

**City of Alhambra**

**FY 2015 – 2016**

**Consolidated Annual Performance Evaluation Report**

(July 1, 2015 through June 30, 2016)

**September 2016**

**City Manager's Office  
111 South First Street  
Alhambra, CA 91801**



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## 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.

This CAPER for FY 2015-2016 reviews the City's specific achievements over the last year (July 1, 2015 through June 30, 2016) and an assessment of the progress in implementing the goals and objectives of the five-year Consolidated Plan. This CAPER is the first year of implementing the FY 2015 – FY 2019 Consolidated Plan.

**Priority 1: Affordable Housing - Housing Rehabilitation Program:** During FY 2015-2016, four HOME-funded major rehabilitation projects and six CDBG-funded minor rehabilitation projects were completed. In addition, four major rehabilitation projects and five minor rehabilitation projects are under construction.

**Priority 2: First-Time Homebuyer Opportunities - First-Time Homebuyer Program (FTHB):** During FY 2015-2016, one household closed escrow with FTHB downpayment assistance, and ten households were searching for a home. Housing costs for the assisted households meet Section 215 affordable housing requirements. In addition, the City purchased a single-family home at 2037 South Fifth Street on April 30, 2014. The rehabilitation was completed on September 28, 2015 and a FTHB participant moved in on December 9, 2015.

**Priority 3: New Affordable Housing Construction - CHDO:** As of July 2016, the City has a cumulative CHDO disbursement/commitment ratio of 24.9 percent, exceeding the required 15 percent.

**Priority 4: Code Enforcement Services - Code Enforcement:** Overall, 950 code violations were investigated, of which 634 violations were located in low and moderate income areas. Code enforcement staff made 46 referrals to the Housing Rehabilitation Program, 40 of which were for properties in the low and moderate income areas.

**Priority 5: Equal Housing Opportunity - Fair Housing Services:** In FY 2015-2016, the Housing Rights Center served 436 clients from Alhambra. Nearly all clients called for general housing services and about six percent required assistance with housing discrimination. About seven percent of the clients were female heads of household, 12 percent were seniors, and nine percent were persons with disabilities. All those assisted were low and moderate income households, with 51 percent being extremely low incomes.

**Priority 6: Community Facilities and Infrastructure - Capital Improvement Planning:** The FY 2015-2016 Action Plan included Backup Projects that can be activated during the program year without an amendment. On February 8, 2016, the City activated the backup Capital Improvement Funding: 1) \$120,000 for Granada Park (restrooms with energy efficiency lighting and plumbing fixtures); and 2) \$230,000 for Almansor Park (jogging trail lighting replacement for energy efficiency, jogging trail and gym floor rehabilitation). Both projects are located in low and moderate income areas, benefitting approximately 37,195 low and moderate income persons. These projects are underway.

**Priority 7: Needed Community and Supportive Services – Senior Case Management:** Case management services include: case management of individual clients, targeting low income ethnic minorities (Chinese and Hispanic) and disabled seniors living alone, and in-home services, targeting

low income frail elderly. In FY 2015-2016, the Case Management program served 137 new clients, made 1,055 telephone reassurance calls, and delivered 4,578 meals.

**Priority 8: Commercial Rehabilitation and Economic Development** - Economic development is identified a low priority need; no economic development activity was funded in FY 2015-2016.

**Priority 9: Planning and Administrative** - The City continued to implement housing and community development programs with CDBG and HOME funds during FY 2015-2016.

**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
Provide Decent and Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2,000	436	21.80%	400	436	109.00%
Provide Decent and Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	5	1	20.00%	1	1	100.00%
Provide Decent and Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	35	10	28.57%	7	10	142.86%
Provide Decent and Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	5	1	20.00%	1	1	100%
Provide Decent and Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	2,000	634	31.70%	500	634	126.80%
Provide Decent Living Environment	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	38,830	37195	95.79%	37,195	37195	100.00%
Provide Decent Living Environment	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	137	27.40%	100	137	137.00%

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

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

The City of Alhambra was successful in implementing its Five-Year Consolidated Plan and Action Plan for FY 2015-2016. CDBG funds were used to support the Minor Housing Rehabilitation program, code enforcement, case management services, fair housing services, and public improvements to Granada Park and Almansor Park. All of these projects and programs are either completed or on track to meeting the objectives identified in the Action Plan.

In addition, the City is amending the FY 2016-2017 Action Plan to allocate the program income received in FY 2015-2016, amounting to \$7,067,036.62 from the sale of Fremont Plaza. The proposed uses of this substantial income include, but are not limited to, off-street parking, new/replacement street improvements, sidewalk improvements, handicap ramps, removal of architectural barriers that impede handicap access, public facility improvements, and related items citywide.

HOME funds were used in FY 2015-2016 to provide Major Housing Rehabilitation and First-Time Homebuyer assistance. Both programs met their established annual objectives, with additional households in the process. Prior year HOME funds were used to acquire and rehabilitate a single-family home; work was completed in September 2015 and the unit was purchased and occupied by a first-time homebuyer in December 2015, meeting the objective of creating one additional affordable home for this program year. With accumulated CHDO funds and additional revenue from the non-CDBG share of the sale of Fremont Plaza, the City may be able to pursue another affordable housing development project in the future.

## 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
White	90	13
Black or African American	4	0
Asian	43	11
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>137</b>	<b>24</b>
Hispanic	43	13
Not Hispanic	94	11

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

### Narrative

The City's Case Management program is the only CDBG-funded activity qualified under Low and Moderate Income Limited Clientele (LMC) and maintains demographic data on program participants. In general, the participants are equally split among three groups – Asians, Hispanics, and Non-Hispanic Whites. For the HOME-funded Housing Rehabilitation Program and First-Time Homebuyer Assistance Program, Hispanic persons represent slightly more than half of those assisted, with the remaining assisted persons being Asians.

While the Fair Housing services are funded under the CDBG Administration Cap (20 percent) and not required to report demographic data, the Housing Rights Center also maintains statistics on its clients. Approximately 48 percent of their clients are Hispanic, 23 percent Asian, 22 percent White, five percent Black, and three percent American Indian/Alaskan.

The race and ethnicity of those benefitting from the City various CDBG- and HOME-funded programs generally reflects the demographics of the City as a whole.



## 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	Federal - Public	8,185,823.01	1,195,354.75
HOME	Federal - Public	381,070	323,550.79

**Table 3 - Resources Made Available**

### Narrative

The City had available a total of \$791,498 in CDBG allocation and \$7,394,325.01 in program income during FY 2015-2016. Specifically, \$7,067,036.62 of the program income came from the sale of Fremont Plaza. Total available amount was \$8,185,823.01. The City is in the process of amending the FY 2016-2017 Action Plan to determine the specific uses for this program income.

The City's HOME program received an allocation of \$324,545 for FY 2015-2016 and a program income of \$56,525.02, for a total available amount of \$381,070.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Not Applicable			

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

Other than the City's low and moderate income areas, the City has not established any special target areas for investments.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City of Alhambra has access to Federal and local resources to achieve its housing and community development priorities. Specific funding sources will be utilized based on the opportunities and constraints of each project or program.

In addition, the City received significant program income from the sale of Fremont Plaza. The City utilized CDBG (Section 108 Loan) funds and redevelopment funds for the construction and rehabilitation of Fremont Plaza. Due to the dissolution of redevelopment in California, the City is required to dispose of this property. Sale of this property completed in May 2016. Upon sale of the property, 29.46 percent of the proceeds (\$7,067,036.62) was paid back to the CDBG program, the remaining proceeds were shared among various taxing agencies, including the City of Alhambra. The City is in the process of amending the FY 2016-17 Action Plan to allocate these funds received in FY 2015-2016 for projects including, but not limited to, off-street parking, new/replacement street improvements, sidewalk improvements, handicap ramps, removal of architectural barriers that impede handicap access, public facility improvements, and related items citywide.

The City is requesting permission from the State to utilize its non-CDBG portion of the sales proceeds, approximately \$4.5 million, to fulfill its repayment obligation to the Housing Asset Fund (funds previously borrowed by the City to pay for Supplemental Education Revenue Augmentation Fund). If approved, this funding will be available to leverage HOME funds to provide affordable housing in the community.

In addition, the City periodically pursues other state and federal grants for public improvement projects.

**HOME Match Requirements:** The City is required to provide a 25 percent match on all HOME Fund expenditures except for planning and administration, CHDO operating, CHDO capacity building, and CHDO project-specific expenses when repayment is waived. The City has an excess HOME match of over \$5 million from previous years. This excess will be adequate to satisfy the City's HOME match requirements for an extended period of time.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	5,230,848
2. Match contributed during current Federal fiscal year	173,950
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	5,404,798
4. Match liability for current Federal fiscal year	49,849
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	5,354,950

**Table 5 – 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
15.01.NON	10/01/2015	0	0	0	0	173,950	0	173,950

Table 6 – 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
\$	\$	\$	\$	\$
0	56,525.02	56,525.02	NA	0

Table 7 – 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	\$479,288.86	0	0	0	\$352,332.69	\$126,956.17
Number	2	0	0	0	1	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	\$479,288.86	0	\$479,288.86			
Number	2	0	2			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 – 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	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

**Relocation and Real Property Acquisition** – 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 10 – 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	0	0
Number of Non-Homeless households to be provided affordable housing units	9	11
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>9</b>	<b>11</b>

**Table 11 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	7	10
Number of households supported through Acquisition of Existing Units	1	1
<b>Total</b>	<b>9</b>	<b>11</b>

**Table 12 – Number of Households Supported**

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

The City did not fund an affordable rental housing project during the reporting period. During FY 2015-2016, one household closed escrow with FTHB downpayment assistance, and ten households were searching for a home. Housing costs for the assisted households meet Section 215 affordable housing requirements. In addition, the City purchased a single-family home at 2037 South Fifth Street on April 30, 2014. The rehabilitation was completed on September 28, 2015 and a FTHB participant moved in on December 9, 2015.

The County of Los Angeles Community Development Commission Public Housing Authority administers the Section 8 Housing Choice Voucher program on behalf of the City of Alhambra. As of February 2016, the County Public Housing Authority was assisting 603 Alhambra households with Section 8 Vouchers. The income levels for the vouchers are 503 extremely low income households, 78 very low income households, and 22 low income households.

One First Time Homebuyer up to 80 percent of the Area Median Income was assisted during the reporting period that meet the Section 215 definition of affordable housing.

The City does not identify targeted populations when providing affordable housing assistance. The City’s affordable housing programs are made available to all persons and households provided the household qualifies and does not exceed 80 percent of the median income criteria. Accessibility improvements are eligible improvements under the City’s rehabilitation programs. Occasionally, such improvements are included in the rehabilitation work scopes.

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

The City’s Housing Rehabilitation Program and First-Time Homebuyer Program are well-received in the community. Rehabilitation is underway for another nine housing units and ten households have been approved for FTHB assistance and are searching for a home. The City will likely continue these programs in the future.

With accumulated CHDO funds and additional revenue from the non-CDBG share of the sale of Fremont Plaza, the City may be able to pursue another affordable housing development project in the future.

**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 Persons Served	CDBG Actual	HOME Actual
Extremely Low-income (30% AMI)	0	0
Low-income (50% AMI)	2	2
Moderate-income (80% AMI)	4	3
<b>Total</b>	<b>6</b>	<b>5</b>

**Table 13 – Number of Persons Served**

**Narrative Information**

The City’s CDBG-funded Minor Housing Rehabilitation program assisted two low income and four moderate income households. For the HOME-funded Major Housing Rehabilitation Program, two low income (50 percent AMI) and two moderate income (80 percent AMI) households were assisted. In addition, one moderate income (80 percent AMI) household received assistance under the City’s First-Time Homebuyer Downpayment Assistance program. For FY 2015-2016, no extremely low income households applied for rehabilitation or homebuyer assistance. The City provides assistance to income-qualified applicants on a first-in-first-served basis, with the exception of urgent needs and emergency.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City participates in the efforts coordinated by LAHSA to assess the homeless population and their needs in the City. In addition, the Alhambra Police Department maintains a resource list and provides referrals to the homeless. Specifically, the Alhambra Police Department has a full-time 40-hour a week mental health clinician (from the County Mental Health Services Department) who rides along in the field with a corporal. The clinician works with the homeless to place them in psychiatric facilities, help locate their families, reunite them with family, reserve them space at shelters, and connect them with service providers, etc. This service will assist the homeless, including those who are being discharged from publicly funded institutions and systems of care, to obtain more stable housing arrangements. The clinician also assists with any other mental health issues in the schools, domestic calls, etc. The City continues to partner with the County Mental Health Services Department to assist the homeless in obtaining more permanent housing arrangements and other supportive services.

In addition, the City is in the process of amending its FY 2016-2017 Action Plan to allocate funding for a pilot Homeless Outreach Services program. This program will offer the following services:

- Outreach and engagement of homeless individuals;
- Coordinated Entry System (CES) Intake and Assessment (VI-SPDAT);
- Linkage to shelter and housing resources through the CES;
- Referrals to community resources such as medical care, mental health services; substance abuse treatment and legal aid, among others;
- Relationship building with homeless individuals as well as business owners and patrons of Alhambra, and
- Promote a good neighbor policy through skill building with homeless individuals related to proper conduct in public spaces.

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

Alhambra continues to participate in the Los Angeles Continuum of Care Strategy as the primary delivery system of comprehensive and coordinated housing and services for the homeless. The County's regional Continuum of Care system includes over 100 agencies that provide emergency, transitional, and permanent supportive housing, plus services to address the needs of homeless persons and enable transition to independent living. In 2014, the City amended the Zoning Ordinance to include provisions for emergency shelters, transitional housing, and supportive housing. The City will continue to monitor the effectiveness of these zoning provisions.



**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**

Homeless prevention services are also available citywide through the Fair Housing program provided by the Housing Rights Center. Fair housing services assist those who are at risk of becoming homeless by improving the tenant/landlord relationship, reducing evictions, and assisting households in finding adequate housing. Other homeless services and facilities are provided by agencies located throughout the San Gabriel Valley that help prevent homelessness.

The City Police Department partners with the County Mental Health Services Department to conduct homeless outreach. The full-time mental health clinician from the County rides along in the field with a corporal. The clinician works with the homeless, including those being discharged from publicly funded institutions and systems of care, to place them in stable housing arrangements and help reunite them with family, and connect them with service providers, etc.

**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**

Agencies such as Catholic Charities-San Gabriel Region provide services to help people attain self-sufficiency through case management, job placement, skills assessment, and psychological counseling. Often a variety of services are offered, including low-cost child care, emergency utility and other assistance, individual and family counseling, immigration/refugee services, homeless services, welfare to work program, medical and social services, and more. The City continues to refer residents in need to the appropriate agencies.

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

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

No public housing projects are located in Alhambra.

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

Not applicable.

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

Not applicable.

## **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 constraints 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. These cost-burdened households require the City's special attention to address their underserved needs. Alhambra 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.

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

The City's underserved populations include the elderly, disabled, homeless, and low and moderate income households with housing cost burdens. These populations with the worst-case needs represent the most vulnerable groups in the community. The City continues to rely on its existing network of public and nonprofit service agencies, along with the City's Joslyn Senior Center, to provide an array of supportive services for the City's underserved groups. In addition, the City utilized CDBG funds to support the fair housing program that targets many of the City's underserved residents. Fair housing is a homeless prevention strategy, allowing many equal access to housing and assisting those facing unfair treatment in the housing market.

In addition, the City allocated CDBG funds to make improvements to Almansor Park. Rehabilitation of the jogging trail and gym floor will benefit persons with disabilities. The City is also in the process of amending its FY 2016-2017 Action Plan to allocate funding for ADA curb cuts and ramps, and to initiate a Homeless Outreach Services program.

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

The City does not operate any Tenant-Based Rental Assistance (TBRA) program and therefore, requirements relating to Children with Environmental Intervention Blood Lead Levels (EIBLL) do not apply to the City.

Lead-based paint abatement is fully integrated into the City's Housing Rehabilitation and First-Time Homebuyer Assistance (FTHB) programs. Based on program records, the majority of the units assisted under the City's Housing Rehabilitation and FTHB programs do not have young children (under age of six) that would be considered high risk of lead-poisoning. Nevertheless, the City adheres to the requirements regarding lead-based paint regulations, including notification, risk assessments, interim controls or abatement, as needed, and clearances. Of the four major rehabilitation projects completed in FY 2015-2016, all four HOME-funded projects included lead-based paint hazards abatement. Of the six CDBG-funded projects completed in FY 2015-2016, two included lead-based paint hazards abatement as well.

The City's Code Enforcement and housing staff continues to provide information of lead-based paint hazards and resources for abatement to residents. City staff periodically contacts the County

Health Department for updated information, lead hazards, and resources on addressing lead-based paint and lead-poisoning. Such information is also available at public counters.

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

While no FY 2015-2016 CDBG funds were expended on economic development activities, the City continues to implement its comprehensive plan to remain a business-friendly community, encouraging business growth/development that creates employment opportunities. Specifically, City staff provides:

- Assistance in matching potential tenants to the best possible location;
- Streamlined procedures for enabling new businesses to open more expeditiously;
- Modest business/utility user fees; and
- A host of marketing programs to attract and maintain businesses, residents and customers.

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

CDBG and HOME programs, implemented out of City Hall at 111 S. First Street, are delivered by the Deputy City Manager and Director of Development Services, under the direction of the City Manager. The City works with the Housing Rights Center to provide fair housing services. In addition, the City works with a number of City departments and outside agencies to ensure special needs groups are served. The City continues to identify qualified CHDOs to help rehabilitate and/or construct affordable housing.

The strength of the delivery system structure rests primarily in the diversity of its participants and the depth and breadth of their experience and the expertise they provide. By including City of Alhambra departments, other government agencies, and nonprofit organizations such as the Housing Rights Center, the institutional structure actively encourages a diversity of funding sources and expertise. A major gap in this delivery system is the diminishing funding, which makes it increasingly difficult to attract participation of nonprofits in the CDBG and HOME programs.

Also, City staff continues to consult with HUD staff and attend HUD trainings in order to better craft the CDBG and HOME programs to be delivered in a cost-effective manner.

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

The Alhambra community possesses an intricate community service and leadership network and Alhambra's City Hall is at the center of this network. For decades, the City has provided most of the essential direct housing, community and economic development, and social services in the community. In doing so, the City became the center of the network of public and private agencies. The City's employment and training, child care, recreation, developmentally disabled, and senior citizen programs continue to work with clients who seek housing and emergency services.

The City also continues to bring other supportive services to residents of local shelters and supportive housing facilities. Specifically, the Alhambra Police Department has a full-time 40-hour a week mental health clinician (from the County Mental Health Services Department) who rides along in the field with a corporal. The clinician works with the homeless to place them in psychiatric facilities, help locate their families, reunite them with family, reserve them space at shelters, and connect them with service providers, etc. The clinician assists with any other mental health issues in

the schools, domestic calls, etc. The City continues to partner with the County Mental Health Services Department to assist the homeless in obtaining more permanent housing arrangements and other supportive services.

The City works with the Housing Rights Center (HRC) to provide fair housing services. HRC operates a fair housing clinic at the Alhambra Library to assist residents with questions on fair housing issues.

The City continues to coordinate with public and private housing and services agencies to deliver housing and community development activities in the community. Various agencies are on the City's outreach list to be invited to attend public meetings related to the CDBG and HOME programs. The City also continues to participate in regional planning efforts coordinated by such agencies/organizations as the Southern California Association of Governments (SCAG), San Gabriel Valley Council of Governments (SGVCOG), and LAHSA, among others.

<b>Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)</b>
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**Demographics/Decent Affordable Housing:**

- Continue to promote affordable housing opportunities to low and moderate income households, ensuring outreach materials are available in multiple languages (English, Spanish, and Chinese) and distributed at community locations.
- Continue to promote a range of affordable housing options to address the City's diverse needs (including seniors and families) through new construction of affordable housing, acquisition/rehabilitation, rehabilitation assistance, homebuyer assistance, and rental assistance (Housing Choice Vouchers).
- Continue to provide the Housing Rehabilitation Programs and First-Time Homebuyer Program.

**Access to Financing:**

- Monitoring of lending practices is included as part of the City's fair housing program scope of services.
- The City continues to provide information on financial literacy, foreclosure prevention services, and homebuyer education for residents.
- The City continues to coordinate with local lenders to expand outreach activities with the goal of diversifying the lenders' applicant profiles.

**Public Policies:**

- The City is updating its General Plan. As part of this process, the City is evaluating its land use policy and capacity for future residential development, including a variety of housing options for different household types and households with special needs.
- In May 2013, the City amended the Zoning Ordinance to establish a formal reasonable accommodations procedure.

**Discriminatory Practices in the Housing Market:**

- Continue to operate a fair housing program that includes fair housing complaints intake and

investigation, as well as outreach and education. Fair housing workshops are being offered by the Housing Rights Center (HRC), including topics such as fair housing laws, evictions, rent increases, sexual harassment, notices to vacate, late fees, illegal practices, security deposits, repairs, disability rights, familial status, and advertisements. HRC also promotes fair housing using various avenues: Project Place (newsletter), website, Facebook, Twitter, booths at community events, press releases, and weekly walk-in clinics.

- Through HRC's fair housing services, continue to monitor trends and patterns of fair housing complaints to target outreach and education activities.

**Discriminatory Language in Real Estate Ads:**

- Monitoring of rental and home sale listings is included as part of the fair housing services.
- Through HRC's fair housing services, the City continues to provide fair housing outreach and education to newspapers, listing agencies, real estate associations, apartment owners/managers associations, and homeowners associations, etc.

## CR-40 - Monitoring 91.220 and 91.230

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City conducts monitoring reviews of all activities to ensure that programs are carried out in accordance with the Consolidated Plan and Action Plan and in a timely manner. All programs and projects are reviewed in February to determine if the program/project is moving forward in a manner that will allow for the timely expenditure of the funds. On-site monitoring takes place following the February review, and is conducted by the Deputy City Manager or their designee to ensure that statutory and regulatory requirements are being met.

**Monitoring Standards and Procedures:** Internally, monitoring of the affordable housing program is accomplished by City staff using current operating internal controls and management systems. The controls are designed to ensure maintenance of complete and accurate program and financial records, continuous tracking of program progress, separation of job duties, provision of periodic reports, and public access to program documents. The City has established requirements for the publishing and review of consultant/contractor RFPs and contracts, and requests for payment.

To ensure public review of the housing programs and to allow for public comments on goals and progress, all new housing projects require hearings before the Planning Commission. All requests for funding require a hearing before the City Council, and public input is received at the Housing and Community Development Citizen Advisory (HCDA) Committee meetings. In addition, public review meetings on CDBG-funded activities are held annually on proposed programs.

The City's internal monitoring system is organized to maintain adequate records to ensure compliance with State and Federal regulations regarding Nondiscrimination/Equal Opportunity, Minimum Wage, Davis Bacon, Section 504/Handicapped Accessibility, Federal Housing Quality Standards, and other mandated Federal Rules. The City will monitor its sub-recipient(s) on an annual basis.

**Intake Procedure for Housing Programs:** All housing programs require that applicants complete a pre-qualification form to determine that the applicant meets income requirements, is a legal citizen or resident of the United States, and record household size and relationships. The First-Time Homebuyer program also requires applicants be Alhambra residents for two consecutive years. If the pre-qualification form is approved, the applicant must provide proof of household income, and proof of household size of family to number of bedrooms.

For rehabilitation assistance, if the applicant receives preliminary approval that they meet the program guidelines, City staff inspects the property to determine that the proposed rehabilitation work is required, that the property meets City and State building codes, and tests for lead-based paint on homes built prior to 1978.

**Tracking System:** The Director of Development Services and Development Services staff use a rehabilitation board to track the progress of projects. This board provides a visual tracking system for checking on projects completed, in progress, or on hold and indicates the staff member handling the project.

**Monitoring/Evaluation:** Each Rehabilitation staff person is responsible for monitoring his or her projects. However, the Director of Development Services, or their designee, reviews the projects during different phases to ensure rehabilitation works are eligible activities.

For the City's FTHB Program, to ensure that approved households continue to qualify for assistance and are committed to participating in the program, households approved for FTHB assistance must re-certify their income and commitment every six months while they are looking for a home to buy.

#### **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The CAPER was considered by HCDA on September 6, 2016 at 7:00 p.m.

The CAPER was available for public review and comment from September 7 through September 22, 2016. The report was available at City Hall, the Library, and on the City's Website at [www.cityofalhambra.org](http://www.cityofalhambra.org). The City published notices in three newspapers to advertise the public review period and the locations where the report would be available. Copies of these notices are included as an attachment to this CAPER. No comments were received during the 15-day public review period.

The City Council reviewed the CAPER at its regular meeting on September 26, 2016. No public comments were received at the meeting.



## 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.**

### **Backup Projects**

Included in the FY 2015-2016 Action Plan is a description of Backup Projects with funding that can be activated during the program year without the need for a lengthy amendment process. Among those activities listed are Capital Improvement and Public Facility Projects with a funding level of up to \$350,000 in CDBG funds. On February 8, 2016, the City activated the backup Capital Improvement Funding for the following activities:

- \$120,000 for Granada Park Improvements (rehabilitate the restrooms with energy efficiency lighting and plumbing fixtures)
- \$230,000 for Almansor Park Improvements (jogging trail lighting replacement for energy efficiency, jogging trail rehabilitation, and rehabilitate the gym floor)

Both projects are located in low and moderate income areas, benefitting approximately 37,195 low and moderate income persons. These projects are underway.

### **Amendments**

The City received a substantial amount of program income in FY 2015-2016. The City utilized CDBG (Section 108 Loan) funds and redevelopment funds for the construction and rehabilitation of Fremont Plaza. Due to the dissolution of redevelopment in California, the City is required to dispose of this property. Sale of this property completed in May 2016. Upon sale of the property, 29.46 percent of the proceeds (\$7,067,036.62) was paid back to the CDBG program, the remaining proceeds were shared among various taxing agencies, including the City of Alhambra. The City is in the process of amending the FY 2016-17 Action Plan to allocate these funds received in FY 2015-2016 for projects including, but not limited to; off-street parking, new/replacement street improvements, sidewalk improvements, handicap ramps, removal of architectural barriers that impede handicap access, public facility improvements, and related items citywide.

<b>Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?</b>	No
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**[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.**

The HOME-funded senior rental property, the La Valencia project at 15 N. Valencia, annually submits to the City their tenant occupancy, income certification and rent information. The La Valencia site was monitored in 2016 with no compliance issues detected only best practices items dealing with their waiting list and priority selection process. The City provided guidance to insure a fair and equitable selection process from the waiting list.

Another HOME-funded senior project, the Plaza on Main project at 4<sup>th</sup> and Main, through the Program Administrator, quarterly submits to the City their tenant occupancy, income certification and rent information, in addition to annually submitting the results of the yearly unit inspections and tenant file inspection. The agreement with the program administrator and the affordability period for the Plaza on Main project ends August 2016.

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

The City of Alhambra has adopted the following procedures and requirements as their Affirmative Marketing Plan. Steps will include actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability.

### **Marketing Media Outreach**

Methods and materials used for informing the public, owners and potential tenants about the housing market and stock available in the City of Alhambra:

- Local Newspapers
- Brochures
- Signs
- HUD's Fair Housing Poster
- Equal Housing Opportunity logo on all program material
- Commercial media

### **Affirmative Marketing Procedures**

To carry out the City of Alhambra's requirements and procedures and to further inform groups least likely to apply about the availability of housing, and to market to fill vacancies as they occur after initial occupancy, the City, and/or owners agree to establish and maintain contact with programs and organizations that are located locally in the City's housing market area. The requirements and procedures will include:

- Use of Marketing Media Outreach materials and methods
- Use of local community, non-profits, and housing market business contacts

**Maintenance of Records**

The following are records and documentation the City and/or owner will maintain to assess marketing effectiveness:

- Names of publications used to advertise program
- Samples of media material used in advertising/marketing program
- Types of commercial media used to advertise/market the program
- Lists of local community organization contacts and correspondence and media material mailed to these groups

**Monitoring Affirmative Marketing Plan**

The City will monitor the Affirmative Marketing Plan as follows:

- Review owner/applicant Affirmative Marketing Plans prior to marketing activities
- The City will review and update their Affirmative Marketing Plan, as needed, every five years to correspond with the City’s Five Year Consolidated Plan.

The City adhered to its Affirmative Marketing Plan when implementing its housing programs. Specifically, all program brochures are provided in three languages: English, Spanish, and Chinese. Among the households assisted with rehabilitation loans and homebuyer assistance, the racial/ethnic composition is: eight Hispanic and three Asian households.

**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**

Repayment of the HOME-funded housing rehabilitation loans is deposited into a separate account to finance additional housing rehabilitation activities. The City amended the FY 2015-2016 Action Plan once to address the allocation of unprogrammed program income from the HOME program. On April 11, 2016, the City amended the FY 2015-2016 Action Plan to increase funding to the Housing Rehabilitation Program by \$56,525. The program income was used to fund a Housing Rehabilitation Loan of \$27,359 for one extremely low income Hispanic household. As of the writing of this CAPER, only \$185 has been drawn.

**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)**

Market and governmental factors pose constraints 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. These cost-burdened households require the City’s special attention to address their underserved needs. Alhambra 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 did not fund an affordable rental housing project during the reporting period. During FY 2015-2016, one household closed escrow with FTHB downpayment assistance, and ten households were searching for a home. Housing costs for the assisted households meet Section 215 affordable housing requirements. In addition, the City purchased a single-family home at 2037 South Fifth Street on April 30, 2014. The rehabilitation was completed on September 28, 2015 and a FTHB participant moved in on December 9, 2015.

The County of Los Angeles Community Development Commission Public Housing Authority administers the Section 8 Housing Choice Voucher program on behalf of the City of Alhambra. Currently, 603 Alhambra households are receiving Section 8 Vouchers. The income levels for the vouchers are 503 extremely low income households, 78 very low income households, and 22 low income households.

One First Time Homebuyer was assisted during the reporting period that meets the Section 215 definition of affordable housing with one household at the low income level (50 percent AMI)

The City does not identify targeted populations when providing affordable housing assistance. The City's affordable housing programs are made available to all persons and households provided the household qualifies and does not exceed 80 percent of the median income criteria. Accessibility improvements are eligible improvements under the City's rehabilitation programs. Occasionally, such improvements are included in the rehabilitation work scopes.

In addition to the CDBG- and HOME-funded affordable housing activities, the City fosters affordable housing through the following:

- Implement the Housing Element and maintain compliance with State laws;
- Offer One-Stop streamlined permit processing for affordable and large-scale housing projects;
- Provide flexible development standards to promote high quality multi-family housing; and
- Offer a density bonus for affordable housing projects that meet State Density Bonus law.

## Appendix A: Public Participation

**Ciudad de Alhambra  
Aviso Público  
Aviso No. N2M16-126**

POR MEDIO DE LA PRESENTE SE HACE SABER QUE el Rendimiento Anual Consolidado y el Reporte de Evaluación (CAPER, por sus siglas en inglés) 2015-2016 una evaluación de todas las actividades financiadas por la Subvención en Bloque para Desarrollo Comunitario (CDBG, por sus siglas en inglés) y el Programa HOME estarán disponibles para su revisión y comentarios públicos comenzando el miércoles 7 de septiembre de 2016 al jueves 22 de septiembre de 2016 en las siguientes ubicaciones:

Ayuntamiento de Alhambra, Departamento de Servicios de Gestión  
111 S. First Street  
Alhambra, CA 91801

Biblioteca del Centro Cívico de Alhambra  
101 S. First Street  
Alhambra, CA 91801

Está también disponible en línea en [www.cityofalhambra.org](http://www.cityofalhambra.org) o contactando a la Ciudad de Alhambra al (626) 570-5011.

Los comentarios deben ser presentados por escrito antes de las 5:00pm del jueves 22 de septiembre de 2016, a Jessica Binnquist, Administradora Adjunta de la Ciudad, 111 S. First Street, Alhambra, CA 91801.

Mark Yokoyama  
Administrador de la Ciudad  
Ciudad de Alhambra  
111 S. First Street  
Alhambra CA 91801

Aviso No. N2M16-126  
23 de agosto de 2016  
Publicar el miércoles 7 de septiembre de 2016  
Pasadena Star News, La Opinión, World News

# Advertising Order Confirmation

09/02/16 10:18:07AM  
Page 1

<u>Ad Order Number</u> 0010841620	<u>Customer</u> CITY OF ALHAMBRA	<u>Payer Customer</u> CITY OF ALHAMBRA	<u>PO Number</u> N2M16-126
<u>Sales Representative</u> Mikki Almeida	<u>Customer Account</u> 5007649	<u>Payer Account</u> 5007649	<u>Ordered By</u> Jessica
<u>Order Taker</u> Mikki Almeida	<u>Customer Address</u> ADMIN SERV 111 S. FIRST STREET ALHAMBRA, CA 91801	<u>Payer Address</u> ADMIN SERV 111 S. FIRST STREET ALHAMBRA, CA 91801	<u>Customer Fax</u>
<u>Order Source</u> Select Source	<u>Customer Phone</u> 626-570-5091	<u>Payer Phone</u> 626-570-5091	<u>Customer Email</u>
<u>Current Queue</u> Ready	<u>Invoice Text</u>	<u>Ad Order Notes</u> cont 9/2	
<u>Tear Sheets</u> 0	<u>Affidavits</u> 0	<u>Blind Box</u>	<u>Materials</u>
		<u>Promo Type</u>	<u>Special Pricing</u>

<u>Ad Number</u> 0010841620-01	<u>Ad Size</u> 4 X 45 LI	<u>Color</u>	<u>Production Color</u>	<u>Ad Attributes</u>	<u>Production Method</u> AdBooker	<u>Production Notes</u>
<u>External Ad Number</u>	<u>Pick Up</u>	<u>Ad Type</u> Legal Liner	<u>Released for Publication</u>			

City of Alhambra  
Public Notice  
Notice No. N2M16-126

NOTICE IS HEREBY GIVEN THAT the 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER), an assessment of all activities funded under the Community Development Block Grant (CDBG) and HOME Program, will be available for public review and comment beginning Wednesday, September 7, 2016 through Thursday, September 22, 2016 at the following locations:

Alhambra City Hall, Management Services Department  
111 S. First Street  
Alhambra, CA 91801

Alhambra Civic Center Library  
101 S. First Street  
Alhambra, CA 91801

It is also available online at [www.cityofalhambra.org](http://www.cityofalhambra.org) or by contacting the City of Alhambra at (626) 570-5011.

Comments must be submitted in writing by Thursday, September 22, 2016, 5:00pm to Jessica Binnquist, Deputy City Manager, 111 S. First Street, Alhambra, CA 91801.

Mark Yokoyama  
City Manager  
City of Alhambra  
111 S. First Street  
Alhambra CA 91801  
Pub: Sept. 7, 2016

Pasadena Star News Ad#841620

<u>Product</u> SGV Newspapers:Pasadena	<u>Requested Placement</u> Legals CLS	<u>Requested Position</u> MiscellaneousNotices - 1076-	<u>Run Dates</u> 09/07/16	<u># Inserts</u> 1
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## 阿罕布拉市

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公告號碼 N2M16-126 茲通告關於 2015-2016 年度的綜合績效和評估報告 (CAPER)，評估由社區發展整筆津貼 (CDBG) 和家庭計劃 HOME Program 所資助的所有活動經費，將從 2016 年 9 月 07 日星期三至 2016 年 9 月 22 日星期四，再下列地點提供給公眾審查和評論：Alhambra City Hall, Management Services Department 阿罕布拉市政廳，管理事務部 111 S. First Street Alhambra, CA 91801 Alhambra Civic Center Library 阿罕布拉市民中心圖書館 101 S. First Street Alhambra, CA 91801 它也可以在網上點查 [www.cityofalhambra.org](http://www.cityofalhambra.org) 或直接與阿罕布拉市連絡 (626) 570-5011。民眾意見必須在 2016 年 9 月 22 日，5:00pm 前以書面形式提交給 Jessica Binnquist, Deputy City Manager, 111 S. First Street, Alhambra, CA 91801. Mark Yokoyama City Manager City of Alhambra 111 S. First Street Alhambra CA 91801 公告號碼 N2M16-126 8月23日2016年 發布星期三，9月7日2016年 Pasadena Star News, La Opinion, World News

## 阿罕布拉市 公共通告 公告號碼 N2M16-126

茲通告關於 2015-2016 年度的綜合績效和評估報告 (CAPER)，評估由社區發展整筆津貼 (CDBG) 和家庭計劃 HOME Program 所資助的所有活動經費，將從 2016 年 9 月 07 日星期三至 2016 年 9 月 22 日星期四，再下列地點提供給公眾審查和評論：

Alhambra City Hall, Management Services Department  
阿罕布拉市政廳，管理事務部  
111 S. First Street  
Alhambra, CA 91801

Alhambra Civic Center Library  
阿罕布拉市民中心圖書館  
101 S. First Street  
Alhambra, CA 91801

它也可以在網上點查 [www.cityofalhambra.org](http://www.cityofalhambra.org) 或直接與阿罕布拉市連絡 (626) 570-5011。

民眾意見必須在 2016 年 9 月 22 日，5:00pm 前以書面形式提交給 Jessica Binnquist, Deputy City Manager, 111 S. First Street, Alhambra, CA 91801.

Mark Yokoyama City Manager City of Alhambra 111 S. First Street Alhambra CA 91801 公告號碼 N2M16-126 8月23日2016年 發布星期三，9月7日2016年 Pasadena Star News, La Opinion, World News

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與我們聯絡

## Appendix B: IDIS Reports

This CAPER is prepared in eConPlanning Suite. Per HUD instruction, the only additional IDIS report required is:

- PR 26: CDBG Financial Summary Report