

**ATTACHMENT 'A'**

**City of Sparks Draft CAPER**

**Consolidated Annual Performance and Evaluation Report (CAPER) PY 2, FY 16-17**



**SPARKS, NEVADA**

**EIN/TIN #: 88-6000202**

**DUNS #: 0899202430000**



**Washoe County HOME Consortium**

City of Reno • City of Sparks • Washoe County

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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.

The City of Sparks has continued to prioritize and implement programs and projects that meet the immediate needs of low to moderate individuals and families of the Sparks community in accordance with the Area Median Income (AMI) guidelines as established by HUD. During Program Year 2, Fiscal Year 2016-2017 the City of Sparks was successful with the implementation of the Sparks Single Family Homewowner-Occupied Housing Rehabilitation Deferred Loan and Emergency Repair Grant Programs. Through the efforts of these programs were able to assist thirteen (13) households combined (5 Deferred Loan and 8 Emergency Repair Grant Projects).

Additionally, the City of Sparks continued the Pedestrian Improvements initiative of sidewalk replacement, curb replacement, road repair/replacement, ADA access and the like in a defined low to moderate income census tract area of the community. The specific area of concentration was G Street from Rock Boulevard to 15th Street and 16th Street from F Street to G Street. Also, the City of Sparks continued to collaborate with the City of Reno in the implementation of Fair Housing activities, Continuum of Care (CoC) initiative to end and prevent homelessness in the region and operation of the Community Assistance Center (CAC) homeless shelter facility for men, women and family resources.

The Washoe County HOME Consortium (WCHC) provided funding to a range of housing which met the needs of families at different income levels. Funding for rental projects is targeted for very low and extremely low income households.

Homebuyer assistance was provided through the Nevada Housing Division (NHD) and the Nevada Rural Housing Authority (NRHA) collectively in the form of Down Payment Assistance (DPA) and Mortgage Certificate Programs.

### **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
Accessibility of Suitable Living Environment		CDBG: \$ / City of Sparks - General Fund: \$210496	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	424632	0	0.00%	60	60	100.00%
Affordability of Decent Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	155	45	29.03%			
Affordability of Decent Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	15	13	86.67%	7	13	185.71%
Availability/Accessibility of Decent Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	15	13	86.67%	7	13	185.71%
Provide Suitable Living Environment	Homeless	CDBG: \$ / City of Sparks - General Fund: \$87000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	250		0	250	

Provide Suitable Living Environment	Homeless	CDBG: \$ / City of Sparks - General Fund: \$87000	Homeless Person Overnight Shelter	Persons Assisted	0	250		40	250	625.00%
Provide Suitable Living Environment	Homeless	CDBG: \$ / City of Sparks - General Fund: \$87000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Provide Suitable Living Environment	Homeless	CDBG: \$ / City of Sparks - General Fund: \$87000	Homelessness Prevention	Persons Assisted	1000	0	0.00%			

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.**

***Priority Need - Physical Improvements, Pedestrian Improvements:***

It should be noted that the accomplishment of the Goal "Accessibility of Suitable Living Environment" was achieved through the implementation of the Infrastructure and Pedestrian Improvements initiative of community investment to the tune of \$423,281.17. The work performed was in an identified low to moderate income census tract and the boundaries of the work was "G Street from Rock Boulevard to 15th Street and 16th Street from F to G Street". The work performed under this activity primarily consisted of removing and replacing concrete curb, gutter and

sidewalks, installing ADA compliant accessibility ramps, driveway approaches and street repairs as necessary. This project area was selected based on its location in a low-income area, meeting the LMI area benefit under the suitable living environment objective and availability/accessibility outcome.

***Priority need - Public Services:***

Also, the City of Sparks committed the maximum of 15%, or up to \$105,293 of its PY 2, FY 2016-2017 CDBG allocation to provide funding support for the Community Assistance Center (CAC); a regional homeless shelter located in the City of Reno. The CAC includes shelter for men, women and families as well as a community resource center.

As part of the City's Planning and Administrative activities, the City of Sparks continued to collaborate and consult for Fair Housing activities as well as for the facilitation of the Continuum of Care (CoC) activities to prevent and end homelessness.

***Priority Need - Housing Rehabilitation:***

In PY 2, FY 2016-2017, the City of Sparks allocated approximately \$140,000 of new grant funding and an additional \$20,000 of Program Income to support its Single Family Homeowner-Occupied Housing Rehabilitation Deferred Loan Program and approximately \$37,784 of reprogrammed funding was allocated to its Emergency Repair Grant Program.

A total of \$74,232 was expended during PY 2, FY 2016-2017 for Planning and Administrative activities and an additional \$88,164 was used for Housing Rehabilitation Administrative activities that included program administration of the housing rehabilitation programs to provide loans and grants to a total of thirteen (13) households assisted through these programs. The local and regional housing markets are experiencing a high rate of growth and the availability of affordable housing is less than 2% in Northern Nevada/Washoe County. These factors have led to a high demand and increase use of the City's housing rehabilitation programs to preserve and improve the older housing stock.

**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)**

	<b>CDBG</b>
White	5
Black or African American	2
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>7</b>
Hispanic	6
Not Hispanic	7

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

**Narrative**

The racial and ethnic composition of households assisted through the City of Sparks, Single-Family Housing Rehabilitation Program (i. e. Deferred Loan Housing Rehabilitation and Emergency Repair Grant Programs) for PY 2, FY 2016/2017 totaled thirteen (i. e. 5 Deferred Loans and 8 Emergency Repair Grants).

## 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	CDBG	1,119,959	1,119,959
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other	213,496	213,496

**Table 3 - Resources Made Available**

### Narrative

The City of Sparks is a Community Development block Grant (CDBG) entitlement community additionally, the City of Sparks is a member of the Washoe County HOME Consortium (WCHC), in which the City of Reno serves as the lead entity, and through this partnership HOME Investment Partnership Program dollars continue to be invested in Washoe County projects which increases affordable housing opportunities for low- and moderate-income households. The City of Sparks has been allocated approximately \$624,852 in new Community Development Block Grant (CDBG) funding for PY 2, FY 2016/2017. Additionally, the City of Sparks proposes to carry-over and/or reprogram approximately \$495,107 that was not used in previous years. Combined, these funds total \$1,119,959 which the City of Sparks proposes to use as follows:

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

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

### Narrative



## 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 Sparks is not a direct recipient of State Emergency Shelter Grant funding (ESG). However, the City of Sparks homeless population benefit from a regional perspective as the City of Reno is a direct recipient of ESG funds. Also, the City of Reno is the lead agency of the Washoe County HOME Consortium (WCHC) and the City of Sparks is a Participating Jurisdictions (PJ). Through this cooperative association and participation the ESG and HOME funds are used as a regional resource and leverage.

Additionally, the City of Sparks provided \$105,293 towards support and operation of the Community Assistance Center (CAC) a family, men and women homeless resource facility.

## 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	40	40
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>40</b>	<b>40</b>

Table 5 – 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	40	40
Number of households supported through Rehab of Existing Units	14	13
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>54</b>	<b>53</b>

Table 6 – Number of Households Supported

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

The primary difference between the goals and outcomes as it relates to "Number of Homeless to be provided affordable housing units" is directly related to the HOME Program accomplishments. The City of Sparks is a Participating Jurisdiction (PJ) of the Washoe County HOME Consortium (WCHC) and a sub-recipient of HOME funds through the WCHC and The lead agency the City of Reno.

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

**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.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	0
Low-income	8	0
Moderate-income	5	0
<b>Total</b>	<b>13</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

## **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 of Sparks is a Participating Jurisdiction (PJ) and member of the Washoe County HOME Consortium (WCHC). The WCHC is comprised of three jurisdictions, the City of Reno (Lead Agency), City of Sparks (PJ) and Washoe County (PJ). In addition to the three jurisdictions that comprises the WCHC; the three jurisdictions are also active members and contributors of the Reno Area of Alliance of the Homeless (RAAH) which is a collective of several social resource organizations and stakeholders that forms a joint and collaborative effort in reaching out to the homeless population of the regional community and providing necessary life resources.

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

The emergency shelter of the CAC continues to operate at near capacity. As prospective clients enter the emergency shelter facility; they are assessed the VI-SPDAT tool and triaged to the appropriate type of housing based on their needs. This process has contributed in the reduction of the length of stay in the emergency shelter and overcrowding of the shelter.

**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**

**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**

On May 2, 2016 the community's Cordinated Entry System was implemented. The System is a multi-entry system where individuals who are homeless are assessed using a standardized assessment and evaluation. This assessment allows for homeless persons to be prioritized for housing based on need

and vulnerability. After being assessed, those individuals who are the most acute are housed more quickly as possible, others are placed on the community queue. Additional funding was received to afford three (3) community case managers to be hired. These case managers have a robust case load and they strictly focus on the unsheltered individuals.

These case managers follow their assigned clients closely and help them navigate through the system of finding permanent supportive housing, medical care and other mainstream services. After these case managers house their individuals, they follow-up with case management for up to six (6) months. During this time they diligently work to connect the client with available resources within the community in order to ensure their long-term success in remaining housed.

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

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

The Reno Housing Authority (RHA) is regarded as a high performing organization in the spectrum of public housing. RHA is a separate entity governed by an independent board of Directors. RHA has received HOME funds through the WCHC and has used the funds to develop rental properties and construct single-family homes. RHA recently received a \$21 million award from HUD to address the foreclosure problem plaguing the region and were very successful in acquiring foreclosed homes to expand its scattered site pallet. These properties are monitored by the WCHC.

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

The Reno Housing Authority (RHA) continues to promote ongoing resident activities, including year-round youth programs at the family sites and regular Resident Council meetings at all public housing sites. RHA solicits input from residents at all Resident Council meetings regarding improvements within their respective complex and future resident activities. Additionally, resident service contracts are executed with residents to help maintain certain aspects of their respective complexes.

### **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)**

The City of Sparks, City of Reno and Washoe County collaborated to complete an update of the Analysis of Impediments (AI) in PY 1, FY 2015/2016 and the findings was that collectively and separately the jurisdictions was vigilant in the removal of barriers and perceived barriers. Over the previous year; the City of Sparks - Zoning Ordinances, Building Codes, fee structure and charges was recently evaluated, adopted and incorporated into the cities statutes. For an example; an excerpt of the recently updated AI advised that: *"There are few barriers to housing choice related to public sector actions: The procedures and practices of the Reno Housing Authority and zoning and land use regulations of the jurisdictions do not create significant barriers to housing choice. The most frequent identified public sector barrier was limited public transit in parts of the county"*.

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

The City of Reno, City of Sparks and Washoe County have jointly collaborated in coordinating housing and service provision for the region, including mitigating homelessness. The City identified and applied for additional public and private resources to meet underserved residents. City leadership has been and will continue to work closely with the private sector to increase their understanding of the greatest needs in the region and find creative public-private partnerships to address needs. In addition, staff held workshops to assist homeless households with housing applications, has worked closely with RAAH and the CAC to develop appropriate programming at homeless shelters, and has expand client resources and educated city leaders on the housing and community development needs in the region. Collaboration with non-profit service providers and especially Washoe County Social Services has been, and will continue to be, a priority in identifying and meeting underserved needs.

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

The City of Reno and WCHC has continued to ensure that all housing projects funded with CDBG and HOME funds are in compliance with the revised Federal guidelines regarding notification and abatement requirements. WCHC request for funding and require developers to sign Lead-Based Paint (LBP) Certifications and Assurances and that renovation firms be certified under the EPA's Renovation, Repair and Painting Rule and trained in lead-safe work practices. Additionally, the City of Sparks Single-Family Housing Rehabilitation Program requires that homes built prior to 1978 are tested for environmental hazardous materials (i. e. Lead Base Paint (LBP) and Asbestos Containg Materials(ACM)). A qualified consultant is maintained to assure that proper testing of hazardous materials is addressed prior to any construction taking place.

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

The City of Sparks committed the maximum of 15%, or approximately, \$105,293 of its Program Year 2, FY 2016-17 CDBG allocation to fund the provision of services for the homeless at the Community Assistance Center located in Reno. The CAC includes shelters for men, women and families as well as a resource center.

As part of the City's Planning and Administrative activities, Sparks continued to collaborate and consult for Fair Housing Activities and for the facilitation of the Continuum of Care process. Additionally, the City of Sparks allocated \$13,125 to the Continuum of Care (CoC) activities to end homelessness.

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

The City of Sparks as a participating member of the WCHC and sub-recipient of HOME funds will continue to be, an active and supportive member of the Reno Area Alliance of the Homeless (RAAH). The City of Sparks used CDBG funds to supplement support the Community Assistance Center, a one-stop resource center and efficient provider of resources to residents in need.

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

Please see above.

**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 of Sparks have taken progressive actions of correcting the necessary Pedestrian Improvements to mitigate the ADA related barriers identified in the Analysis of Impediments (AI).



## **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**

HOME is a critical and vital source of funding for housing programs in the Reno, Sparks and Washoe County regional community. All HOME funded rental projects are monitored by WCHC staff, including interviews and inspections of physical properties and property management files. Projects are monitored on an annual basis to verify continued adherence and compliance with HOME requirements. Monitoring consist of tenant income, rent restrictions, unit mix/occupancy, lease provisions, and affirmative marketing.

## **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.**

Pursuant to the Citizen Participation Plan developed by the Cities of Sparks and Reno, and in compliance with 24 CFR 91, a Draft" of the CAPER was provided for a minimum 15 day public comment period from August 18, 2017 through September 25, 2017. Notofication was published in the *Reno Gazette Journal* on August 18, 2017. A public hearing was held before the Sparks City Council on September 25, 2017. No additional public comments was recieved after the public hearing.

## **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.**

City staff continues to closely monitor the expenditure of CDBG fund allocated to Housing Rehabilitation and Public Infrastructure Improvement activities. This includes setting goals for the expenditure of funds and the inclusion of CDBG funded public infrastructure projects in the City's Capital Improvements (CIP) Program. additionally, the City has incorporated a process that initiate projects earlier in the program year so as to assure the timely expenditure of allocated funds.

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

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

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