2020
Other Non-ESG HUD Funds	\$25,000	\$10,000	0
Other Federal Funds	0	0	0
State Government	\$83,958	\$90,830	\$81,375
Local Government	\$15,061	\$45,747	\$55,241
Private Funds	\$48,687	\$27,500	0
Other	0	0	\$30,442
Fees	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>\$172,706</b>	<b>\$174,077</b>	<b>\$167,058</b>

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2018	2019	2020
	\$352,260	\$344,812	\$347,220

Table 31 - Total Amount of Funds Expended on ESG Activities



**Attachment #1**

**FY 2020-2021 CAPER Public Participation**

**PUBLIC NOTICE  
CITY OF GARDEN GROVE  
2020-21 CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)**

The City of Garden Grove's (City) Community and Economic Development Department, in accordance with U.S. Department of Housing and Urban Development (HUD) regulations, has prepared its Draft FY 2020-21 Consolidated Annual Performance and Evaluation Report (CAPER). The report describes and assesses the housing, economic, and community development activities undertaken by the City over the period from July 1, 2020, through June 30, 2021.

**Opportunity for Public Review and Comment**

Public hearings are to be held in the Garden Grove Community Meeting Center located at 11300 Stanford Avenue, Garden Grove, California, 92840, and are scheduled as follows:

The Garden Grove Neighborhood Improvement and Conservation Commission – **Monday, September 13, 2021, at 6:30 p.m.**

The Garden Grove City Council – **Tuesday, September 28, 2021, at 6:30 p.m.**

In an effort to protect public health and prevent the spread of the Coronavirus (COVID-19), members of the public are asked to consider very carefully before attending this meeting in person and are required to wear face masks and maintain distance from others. Please do not attend this meeting if you have traveled and/or have had direct contact with someone who has traveled to places experiencing high rates of infection or tested positive for Covid-19. The meeting will also be broadcasted live on Spectrum Cable Channel 3 in audio, and live streamed at [https://ggcity.org/cgi-bin/city\\_council/videos\\_and\\_agendas.cgi](https://ggcity.org/cgi-bin/city_council/videos_and_agendas.cgi), and on YouTube at <https://www.youtube.com/c/GardenGroveTV3/live>.

The Draft Fiscal Year 2020-2021 CAPER will be available for public review from August 30, 2021 through September 28, 2021, and can be accessed on line at <https://ggcity.org/neighborhood-improvement/reports>.

Written comments submitted before and no later than Tuesday, September 28, 2021, at 3:00 p.m. to Timothy Throne, Program Specialist, by email at [timothyt@ggcity.org](mailto:timothyt@ggcity.org) or to the City Clerk's Office at [cityclerk@ggcity.org](mailto:cityclerk@ggcity.org), will be forwarded to the City Council before the public hearing. Written comments submitted after 3:00 p.m. will be provided to the City Council at the time of the meeting.

/s/ TERRI POMEROY, CMC  
City Clerk

Date: August 30, 2021

Publish: August 30, 2021

**AVISO PÚBLICO**  
**CIUDAD DE GARDEN GROVE**  
**2020-21 EVALUACIÓN E INFORME DE DESEMPEÑO ANUAL CONSOLIDADO**

El Departamento de Desarrollo Económico y Comunitario de la Ciudad de Garden Grove, de acuerdo con los reglamentos del Departamento de Vivienda y Desarrollo Urbano (HUD) de los Estados Unidos, ha preparado su Borrador del Reporte Consolidado Anual de Desempeño y Evaluación (CAPER) para el año fiscal 2020-21. El reporte describe y evalúa las actividades de vivienda, economía, y desarrollo de la comunidad emprendidas por la Ciudad durante el periodo del 1 de Julio de 2020, hasta el 30 de Junio de 2021.

**Oportunidad de Revision y Comentarios Publicos**

Audiencias públicas se llevan a cabo en el Centro Comunitario de Citas de la Ciudad de Garden Grove localizado en 11300 Stanford Avenue, Garden Grove, California, 92840, y están programadas de la siguiente manera:

La Comisión de Conservación y Mejoramiento de Vecindarios de la Ciudad de Garden Grove – **lunes 13 de septiembre de 2021 a las 6:30 p.m.**

El Concejo Municipal de Garden Grove – **martes 28 de septiembre de 2021 a las 6:30 p.m.**

En un esfuerzo por proteger la salud pública y prevenir la propagación del Coronavirus (COVID-19), se pide a los miembros del público que consideren con mucho cuidado antes de asistir a esta reunión en persona y se les requiere que usen mascararas faciales y mantengan distancia de otras personas. Por favor no asista a esta reunión si ha viajado o ha tenido contacto directo con alguien que a viajado a lugares con altos números de infección o que haya resultado positivo de COVID-19. La reunión será emitida en audio en vivo por el Canal 3 en Spectrum y transmitida en vivo en [https://ggcity.org/cgi-bin/city\\_council/videos\\_and\\_agendas.cgi](https://ggcity.org/cgi-bin/city_council/videos_and_agendas.cgi), y por medio de YouTube en <https://www.youtube.com/c/GardenGroveTV3/live>.

El borrador del CAPER del año fiscal 2020-21 estará disponible para revisión pública desde el 30 de Agosto de 2021 hasta el 28 de Septiembre de 2021 y puede ser accedido a través de la red de internet <https://ggcity.org/neighborhood-improvement/reports>.

Comentarios presentados por escrito enviados a Timothy Throne, Especialista en Programas, por correo electrónico a [timothyt@ggcity.org](mailto:timothyt@ggcity.org) o a la Oficina de la Secretaria de la Ciudad a [cityclerk@ggcity.org](mailto:cityclerk@ggcity.org), antes de y no más tarde del martes 28 de septiembre de 2021, a las 3:00 p.m. serán enviados al Concejo Municipal antes de la audiencia pública. Los comentarios por escrito enviados después de las 3:00 p.m. serán proveídos al Concejo Municipal en el momento de la reunión.

/s/ TERRI POMEROY, CMC  
Secretaria de la Ciudad

Date: 30 de agosto de 2021

Publish: 30 de agosto de 2021

**THÔNG BÁO**  
**THÀNH PHỐ GARDEN GROVE**  
**BÁO CÁO ĐÁNH GIÁ VÀ THÀNH TÍCH HỢP NHẤT**  
**HÀNG NĂM CAPER 2020-21 (CAPER)**

Thành phố Garden Grove, Ban Phát triển Kinh tế và Cộng đồng, theo quy định của Bộ Phát triển Đô thị và Nhà ở Hoa Kỳ (HUD), đã chuẩn bị Bản thảo Báo Cáo Đánh Giá và Thành Tích Hợp Nhất Hàng Năm CAPER 2020-21 (CAPER). Báo cáo mô tả và đánh giá các hoạt động phát triển nhà ở, kinh tế và cộng đồng do Thành phố thực hiện trong khoảng thời gian trong giai đoạn từ ngày 1 tháng Bảy, 2020 đến hết ngày 30 tháng Sáu, 2021.

**Cơ Hội Để Công Chúng Xem Duyệt Và Nhận Xét**

Một phiên điều trần công khai sẽ được tổ chức bởi Ủy Ban Cải Thiện và Bảo Tồn Hàng Xóm (Neighborhood Improvement and Conservation Commission, NICC) vào:

**Thứ Hai, ngày 13 tháng Chín, 2021 lúc 6:30 chiều**, tại Garden Grove Community Meeting Center, tọa lạc tại 11300 Stanford Avenue, Garden Grove, California, 92840.

Và tại Hội Đồng Thành Phố Garden Grove vào ngày **Thứ Ba, 28 tháng Chín, 2021 lúc 6:30 chiều**.

Trong nỗ lực bảo vệ sức khỏe cộng đồng và ngăn chặn sự lây lan của Coronavirus (COVID-19), các thành viên trong cộng đồng được yêu cầu cân nhắc rất kỹ trước khi trực tiếp tham dự cuộc họp này và phải đeo khẩu trang và giữ khoảng cách với những người khác. Vui lòng không tham dự cuộc họp này nếu quý vị đã đi du lịch và/ hoặc tiếp xúc trực tiếp với người đã đi đến những nơi có tỷ lệ lây nhiễm cao hoặc có kết quả xét nghiệm dương tính với Covid-19. Cuộc họp sẽ được phát trực tiếp trên Spectrum Cable Channel 3 tại

[https://ggcity.org/cgi-bin/city\\_council/videos\\_and\\_agendas.cgi](https://ggcity.org/cgi-bin/city_council/videos_and_agendas.cgi), và kênh Youtube tại <https://www.youtube.com/c/GardenGroveTV3/live>.

Bản thảo CAPER niên khoá 2020-2021 sẽ có online từ ngày 30 tháng Tám, 2021 đến ngày 28 tháng Chín, 2021, để công chúng nhận xét tại <https://ggcity.org/neighborhood-improvement/reports>.

Các nhận xét bằng văn bản nên gửi đến sớm và không trễ hơn Thứ Ba, ngày 28 tháng Chín, 2021, lúc 3:00 giờ chiều cho ông Timothy Throne, Program Specialist, qua email [timothyt@ggcity.org](mailto:timothyt@ggcity.org) hoặc gửi đến Văn phòng Thư ký Thành phố tại [cityclerk@ggcity.org](mailto:cityclerk@ggcity.org), sẽ được chuyển đến Hội đồng Thành phố trước phiên điều trần công khai. Nhận xét bằng văn bản được gửi sau 3:00

giờ chiều sẽ được cung cấp cho Hội đồng thành phố vào thời điểm diễn ra cuộc họp.

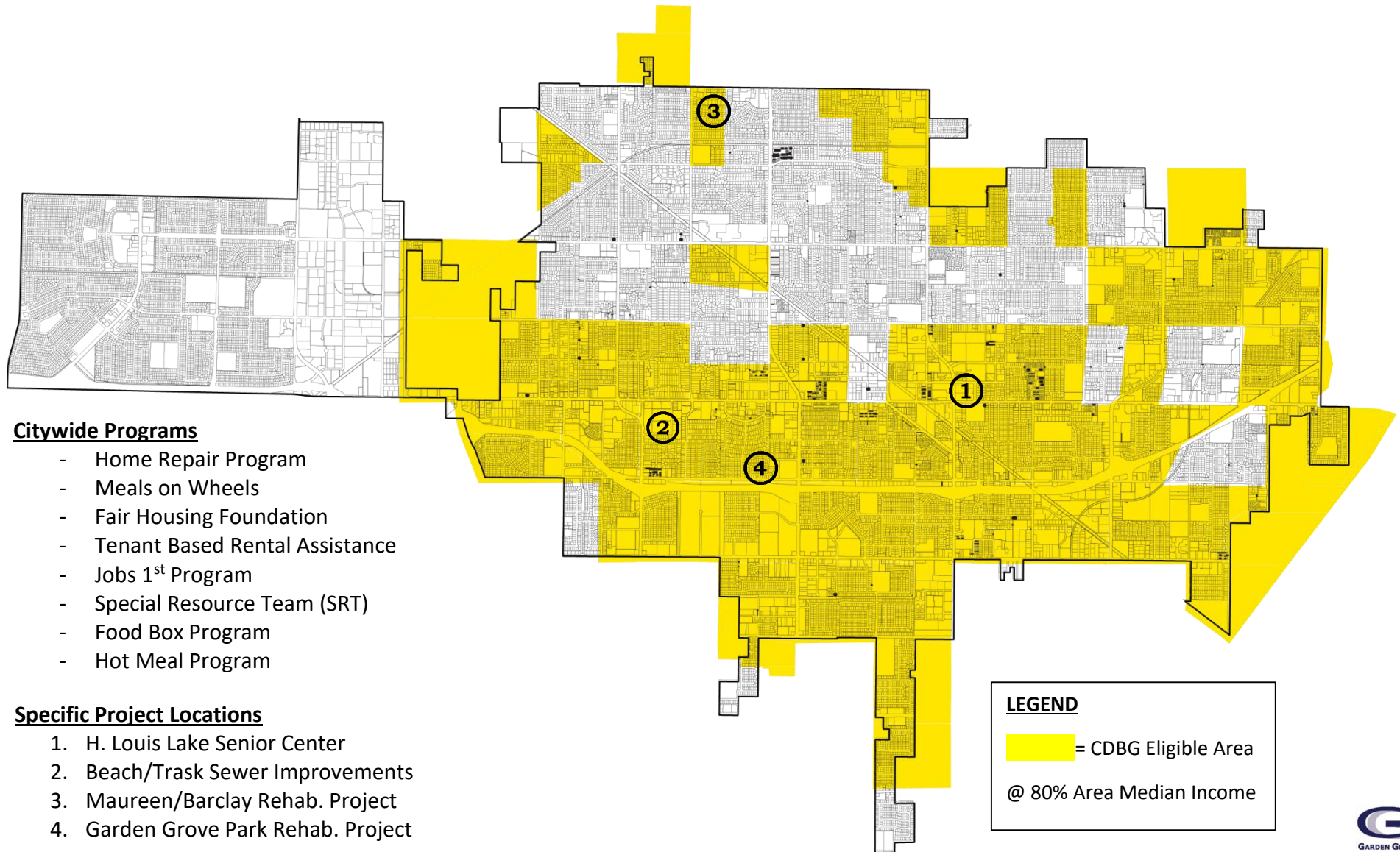
/s/ TERRI POMEROY, CMC  
Thư Ký Thành Phố

Ngày: 30 tháng Tám, 2021

**Attachment #2**

**FY 2020-2021 Project Locations Map**

# ATTACHMENT 2: FY 2020-21 Project Locations





**Attachment #3**

**PR-26 – CDBG Financial Summary**



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System

DATE: 08-30-21  
 TIME: 12:00  
 PAGE: 1

PR26 - CDBG Financial Summary Report  
 Program Year 2020  
 GARDEN GROVE , CA

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	2,029,910.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,029,910.00

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	2,024,615.88
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	2,024,615.88
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	470,606.68
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	2,495,222.56
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	(465,312.56)

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	2,024,615.88
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	2,024,615.88
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	392,335.67
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	392,335.67
32 ENTITLEMENT GRANT	2,029,910.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	2,029,910.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	19.33%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	470,606.68
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	470,606.68
42 ENTITLEMENT GRANT	2,029,910.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	2,029,910.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	23.18%



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System

DATE: 08-30-21  
 TIME: 12:00  
 PAGE: 2

PR26 - CDBG Financial Summary Report

Program Year 2020

GARDEN GROVE , CA

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	13	710	6534456	CDBG - GG Park Rehab	03F	LMA	\$163,097.00
					03F	Matrix Code	\$163,097.00
2019	3	686	6428239	CDBG Beach/ Trask Sewer Improvements	03J	LMA	\$1,055,450.23
					03J	Matrix Code	\$1,055,450.23
2020	12	709	6482182	CDBG - Maureen Drive Rehab	03K	LMA	\$241,910.00
					03K	Matrix Code	\$241,910.00
2019	7	681	6428239	CDBG Senior Center	05A	LMC	\$62,513.53
2019	8	682	6428239	CDBG Community SeniorServ	05A	LMC	\$15,000.00
2020	19	713	6482182	CDBG - Senior Center	05A	LMC	\$40,068.54
2020	19	713	6532609	CDBG - Senior Center	05A	LMC	\$47,741.72
2020	19	713	6534456	CDBG - Senior Center	05A	LMC	\$54,746.29
2020	19	714	6532609	CDBG - Meals on Wheels	05A	LMC	\$5,000.00
2020	19	714	6534456	CDBG - Meals on Wheels	05A	LMC	\$5,000.00
					05A	Matrix Code	\$230,070.08
2019	6	680	6428239	Gang Suppression Unit (GSU)	05I	LMA	\$40,570.59
					05I	Matrix Code	\$40,570.59
2020	9	699	6482182	CDBG - Special Resource Team	05Z	LMA	\$1,093.21
2020	9	699	6532609	CDBG - Special Resource Team	05Z	LMA	\$40,673.16
2020	9	699	6534456	CDBG - Special Resource Team	05Z	LMA	\$79,928.63
					05Z	Matrix Code	\$121,695.00
2019	9	683	6428239	CDBG Senior Grants	14A	LMH	\$36,937.81
2020	22	711	6482182	CDBG - Home Repair Program	14A	LMH	\$4,040.00
2020	22	711	6532609	CDBG - Home Repair Program	14A	LMH	\$43,729.55
2020	22	711	6534456	CDBG - Home Repair Program	14A	LMH	\$17,213.78
2020	22	722	6482182	CDBG - Senior Grant Program	14A	LMH	\$5,026.80
2020	22	722	6532609	CDBG - Senior Grant Program	14A	LMH	\$5,177.22
					14A	Matrix Code	\$112,125.16
2019	10	687	6428239	CDBG Small Business Assistance Loan	18A	LMJ	\$25,197.82
2020	15	712	6532609	CDBG - JOBS 1st Program	18A	LMJ	\$33,000.00
2020	15	712	6534456	CDBG - JOBS 1st Program	18A	LMJ	\$1,500.00
					18A	Matrix Code	\$59,697.82
Total							\$2,024,615.88

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2019	7	681	6428239	No	CDBG Senior Center	B19MC060505	EN	05A	LMC	\$62,513.53
2019	8	682	6428239	No	CDBG Community SeniorServ	B19MC060505	EN	05A	LMC	\$15,000.00
2020	19	713	6482182	No	CDBG - Senior Center	B20MC060505	EN	05A	LMC	\$40,068.54
2020	19	713	6532609	No	CDBG - Senior Center	B20MC060505	EN	05A	LMC	\$47,741.72
2020	19	713	6534456	No	CDBG - Senior Center	B20MC060505	EN	05A	LMC	\$54,746.29
2020	19	714	6532609	No	CDBG - Meals on Wheels	B20MC060505	EN	05A	LMC	\$5,000.00
2020	19	714	6534456	No	CDBG - Meals on Wheels	B20MC060505	EN	05A	LMC	\$5,000.00
								05A	Matrix Code	\$230,070.08
2019	6	680	6428239	No	Gang Suppression Unit (GSU)	B19MC060505	EN	05I	LMA	\$40,570.59
								05I	Matrix Code	\$40,570.59
2020	9	699	6482182	No	CDBG - Special Resource Team	B20MC060505	EN	05Z	LMA	\$1,093.21
2020	9	699	6532609	No	CDBG - Special Resource Team	B20MC060505	EN	05Z	LMA	\$40,673.16
2020	9	699	6534456	No	CDBG - Special Resource Team	B20MC060505	EN	05Z	LMA	\$79,928.63
								05Z	Matrix Code	\$121,695.00
				No	Activity to prevent, prepare for, and respond to Coronavirus					\$392,335.67
Total										\$392,335.67

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37



**Attachment #4**  
**HOME Monitoring Protocols**

## **ATTACHMENT 4: HOME Monitoring Protocols**

This attachment to the City of Garden Grove's (City) Monitoring Plan is prepared to establish protocols for monitoring HOME Investment Partnerships Act (HOME) assisted rental housing projects. The City is responsible to the U.S. Department of Housing and Urban Development (HUD) for monitoring HOME-assisted rental projects throughout the period of affordability to ensure that HOME-assisted rental projects are monitored adequately for continued compliance with federal and state regulations. Monitoring guidelines are intended to assist City monitoring staff in making informed judgments about asset management, HOME Investment Partnerships Act (HOME) Program compliance and management efficiency of HOME-assisted rental projects.

The primary document used to monitor projects is the Regulatory Agreement. An exhibit of the Affordable Housing Agreement (AHA) or the Disposition and Development Agreement (DDA), a Regulatory Agreement is executed by the owner and the City or the City's Redevelopment Agency (Agency) and recorded as a lien on the project in the official records of Orange County.

### **The Monitoring Process**

Monitoring of HOME-assisted housing developments will be scheduled following the annual publication of HOME Investment Partnerships Act (HOME) rents and income limits by the U.S. Department of Housing and Urban Development (HUD), which typically occurs between March and May. Monitoring will occur at two levels:

- Annually, a desk audit will be performed wherein the owner/property manager will submit information certifying household sizes, household incomes and rents for all HOME-restricted units; and
- Periodically, an on-site visit will be conducted, which will include a property inspection and an in-depth review of all the HOME and federal cross-cutting requirements, e.g., affirmative marketing and tenant selection procedures,

On-site monitoring will occur whenever developments are inspected to ensure compliance with the City's property standards. While the City has the prerogative to monitor on-site more frequently, especially if a project is at risk because of outstanding findings or insufficient capacity, inspections and site visits will typically occur in accordance with the HOME Final Rule at 24 CFR 92.504(d):

Total No. of Units	Minimum Schedule
1 – 4 units	every 3 years
5 – 25 units	every 2 years
26+ units	annually

The following steps are to be taken when conducting a **desk audit**:

1. A monitoring letter (*Exhibit 1: Annual Monitoring Letter*) will be sent to the Owner/Property Manager transmitting the project's Annual Compliance Report and certification and recertification forms along with the new HOME rents, income limits, Garden Grove Housing Authority utility allowance schedule and a form for calculating HOME rents.
2. The Owner/Property Manager is to submit the new rent schedule and the completed Annual Compliance Report (*Exhibit 2: Project Compliance Report*) accompanied by income certification or recertification forms (*Exhibit 3: Tenant Income Certification/Recertification Form*) for each household occupying a HOME-designated unit.
3. A *Monitoring Summary* letter will be provided to the Owner/Property Manager that serves as the formal notification of the results of the monitoring. All negative conclusions will be considered a finding or concern with a specific required corrective action. A copy is retained in the Project monitoring file.
  - A "finding" is a deficiency in project performance evidencing an unmet statutory or regulatory requirement.
  - A "concern" relates to project performance requiring improvement before becoming a finding.
4. The Owner/Property Manager is to provide a written response within 30 days of the date of the Monitoring Summary letter.

5. Upon completion of all corrective actions, a letter is sent to the Owner/Property Manager stating that the monitoring findings and concerns have been closed. A copy is retained in the Project monitoring file.

The following steps are to be taken when monitoring ***on-site***:

1. A pre-monitoring letter (*Exhibit 1.1: Monitoring Letter-Site Visitation*) will be sent to the Owner and property manager at least two weeks in advance of the monitoring visit. The letter will detail the salient terms of the Project's Regulatory Agreement that will be the source of monitoring and provide the Owner/Property Manager with the new HOME rents, income limits, Garden Grove Housing Authority utility allowance schedule and a form for calculating HOME rents.
2. Upon arrival, an entrance interview will be conducted to make sure that the owner and/or manager thoroughly understand the purpose, scope and schedule for the monitoring.
3. A detailed record will be prepared of information reviewed and conversations held with the Owner/Property Manager during the monitoring visit, using a checklist (*Exhibit 4: File Checklist*) and questionnaire (*Exhibit 4.1: Monitoring Questionnaire*) of HOME Program requirements. The information gathered will serve as a basis for conclusions to be included in the Monitoring Summary letter and follow-up.
4. After the monitoring visit, a *Monitoring Summary letter* will be forwarded to the Owner/ Property Manager that serves as the formal notification of the results of the monitoring. All negative conclusions will be considered a finding or concern with a specific required corrective action. If relevant, the letter may stipulate steps initiated by the Owner/Property Manager to correct areas of noncompliance or nonperformance. A copy will be retained in the Project monitoring file.
  - A "finding" is a deficiency in project performance evidencing an unmet statutory or regulatory requirement.
  - A "concern" relates to project performance requiring improvement before becoming a finding.



5. The Owner/Property Manager is to provide a written response within 30 days of the date of the Monitoring Summary letter.
6. Upon completion of all corrective actions, a letter is sent to the Owner/Property Manager stating that the monitoring findings and concerns have been closed. A copy is retained in the Project monitoring file.

## **Monitoring files**

The City's monitoring files will contain the following documents per project per year:

1. Copies of monitoring checklists and forms;
2. Copy of the Regulatory Agreement and Promissory Note;
3. Copy of monitoring letters to the Owner/Property Manager (Summary letter and Clearance letter);
4. Copies of the project's Management Plan;
5. Copy of rent roll information submitted by the Owner/Property Manager;
6. Copy of the project's residential lease;
7. Utility Allowance schedules;
8. If applicable, reports to confirm the owner's compliance with lead-based paint requirements;
9. Reports of property and unit inspections;
10. Project Compliance Reports submitted by the Owner/Property Manager;
11. Copy of tenant certification /recertification forms
12. Confirmation of insurance coverage submitted by the property owner or management agent;
13. Confirmation of affirmative marketing compliance for projects with 5 or more HOME-assisted units;
14. Current claim for property tax exemption\*;
15. Independent Copy of Residual Receipts Report; and
16. Audit\*.

*\*Required for a Community Housing Development Organization (CHDO) only.*

## **On-Site Monitoring**

The City will conduct periodic on-site reviews of each HOME-assisted rental project to verify the following:

### 1. Continued *income* eligibility

- The City will ascertain if the owner is correctly calculating income using the 24 CFR Part 5 definition, inclusive of asset calculations and use of appropriate verification forms, and if households are low-income or very low-income.
- The City will also review tenant files to determine if the Owner/Property Manager annually re-certifies the income of each household occupying a HOME-assisted unit, and that the tenancy still meets the HOME income requirements. Though not a HOME requirement, the recertification should commence 120 days before the anniversary date and should be completed by the tenant's recertification anniversary date.

### 2. Continued *occupancy* eligibility

- For projects with five or more HOME-assisted units, a minimum of 20% of HOME-assisted units must continue to be occupied by very low-income households paying low HOME rents for the term of affordability, in accordance with the income limits published annually by HUD.

### 3. HOME *Rents*

- Maximum monthly rents of HOME-assisted units may not exceed Low HOME and High HOME rent limits as published annually by HUD. HOME rents include a tenant utility allowance generally provided by the local housing authority.
- When tenants receive additional subsidy through tenant-based rental assistance programs such as Section 8, additional requirements apply. Under the HOME Program, the total gross rent (for tenants receiving Section 8 assistance) includes the tenant's share of rent, the subsidy payment, *and the utility allowance*. The total of these three amounts can not exceed the allowable HOME rent. Any issues of non-compliance must be corrected by the Owner/ Property Manager by reducing the gross rent (tenant share, subsidy, and utility allowance) to the allowable HOME rent effective the next interim or annual recertification.

- Very low-income residents receiving *project-based* rental subsidies are subject to rents allowable under the federal or State project-based rental subsidy program, not the HOME rent limits.

#### 4 Rents for *over-income tenants*

- Over-income tenants (those with incomes over 80% of the area median) in HOME-assisted *fixed* units must pay the lesser of the amount payable by the tenant under State or local law (rent control) or 30% of the household's adjusted income for rent. There is no rent cap for "fixed" units.
- Over-income tenants in HOME-assisted *floating* units must pay 30% of their adjusted income for rent. However, the rent may not exceed the market rent for comparable, unassisted units in the neighborhood.

#### 5. Property Standards

- The Final Rule allows for inspection, using Housing Quality Standards at 24 CFR 982.201, of a sufficient sample of HOME-assisted units in a multi-family development, rather than inspection of each and every HOME-assisted unit in the development. The City will inspect 15 to 20 percent of the HOME-assisted units in a project including a minimum of one unit in every building. If consistent compliance problems are found, more units should be inspected.
- Housing Quality Standards at 24 CFR 982.201 will be the code used to inspect rental units. A separate inspection checklist will be completed for each HOME-assisted unit (Exhibit 5: HQS Inspection form).

#### 6. Affirmative Marketing

- Owners/Property Managers of Developments with five or more HOME-Assisted Units are required to maintain an Affirmative Marketing Plan (Exhibit 6: Affirmative Marketing/Fair Housing Marketing Report and Exhibit 6.1: Race and Ethnic Data Reporting Form) and to implement the following affirmative marketing procedures in marketing the development:

- Advertisements placed in newspapers with the broadest possible circulation, including foreign language newspapers in areas with a high percentage of non-English speaking residents.
- Place the Fair Housing logo on all advertisements and marketing materials.
- Prominently display Fair Housing posters at rental offices.

## 7. Tenant Protection Provisions

### a. Project Lease

The HOME Final Rule 24 CFR 92.253 (a) states that the “Lease between a tenant and an owner of rental housing assisted with HOME funds must be for not less than one year, unless by mutual agreement between the tenant and owner.”

- The City will verify that the sample lease does not include any of the following lease provisions (Exhibit 7: Illegal Lease Provisions) are prohibited under the HOME Final Rule at 24 CFR 92.253(b):

- i. Agreement by tenant to be sued, to admit guilt, or to a judgment in favor of the owner in a lawsuit in connection with the lease.*
- ii. Agreement by tenant that owner may take, hold or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner must dispose of this personal property in accordance with State law.*
- iii. Agreement by tenant not to hold the owner or the owner’s agents legally responsible for any action or failure to act, whether intentional or negligent*
- iv. Agreement of the tenant that the owner may institute a lawsuit without notice to tenant.*
- v. Agreement by tenant that the owner may evict tenant or household members without instituting a civil court proceeding in which the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties.*
- vi. Agreement by tenant to waive any right to a trial by jury.*
- vii. Agreement by tenant to waive tenant’s right to appeal, or to otherwise challenge in court, a court decision in connection with the lease.*
- viii. Agreement by tenant to pay attorney’s fees or other legal costs even if the tenant wins in a court proceeding by the*

*owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses.*

b. Tenant Selection;

Under 24 CFR 92.253 (d), an owner of rental housing assisted with HOME funds must adopt written tenant selection policies and criteria that:

- Are consistent with the purpose of providing housing for very low-income and low-income families;
- Are reasonably related to program eligibility and the applicants' ability to perform the obligations of the lease;
- Provide for the selection of tenants from a written waiting list in the chronological order of their application, insofar as is practicable;
- Give prompt written notification to any rejected applicant of the grounds for any rejection.

The City will review the Owner's tenant selection plan to ensure that tenants are selected for occupancy in accordance with HOME regulations and established management policies. The selection plan should include:

- Citizenship/immigration status requirements. The owner should describe how citizenship/immigration requirements are implemented. Currently, there are no HOME restrictions on the use of assisted housing by non-citizens.
- Social Security number requirements. Requirements for providing SSNs, allowing extended time to provide proof of SSNs and procedures used when an individual has no SSN, must be described.
- Procedures for taking applications and selecting from the waiting list, such as the following:
  - Selection of tenants must be based on order of application.
  - The plan must include policies for notification to tenant applicants of eligibility for residency, and based on turnover history for units in the development, the approximate date when a unit may be available.

- The plan description must include maintenance of a waiting list of applicant households eligible to occupy assisted units and units designated for various income levels, and the methods of advertising used to announce opening and closing of the waiting list.
- The plan must define each preference adopted for use in the property and any rating, ranking, or combining of the preferences the owner has established that will affect the order in which applicants are selected from the waiting list. The plan should also describe the acceptable sources of information to verify the qualification for preferences.
- The plan must describe the procedures used by the owner to meet the income targeting requirements.
- Policy for opening, closing and maintaining the waiting list.

## **APPENDIX**

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**Exhibit 1: Sample Annual Monitoring Letter**

**Exhibit 1.1: Sample Annual Monitoring Letter – Site Visitation**

**Exhibit 2: Project Compliance Certification**

**Exhibit 2.1: Project Compliance Report**

**Exhibit 3: Tenant Income Certification**

**Exhibit 3.1: Tenant Income Recertification**

**Exhibit 4: File Checklist**

**Exhibit 4.1: Monitoring Questionnaire**

**Exhibit 5: Housing Quality Standards (HQS) Form**

**Exhibit 6: Affirmative Marketing/Fair Housing Marketing Report**

**Exhibit 6.1: Race and Ethnic Data Reporting Form**

**Exhibit 7: Illegal Lease Provisions**

Exhibit 1: Sample Annual Monitoring Letter

-----, 200-

**[Developer Name  
Address]**

**SUBJECT: MONITORING OF [Project name]**

Dear -----:

As you may know, development of the **[Project name]** included the use of federal HOME Investment Partnerships Act (HOME) funds from the City of Garden Grove (City). As a consequence, the City is required to annually monitor the project. This letter serves to transmit the following information you are to submit to the City within 30 days of this letter:

- Project Compliance Report;
- Certificate of Continuing Project Compliance; and
- Tenant Certification/Recertification Forms.

Within 30 days receipt of the aforementioned documents, the City will notify you in writing of the results of the monitoring and set forth any findings or concerns the a timeframe for a written response and corrective action.

This letter further serves to relay the following attachments for your use:

- Copy of the Regulatory Agreement;
- HOME Rent Limits
- Utility Allowance
- HOME Rent Calculation Form

Please direct your questions or comments to Michael Salazar at (714) 741-5144 or via e-mail at [msalazar@garden-grove.org](mailto:msalazar@garden-grove.org).

Sincerely,

Susan Emery, Director  
Community Development Department

cc: **[Property Manager]**

Attachments:  
Certificate of Continuing Project Compliance

(P:\Neigh-Im\HUD Admin\HOME\HOME Monitoring Protocol Exhibit II)



Compliance Report  
Certification/Recertification Forms  
HOME Rent Limits  
Utility Allowance  
HOME Rent Calculation Form

## Exhibit 1.1: Sample Monitoring Letter-Site Visitation

-----, 200-

**[Developer Name  
Address]**

SUBJECT: MONITORING OF [**Project name**]

Dear -----:

As you may know, development of the [**Project name**] included the use of federal HOME Investment Partnerships Act (HOME) funds from the City of Garden Grove. As a consequence, the City is required to annually monitor the project and, as part of the City Monitoring Plan, to periodically conduct a site inspection and review project documents. This letter serves to notify you that the City has scheduled a monitoring visit of the [**Project name**] on --, --- 200- at --- a.m. at the office of the on-site property manager and to memorialize the information you are to provide to City representatives. Michael Salazar will hold an entrance interview on ---- with you and any representative(s) designated by the owner.

Mr. Salazar will then review project documents and tenant files to ascertain whether the project remains in compliance with HOME requirements, e.g., rents, tenant income eligibility, occupancy eligibility, property standards, affirmative marketing and fair housing and lease terms. Accompanying Mr. Salazar will be Gil Jelkin, who will need access to inspect the --- HOME-designated units to determine that the units comply with federal Housing Quality Standards (HQS), local and state codes.

The following information should be available at the time of monitoring:

- Your key staff to assist during the monitoring and the unit inspections;
- Copy of the Regulatory Agreement;
- Copy of monitoring letters (both initial summary letter and subsequent clearance letter);
- Tenant files of tenants occupying HOME units with documentation evidencing income/asset certification compliance by the property owner or management agent;
- Copies of the project's Management Plan and Management Agreement, including tenant selection procedures and the project waiting list;
- Copy of rent roll information submitted by the owner or management agent;
- Copy of the project's residential lease;
- Utility Allowance schedules;

- Reports of past property and unit inspections conducted by the City;
- Project Compliance Reports submitted by the property owner or management agent;
- Confirmation of insurance coverage submitted by the property owner or management agent; and
- Affirmative marketing plan and fair housing procedures.

Attached is the Project Compliance Report that Mr. Salazar will review with you, as well as a copy of the same Report that was submitted on -----.

Following this meeting, the City will then transmit the preliminary results of the monitoring visit, which provides you with an opportunity to correct any misunderstandings, provide additional information that may be needed and set forth the actions being undertaken to correct areas of noncompliance. Within 30 days of the --- monitoring visit, the City will notify you in writing of the results of the monitoring and set forth any findings or concerns and the timeframe for a written response and corrective action.

Please direct your questions or comments to Michael Salazar at (714) 741-5144 or via e-mail at [msalazar@garden-grove.org](mailto:msalazar@garden-grove.org).

Sincerely,

Susan Emery, Director  
Community Development Department

cc: **[Property Manager]**

Attachments:  
Certificate of Continuing Project Compliance  
Compliance Report  
Certification/Recertification Forms  
Management Questionnaire  
HOME Rent Limits  
Utility Allowance  
HOME Rent Calculation Form

Exhibit 2: Project Compliance Certification

CERTIFICATE OF CONTINUING PROJECT COMPLIANCE

Reporting Period: July 1, \_\_\_\_ to June 30, \_\_\_\_

Project: \_\_\_\_\_

Total Number of Units in Project: \_\_\_\_\_

Total Number of Units/Percent Restricted to Income Eligible Tenants: \_\_\_\_\_

The undersigned, having executed an Agreement with the City of Garden Grove (City) and having received certain funds from the City for the purpose of financing a multifamily housing project referenced herein, does hereby certify the following during the preceding fiscal year.

- The minimum number of restricted units in the Project were occupied or held available for families who were income eligible in accordance with the Agreement.
- The minimum number of restricted units in the Project were occupied or held available for income eligible families.
- The contract rents (rent plus utility allowance) charged for restricted units occupied by the eligible tenants did not exceed the limits prescribed in the Agreement.
- The income of tenants in all qualifying units has been reviewed and verified, and falls within the applicable qualifying income limits.
- The representations set forth herein are true and correct to the best of the undersigned's knowledge and belief.
- No default exists under the Agreement; e.g., Project complies with the occupancy standards and property standards set forth in the Agreement.

Attached is an occupancy report listing the number of each unit occupied by eligible tenants, names of eligible tenants, number of occupants in the unit, annual income, move-in date and monthly contract rent. Also attached is a copy of a tenant statement and certification for each tenant continuously residing in a restricted unit during the reporting period.

All documents related to the Agreement funding the above Project are located at the following address: \_\_\_\_\_

See separate file for formatted Project compliance Certification

---

Address	City	State	Zip Code
---------	------	-------	----------

---

Printed Name

---

Signature

---

Title

---

Date

**TENANT INCOME CERTIFICATION**

\_\_\_ Initial Certification    \_\_\_ Annual Recertification    \_\_\_ Other

PROPERTY NAME:	COUNTY:
PROPERTY ADDRESS:	UNIT NUMBER:
1. HEAD-OF-HOUSE NAME	2. NUMBER OF BEDROOMS

<b>ASSETS</b>			
FAMILY MEMBER	ASSET DESCRIPTION	CURRENT CASH VALUE OF ASSETS	ACTUAL INCOME FROM ASSETS
3. NET CASH VALUE OF ASSETS.....		3.	
4. TOTAL ACTUAL INCOME FROM ASSETS.....			4.
5. IF LINE 3 IS GREATER THAN \$5,000, MULTIPLY LINE BY _____ (PASSBOOK RATE) AND ENTER RESULTS HERE; OTHERWISE, LEAVE BLANK			5.

## TENANT INCOME CERTIFICATION

\_\_ Initial Certification    \_\_ Annual Recertification    \_\_ Other

<b>ANTICIPATED ANNUAL INCOME</b>					
FAMILY MEMBERS	WAGES/SALARIES	BENEFITS/PENSIONS	PUBLIC ASSISTANCE	OTHER INCOME	ASSET INCOME
					<i>ENTER THE GREATER OF LINES 4 OR 5 FROM ABOVE IN FIELD "E"</i>
6. TOTALS	A.	B.	C.	D.	E.
ENTER TOTAL OF ITEMS FROM 6A. THROUGH 6E. <b><u>THIS IS ANNUAL INCOME.</u></b>					7.

\_\_\_\_\_  
SIGNATURE OF OWNER/ REPRESENTATIVE

\_\_\_\_\_  
DATE

**RECERTIFICATION OF ANNUAL INCOME BY TENANT FAMILY**

Tenant Name: \_\_\_\_\_

Address & Unit #: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Household Information**

Household Size (total number in household): \_\_\_\_\_

Household members (list): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Income Information

Salary: \$ \_\_\_\_\_

Social Security: \$ \_\_\_\_\_

Other (Please specify):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Annual (gross) income (total of all household members):

\$ \_\_\_\_\_

I/we certify this information is complete and accurate. I/we agree to provide upon request, documentation on all income sources to (Name of PJ and/or Property Owner/Manager)



_____	_____
Tenant Signature	Date

-----Property Owner's Signature Only-----		
I hereby certify that the above information agrees with the rental applications and documents presented by the above applicants, and that I have reviewed and attached documentation and the above information is true and correct to the best of my knowledge and belief.		
<i>Owner's Signature</i>	<i>Position/Title</i>	<i>    /    /    </i> <i>Date</i>

**WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**For Property Management Personnel Only**

---

Did staff use at least one of the following methods to verify information?  
 Yes     No, if no why?

Circle the method used:

1. Two (2) paycheck stubs form the tenant's two (2) most recent pay periods
2. A copy of an income tax return from the tenant for the most recent tax year in which a return was filed.
3. An income verification certification from the employer of the tenant.
4. An income verification certification from the Social Security Administration and/or California Department of Social Services if the tenant receives assistance from such agencies.
5. A credit report from a commercial credit report agency.

6. An alternate form of income certification reasonably requested by the Owner, if none of the above forms of verification is available to the Owner.

**Documentation**

Did staff make a copy of the documentation and file in each tenant file?

A copy of proof of income in file \_\_\_\_\_Yes \_\_\_\_\_No If no, why?

**Attachment #5**

**FY 2020-2021 ESG Sage Report**

HUD ESG CAPER FY2020

Filters for this report	
Client ID	78895
Q4a record ID	[all]
Submission ID	117667
Report executed on	8/17/2021 1:03:24 PM

Report Date Range

7/1/2020 to 6/30/2021
-----------------------

Q01a. Contact Information

First name	Timothy
Middle name	
Last name	Throne
Suffix	
Title	
Street Address 1	11222 Acacia Parkway
Street Address 2	
City	Garden Grove
State	California
ZIP Code	92840
E-mail Address	timothy@ggcity.org
Phone Number	(714)741-5144
Extension	
Fax Number	0-

Q01b. Grant Information

ESG information from IDIS	
CAPER reporting includes funds used from fiscal year:	2019, 2020
Project types carried out during the program year	
Enter the number of each type of projects funded through ESG during this program year.	
Street Outreach	1
Emergency Shelter	1
Transitional Housing (grandfathers under ES)	0
Day Shelter (funded under ES)	0
Rapid Re-Housing	1
Homelessness Prevention	1

Fiscal Year	Grant Number	Current Authorized Amount	Total Drawn	Balance	Obligation Date	Expenditure Deadline
2020	E20MCO60505	\$174,721.00	\$44,525.86	\$130,195.14	8/12/2020	8/12/2022
2019	E19MCO60505	\$177,733.00	\$170,737.64	\$6,995.36	9/17/2019	9/17/2021
2018	E18MCO60505	\$168,709.00	\$168,709.00	\$0	8/7/2018	8/7/2020
2017	E17MCO60505	\$173,899.00	\$173,899.00	\$0	9/22/2017	9/22/2019
2016	E16MCO60505	\$174,447.60	\$174,447.60	\$0	8/30/2016	8/30/2018
2015	E15MCO60505	\$175,880.00	\$175,880.00	\$0	8/19/2015	8/19/2017
2014	E14MCO60505	\$159,556.00	\$159,556.00	\$0	8/13/2014	8/13/2016
2013	E13MCO60505	\$141,439.63	\$141,439.63	\$0	8/22/2013	8/22/2015
2012						
2011						
Total		\$1,346,385.23	\$1,209,194.73	\$137,190.50		

Q01c. Additional Information

HMIS	
Comparable Database	
Are 100% of the project(s) funded through ESG, which are allowed to use HMIS, entering data into HMIS?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes
Are 100% of the project(s) funded through ESG, which are allowed to use a comparable database, entering data into the comparable database?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes

Q04a: Project Identifiers in HMIS

Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	CSV Exception?	Uploaded via emailed hyperlink?
Mercy House	12	Garden Grove ESG HPP	79	12	0			CA-602	63342	0	Clarity HS	2020-07-01	2021-06-30	No	Yes
Interval House	70	Emergency Shelter	1	1	0	0	0	CA-602	63440	1	EmpowerDB	2020-07-01	2021-06-30	No	Yes
CityCenter	55	GG ESG Street Outreach	133	4	0			CA-602	63440	0	Clarity HS	2020-07-01	2021-06-30	No	Yes
Interval House	70	Rapid Rehousing	1	13	0	0	0	CA-602	63440	1	EmpowerDB	2020-07-01	2021-06-30	No	Yes

Q05a: Report Validations Table

Total Number of Persons Served	237
Number of Adults (Age 18 or Over)	148
Number of Children (Under Age 18)	88
Number of Persons with Unknown Age	1
Number of Leavers	200
Number of Adult Leavers	117
Number of Adult and Head of Household Leavers	118
Number of Stayers	37
Number of Adult Stayers	31
Number of Veterans	3
Number of Chronically Homeless Persons	52
Number of Youth Under Age 25	2
Number of Parenting Youth Under Age 25 with Children	0
Number of Adult Heads of Household	127
Number of Child and Unknown Age Heads of Household	1
Heads of Households and Adult Stayers in the Project 365 Days or More	0

Q06a: Data Quality: Personally Identifying Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
Name	0	0	0	1	0.42 %
Social Security Number	24	0	23	45	18.99 %
Date of Birth	1	0	0	1	0.42 %

Race	21	2	0	23	9.70 %
Ethnicity	5	0	0	5	2.11 %
Gender	1	0	0	1	0.42 %
Overall Score				55	23.21 %

**Q06: Data Quality: Universal Data Elements**

	Error Count	% of Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	0	0.00 %
Client Location	0	0.00 %
Disabling Condition	1	0.42 %

**Q06c: Data Quality: Income and Housing Data Quality**

	Error Count	% of Error Rate
Destination	44	22.00 %
Income and Sources at Start	1	0.75 %
Income and Sources at Annual Assessment	0	--
Income and Sources at Exit	1	0.85 %

**Q06d: Data Quality: Chronic Homelessness**

	Count of Total Records	Missing Time in Institution	Missing Time in Housing	Approximate Date Started DNR/missing	Number of Times DNR/missing	Number of Months DNR/missing	% of Records Unable to Calculate
ES, SH, Street Outreach	128	0	0	0	1	1	0.78 %
TH	0	0	0	0	0	0	--
PH (All)	5	0	0	0	0	0	0.00 %
Total	133	0	0	0	0	0	0.75 %

**Q06e: Data Quality: Timeliness**

	Number of Project Start Records	Number of Project Exit Records
0 days	0	18
1-3 Days	111	99
4-6 Days	7	7
7-10 Days	9	9
11+ Days	92	76

**Q06f: Data Quality: Inactive Records: Street Outreach & Emergency Shelter**

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	--
Bed Night (All Clients in ES - NBN)	0	0	--

**Q07a: Number of Persons Served**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	148	94	54	0	0
Children	88	0	88	0	0
Client Doesn't Know/ Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1
For PSB & RBH – the total persons served who moved into housing	13	2	11	0	0

**Q08a: Households Served**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	128	88	39	0	1
For PSB & RBH – the total households served who moved into housing	5	2	3	0	0

**Q08b: Point-in-Time Count of Households on the Last Wednesday**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	6	3	3	0	0
April	25	19	6	0	0
July	17	14	3	0	0
October	4	2	2	0	0

**Q09a: Number of Persons Contacted**

	All Persons Contacted	First contact – NOT staying on the Streets, ES or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	40	0	2	38
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	40	0	2	38

**Q09b: Number of Persons Engaged**

	All Persons Contacted	First contact – NOT staying on the Streets, ES or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	24	0	0	24
2-5 Contacts	0	0	0	0
6-9 Contacts	0	0	0	0
10+ Contacts	0	0	0	0
Total Persons Engaged	24	0	0	24
Rate of Engagement	0.6	0	0	0.63

**Q10a: Gender of Adults**

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	71	56	15	0
Female	76	37	39	0

Trans Female (MTF or Male to Female)	1	1	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	148	94	54	0

Q10b: Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	46	46	0	0
Female	42	42	0	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	88	88	0	0

Q10c: Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Subtotal	1	0	0	0	1

Q10d: Gender by Age Ranges

	Total	Under Age 18	Age 18-24	Age 25-61	Age 62 and over	Client Doesn't Know/Client Refused	Data Not Collected
Male	117	46	4	61	6	0	0
Female	118	42	7	59	10	0	0
Trans Female (MTF or Male to Female)	1	0	0	1	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0	0	0
Client Doesn't Know/Client Refused	1	0	0	0	0	1	0
Data Not Collected	0	0	0	0	0	0	0
Subtotal	237	88	11	121	16	1	0

Q11: Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	22	0	22	0	0
5 - 12	42	0	42	0	0
13 - 17	24	0	24	0	0
18 - 24	11	4	7	0	0
25 - 34	42	27	15	0	0
35 - 44	31	13	18	0	0
45 - 54	28	19	9	0	0
55 - 61	20	17	3	0	0
62+	16	14	2	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1

Q12a: Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	151	56	95	0	0
Black or African American	21	8	13	0	0
Asian	23	3	20	0	0
American Indian or Alaska Native	4	3	1	0	0
Native Hawaiian or Other Pacific Islander	4	4	0	0	0
Multiple Races	11	7	4	0	0
Client Doesn't Know/Client Refused	21	12	8	0	1
Data Not Collected	2	1	1	0	0
Total	237	94	142	0	1

Q12b: Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	119	62	57	0	0
Hispanic/Latino	113	31	82	0	0
Client Doesn't Know/Client Refused	5	1	3	0	1
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1

Q13a: Physical and Mental Health Conditions at Start

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	46	41	5	0	--	0	0
Alcohol Abuse	2	2	0	0	--	0	0
Drug Abuse	20	20	0	0	--	0	0
Both Alcohol and Drug Abuse	4	4	0	0	--	0	0

Chronic Health Condition	47	39	7	1	--	0	0
HIV/AIDS	0	0	0	0	--	0	0
Developmental Disability	14	9	1	4	--	0	0
Physical Disability	35	31	4	0	--	0	0

The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q13b: Physical and Mental Health Conditions at Exit**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	32	28	4	0	--	0	0
Alcohol Abuse	2	2	0	0	--	0	0
Drug Abuse	13	13	0	0	--	0	0
Both Alcohol and Drug Abuse	3	3	0	0	--	0	0
Chronic Health Condition	36	28	7	1	--	0	0
HIV/AIDS	0	0	0	0	--	0	0
Developmental Disability	11	6	1	4	--	0	0
Physical Disability	23	22	1	0	--	0	0

The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q13c: Physical and Mental Health Conditions for Stayers**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	14	13	1	0	--	0	0
Alcohol Abuse	0	0	0	0	--	0	0
Drug Abuse	7	7	0	0	--	0	0
Both Alcohol and Drug Abuse	1	1	0	0	--	0	0
Chronic Health Condition	11	11	0	0	--	0	0
HIV/AIDS	0	0	0	0	--	0	0
Developmental Disability	3	3	0	0	--	0	0
Physical Disability	10	9	1	0	--	0	0

The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q14a: Domestic Violence History**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	60	24	36	0	0
No	88	70	18	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Total	149	94	54	0	1

**Q14b: Persons Fleeing Domestic Violence**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	40	5	35	0	0
No	20	19	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	60	24	36	0	0

**Q15: Living Situation**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	15	8	7	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	115	77	38	0	0
Safe Haven	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	120	85	35	0	0
Institutional Settings	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations	0	0	0	0	0
Permanent housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0

Rental by client, with RRIH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Rental by client, no ongoing housing subsidy	16	7	9	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	1	1	0	0	0
Staying or living in a friend's room, apartment or house	1	1	0	0	0
Staying or living in a family member's room, apartment or house	0	0	0	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Subtotal	19	9	9	0	1
Total	149	94	54	0	1

Interim housing is retired as of 10/1/2019.

**Q16: Cash Income - Ranges**

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No Income	75	0	48
\$1 - \$150	0	0	0
\$151 - \$250	2	0	1
\$251 - \$500	11	0	11
\$501 - \$1000	31	0	21
\$1,001 - \$1,500	12	0	11
\$1,501 - \$2,000	12	0	15
\$2,001+	5	0	9
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	0	0	0
Number of Adult Stayers Not Yet Required to Have an Annual Assessment	0	31	0
Number of Adult Stayers Without Required Annual Assessment	0	0	0
Total Adults	148	31	117

**Q17: Cash Income - Sources**

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	17	0	30
Unemployment Insurance	16	0	9
SSI	13	0	10
SSDI	8	0	5
VA Service-Connected Disability Compensation	1	0	1
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
TANF or Equivalent	11	0	11
General Assistance	8	0	6
Retirement (Social Security)	0	0	0
Pension from Former Job	1	0	1
Child Support	0	0	6
Alimony (Spousal Support)	0	0	0
Other Source	3	0	3
Adults with Income Information at Start and Annual Assessment/Exit	0	0	115

**Q19: Disabling Conditions and Income for Adults at Exit**

	AD: Adult with Disabling Condition	AD: Adult without Disabling Condition	AD: Total Adults	AD: % with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: % with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: % with Disabling Condition by Source
Earned Income	1	2	3	33.33 %	1	26	27	3.70 %	0	0	0	--
Supplemental Security Income (SSI)	7	0	7	100.00 %	0	3	3	0.00 %	0	0	0	--
Social Security Disability Insurance (SSDI)	5	0	5	100.00 %	0	0	0	--	0	0	0	--
VA Service-Connected Disability Compensation	0	1	1	0.00 %	0	0	0	--	0	0	0	--
Private Disability Insurance	0	0	0	--	0	0	0	--	0	0	0	--
Worker's Compensation	0	0	0	--	0	0	0	--	0	0	0	--
Temporary Assistance for Needy Families (TANF)	0	0	0	--	2	9	11	18.18 %	0	0	0	--
Retirement Income from Social Security	0	0	0	--	0	0	0	--	0	0	0	--
Pension or retirement income from a former job	1	0	1	100.00 %	0	0	0	--	0	0	0	--
Child Support	0	0	0	--	1	5	6	16.67 %	0	0	0	--
Other Source	8	5	13	61.54 %	1	4	5	20.00 %	0	0	0	--
No Source	25	12	37	67.57 %	11	12	23	47.83 %	0	0	0	--
Unduplicated Total Adults	46	20	66		5	46	51		0	0	0	

**Q20a: Type of Non-Cash Benefit Sources**

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutritional Assistance Program	76	0	59
WIC	1	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	2	0	2
Other Source	0	0	0



Q21: Health Insurance

	At Start	At Annual Assessment/For Stayers	At Exit for Leavers
Medicaid	96	0	52
Medicare	10	0	6
State Children's Health Insurance Program	16	0	15
VA Medical Services	2	0	2
Employer Provided Health Insurance	0	0	0
Health Insurance Through COBRA	0	0	0
Private Pay Health Insurance	6	0	4
State Health Insurance for Adults	73	0	56
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	32	0	23
Client Doesn't Know/Client Refused	8	0	6
Data Not Collected	0	0	0
Number of Stayers Not Yet Required to Have an Annual Assessment	0	37	0
1 Source of Health Insurance	207	0	179
More than 1 Source of Health Insurance	6	0	3

Q22a: Length of Participation - ESG Projects

	Total	Leavers	Stayers
0 to 7 days	18	15	3
8 to 14 days	30	23	7
15 to 21 days	36	34	2
22 to 30 days	29	25	4
31 to 60 days	92	79	13
61 to 90 days	4	2	2
91 to 180 days	15	10	5
181 to 365 days	10	9	1
366 to 730 days (1-2 Yrs)	3	3	0
731 to 1,095 days (2-3 Yrs)	0	0	0
1,096 to 1,460 days (3-4 Yrs)	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	237	200	37

Q22c: Length of Time between Project Start Date and Housing Move-in Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	13	2	11	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	13	2	11	0	0
Average length of time to housing	0	0	0	--	--
Persons who were exited without move-in	0	0	0	0	0
Total persons	13	2	11	0	0

Q22d: Length of Participation by Household Type

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	18	8	9	0	1
8 to 14 days	30	8	22	0	0
15 to 21 days	36	21	15	0	0
22 to 30 days	29	6	23	0	0
31 to 60 days	92	25	67	0	0
61 to 90 days	4	4	0	0	0
91 to 180 days	15	11	4	0	0
181 to 365 days	10	8	2	0	0
366 to 730 days (1-2 Yrs)	3	3	0	0	0
731 to 1,095 days (2-3 Yrs)	0	0	0	0	0
1,096 to 1,460 days (3-4 Yrs)	0	0	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1

Q22e: Length of Time Prior to Housing - based on 3,917 Date Homelessness Started

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	92	2	90	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	7	0	7	0	0
22 to 30 days	5	1	4	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
731 days or more	0	0	0	0	0
Total (persons moved into housing)	104	3	101	0	0
Not yet moved into housing	0	0	0	0	0
Data not collected	0	0	0	0	0
Total persons	104	3	101	0	0

Q23: Exit Destination - All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

<b>Permanent Destinations</b>	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	97	6	91	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	3	0	3	0	0
Permanent housing (other than RHI) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	16	0	16	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Rental by client, with RHI or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
<b>Subtotal</b>	<b>117</b>	<b>7</b>	<b>110</b>	<b>0</b>	<b>0</b>
<b>Temporary Destinations</b>	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	21	4	17	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	1	1	0	0	0
Staying or living with family, temporary tenure (e.g. room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	14	9	4	0	1
Safe Haven hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
<b>Subtotal</b>	<b>36</b>	<b>14</b>	<b>21</b>	<b>0</b>	<b>1</b>
<b>Institutional Settings</b>	0	0	0	0	0
Foster care home or group foster care home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	1	1	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	2	2	0	0	0
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Destinations</b>	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	44	42	2	0	0
<b>Subtotal</b>	<b>44</b>	<b>42</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>200</b>	<b>66</b>	<b>133</b>	<b>0</b>	<b>1</b>
Total persons exiting to positive housing destinations	119	8	111	0	0
Total persons whose destinations excluded them from the calculation	1	1	0	0	0
Percentage	59.50%	12.31%	83.46%	--	0.00%

Q4. Homelessness Prevention Housing Assessment at Exit

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start--Without a subsidy	22	6	16	0	0
Able to maintain the housing they had at project start--With the subsidy they had at project start	0	0	0	0	0
Able to maintain the housing they had at project start--With an on-going subsidy acquired since project start	0	0	0	0	0
Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit--With on-going subsidy	0	0	0	0	0
Moved to new housing unit--Without an on-going subsidy	0	0	0	0	0

Moved in with family/friends on a temporary basis	0	0	0	0	0
Moved in with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless – moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data not collected (no exit interview completed)	0	0	0	0	0
<b>Total</b>	<b>22</b>	<b>6</b>	<b>16</b>	<b>0</b>	<b>0</b>

**Q25a: Number of Veterans**

	<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>Unknown Household Type</b>
Chronically Homeless Veteran	2	2	0	0
Non-Chronically Homeless Veteran	1	1	0	0
<b>Not a Veteran</b>	<b>145</b>	<b>91</b>	<b>54</b>	<b>0</b>
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
<b>Total</b>	<b>148</b>	<b>94</b>	<b>54</b>	<b>0</b>

**Q25b: Number of Chronically Homeless Persons by Household**

	<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>
Chronically Homeless	52	49	3	0	0
Not Chronically Homeless	184	45	139	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
<b>Total</b>	<b>237</b>	<b>94</b>	<b>142</b>	<b>0</b>	<b>1</b>