



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**CONSOLIDATED  
ANNUAL  
PERFORMANCE AND  
EVALUATION  
REPORT (CAPER)**

**FY 2016-2017**

ALAMEDA COUNTY HOME CONSORTIUM

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## TABLE OF CONTENTS

CR-05 Goals and Outcomes .....	3
CR-10 Racial and Ethnic Composition .....	6
CR-15 Resources and Investments .....	7
CR-20 Affordable Housing .....	9
CR-25 Homeless and Other Special Needs .....	11
CR-30 Public Housing .....	13
CR-35 Other Actions .....	13
CR-40 Monitoring .....	17
CR-45 CDBG .....	18

Disclaimer: This document is a draft, and provided as a courtesy. This document is not to be considered the final FY 2016-2017 CAPER. Because it is a work in progress, there are parts that may be revised, including accomplishment data, page numbers and references. All information contained herein is subject to change upon further review

## I. CR-05 - GOALS AND OUTCOMES

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

The City of Hayward conducted activities during FY 2016-2017 to support local housing, community and economic development efforts. The City managed or implemented each activity in a manner consistent with the certifications presented in the FY 2016-2017 Annual Action Plan, including:

- Affirmatively furthering fair housing;
- Following an anti-displacement and relocation plan;
- Providing a drug-free workplace;
- Ensuring no federal funds were used for lobbying; and
- Implementing activities that are consistent with all components of the 5-Year Consolidated Plan.

Finally, the Housing Rehabilitation Program provided grants to twelve low-income senior households during this reporting period. Many of the homes that received financial assistance for significant repairs required larger grant amounts allocated to each household, resulting in fewer households assisted than projected. Additionally, the City has begun working with Rebuilding Together to provide smaller and less costly repairs and Habitat for Humanity through the State's CalHome loan program for mobile home repairs.

All other FY 2016-2017 projects well exceeded proposed goals. In general, the needs of low-income Hayward residents are more than the limited availability of funds. Sub-grantees continue to serve more clients each program year despite relatively stagnant financial resources. This is especially true of projects that provide public services. Goals and outcomes related to each CDBG project are included in Table 1.

### 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)

Activities were consistent with the goals and objectives of the 2016-2017 Annual Action Plan. Five projects outlined remain open at this time and include the following: Two economic development projects which include small business loans and are currently being tracked by the City's Economic Development team with a goal of closure by end of PY 2017; and three infrastructure projects which will be closed in the coming months.

Goal	Category	Indicator	Unit of Measure	Actual Program Year
Affordable Housing	Affordable Housing	Rental units constructed	Household Housing Unit	0
		Homeowner Housing Rehabilitated	Household Housing Unit	80

		Housing for People with HIV/AIDS added	Household Housing Unit	0
Community and Economic Development	Non-Housing Community Development	Jobs created/retained	Jobs	38
		Businesses assisted	Businesses Assisted	12
Homelessness Prevention	Homeless	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	8
		Homeless Person Overnight Shelter	Persons Assisted	0
		Homelessness Prevention (excludes homeless shelter or RRH)	Persons Assisted	920
Neighborhood Facilities and Improvements	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Housing (including homeless facilities)	Persons Assisted	51,119
		Facade treatment/business building rehabilitation	Business	0
Non-Homeless Special Needs	Non-Homeless Special Needs	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2,351

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

The City has prioritized homelessness prevention and neighborhood improvements related to ADA accessibility and health and safety in its strategic efforts. City Council has addressed homelessness by providing housing first funding resources and maintaining safety net resources such as emergency shelters and legal services that prevent homelessness. The City remains an active participant of the EveryOne Home countywide consortium to end homelessness.

A significant portion of the remainder of funds were utilized for ADA accessibility projects and health and safety upgrades primarily to address improved safety for seniors, as Hayward has a sizable aging population. ADA accessibility projects include accessible restrooms at a local recreation facility, and an emergency room that serves the majority extremely low income individuals within the City of Hayward, as well repairs to increase mobility and improved safety for seniors. Health and safety upgrades to the City’s Family Emergency Shelter are in process and are expected to be completed by end of PY 2017.

It is important to note that the accomplishment data for FY 2016-2017 includes programs that were

outlined in past years' action plans. This data is included in the FY 2016-2017 reported pulled from IDIS, for example PR-03, because accomplishments or final requests from reimbursement from HUD through the LOCCS system took place after the end of the program year. Other projects were closed out after the one year mark due to their complex nature – for example the HPN Streets Improvement Project. Providing all data relating to PR 2016 reports available in IDIS, is consistent with HUD guidance on proper reporting policies and procedures and provides for consistency in system reports.

## II. CR-10 - RACIAL AND ETHNIC COMPOSITION

**Describe the families assisted (including the racial and ethnic status of families assisted).**

**91.520(a)**

	<b>CDBG</b>
White	24,099
Black or African American	6,593
Asian	5,781
American Indian or American Native	5,372
Native Hawaiian or Another Pacific Islander	1,513
Black/White	9
Asian/White	14
White/Native American	0
Black/Native American	1
Multi-racial or Other	11,134
<b>Total</b>	<b>54,516</b>
Hispanic	18,029
Not Hispanic	36,487

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

### **Narrative**

The information reported on people is the sum of information reported by the PR-03 Report in IDIS for Program Year 2016. This includes some programs that were funded in past years, but accomplishments or final disbursements were reported after September 30<sup>th</sup> of their program year. The information reported on families is generated by the online reporting system, Integrated Disbursement & Information Systems (IDIS). More detailed information regarding the ethnic and income information for each project can be found at Attachment 1 – 2016 Accomplishment Data. Programs with NA for accomplishments are still in process, namely complicated infrastructure projects that will be reporting accomplishments in 2018.

## III. CR-15 - RESOURCES AND INVESTMENTS

**Identify the resources made available**

The City of Hayward utilized resources from the Federal government, Alameda County Measure-B Sales Tax funds, and City General Funds to support housing and community development activities during FY 2016-2017. These resources were leveraged with investments made by private and non-profit organizations. The following section describes each funding source used during the year.

### Federal Funding Sources

The City of Hayward directly receives Community Development Block Grant (CDBG) federal funds from the U.S. Department of Housing and Urban Development (HUD). Additionally, there are other federal programs that provide resources for housing and community development projects through private developers and other governmental agencies.

#### *Community Development Block Grant (CDBG) Program*

CDBG funds are made available to the City on an entitlement basis. The exact amount of funds allocated to the City is based on a HUD formula that incorporates several urban characteristics including population, age and condition of the City's housing stock, demographics, and incidence of poverty. In FY 2016-2017, the City's entitlement allocation was roughly \$1.4million. The entitlement allocation was appropriated for a variety of housing-related and community development projects benefitting low and moderate-income families. Program Income was directed towards expenses related to Administration. The Revolving Loan Funds currently remain unallocated while the City restructures its Small Business Assistance program.

#### *HOME Investment Partnership Program*

In FY 2016-2017, the City received an allocation of approximately \$270,000 as a participant in the Alameda County HOME Consortium. These funds are being used to expand the availability of affordable housing to benefit low income families.

#### *HUD Section 8 Rental Assistance Funds*

Section 8 is a federally funded, locally administered rental assistance program for low-income families, senior citizens, and persons with disabilities. The Alameda County Housing Authority administers the Section 8 rental subsidy program for most Alameda County jurisdictions, including the City of Hayward.

#### *Housing Opportunities for Persons with AIDS (HOPWA)*

HUD makes funding available through the Housing Opportunities for Persons with AIDS program for a variety of housing and supportive services activities for persons living with HIV and AIDS. The Alameda County Department of Housing and Community Development administers the HOPWA program for Alameda County. HOPWA funded activities serve all Alameda County jurisdictions. The City of Hayward coordinates with Alameda County in providing accessibility/barrier removal grants to rehabilitate units in Hayward for people receiving HOPWA services. Please refer to Alameda County's FY 2016-2017 CAPER for information regarding HOPWA-funded programs and projects.

#### *Supportive Housing Program (SHP)*

This HUD program implements the McKinney Act and is designed to promote the development of supportive housing and services for homeless persons. SHP funds can be used for acquisition, rehabilitation, new construction, operating costs and supportive services. The Alameda County Department of Housing and Community Development administers the SHP on a county-wide basis. Please refer to the Urban County section of Alameda County's FY 2016-2017 CAPER for programs and projects funded through SHP during this period.

### State Funding Sources

#### *State of California Department of Housing and Community Development (HCD)*

HCD is the State agency that establishes the requirements for general plan housing elements. State law mandates that each jurisdiction in California prepare an element of their general plan that identifies local housing issues, determines housing needs, and establishes a housing strategy that addresses those needs

in a manner that is consistent with adopted goals and policies. HCD provides oversight, technical assistance for housing element-related issues, and reviews and certifies the City's Housing Element of its General Plan. The City works with the State HCD during the preparation and approval of the Housing Element. HCD Also provides funding for different affordable housing projects and programs as that funding becomes available. The City applies for State HCD funding when proposed projects and programs become feasible, are ready for implementation, and demonstrate readiness. As previously mentioned, the City partners with Habitat for Humanity which received CalHome funding to improve mobile homes in Hayward.

### Local Funding Sources

#### *Mortgage Credit Certificates*

The California Debt Limit Allocation Committee is responsible for allocating Mortgage Credit Certificates (MCC). These certificates provide qualified homebuyers special tax benefits that help them afford a home loan. The Alameda County Housing and Community Development Department administers the MCC program for the City of Hayward.

#### *Alameda County Measure B (Sales Tax) Paratransit Transportation Funds*

The Alameda County Transportation Improvement Authority (ACTIA) allocated approximately \$800,000 in Measure B Base Program funds to the City of Hayward's Paratransit program in FY 2016-2017. Over 17,000 rides were provided to and from medical appointments and other destinations.

#### *City of Hayward General Fund*

The City's Social Services Program awards General Fund grants to local and regional social service providers that serve low-income Hayward residents. Approximately \$450,000 was allocated by the City from its General Fund to support the delivery of social services to low-income Hayward residents in FY 2016-2017. These funds were used to support services that address community needs.

**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.**

CDBG and HOME funds leveraged additional resources such as City General Funds, and County Measure B funds to support Homelessness Prevention, Community and Economic Development, and Non-Homeless Special Needs projects. Total resources from General, State and Measure B funds totaled over \$1.5 million, well more than a 1:1 match ration. Private investments were also leveraged in the development of additional affordable housing.

## **IV. CR-20 - AFFORDABLE HOUSING**

**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.**

	<b>Actual</b>
Number of homeless households to be provided affordable housing units	<b>8</b>
Number of non-homeless households to be provided affordable housing units	<b>12</b>
Number of special-needs households to be provided affordable housing units	<b>21</b>
<b>Total</b>	

**Table 3- Number of Households**

	<b>Actual</b>
Number of households supported through rental assistance	<b>8</b>
Number of households supported through the production of new units	<b>21</b>
Number of households supported through the rehab of existing units	<b>80</b>
Number of households supported through the acquisition of existing units	<b>0</b>
<b>Total</b>	

**Table 4 - Number of Households Supported**

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

During the reporting period, twenty-one (21) new rental housing units affordable to very low-income seniors, plus one manager’s unit, were completed at Weinreb Place, also known as the B & Grand Senior Housing project. Funding for this project included a HUD 202 allocation, low-income housing tax credits, and tax-exempt multifamily housing revenue bonds. The bonds were issued by the City. In addition to transferring the site for \$1.00 to the developer, the City also provided \$1,875,000 to enhance the project feasibility. This amount included two soft loans from federal sources: a \$775,000 HOME loan and a \$1,100,000 Housing Development Action Grant loan. Six units in the development were designated as HOME units.

Project Independence (PI) provides tenant based rental assistance for emancipated youth, a program implemented by Abode Services. Youth served are between the ages 18-24 in Alameda County and have aged out of the foster care system. The City of Hayward supported rental subsidies for an average of twelve units and eighteen youth. PI’s outcomes exceeded the goals projected for special-needs and rental assistance.

Habitat for Humanity East Bay/Silicon Valley’s proposal for this new homeownership development calls for the construction of ten single-family homes affordable to low- and very low-income families – those earning at-or-below 80% and 50% of the Area Median Income. Long-term affordability restrictions will be ensured through legal covenants recorded on the homes pursuant to the regulations governing the use

of the different sources of funding for the Project, including CRL, and State HCD BEGIN and CalHome programs. To make the homes more affordable, Habitat will utilize its successful “sweat equity” model where homebuyers must spend 500 hours working on their new homes in lieu of a down payment. Habitat will also help the homebuyers secure affordable 30-year fixed mortgages. Habitat incorporates green building materials and techniques in its construction practices, so each home will be energy efficient and will provide a healthy environment for its residents.

An additional project, the South Hayward BART Affordable Housing Project that will result in the creation of 151 new affordable housing units is underway. The South Hayward BART Affordable Housing Project includes the development of 151 units, including 86 affordable units to low-income families, 64 affordable units to low-income seniors, and one manager’s unit. Demolition of existing structures on the site was completed in FY 13-14 and construction started at the end of 2014. Project completion is expected by the summer of 2016.

This report will be updated to reflect additional narrative and data regarding the City’s progress in providing access to affordable housing as it becomes available.

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

In collaboration with other jurisdictions and Alameda County, the City, as a participant in the HOME Consortium has conducted an Analysis of Impediments to Fair Housing (AI). Additionally, Alameda County jurisdictions conducted a comprehensive survey to seek stakeholder input and analyze countywide data to determine area needs related to Affordable Housing for its FY 2015-2019 Consolidated Plan. The findings of this survey are included in the Consolidated Plan and in combination with the results of the new Analysis of Impediments and Consolidated Planning efforts, will be considered when establishing future Affordable Housing goals in the Annual Action Plans.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each housing activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	46	18
Low-income	30	21
Moderate-income	4	0
<b>Total</b>		

**Table 5 – Number of Persons Served**

All 9 participants of the Housing First program were chronically homeless individuals that were eligible as Extremely Low-Income individuals; in addition, 46 families who received housing rehabilitation assistance in PY 2016 PR-03, also fell into this income bracket. The remaining other families that received housing rehabilitation assistance were Low-Income seniors.

Project Independence’s 18 participants meet income criteria for Extremely Low-Income individuals. The 21 new rental housing units completed at Weinreb place are occupied by very low-income seniors.

## V. CR-25 - HOMELESS AND OTHER SPECIAL NEEDS

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**

In FY 2016-2017 the City funded Abode Services using general fund dollars to provide street outreach to chronically homeless persons and families. In addition to outreach efforts, the Abode Services provided needs assessments, case management, and housing placement services. Additionally, the City utilized CDBG Economic Development funds to provide support to Downtown Streets Team which works with currently unsheltered individuals develop skills, place them in stable employment, and find stable housing. Downtown Streets Team provides comprehensive case management to those in their program at every stage in their journey out of homelessness.

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

The City funded two emergency shelter housing service programs during this reporting period utilizing City General Funds. Funds were prioritized to some of the most vulnerable target populations. This included Ruby's Place, which provided shelter to homeless women and children survivors of domestic violence as well as victims of human trafficking, and the Family Emergency Shelter Coalition, which provides shelter to families with children. The City also funded facility rehabilitation Family Emergency Shelter Coalition. City General Funds were also used to fund permanent supportive housing for 8 individuals through the Abode AC Impact program, as well as street outreach service through AC Impact for over 50 individuals.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City is an active participant in the EveryOne Home consortium. EveryOne Home is a community-based organization formed to coordinate the implementation of the EveryOne Home Plan. The EveryOne Home Plan is a comprehensive blueprint to end homelessness, including chronic homelessness, by the year 2020, and address the housing needs of extremely low income persons living with serious mental illness and/or HIV/AIDS. The Plan employs five core strategies:

- Prevent homelessness and other housing crises;
- Increase housing opportunities for the Plan's target populations by 15,000 units;
- Deliver flexible services to support stability and independence;
- Measure success and report outcomes; and
- Develop long-term leadership and public support for ending homelessness.

These efforts support the development of affordable housing, homelessness prevention, housing retention, and countywide coordinated intake and assessment to best serve the needs of homeless

individuals and families and those at-risk of homelessness. The City allocates a portion of its Administrative Cap to fund its contribution of the EveryOne Home Plan.

**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**

Multiple projects were funded with both City general fund (GF) and CDBG to support homelessness prevention efforts for low-income families. Centro Legal De La Raza (GF) offered legal services, focused on helping low-income households retain their rental housing. Eden Council for Hope and Opportunity (CDBG) administers a Fair Housing and Tenant Landlord program, providing tenant rights education and conflict mediation, as well as investigation of discriminatory housing practices. Family Violence Law Center (GF) assisted low-income survivors of domestic violence with legal and housing placement services to secure their safety and avoid homelessness. Legal Assistance for Seniors (GF) assisted keeping low income seniors stably housed, and connected to services. Additionally, the City allocated General Funds to Eden Information and Referral to refer low-income clients with information related to all safety net resources such as health care, emergency food, mental health services, youth programs, and all other services.

## **VI. CR-30 - PUBLIC HOUSING**

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

The City does not directly manage public housing. Public housing efforts are managed and implemented by the Housing Authority of Alameda County. To the furthest extent that it makes sense, the City works with the Housing Authority to analyze data to understand the public housing needs in Hayward.

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

The City funds several public services projects that provide training and education to low-income residents regarding self-sufficiency, tenant rights, and homeownership options. The City is also exploring development of a First-Time Homebuyer Assistance Program in partnership with Alameda County utilizing dollars from bond Measure A1 passed by voters last year. Legal Assistance for Seniors which is funded with local dollars assists in helping seniors stay in their homes, rather than enter into reverse mortgages with predatory terms and conditions.

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

The Housing Authority of Alameda County administers public housing countywide and includes Hayward in its service area. The Housing Authority has had waitlists for public housing units for quite some time, as the need for public housing exceeds availability. The City works to assist affordable housing efforts through homelessness prevention programs, leveraging resources to provide permanent supportive housing, and by partnering with developers to increase the stock of affordable housing. These efforts are in tandem with and assist the Housing Authority.

## VII. CR-35 OTHER ACTIONS

**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.**

Many factors inhibit the development of affordable housing in Hayward including the high cost of financing affordable housing projects, scarcity of sites and difficulty developing community support. The City of Hayward actively sought to address these barriers through, but not limited to, the adoption of the Mission Boulevard Corridor Specific Plan and Form-Based Code and an update to the City's Housing Element.

In January 2014, City Council adopted the Mission Boulevard Corridor Specific Plan and Form-Based Code. The plan seeks to transform State Route 238, a main corridor in the City, from a corridor of vacant automobile dealerships, underutilized commercial property, and deteriorated buildings, to a vibrant area of civic pride. The Form-Based Code rezoned approximately 240 Acres and 600 Parcels along two miles of the Mission Boulevard Corridor from Harder Road to the Northern City boundary, to mixed use zoning districts from primarily commercial zoning districts. The code includes changes in development standards and parking requirements that should make it easier to develop housing units in the plan area.

The City's updated housing element was deemed to be following State Housing Element law by HCD in March 2015. Hayward's updated Housing Element contains several policies and related implementation programs to preserve existing affordable housing and to incentivize affordable housing development. Among the tools to incentivize new affordable housing development called for in the Housing Element are density bonuses (and other incentives) and the review and adjustment of development standards and fees that represent a constraint to affordable housing development.

### *Cost of Land and Development Fees*

Hayward's development fees are in the middle to lower-middle range when compared with other cities in Alameda County and are not considered to be an impediment to the development of affordable housing. Land prices have increased in Hayward during the last several years. However, these prices are lower than land costs in cities to the east and south and comparable to cities to the north and are not an impediment to the development of affordable housing.

### *City Ordinances*

The City has adopted and is implementing two laws intended to increase affordable housing: 1) The Inclusionary Housing Ordinance (IHO) which became effective January 1, 2004 and requires for-profit developers to provide 15% of units to be affordable to owner-occupants at or below 120% AMI, or to renters (divided equally) at or below 50% AMI and 6% AMI. With City Council approval, developers may provide units off-site or pay in-lieu fees; and 2) the Density Bonus Ordinance which provides a Density Bonus to developers in exchange for the development of affordable or senior housing units.

### *Development Approval Permit Process*

The City of Hayward continues to streamline the development approval process. The time to process permits has been reduced by at least 40% for most major permit types. In addition, the City utilizes a

computer-based development tracking system that makes information available to customers on the Internet. The City offers pre-application and code assistance meetings to respond to developer questions about the permit process prior to application submittal. By answering these questions early in the development process, development applications are processed quicker and with fewer requests from the City for revisions. The permit process is not a barrier to the development of affordable housing.

#### *Design Standards*

The City requires that all new and rehabilitated housing developments, whether market-rate or affordable, meet design standards and have an appropriate number of parking spaces. These design standards also seek to ensure the health and safety of occupants. These standards are not a barrier to the development of affordable housing. Requiring affordable housing developments to meet the design standards helps community acceptance of these projects since they often appear the same, if not better, than many market-rate developments.

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

Providing services for those with special or underserved needs may prevent these individuals from becoming homeless, and supports the City's anti-poverty strategy. In FY 2016-2017, the City utilized its General Funds to provide resources and participate with other jurisdictions to jointly fund non-housing service-enriched special needs projects that benefit Hayward residents with underserved needs.

#### *City General Funded Programs*

In FY 2016-2017 City Council allocated \$450,000 of City General Funds to support non-housing related community services. Activities supported through this program reflect the City's commitment to addressing the wide range of social services programs that exist to serve low income residents living in Hayward, particularly youth, seniors, and people with disabilities.

#### *City of Hayward Paratransit Program*

Approximately \$800,000 in Alameda County Measure B sales tax revenues were expended in FY 2016-2017 to operate the Hayward Paratransit Program. This program provided over 17,000 affordable, accessible, door-to-door rides for seniors and people with disabilities that do not have access to other forms of public or private transportation. The City of Hayward also funds four outside organizations – Alzheimer's Services of the East Bay, Community Resources for Independent Living, LIFE Elder Care and Services Opportunities for Seniors: Meals on Wheels - using a combined \$300,000 in Measure B funds. During FY 2016-2017 these programs served over 1,700 low income seniors with 181 rides for Alzheimer's patients, 83 travel training presentations, and over 35,000 meals served.

The City's Community Services Division continues to seek out additional funding sources to meet the needs of special and underserved populations.

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

Per the Alameda County Lead Abatement Program, Hayward has approximately 34,700 pre-1978 housing units. These units may contain lead-based paint. In accordance with the HUD/EPA regulations, City rehabilitation staff received certification as Lead Supervisors. These staff members applied the lead regulations affecting property rehabilitation with CDBG funds. The new EPA's new Renovation, Repair, and Painting (RRP) Rule, which affects HUD funded residential rehabilitation, went into effect on April 22, 2010, and the City has modified its contracting and rehabilitation procedures to comply with these new

regulations.

The City of Hayward implemented numerous strategies to mitigate any lead-based paint issues. All contracts specify agreement and compliance with Lead Safe Work Practices. Rehabilitation projects conducted on properties built before 1978 are tested for lead, with results shared with each homeowner and any lead found mitigated prior to work on the home if applicable. The City's Senior Housing Rehabilitation Specialist is trained and certified in Lead Safe Work Practices. The specialist provided lead information to all homeowners that receive residential rehabilitation services. The City also required that all subcontractors attend Lead Safe Work Practices training and certification, with expenses paid for by the City. Finally, the City maintained all lead testing survey and data results.

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

The City's anti-poverty strategy is to partner with other agencies whose focus is improving opportunities for low-income families, youth, single adults and persons with disabilities who need shelter, prevention, and intervention activities to improve their lives. During FY 2016-2017, the City partnered with other public, private and non-profit organizations in implementing innovative programs to meet these needs. The City of Hayward also provides direct service through the Family Education Program. This program serves over one-thousand low income students and their parents with homework support, English language skills and literacy tutoring. This provides a comprehensive wrap around service model which will help lift Hayward's most vulnerable families out of poverty.

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

The City of Hayward implemented housing and community development programs within a structure that includes various public and private agencies and organizations. The Available Resource section above describes the function of each resource within the structure. Additionally, the City regularly monitors progress on activities carried out in the Action Plan to ensure compliance with program requirements. The overall process begins with the identification of needs, evaluating applications for CDBG funding, allocation process, and the annual Action Plan. Through Agreements with sub-recipients and Memoranda of Understanding (MOU's) with other public agencies, the City sets the stage by incorporating goal requirements and reporting procedures, timelines, milestones, and budgets against which performance is measured.

In FY 2016-2017, the City of Hayward staff regularly provided technical assistance to funded agencies, as well as to agencies seeking funding from the City of Hayward. Staff is constantly training and seeking out opportunities to assist community partners in developing evidence based programs that serve low income Hayward residents. Staff has also become more involved in the EveryOne Home countywide plan to end homelessness, with three current employees on various committees of the organization.

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

The City of Hayward worked closely with many private and nonprofit organizations on housing and community development activities. The City's grant funding process promotes collaboration and coordination between these organizations in the delivery of housing, community development and other public and social services in order to reduce duplication of effort and to maximize the use of limited public resources. The City also worked with these agencies, as well as with the primary health care institutions that serve Hayward residents on the delivery of, and access to, health care services. The City worked in close coordination with the Hayward Chamber of Commerce and many local and regional business representatives, as well as individual private Hayward resident volunteers, to address the economic

development, workforce development and human service needs of the Hayward community. Finally, the City participated in the EveryOne Home Plan. The City of Hayward continued its financial support for the Homeless Management Information System (HMIS).

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

The City funds Eden Council for Hope and Opportunity (ECHO) to overcome impediments to fair housing. The agency conducts fair housing testing to determine instances of discrimination. The agency also investigates tenant complaints of discrimination. Additionally, ECHO provides training to both landlords and tenants to increase awareness of fair housing policies and rights.

## VIII. CR-40 MONITORING

**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 regularly monitored progress on activities carried out in the Annual Action Plan to ensure compliance with program requirements. Evaluation took place during the application and funding process, and after sub-grantee contracting had been executed. Agreements with sub-agreements and Memoranda of Understandings (MOUs) with other public agencies set clear performance measures, reporting procedures, timeliness, and budgets against which goals were measured. City staff regularly monitored compliance with contracting requirements and performance goals through the implementation and review of quarterly performance reports, monthly reimbursement requests, and annual desk and on-site monitoring. City staff provided feedback to sub-grantees regarding areas of concern, and findings where corrective action or improvements were required. Additional Monitoring Standards and Procedures were outlined in the Alameda County HOME Consortium-wide Consolidated Plan. Contracting standards and policies and procedures can be found in the City's CDBG Policies and Procedures Manual. Information obtained from all the evaluation and monitoring efforts was used to assist in the determination of which projects to allocate CDBG funds.

**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.**

Each public meeting convened by City Council or the CSC was publicly noticed in advance through an Interested Parties email list, and by posting through the City Clerk's Office. Each meeting opened with a Public Comment section to provide an opportunity for members of the public to address the Commission and City Council, and to comment on the funding process and recommendations.

On September 1, 2017, a Public Hearing Notice was posted to the City of Hayward website and posted in the legal notices section of the local newspaper of record regarding the public comment period of September 8th through 22nd, the September 20<sup>th</sup> Public Hearing held by the City of Hayward, and the availability of the Draft CAPER for public review. A public hearing was held on September 20th at Hayward City Hall for interested parties to provide public comments regarding the 2016-2017 Draft CAPER. A Public Hearing for the Alameda County CAPER, of which the Hayward CAPER was a component, was held on September 12th. At the time of this draft, no public comments were yet received, though if any are

received during the comment period, the CAPER will be updated to reflect those comments.

### **Citizen Participation Plan**

City staff led the preparation, implementation, and evaluation of the Annual Consolidated and Action Plans, related reports, and citizen participation and consultation processes. City staff coordinated housing and community development activities, which included administration of the CDBG, Social Services, and Paratransit, Housing Rehabilitation Loan, and Minor Home Repair Grant programs. All programs were administered through one competitive grant application process.

The City's Community Services Commission (CSC) further reviewed each grant proposal for merit, impact, and cost-effectiveness. The CSC is an entity appointed by City Council, with the primary responsibilities of reviewing proposals and establishing funding recommendations for consideration by council. The CSC represented the larger Hayward community, with the only eligibility requirement to serve being residency within Hayward city limits. The CSC therefore, served a key role in the CDBG Citizen Participation Plan process. All CSC meetings were public, in which other stakeholders were welcome to offer public comments for consideration during the City's grant funding cycle.

City Council received two separate sets of funding recommendations from City staff and the CSC, and discussed them at a public Work Session. A formal Public Hearing was conducted two weeks later, in which members of the public had the opportunity to address City Council regarding the CDBG funding recommendations. Ultimately, City Council exercised the final determination in authorizing CDBG grant awards at the local level.

The City consulted with neighboring jurisdictions, public agencies, members of the public, and aligned with other strategic planning efforts when establishing local priorities. Finally, as a member of the Alameda County HOME Consortium, the City also participated in the Consortium's Citizen Participation Plan process.

## **IX. CR-45 CDBG**

**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 because of its experiences.**

The City is currently developing a more targeted RFP for future funding years. This process is currently being developed at the behest of City Council with staff and CSC members utilizing research into best practices and local practices related to CDBG funding, as well as incorporating the City's three Strategic Initiatives. Any changes made to the RFP and funding process to reflect these changes will be applicable to the agencies and programs funded in the FY 2018-2019 fiscal year.

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

The City does not operate a Brownfields Economic Development Initiative grant.