



First Program Year CAPER

The CPMP Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This CAPER is the required annual report on the activities and expenditure of funds for the City of Sparks and the Washoe County HOME Consortium (WCHC), in which the City of Sparks is a participating jurisdiction. The City receives a direct allocation of Community Development Block Grant (CDBG) funds and the WCHC receives Home Investment Partnership (HOME) and other funding. The City of Reno serves as the lead agency for the WCHC and administers the HOME and other funding received by the WCHC. Funding is allocated in a manner consistent with the needs of the community as identified in the Consolidated Plan. Additionally, efforts are made to improve the leveraging of funds through the coordination of funded activities with other City activities and plans.

The City of Sparks has prioritized projects that meet the immediate needs of low-and moderate-income individuals and neighborhoods in the Sparks Community; including public services, infrastructure and facilities. The City's Program Year 1, FY 2015-16 Annual Action Plan identifies the target area for the City's Pedestrian Improvements activity as being Rock Boulevard on the West, G Street to the North, 15th Street to the East and F Street on the South. 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 and accessibility outcome.

The 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 households. Homebuyer assistance was through both HOME and a Neighborhood Stabilization Program grant from the Nevada Housing Division.

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:

- a. Provide a summary of impediments to fair housing choice.
 - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
 - a. Identify progress in obtaining "other" public and private resources to address needs.
 - b. How Federal resources from HUD leveraged other public and private resources.
 - c. How matching requirements were satisfied.

First Program Year CAPER General Questions Response

1. Assessment of the one-year goals and objectives

The City of Sparks is a Community Development Block Grant (CDBG) entitlement community. It received \$660,957 in new grant funds for Program Year (PY) 1, FY 2015-16. Additionally, the City reallocated funds from previous program years totaling \$223,008. Combined, these total \$883,965 which the City of Sparks used as follows:

Planning and Administrative:	
Program Administration	\$116,820
Silver State Fair Housing	
Continuum of Care	
Public Services: to support/supplement operation of the CAC (homeless shelters)	\$99,143.55
Housing Rehabilitation Administrative Activities;	\$57,001
Housing Rehabilitation Deferred Loan Activities;	\$155,000
Housing Rehabilitation Emergency Repair Grant Activities;	\$55,000
Activities meeting a national objective not included under the above subheadings are as follows:	
Public Facilities (LMI/Area Benefit)	
Pedestrian Improvement	\$424,632

In Program Year 1, FY 2015-16, each of the City's high priority goals were addressed and at least partially met or initiated. The City continued to prioritize its Single Family Homeowner Housing Rehabilitation and Public Services activities. In addition, a public facility improvement project (Pedestrian Improvements) was planned and completed. No funding was allocated or expensed on activities that did not meet a national objective as prescribed by HUD.

- ***Lincoln Way Senior Apartments; a 45 unit project in the City of Sparks, received \$1,671,765 of HOME funds in 2013 has been awarded Low Income Housing Tax Credits. The project was completed the autumn of 2016. The units are serving senior families with incomes at or below 45% AMI.***

The City's priorities and the accomplishments or status of the project are as follows:

Priority Need - Public Services:

The City of Sparks committed the maximum of 15%, or approximately, \$99,143.55 of its Program Year 1, FY 2015-16 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.

Priority Need - Housing Rehabilitation:

In FY 2015-16, the City of Sparks allocated approximately \$210,000 for its Single Family, Owner-Occupied Housing Rehabilitation Deferred Loan Program and Emergency Repair Grant Program combined. Additionally, a total of \$116,820 was expended during PY 2015-16 for Planning and Administrative activities including; Housing Rehabilitation Administration, Fair Housing initiatives and Continuum of Care. Housing Administration provided a total of fifteen loans and grants in the Sparks community (seven - Single Family Owner-Occupied Housing Rehabilitation loans and eight - Emergency Repair Grants).

The local and regional housing markets are in a state of gradual growth and it is anticipated that the growth will accelerate substantially over the next five years following the announcement of Tesla and other manufacturers locating in the region. Additionally, there has been an increased use of the city's housing rehabilitation programs.

Priority Need - Physical Improvements, Pedestrian Improvements:

Is bordered by Rock Boulevard on the West, G Street to the North, 15th Street to the East and F Street on the South. 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.

The City of Sparks allocated CDBG funds in the amount of \$424,632 for FY 2015-16 plus an additional \$223,008 of reprogram funds toward pedestrian improvements. The work performed under this activity primarily consisted of removing and replacing concrete curb, gutter and sidewalks, installing accessibility ramps, driveway approaches, and street repairs as necessary.

2. Describe the manner in which the recipient would change its program as a result of its experiences

CDBG – City staff continues to closely monitor the expenditure of funds for housing rehabilitation and public infrastructure projects. 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. The City is also striving to initiate projects earlier in the program year so as to assure the timely expenditure of funds.

HOME—The Washoe County HOME Consortium (WCHC) continues to revise standard operating procedures to improve its program administration, as well as meet any changes in HUD, state, or local rules and regulations. The Technical Review Committee of the WCHC

meets monthly. In addition to discussing WCHC policies and procedures and allocating HOME funds, it could engage more in general discussion on affordable housing in the region and engage with other organizations involved in promoting affordable housing. The TRC and staff administering the HOME program City of Reno could interact and work more closely with the other HUD CPD and CDBG Programs. A pipeline of affordable housing projects needs to be developed with developers, and ways researched on how to better leverage the small amount of HOME dollars received, so that additional affordable housing units are developed. Staff working on the HOME program need additional training on the program and 2013 HOME Final Rule. This could lead to more innovative and creative ways of using the HOME funds and spreading the benefit of this important housing program. More effort is also needed to create an inventory of affordable housing projects in the region.

3. Affirmatively Furthering Fair Housing

- a. Provide a summary of impediments to fair housing choice.
- b. Identify actions taken to overcome effects of impediments identified.

The Analysis of Impediments to Fair Housing was updated in Program Year 1, FY 2015-16. The previous Analysis of Impediments was in 2008 and it identified several areas of Impediments to fair housing choice.

To address the identified impediments, the local jurisdictions (Reno, Sparks, and Washoe County) and the Washoe County HOME Consortium (WCHC) actively engaged in affirmatively furthering fair housing. During PY 1, FY 2015-16, Reno and Sparks collectively provided \$25,000 in CDBG administrative (\$15,000 Reno CDBG) and local funding (Sparks \$10,000) to the Silver State Fair Housing Council (SSFHC) to undertake fair housing activities. SSFHC's work program is coordinated with the updated Analysis of Impediments (AI) and Action Plans of City of Reno and City of Sparks. Silver State Fair Housing Council program features a combination of education, counseling, and investigation activities:

- Education activities (e.g., training sessions on accessibility guidelines, seminars, public awareness campaigns) are designed to increase community awareness of fair housing rights and responsibilities.
- SSFHC also uses testers, funded by other resources, to evaluate on-site discrimination.
- Counseling and investigative activities are intended to enhance compliance with fair housing law by demonstrating the community's willingness to enforce the law (e.g. through the filing of housing discrimination claims with HUD).
- Local jurisdictions monitor SSFHC's activities, participate in education efforts and provide support (e.g. building permit and other data) for both educational and investigative activities.

The update of the Analysis of Impediments (AI) was a Regional effort of all local jurisdictions City of Reno, City of Sparks and Washoe County and professional services were provided by BBC Research & Consulting. The Analysis of Impediments update was completed in the Fall of 2015 and the update included coordination meetings, focus groups and public meetings.

Additionally, the WCHC requires all Affordable Housing Municipal Loan Program applicants for funding to submit a Fair Housing Certification and Assurances form, provided in the application, to make them aware of Fair Housing requirements and to certify that the Applicant, Principal Officers, and the property(ies) with which the Applicant is, or has been

associated with, do not have unsatisfactorily resolved fair housing complaints filed with the Housing and Urban Development (HUD) or any court of any jurisdiction. They are required to indicate the resolution of any complaints. Applicants are further required to certify that they will adhere to the WCHC Affirmative Fair Housing Marketing Plan that is included in the application. The WCHC staff monitors properties including compliance with the marketing plan, ensuring that Fair Housing posters are visible in rental offices, that documents include the fair housing wording regarding discrimination, that equal opportunity and the accessibility logotypes are used in advertising, and that they are maintaining waiting and denial lists, etc., in compliance with fair housing law. The WCHC incorporates any applicable changes in Fair Housing rules and regulations into its policies and procedures.

It is the policy of the Washoe County HOME Consortium (WCHC) to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, sexual orientation, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

Application materials and/or bid documents for both HOME and CDBG require that full consideration be given to minority and women owned businesses. The City of Reno affirms its interest in and encourages the different contracting communities to actively pursue participation and utilization of Minority and Women Business Enterprises on City projects. In addition, all grant agreements and contracts state to the greatest extent feasible entities make contract opportunities known and available to women and minority businesses. Each contract is then required to complete and submit information regarding the participation of M/WBE per HUD form 4107 which is submitted to HUD with the CAPER.

The WCHC requires that all Section 3 covered contracts include the Section 3 Clause, which states that all work to be performed under the contract requires, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 project and contracts for work in connection with the project be awarded to business concerns located in or owned in substantial part by persons residing in the area of the Section 3 project.

4. Describe other actions in Action Plan taken to address obstacles to meeting underserved needs.

The limited public and private resources available make it very difficult to meet the needs of low income individuals and neighborhoods throughout the community. Staff continues to participate in a range of activities to improve efficiencies and stretch resources in an effort to overcome the obstacles to meeting the needs of underserved families, especially those who are homeless or at-risk of homelessness. Over the past year staff has:

- Instituted housing workshops to assist homeless households apply for appropriate affordable housing opportunities;
- Implemented projects that target the lowest incomes to assist with housing stability;
- Participate with the local Continuum of Care to develop new systems in compliance with the HEARTH Act, including serving as the Collaborative Applicant, developing a central intake system, continuing to administer the HMIS;
- Continued to develop service programming at the homeless shelters and expand resources available to clients;

- Educate a number of new elected officials on housing and community development needs in the community; and
- Participated in the Reno Area Alliance for the Homeless.

5. Leveraging resources

- a. Identify progress in obtaining “other” public and private resources to address needs.
- b. How Federal resources from HUD leveraged other public and private resources.
- c. How matching requirements were satisfied.

Other Resources-Federal funding to the City of Sparks and WCHC leverages significant resources for human services and affordable housing, including:

The following is provided due to the City of Sparks’ participation in the Washoe County HOME Consortium (WCHC):

State Emergency Shelter Grant (ESG)

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 the City of Reno funding allocation of ESG Funds that is used as a regional resource and leverage.

Annually, the City of Reno submits a request for funding to the State of Nevada identifying required programs needed to serve the homeless in the region. The City ensures that the request is in conformance with the Consolidated Plan, the Annual Plan, and the Continuum of Care Strategy for the Homeless.

Emergency Food and Shelter Grant Program (EFSP)

The City of Sparks is not a direct recipient of Emergency Food and Shelter Grant Program (EFSP). However, the City of Sparks homeless population benefit from the City of Reno funding allocation of EFSP Funds that is used as a regional resource and leverage. The City of Reno provided a total of \$710,205 in assistance to the Community Assistance Center which included \$154,000 in Emergency Shelter Grant funding and \$556,205 in other leveraged funding.

Washoe County General Funds

The County provided \$1,274,846 in general funds for the operation of the Community Assistance Center.

Sparks Funds

The City of Sparks provided \$111,840 towards operation of the Community Assistance Center (CAC). The total funding was comprised of \$99,144 in CDBG funds toward the operation of the Community Assistance Center and an additional \$12,696 of General Funds.

Low Income Housing Trust Fund (LIHTF)

The City of Reno expended \$423,829.25 in State of Nevada Housing Trust funds to support affordable housing for families at or below 50% AMI, programs included housing development, rent and deposit assistance and rapid re-housing.

Match:

Affordable Housing Municipal Loan Program (AHMLP), Washoe County HOME Consortium (WCHC)

The HOME program requires participating jurisdictions (PJs) to provide match in an amount equal to not less than 25 percent of the total HOME funds drawn down for project costs. During the reporting period, the WCHC used \$770,774.00 in funds from the U.S. Treasury for HOME projects and an additional \$295,066.00 in State HOME Funds. The WCHC meets its match requirements through foregone taxes and the application of Low Income Housing Trust Funds from the State of Nevada. The former are property taxes that are waived by the PJ in order to achieve affordability of the HOME-assisted housing. The latter are funds that are provided by the State and used on HOME-funded or HOME-eligible housing projects.

ESG - The match requirement for ESG funds was met through the contribution of the 3 local jurisdictions who partner to fund the Community Assistance Center operations, including the men's, women's and family shelters operated by Volunteers of America through a contract with the City, as the lead entity under a Cooperative Agreement with Washoe County and the City of Sparks. Approximately \$2.1 million in non-federal funding was used to support the shelter operations and serve as match for ESG. Match for the rapid re-housing program is met with state Low Income Housing Trust Funds and is reported on the ESG IDIS report.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

First Program Year CAPER Managing the Process response:

The City of Sparks Community Services and Finance Departments are the primary departments responsible for implementing the Sparks Consolidated Plan and coordinating with other departments and public and private agencies that are subrecipients of funds. The City Planner, Housing Specialist and a Senior Administrative Analyst in the Finance Department oversee program compliance for all Human Services grants, procurement compliance on all requests for proposals and contract agreements, labor compliance on public works projects and prepare and submit all required reports. Engineering staff in the Community Services Department provide on-site construction supervision to ensure that identified public infrastructure projects are completed.

Washoe County HOME Consortium (housing) — The WCHC is composed of the three jurisdictions: Reno, Sparks, and Washoe County. The Consortium Directors are the managers of the three jurisdictions, with Reno as the Lead Agency. The WCHC has a Technical Review Committee (TRC) composed of a staff representative and one community representative from each jurisdiction, a staff representative from regional planning and one at-large member.

Each year a funding round is held from October to April to allocate funds for the following

program year. This process facilitates the timely commitment and expenditure (24 months to commit/four years to disburse) of HOME funds as well as allows developers to apply for Low-Income Housing Tax Credits in the same funding year. Between December and March, the TRC receives and evaluates applications, holds three public hearings, and makes funding recommendations that are acted upon in a public meeting by the WCHC Directors during a public meeting in March. The directors forward the approved recommendations to the Truckee Meadows Regional Planning Governing Board (RPGb), which consists of elected officials from each jurisdiction, for ratification during their April public meeting.

The WCHC's agreement renewal is accomplished through the "automatic renewal clause," which allows a more streamlined renewal process.

The purposes of the TRC are:

- a. To provide a forum for the discussion of regional housing issues, the recommendation of funding priorities and policies and procedures;
- b. To make funding recommendations related to all AHMLP funds, including HOME, State Low Income Housing Trust Funds, and other potential sources of affordable housing funding;
- c. To review eligible projects for consistency with the priorities and policies included in the Consolidated Plan, Action Plans, Truckee Meadows Regional Plan, relevant jurisdictions' comprehensive housing plans, and/or specific self-directed priority project(s) and criteria established by the technical staff of WCHC members, including threshold criteria concerning length and depth of affordability which are more strict than those required by regulations or rules outlining the use of the particular funding source;
- d. To evaluate the projects using other criteria developed and adopted by the WCHC;
- e. To prioritize projects based on the evaluation process developed by the Lead Agency in collaboration with technical staff persons from each WCHC member and make AHMLP funding recommendations as constrained by the applicability and availability of funds;
- f. To act as a forum to receive community and stakeholder input, to monitor progress on adopted plans, to address concerns and suggestions regarding housing issues, and to establish regional housing goals;
- g. To coordinate and communicate regional, longer-term housing priorities for funding available to the jurisdictions; and
- h. To make policy recommendations that advance the implementation of the Consolidated Plan, jurisdictional housing elements, and improve the overall provision of affordable and workforce housing in alignment with local goals and priorities.

WCHC staff works continuously to improve procedures, provide detailed guidance in funding agreements, and provide technical assistance when requested. Funding Request for Proposals (RFP) are reviewed each year prior to the upcoming funding rounds to ensure that

regulations are clearly stated and any new regulations or requirements are included in the RFPs.

Training is a valuable tool and, although most HUD trainings are free, travel costs can often be prohibitive for staff, developers, and Community Housing Development Organizations (CHDOs). CHDOs, as non-profits, find it especially hard to fund travel to out-of-state locations and the cost of travel is often noted as the main obstacle to attending classes inside and outside of Nevada. The WCHC continues to encourage trainings to be brought to the Northern Nevada area. The WCHC has assisted CHDOs to attend training and will continue to encourage CHDO trainings. Efforts are being made to increase the number of designated CHDOs in northern Nevada.

Staff evaluates program operations and administration for opportunities to improve the efficiency and effectiveness of funding. A major review and update of the HOME loan documentation was started in early 2015 and is continuing throughout the year. Staff also ensures compliance with Federal regulations and strives to ensure that existing affordable housing is maintained and new affordable housing developed. With an extremely limited staff and administrative funding, cross-training has become an important tool and will be increased as needs arise.

Staff continues to work with HUD staff to resolve issues that arise and/or to clarify HUD's interpretation of regulatory requirements.

Citizen Participation

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

First Program Year CAPER Citizen Participation response:

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 15 day public comment period from September 15, 2016 through September 30, 2016. Notification was published in the *Reno Gazette Journal* on September 15, 2016. A public hearing was held before the Sparks City Council on September 26, 2016. As of this writing; no public comments has been received.

The CDBG allocation for PY 2015-16 was for \$631,705. Attached is the CDBG Financial Summary for Program Year 2015-16 which outlines funding and expenditures. The City largely completed one physical improvement activity, Pedestrian Improvements. The project undertaken during PY 2015-16 was an initiative of improvements on Rock Boulevard on the West, G Street to the North, 15th Street to the East and F Street on the South.

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

First Program Year CAPER Institutional Structure response:

The City of Sparks Community Services and Finance Departments are the primary departments responsible for implementing the Sparks Consolidated Plan and coordinating with other departments and public and private agencies that are subrecipients of funds. The City Planner and Housing Specialist of the Community Services Department and a Senior Administrative Analyst in the Finance Department oversee program compliance for all Human Services grants, procurement compliance on all requests for proposals and contract agreements, labor compliance on public works projects and prepare and submit all required reports. Engineering staff in the Community Services Department provide on-site construction supervision to ensure that identified public infrastructure projects are completed.

The City contracted with non-profit agencies to provide a variety of social services to residents. These agencies are experienced in providing these types of services and managing grants. Staff monitors programs annually and provides technical assistance as necessary.

The WCHC enters funding agreements with private developers and program administrators to address identified housing needs throughout Washoe County. Staff monitors expenditures and development activities throughout construction and monitors completed projects annually throughout the affordability period.

The cities of Sparks and Reno also contract with Silver State Fair Housing for continued compliance with federal Fair Housing laws. As part of this effort Silver State Fair Housing provides staff training on related Fair Housing laws and tracks new housing developments, providing developers with Fair Housing Resources. This partnership enables the jurisdictions to further leverage their funding for increased staff training opportunities and regulatory compliance.

The cities of Sparks, Reno and Washoe County contract with Social Entrepreneurs, Inc. for facilitation of the Reno Area Alliance for the Homeless (RAAH) and development of the annual Continuum of Care application for homelessness prevention funding.

Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
 - a. Describe the effect programs have in solving neighborhood and community problems.
 - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.

- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
- d. Indicate any activities falling behind schedule.
- e. Describe how activities and strategies made an impact on identified needs.
- f. Identify indicators that would best describe the results.
- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
- h. Identify whether major goals are on target and discuss reasons for those that are not on target.
- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

First Program Year CAPER monitoring response:

Sparks CDBG

The City of Sparks' Housing Specialist of the Community Services Department and a Senior Administrative Analyst in the Finance Department have monitoring responsibilities for the City's CDBG funded activities. These staff are responsible for ensuring each CDBG funded project and activity complies with federal regulations such as meeting National Objectives, completing Environmental Assessments, reviewing certified payrolls and conducting field interviews for Davis-Bacon compliance, and related subrecipient grant making and contracting requirements.

HOME

WCHC staff endeavor to monitor all funded projects and programs annually to evaluate compliance with funding regulations. Staff reviews the following items:

- Verification of income for clients housed in funded projects to ensure the developer is serving the appropriate clientele;
- Verification of rents charged to ensure rents are in compliance with HOME rents issued by HUD;
- Units and grounds for compliance with minimum housing quality standards and local building codes;
- Reports and client usage forms;
- Lease agreements for non-allowable clauses;
- Compliance with other Federal regulations;
- Construction progress; and
- Processes and performance of programs for compliance with funding agreements.

Notice of upcoming monitoring visits is provided in advance and follow-up requirements and/or closing letters are provided as soon as possible following the monitoring. During PY 2014-2015, the WCHC staff monitored 15 funded programs and projects. Concerns were typically addressed in a timely manner. Properties are given 45 days to respond and/or correct any issues noted at the monitoring. If responses are not received within 45 days, staff contacts the property managers on any unresolved issues, and establishes a time frame for responding. Staff continues to closely monitor programs and/or projects with previous monitoring issues. In 2014-15, those projects that were monitored were found to be substantially in compliance with regulations at the initial visit. Staff is planning on introducing a risk assessment approach to future monitoring. Monitoring staff frequently refers managers and developers to HUD published guides, the *HOME Primer*, and the CPD website. Notices of upcoming training opportunities are

forwarded to CHDOs and managers as applicable. *Compliance in HOME Rental Projects: A Guide for PJs* has proven to be a valuable tool for monitoring purposes. *Compliance in HOME Rental Projects: A Guide for Property Owners* has been frequently recommended to property owners/managers.

Staff has attended training and begun to implement HUD's new HOME requirement to utilize the Uniform Physical Conditions Standards for monitoring properties, replacing HQS (Housing Quality Standards).

Beginning with the Fiscal Year 08-09 WCHC funding round, Community Housing Development Organization (CHDO) certification/recertification applications required that the CHDO provides a plan for self-sufficiency that includes the following detailed information:

- Cumulative revenues and expenditures,
- Organization balance sheets,
 - A strategic/written narrative component, and
 - Measurable goals related to the mission, such as capacity building.

So long as a CHDO continued to be certified, in regulatory compliance, and followed the Plan, the organization would be eligible for operating funds for four (4) years or through the development of two (2) CHDO set-aside projects, whichever occurs first. CHDOs are required to provide annual updates related to their progress to meeting capacity and "self-sufficiency". A new CHDO begins its four year eligibility for operating funds at its first certification and is required to provide a five year strategic plan in the first certification application. As a result of this process, all WCHC certified CHDOs attained self-sufficiency.

The new and reiterated HUD CHDO regulations have been incorporated into the CHDO Certification/Recertification applications and monitoring process.

In January 2015, WCHC recertified one CHDO, the Northern Nevada Community Housing Resource Board. Qualified CHDOs must apply and be re-certified in December of each program year for the upcoming year. It has been difficult to find non-profit developers who can meet the requirements to become a CHDO. However, the WCHC continues to seek new CHDOs and, when applicable, suggests to developers that they partner with existing CHDOs.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

First Program Year CAPER Lead-based Paint response:

Projects and programs are required to comply with lead-based paint regulations, including mitigation requirements. Fortunately, even though a significant portion of the housing in Washoe County was built prior to 1978, the incidence of elevated blood levels as the result of lead-based paint is reportedly extremely low. The Washoe County Health Department's Public Health Nurse Division, which is the entity that conducts investigations into elevated blood levels, reported that over the past decade there have been no instances that appeared to be the result of lead-based paint.

On April 22, 2008, EPA issued a rule requiring the use of lead-safe work practices aimed at preventing lead poisoning in children. On April 22, 2010, the rule became effective and firms performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified, individual

renovators must be trained by an EPA-accredited training provider, and the firms and renovators must follow specific work practices to prevent lead contamination. To become a certified renovator, individuals are required to take eight hours of training, of which two hours must be hands-on training, to become certified. This training is good for five years. The WCHC continues to encourage contractors to find opportunities to take this training and the WCHC notifies contractors if it is aware of training opportunities. Unfortunately, at this time there are very few certified contractors available as a resource to implement projects.

HOUSING

Housing Needs

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

First Program Year CAPER Housing Needs response:

The housing market appears to have stabilize and have progressively prospered. While housing values declined more than 50 percent and the foreclosure rate rose to above the national average in recent years, house prices are now on the increase and rents are escalating rapidly. The demand for jobs and new housing in the Truckee Meadows region over the next 5 years is encouraging, although how much of that housing will be affordable to families with very low and extremely low incomes remains to be seen. The WCHC has continued to focus on developments targeting these lower AMIs, including prioritizing households at or below 40% of AMI for all future WCHC funded activities. The Technical Review Committee of the WCHC has discussed in recent months how to meet the housing and related needs of the extremely low income population with incomes at or below 30% AMI.

The State legislators continue to look at mechanisms to protect homeowners and better manage the foreclosure process. During the 2013 Nevada legislative session laws were adopted enacting a homeowner's bill of rights and an expedited foreclosure process for vacant houses. The community still has a large shadow inventory that continues to be a factor in the regional housing recovery.

The jurisdictions in the WCHC have continued to work with *HOME Again* (<http://www.homeagainnevada.gov/>), a Nevada Homeowner Relief Program, which is a free public service from the Office of the Nevada Attorney General. The program seeks to educate Nevada residents on the housing resources that are available to them. A state-wide program, *Home Again* encourages residents to call the hotline (1-855-457-4638) and speak to a representative about their housing issues.

The *Home Again* program is designed for:

- Those planning to buy their first home
- Those seeking credit restoration
- Those looking to modify their home loan

The *Home Again* program may also assist with first time homebuyer education and down payment assistance.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

First Program Year CAPER Specific Housing Objectives response:

The following is provided due to the City of Sparks' participation in the Washoe County HOME Consortium:

This CAPER is a report on the 2015-16 Annual Action Plan associated with the City of Sparks 2015 - 2019 Consolidated Plan. Following is an overview of the WCHC goals established in the 2015-16 Annual Action Plan which flows from the Consolidated Plan and a report on progress toward the identified goals. Generally, housing development projects are allocated money during one program year but actually come on line and provide housing opportunities within the next two to four years.

All WCHC assisted housing identified meets the Section 215 definition of affordable housing. All residents of assisted housing must be income qualified and will remain occupied by low to moderate income households throughout the affordability period.

All housing projects of moderate to large size (20 or more units) developed with HOME, matching or program income funds are required to set-aside 20 percent of the WCHC units for households earning at or below 30 percent of AMI. It is believed that this approach best addresses "worst-case" housing needs, because these households are most likely to be extremely low-income and have very limited housing choices that would be either affordable or of acceptable quality. Staff works with developers to identify mechanisms to insure the long-term viability of projects targeting these extremely low income households in larger numbers.

Projects located in the City of Sparks using HOME funds and program income in FY 2015-2016 were:

Lincoln Way Senior Apartments (construction was completed in fall of 2016)

All are reviewed for compliance with HOME and federal regulations before an allocation is awarded, and again during underwriting to ensure compliance and viability throughout the period of affordability. In addition, all projects are reviewed to determine if relocation or replacement activities are required.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

First Program Year CAPER Public Housing Strategy response:

No funds were provided to the Reno Housing Authority (RHA) to improve public housing during the 2015-16 program year. However, staff continues to work with RHA as opportunities arise to increase affordable housing opportunities in the community and improve efficiencies in meeting regional housing needs. The Reno Housing Authority recently received a \$21 million award from HUD to address the foreclosure problem in the region and was very successful in acquiring foreclosed homes to add to its scattered site inventory. These properties are monitored by the WCHC.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

First Program Year CAPER Barriers to Affordable Housing response:

No regulatory barriers to affordable housing were identified through the self-evaluation process. The process of developing affordable housing simply follows the development requirements of all projects.

The City of Sparks continued to collaborate with Silver State Fair Housing Council (SSFHC) activities throughout the reporting period and SSFHC was also involved in the update of the Analysis of Impediments (AI) which was completed in the fall of 2015.

HOME

1. Assessment of Relationship of HOME Funds to Goals and Objectives
 - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
 - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
 - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
 - a. Detail results of on-site inspections of rental housing.
 - b. Describe the HOME jurisdiction's affirmative marketing actions.
 - c. Describe outreach to minority and women owned businesses.

First Program Year CAPER HOME response:

The following is provided via the City of Sparks participation in the Washoe County HOME Consortium; the City of Reno is the lead fiscal and administrative entity:

1. Following is a review of the overall progress toward the goals established in the 2015-2016 Consolidated Plan at the end of the First Year Action Plan:

Goal 1: Expand affordable rental housing opportunities for extremely and very low income households, including those with special needs.

Objective DH 2.1: Performance measure: Construct or rehabilitate 155 units during the 5 year period affordable to households earning 50% of AMI or less.

Units developed at end of Fourth Year Action Plan: 153

Units added during Fifth Year Action Plan: 27 (Maple Leaves/Juniper Apartments, City of Reno)

Objective DH 1.1: Assist the development of 40 units of transitional housing and permanently affordable housing with supportive services, targeted to formerly homeless households and households with special needs.

Units developed at end of Fourth Year Action Plan: 43

Units added during Fifth Year Action Plan: 16

Goal 2: Stabilize and increase appropriate housing opportunities for low- and moderate-income households, including those with special needs.

Objective DH 2.3: Provide homebuyer assistance to 50 low- and moderate-income families wanting to become first-time homeowners.

Homebuyer assistance to low and moderate income families is not part of the current WCHC HOME program, primarily due to capacity issues.

Objective DH 2.4: Provide deposit and rental assistance to 100 clients recovering from homelessness.

Rental and Utility Deposit Assistance (LIHTF)	At or below 50%
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Total

80 deposits only

Except for homebuyer assistance, the City and WCHC are on track to meet or exceed all of the housing goals identified in the Consolidated Plan. Unfortunately, it remains very difficult to encourage the development of housing affordable to households at or below 30% AMI. Much discussion has been held on this in recent months and in 2016 it is hoped to have at least one project dedicated to households at or below 30% AMI.

Staff has continued to work with the WCHC Technical Review Committee (TRC) and Directors regarding the importance of prioritizing projects and funding those that meet the goals of the Consolidated Plan. The WCHC continuously works at refining a process to ensure those most in need are served. The TRC has developed multi-year priorities for development projects. These are based on two levels:

Level I Priorities	Reason
Project provides 100% of rent restricted units at or below 40% of the Area Median Income for family units; at or below 45% of Area Median Income for senior projects	Area has need for units affordable to lower income tenants
Project provides supportive services.	Services create sustainability
Level II Priorities	Reason
Project is located within a transit corridor or a regional center	Families/seniors need affordable, available transportation
Project contains one or more green components above and beyond the minimum energy efficiency requirements	Creates savings for project and tenants/adds to sustainability of project-meets set standards for new construction/rehab as applicable
Project addresses one or more objectives of the current Consolidated Plan for the region	The Consolidated Plan identifies local needs and numerical goals for meeting the needs of the community using HUD funds.
Project addresses one or more objectives of the current Regional Plan	The Regional Plan goals focus on coordinating master plans of local governments and other entities in the region as they relate to land use, infrastructure, resource management, etc. The Plan promotes the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of the region's households and allow for flexibility of housing location, type, and density.
Project addresses one or more objectives of the local 10 year plan to end homelessness titled "Housing for All"	The "Housing for All" plan identifies local homeless service and housing needs. Addressing these needs will help reduce the number of individuals and families experiencing homelessness in our community.
Project is a mixed income/use project.	Mixed income/use projects may increase the sustainability of low-income housing projects by subsidizing the lower rents through commercial and market rate rents. Low-income residents may benefit from this project type by having commercial businesses, better schools, and opportunities for upward mobility within short reach. Mixed income projects are less likely to "concentrate" income levels in a certain area. This also promotes tax bases of areas. Too many low income projects concentrated in one area may reduce tax rolls significantly for neighborhoods.
	The HEARTH Act, which authorizes funding for the region's homeless services and housing through HUD, will re-focus homeless and special needs service delivery away from emergency services and toward a "housing first" model. Local funding for homeless services and housing may be at risk if the numerical objectives of HEARTH are not met.

Projects not meeting the priorities are welcomed to apply for AHMLP funding; however, preference may be given for projects with one or more of the above characteristics.

Developers are encouraged to propose project sites outside of areas of low income or minority concentration, where the proportion of low income or any racial or ethnic minority is more than 10% higher than the proportion for the region as a whole. Developer should be aware that projects located in concentrated areas of low income or minority populations may be subject to additional review by the Washoe County HOME Consortium and the U.S. Department of Housing and Urban Development. Ultimately a project allocated funds by the WCHC may be prohibited by the Division of Fair Housing and Equal Opportunity within HUD from entering into a funding agreement and proceeding.

Level I priorities will be funded first if the project is viable and other projects that meet a Level II priority may be funded if there are additional resources available. These priorities are communicated to developers and provided in all applications. Priorities are reviewed at least bi-annually; changes are dictated by market need and/or economic changes.

Monitoring has shown that properties are lowering rental rates to retain present renters and are having difficulty with vacancy rates, even when providing special incentives such as free month's rent or smaller/no deposits. Properties that have rents set at the maximum HOME limits are especially hard hit. Also, in for 2013, HUD lowered the income eligibility limits and rents and the Reno Housing Authority has lowered the utility allowances, adding further issues for properties and future projects.

2. Please see attached for the match log.
3. The information reported on the MBE/WBE form relates to the Aspen Village project which was completed during the program year.
4. Annually, 15-20 percent of all assisted rental units are inspected for compliance with minimum property standards and local building codes and/or HQS/UPCS requirements. All required inspections were completed by July 2014. Final monitoring review letters were mailed with responses due back from the projects within 45 days. Tenant files reviewed appeared to be in general compliance with HUD rules and regulations. Those that needed further clarification, documentation, or organization were noted in review letters sent to the owner and project managers who were required to take appropriate corrective action.

Monitoring is considered complete when requested documentation is received and approved. During physical monitoring, we again noted the frequent change in project managers or management companies to be an issue. New management companies or managers were often not apprised of outstanding issues or actions that needed to be taken to complete a previous monitoring request when taking over the property or were not familiar with the HOME program.

Further, new managers are often not familiar with the HOME program requirements, although they have HOME units in the project. HOME units are often mixed with Tax Credit units and managers are confused or unfamiliar with how the two programs work together. When monitoring these differences are discussed with the managers and staff and information and references are provided to clarify questions arising about over income tenants, rent limits, etc. New management companies often change to new leases. Those unfamiliar with the HOME program often did not understand or realize that there are prohibited lease provisions of which they should be aware. WCHC staff reviewed leases at monitoring and found some prohibitive lease requirements in those that had been amended or replaced recently. These were reported to the managers and it was requested that the leases be reviewed by

their legal staff and amended to remove these provisions. Amended/revised leases are submitted to the WCHC as a part of their monitoring.

WCHC staff tracks the 45 day response period and calls properties to make certain that final reports or information are provided and the monitoring is closed satisfactorily. If issues arise staff works with the manager or property management company to address the noted issues.

The WCHC *Affirmative Marketing Plan* applies to all projects and programs funded by the WCHC. The goals of this program are implemented by providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of any client, customer, or resident of any community; keeping informed about fair housing laws and practices; informing clients and customers about their rights and responsibilities under the fair housing laws by providing verbal and written information; evaluating the effectiveness and compliance of all marketing as it relates to fair housing; including the equal opportunity logo or slogan, and the accessibility logo-type where applicable, in all ads, brochures, and written communications to owners and potential tenants; displaying the fair housing posters in rental offices and other appropriate locations; soliciting applications for vacant units from persons who are least likely to apply for assistance without benefit of special outreach efforts and to work with the local public housing authority and other service and housing agencies to distribute information to a wide and diversified population; maintaining records of applicants for vacant positions; working to alleviate issues for those clients who are limited in English proficiency; and requiring funding applicants to certify adherence to fair housing requirements. WCHC monitoring includes a review of fair housing compliance. A property's failure to comply might result in the WCHC providing more specific guidelines for compliance, or the WCHC might recover the HOME funds invested in the project. The WCHC refers fair housing questions to Silver State Fair Housing and utilizes them for reference and information.

WCHC includes certificates and assurances in the funding application package in which applicants are required to certify that they will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, and the minority/women's business enterprise participation effort

HOMELESS

Homeless Needs

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

First Program Year CAPER Homeless Needs response:

The City of Reno acts as the Collaborative Applicant for the Washoe County submission of the Continuum of Care (CoC) and provides administrative funds for related planning activities through the Reno Area Alliance for the Homeless (RAAH). In addition, the City of Reno has taken lead in implementing the 10-Year Plan to End Homelessness and is the CoC HMIS grant administrator. The CoC continues to provide much needed permanent supportive housing in the community. RAAH meetings, public forums, and strategic planning activities all focused on increasing awareness of homelessness and housing first strategies among service providers. As a result, chronic homelessness is now referenced in the Washoe County Human Services Strategic Plan and in the Fund for a Healthy Nevada/State of Nevada Grants Management Unit prioritization and assessment reports.

The three jurisdictions continue to pool funds, including HUD Emergency Shelter Grant and Community Development Block Grant monies, to support shelter operations. Staff will continue to support activities at the CAC and works to build collaborations between housing and service providers to increase the supply of supportive housing in the community. Through WCHC housing priorities developers are encouraged to develop incorporate supportive services for individuals recovering from homelessness into a portion of the funded units.

The final components of the Community Assistance Center (CAC) opened in October 2008, and the City of Reno has continued to contract with Volunteers of America of Northern California and Northern Nevada, a non-profit entity, to operate the shelters. A variety of additional services are provided by additional non-profit organizations at the CAC. Additional services include health and mental health services, employment assistance, disability advocacy, drug and alcohol treatment, and services to help people access mainstream welfare programs. The City of Reno also funded the operations of a Resource Center which assists individuals and families who are experiencing homelessness to access these programs as well as assist them in connecting with family, employment and other support systems through the use of internet and telephones, a message system, employment leads, mail service for those without a permanent address, and assistance in identifying appropriate housing options. In addition, the City of Reno has allocated funds from the Washoe County HOME Consortium to provide rental and utility deposits for those individuals transitioning from homelessness into permanent housing.

For the homeless, there are several aggressive, regularly scheduled outreach activities that take place each week for persons living on the street through the Mobile Outreach Safety Team, a local partnership between mental health and law enforcement agencies, and the Veterans Administration Health Care for Homeless Veterans program. Once outreach occurs, persons are connected immediately to the most appropriate resources based upon their individualized needs. All outreach activities are conducted with resources that can immediately either provide a direct service or link the person to appropriate resources. For example, transportation is offered to assist the individual in accessing medical care, shelter, food, clothing, Washoe County Social Services and to access other mainstream resources. If a need is identified during the outreach episode that cannot immediately be addressed, case management and follow up occurs to ensure the individual receives the services they need.

RAAH providers have worked to decrease homeless persons' length of stay in emergency or transitional housing, while implementing processes to support transitions to permanent rather than experiencing a relapse into street homelessness, and to increase the income of chronically homeless individuals to assist in the transition to permanent housing and independent living. To achieve

this objective, RAAH members have evaluated admission and discharge policies of existing programs to determine barriers to stay for chronically homeless participants. Efforts have also been undertaken to implement the SOAR program in earnest and improve the ability of workers to assist their clients to access Social Security Disability as well as Food Stamps and Medicaid.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

First Program Year CAPER Specific Housing Prevention Elements response:

In August 2009 the City of Reno solicited applications from organizations willing and able to distribute funds for the Homeless Prevention Rapid Re-housing Program (HPRP). In September of 2009 a partnership was formed with Washoe County and four non-profit organizations to distribute funds. In December 2009 the City hired staff to implement HPRP and provide a central intake process for individuals and families needing assistance. Through the central intake process, the application for HPRP was streamlined by allowing one point of entry for the program. This process prevents those needing assistance from having to visit or call multiple agencies in the community for assistance. Central intake also prevents them from having to fill out multiple intake forms. In PY 2011 one-thousand three-hundred and twenty-six (1,326) households were screened and more than 3,700 households have been screened for HPRP eligibility between program inception and June 30, 2012.

However, since the expiration of HPRP, no funding has been available for prevention initiatives. The City does work with other groups to identify resources available to individuals at-risk of homelessness and services at the Resource Center are also available to this population.

Emergency Shelter Grants (ESG)

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
 - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
 - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution

- a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
 - b. Homeless Discharge Coordination
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
 - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

First Program Year CAPER ESG response:

The City of Sparks is not an Emergency Shelter Grant (ESG) recipient; therefore, this section is not applicable.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
 - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
 - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
 - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
 - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
 - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
 - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
 - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
 - a. Indicate how use of CDBG funds did not meet national objectives.
 - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
 - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
 - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
 - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
 - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
 - b. Detail the amount repaid on each float-funded activity.
 - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
 - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
- a. The activity name and number as shown in IDIS;
 - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
 - c. The amount returned to line-of-credit or program account; and
 - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
 - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
 - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.

- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
 - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
- a. Provide the name of the financial institution.
 - b. Provide the date the funds were deposited.
 - c. Provide the date the use of funds commenced.
 - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
- a. Identify the type of program and number of projects/units completed for each program.
 - b. Provide the total CDBG funds involved in the program.
 - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

First Program Year CAPER Community Development response:

In Program Year 1, FY 2015-16, each of the high priority goals were addressed and at least partially met. The City of Sparks has identified funding for the City Single Family Owner-Occupied Housing Rehabilitation Program and Public Services as the Highest Priorities. In addition, a public facility improvement project (Pedestrian Improvements) was planned and is nearly completed. No funding was allocated or expensed on activities that did not meet a national objective as prescribed by HUD.

Priority need – Physical Improvements, Pedestrian Improvements:

The City's PY 1, FY 2015-16 Annual Action Plan identifies a target area for the City's Pedestrian Improvements activity on Rock Boulevard on the West, G Street to the North, 15th Street to the East and F Street on the South. 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.

The City allocated CDBG funds in the amount of \$631,705 toward pedestrian improvements. Of this amount, approximately, \$286,931 is new funding and \$219,138 is from previous years. The project undertaken during PY 1, FY 2015-16 was on Rock Boulevard on the West, G Street to the North, 15th Street to the East and F Street on the South. The work performed under this activity primarily consisted of removing and replacing concrete curb, gutter and sidewalks, installing accessibility ramps, driveway approaches, and street repairs as necessary.

Priority need – Housing Rehabilitation:

The City of Sparks continued to provide its Single Family, Owner-Occupied Housing Rehabilitation Home Loan and Emergency grant programs.

	Goal	Accomplishment
Households Assisted	10	15

	Low Income (80% AMI)	Very Low Income (50% AMI)	Extremely Low Income (30% AMI)
Households Assisted	11	3	1

In PY 1, FY 2015-16, the City of Sparks allocated \$210,000 for its Single Family, Owner-Occupied Housing Rehabilitation Home Loan and Emergency Repair Grant Programs combined. A total of \$57,001 was expended during PY 1, FY 2015-16 for program administration and to provide loans and grants to a total of fifteen (15) households assisted through the City’s Rehab program – seven (7) with Single Family Owner-Occupied Housing Rehabilitation loans and eight (8) with Emergency Grants. As noted elsewhere in this report, the local housing market showed signs of a steady improvement and home values have increased considerably.

The City’s Single Family Owner-Occupied Housing Rehabilitation program is comprised of two elements. The first is the Deferred Payment Loan program which is designed to assist low income (less than 80% of area median income) owner/occupants residing within the City of Sparks to correct housing deficiencies and addressing items deemed essential for health, safety and welfare. The maximum amount of the loan is \$20,000. The loan is secured by a Deed of Trust on the home and must be paid back upon sale of residence, transfer of title, or when the original applicant(s) no longer resides in the home. There are no monthly payments or interest charges assessed. The loan may be paid off early at any time. The city has set the goal of serving ten (10) households per annum. The following repairs are eligible under the program:

- Any necessary repair to preserve health and safety
- Roofing
- Mechanical
- Electrical
- Plumbing
- Doors (including hardware)
- Windows
- Insulation (minimum code requirement)
- Foundation
- Wall Repair (drywall & plaster)
- Floor covering
- ADA Issues
- Lead Based Paint & Asbestos abatement (during general rehab activities)
- Counter Tops & Cabinetry

The second is The Emergency Repair Grant which is designed to assist owner/occupants at or below 60% of area median income, residing within the City of Sparks, to make immediate corrections or necessary repairs to their homes. The maximum amount of the grant is \$2,500. The following repairs are eligible under the program:

- Any necessary repair to preserve health and safety

- Roofing
- Inadequate heating & cooling
- Inadequate plumbing
- Retrofitting for disabled
- Insulation (minimum code requirement)
- Electrical hazards

Any program income generated by the housing rehabilitation program is deposited in the city Revolving Loan fund and used prior to any new entitlement dollars for the Housing Rehabilitation projects.

Priority need - Public Services:

The City of Sparks committed the maximum of 15%, or approximately \$99,144, of its PY 1, FY 2015-16 CDBG allocation to fund the provision of services for the homeless at the Community Assistance Center located in Reno and an additional \$12,696 from General Fund for a grand total of \$111,840. The CAC includes shelters for men, women and families as well as a resource center. Total annual funding for the CAC provided by Reno, Sparks and Washoe County is approximately \$2.1 million.

In PY 1, FY 2015-16, the City of Sparks also provided \$99,143.55 from its General Fund, an amount equivalent to 15% of its CDBG, to support the Community Triage Center on the campus of the Community Assistance Center (CAC). The City allocated this funding through its participation with the City of Reno and Washoe County in the Washoe County Human Services Consortium (WCHSC).

As previously discussed and 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.

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

First Program Year CAPER Antipoverty Strategy response:

According to data from the Corporation for Enterprise Development (CFED), 10 percent of families in Washoe County live in income poverty. The unemployment rate has been declining over the past year and housing prices appear to be stabilizing. At this point in time home purchase prices are generally affordable to moderate income households (those earning 60% of the AMI or more), but rents are increasing rapidly. Very low income households continue to face many obstacles to meeting the basic needs of their family, including affordable housing, transportation, child care, etc.

The Washoe County HOME Consortium (WCHC) has prioritized housing projects that serve extremely low and very low income households. By prioritizing the creation and preservation of affordable housing for extremely low income households the City of Reno, as the lead agency for the WCHC, is working towards creating additional housing opportunities for households in poverty, enabling them to meet their basic needs and more fully engage in the economy of the region.

The City of Sparks also continued to operate its Single Family Owner-Occupied Housing

Rehabilitation programs – providing deferred loans and emergency grants – to assist low and moderate income households with critical health and safety repairs. These programs offer loans and grants of for housing repairs such as roofing, siding, plumbing, electrical, heating and energy efficiency upgrades. By providing these programs the City is working toward the goal of sustaining affordable housing and prevention of displacement.

The Washoe County HOME Consortium (WCHC) has assigned a high priority to housing projects that serve extremely low and very low income households. While not directly comparable, HUD's 30 percent of income cutoffs are similar to the poverty thresholds for different size families. Therefore, by prioritizing the creation and preservation of affordable housing for extremely low income households the City of Sparks, as a partner in the WCHC, is working towards creating additional housing opportunities for households in poverty.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

First Program Year CAPER Non-homeless Special Needs response:

The following is provided via the City of Sparks participation in the Washoe County HOME Consortium; the City of Reno is the lead fiscal and administrative entity:

Priority Need: Tenant-Based Rental Assistance

The only current TBRA program utilizes ESG and non-federal funds and assists homeless individuals and families move into permanent housing. The City of Reno was awarded \$300,000 in LIHTF to implement a new TBRA program which begin in October 2012. The program has assisted in re-housing over 50 homeless families.

Priority Need: Permanent-Supportive Housing Facility for Seniors

In the last year, the WCHC allocated an additional \$350,000 to Silver Sage Manor's senior apartment's project in Sparks called 4th and Lincoln Senior apartments. This complex is under construction and will be complete in early 2016. It will offer units and support services to seniors with incomes at or below 45% AMI.

Specific HOPWA Objectives

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
 - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan; That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income
Arbor Cove and Paradise Manor II Apartments were completed in 2013, providing

105 units, 45 of which were HOME assisted units. Of those 45, six (6) serve households at or below 30% of AMI and the remaining thirty-nine (39) units are affordable for households at or below 50% of AMI.

- b. persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
- a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
 - ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.

- iii. Barriers or Trends Overview
 - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
 - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

First Program Year CAPER Specific HOPWA Objectives response:

The City of Sparks and the Washoe County HOME Consortium (WCHC) is not a HOPWA recipient; therefore, this section is not applicable.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

First Program Year CAPER Other Narrative response:

Limited English Proficient:

The Washoe County HOME Consortium Client Submission Form (CSF), submitted by apartment complexes each year at their annual monitoring visit, serves to track tenant information, which includes new tenant primary language. Tenants are requested to voluntarily answer the question as to the primary language spoken in their home upon unit rental. Based on the information on these forms, it appears that the information obtained from the CSF is a reliable reflection of the languages spoken in our rental complexes and that individuals are more likely to provide reliable information when obtaining a unit than when completing a survey.

Although not directly related to the CSF, it has been noted during monitoring that properties with a substantial population of Spanish speaking tenants have bilingual office and/or maintenance staff, a great benefit to the complexes and their tenants. We see marketing and rental information printed in both English and Spanish. We are cross-training and utilizing staff that is fluent in Spanish, allowing the monitors to speak directly with the tenants during a monitoring, which is especially helpful at properties whose manager nor maintenance staff do not speak fluent Spanish.

Information and applications for all City programs are provided in Spanish and/or translation services are available through bilingual staff.

Section 3

It is the policy of the City of Reno, as a CDBG grantee and lead entity of the WCHC, to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin,

disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The City requires that all Section 3 covered contracts include the Section 3 Clause, which basically states that all work to be performed under the contract requires, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 project and contracts for work in connection with the project be awarded to business concerns located in or owned in substantial part by persons residing in the area of the Section 3 project.

The WCHC has attended and encouraged and assisted certified CHDOs to attend HUD Section 3 training.

The economic situation has resulted in many contractors struggling merely to retain current employees; as a result the Section 3 new employee numbers are very low or non-existent. It is hoped that as the economy improves, so will the opportunity to obtain jobs on assisted projects.