



# 2017-2018 Consolidated Annual Performance and Evaluation Report (CAPER)

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Year Four of the  
2014-2018 Consolidated Plan  
For the City of Redmond  
Community Development Block Grant Program

Prepared by the City of Redmond, Oregon  
Central Services Department

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

#### 91.520(a)

Instructions: This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Fiscal Year 2017-2018 Annual Action Plan was the City's fourth program year of Redmond's 2014-2018 Consolidated Plan. The City received \$222,670 in CDBG funding for the program year that ran from July 1, 2017 through June 30, 2018. Major accomplishments and highlights are below.

Administrative: City staff and the Redmond Housing and Community Development Committee (HCDC) spent the 2017-2018 program year working through policies and applications for the reallocation of funds. In addition, the ConPlan was amended to expand eligible activities, which resulted in a successful RFP to allocate previously unallocated funds. There were a total of three different Request for Proposal (RFP) cycles to fully award the 2017-2018 entitlement funds. Also, staff are in the beginning stages of streamlining the RFP process to hopefully increase the number of eligible projects proposed.

Public Services: In the current year, funds were awarded to three subrecipients; 1) Big Brothers Big Sisters to expand their site-based mentoring program at five Redmond elementary schools which successfully matched high school students with elementary students who met weekly, 2) Assistance League of Bend for their Operation School Bell program which allowed over 70 children the opportunity to shop for their own new school clothing, and 3) REACH to expand the Transportation program allowing more children the opportunity to participate in the after school programs.

Economic Development: During the 2016-2017 program year, the City awarded \$110,000 to NeighborImpact for their microenterprise loan program. While no funds were expended during the initial program year, there were 7 microenterprise loans made to qualifying low and moderate income individuals in the 2017-2018 program year and all funds have been fully expended.

ADA & Infrastructure: Funds were awarded during the year on the third RFP cycle, but no funds were expended in the fourth plan year.

Repayment: The City did repay approximately \$51,000 to the CDBG line of credit as it was determined that subrecipient awards made in the first and second program years were incorrectly reported as economic development and instead should have been classified as public service and therefore subject to the 15% limitation. The City has improved processes to correctly classify activities prior to awarding the funds.

**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)**

Instructions: 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
ADA & Infrastructure	Non-Housing Community Development	CDBG: \$144,736	Other	Other	66	0	0.00%	66	0	0.00%
Affordable housing, homelessness prevention	Affordable Housing Homeless	CDBG: \$0	Rental units constructed	Household Housing Unit	25	1	4.00%	0	0	
Further Fair Housing and Administration	Fair Housing Plan	CDBG: \$44,534	Other	Other	1	0	0.00%	1	0	0.00%
Increase economic opportunities	Non-Housing Community Development	CDBG: \$110,000	Jobs created/retained	Jobs	10	7	70.00%	10	7	
Support public services for LMI persons	Non-Homeless Special Needs Public Services	CDBG: \$35,081	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	707	563	79.63%	202	215	106.44%

**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.**

Additional Units of Affordable Housing: The Consolidated Plan identified the need for the increase in the supply of affordable housing units as a high priority. In 2016, a separate Request for Proposals went out for Housing opportunities, which JBarJ Youth Services, Inc. applied for and received. They acquired a residence for transitional housing of vulnerable populations. In the past year, a few proposals were received for housing projects, however none were selected for funding due to many constraints, such as the cost of construction, incomplete submissions, concerns with leverage, etc.. In addition, the limited amount of funds available from CDBG is also a contributing factor. City staff will continue work with organizations to identify options and are hopefully that in the coming year the revision to the RFP process and the inclusion of additional one-time funds will result in a successful affordable housing activity.

Homeless Shelter(s): The Consolidated Plan identified the need for Homeless Shelter(s) within the City. No applications were received by the City to pursue. City staff will continue to work with organizations to identify options and partnership opportunities.

Job Training/Education: While not directly related to job training/education, the City did fund seven microenterprise loans with CDBG funds that allowed low and moderate income individuals to open their own businesses.

Affordable Childcare for Working LMI Parents: The Consolidated Plan identified the need to support efforts to provide affordable childcare for low-wage workers, especially during non-traditional work hours. The City funded REACH during the 2016-2017 and 2017-2018 plan years, an after school and non-school weekday care service.

Transportation for LMI Workforce: The Consolidated Plan identified the need for more transportation options for LMI individuals in Redmond. Mass transit is limited in Redmond and obtaining and keeping steady employment can be difficult without a personal vehicle. The City received no proposals for this goal and will work with community partners to provide transportation to work for LMI persons.

## CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG
White	207
Black or African American	3
Asian	3
American Indian or American Native	9
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>222</b>
Hispanic	47
Not Hispanic	175

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

### Narrative

Service Providers for the 2017-2018 program year reported assisting clients through June 30, 2018. The racial composition of residents assisted to-date is mostly White and non-Hispanic. Additionally, some people declined to state their race and were therefore listed as white for reporting purposes.

In the prior year, only 14 of 182 families assisted identified as Hispanic so the 47 served out of 222 in the current program year is a significant increase. However, City staff will work with local organizations to increase awareness of programs to our Hispanic community.

## 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	385,828	186,297
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

The Resources Made Available of \$385,828.30 are comprised of: 1) unexpended funds from 2016-2017 in the amount of \$111,681.00, 2) repayment of funds exceeding 15% public service cap in 2014-2015 of \$20,795.95, 3) repayment of funds exceeding 15% public service cap in 2015-2016 of \$30,681.35, and 3) the current year entitlement of \$222,670.00. This agrees to the PR26 report, line 8.

Of the resources available, the City expended \$186,297.07, (PR26, line 15), leaving only \$199,531.23 unexpended at the end of the program year (this agrees to the PRS26 report, line 16.) The largest expenditure was \$110,000 for the microenterprise loan program. Of the unexpended amount, \$148,053.93 is encumbered and should be expended within the first six months of the next program year.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	100	target area

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City has one Census Tract identified as meeting low- and moderate-income benefit. The City has chosen to allocate all funds throughout the five year Consolidated Plan to Citywide projects.

No Public land was used to address the needs identified in the Action Plan, however the City is reviewing available lands for potential use for affordable housing.

## 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.**

While the CDBG program does not have match requirements, the City has set a goal that all CDBG-funded activities have a dollar-for-dollar match requirement. However, the City has waived this requirement when it has deemed it to be appropriate, especially on larger projects.

Public Services: These projects almost always meet the dollar-for-dollar match with funds from various other local, state, federal, and private sources.

## 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	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</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	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 6 – Number of Households Supported

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

Through the first four years of the plan one housing unit has been purchased, which occurred in year three of the plan. The City has faced challenges with expending funds for affordable housing projects, therefore the City has set the goal at 0.



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

The City receives a relative small annual allocation, which has made funding housing projects challenging. However, City staff continue to speak with community partners about possible housing projects as housing remains a strong focus. In addition, the City has an influx of one-time money anticipated in the next program year and is optimistic that the increase in funds available and the revisions to the RFP process will result in an increase in affordable housing.

**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	1	0
Low-income	0	0
Moderate-income	0	0
<b>Total</b>	<b>1</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

There is currently one household being served through the purchase of a home used for transitional housing. There are six individuals that comprise the household.

## **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**

City staff attends meetings of the Homeless Leadership Coalition (governing body of the Central Oregon Continuum of Care) and of the Redmond Service Providers group. These meetings have developed relationships with local agencies that serve homeless persons. The City of Redmond will continue to look for opportunities to support organizations individual needs through CDBG funding. With incomes low and an overall low rental vacancy rate and rents rising affordable housing is a critical need and is key to stabilizing families at risk of homelessness.

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

At this time there is no full time emergency shelter within the City of Redmond and transitional housing is limited. However, the City of Redmond was able to provide CDBG funding to JBarJ Youth Services, Inc. to acquire a property to provide a Transitional Housing program for their most vulnerable populations. Interest in using CDBG funds for housing projects have been low. Staff do attend regular meetings of the Redmond Service Providers group the primary discussion is around the need and options for creating a permanent emergency shelter within the City or to expand the current cold weather shelter operated by the group members.

### **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**

In the prior year, the City of Redmond funded THRIVE, an outreach program that works with vulnerable populations, including precariously housed individuals, individuals with barriers, and households to get connected to services, opportunities and other vital resources. The City is also meeting with local Redmond Service Providers to facilitate communication and collaboration in directing services to low-income individuals and families. In addition, the City consulted with the Deschutes County Parole and Probation Office regarding those leaving custody, especially individuals at risk of becoming homeless. The City will continue to partner with service organizations that offer services to these vulnerable populations.

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

In addition to THRIVE, an outreach program that works with vulnerable populations, including homeless and precariously housed individuals and households to get connected to services, waitlists for housing opportunities and other vital resources. City staff also attend the Homeless Leadership Coalition meeting where discussions occur around the many definitions of homelessness, where it can be seen and who are the people experiencing homelessness; who are the organizations and service providers in our area that work with these vulnerable populations and the current resources available; the Continuum of Care and Coordinated Entry models that are being implemented in our region to better coordinate the services available and even providing logistics and support to a group of service providers that meet monthly to increase communication, collaboration and awareness. The City will continue to partner with service organizations that offer services to these vulnerable populations.

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

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

The City of Redmond has a long and productive relationship with the local, regional housing authority, Housing Works, which is based in Redmond. We have partnered with them on numerous units over the years with such as leasing/selling homes leases at a minimal cost and direct funding through CDBG projects and other local funds such as the Redmond Urban Renewal Agency. In addition, the City has partnered with Housing Works on a previous Neighborhood Stabilization Program grant that resulted in the purchase of 9 townhomes which are managed by Housing Works and rented to qualifying individuals and an additional 21 Redmond residents received downpayment assistance through the form of a 0% interest loan due upon sale of the home. The City also consults with Housing Works staff on a regular basis on potential projects to increase and enhance the amount of affordable housing in Redmond.

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

The City encourages the involvement of public housing residents in the management of the facilities and the transition of public housing residents to homeownership. Currently, residents of Housing Works properties take part in voluntary family self-sufficiency activities as well as holding a position on Housing Works governing board. Also, many of Housing Works' past rental clients participated the City's past downpayment assistance program that resulted in homeownership.

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

None, as the PHA is not troubled.

## **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 Redmond's land use policies are generally favorable and support affordable housing. In 2007, the City adopted an Affordable Housing Plan. The City along with recommendations from the HCD Committee are working through Affordable Housing strategies. There are a number of Affordable Housing organizations, workgroups and collaborations happening all around Central Oregon and the HCD members as well as city staff are participating in these regional and city specific dialogs.

In January 2017, the City Council adopted an update to the Redmond Development Code that included allowing Accessory Dwelling Units (ADU) in all residential zones. This singular action has allowed for smaller units of housing to be introduced into many areas of the City where they were not before. The ADU's are also allowed to connect to the main dwelling's sewer and water, therefore not incurring those System Development Charges.

The City offers a System Development Charges (SDC) Credit Program for Affordable Housing Projects. Non-profit developers may apply for a 50% SDC credit up to \$20,000 for multi-family projects as long as there are funds available. In the past year, one applicant took advance of this program and received credit for over \$6,000 of SDCs for the construction of a single family residence to be owned by an 80% AMI individual.

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

Redmond is fortunate to have a network of agencies that work together to meet the needs of Redmond's underserved populations, including the elderly and disabled, residents dealing with addiction, and persons with mental, physical, or developmental disabilities. Lack of CDBG funding is the primary obstacle to meeting underserved needs. The City has allocated the maximum of 15% of its entitlement grant to public services each year to date.

The 2017-2018 Annual Action Plan identified the need for services for low income persons and funded programs focused on children through mentorship with a high school student, purchasing new school clothes, and transportation to afterschool programs.

The City will continue to work with area agencies and other public and governmental entities to identify ways to collaborate resources and programming to address underserved needs.

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

There were no actions taken in the past year to reduce lead-based paint hazards and no actions are planned in the coming year. However, the City did consult with a local medical clinic and the County Health Department and both reported no patients with abnormal lead level tests in the past year. Additionally, the majority of Redmond's housing stock was constructed after 1978 so exposure risks are relatively low. The City will act as a resource for agencies and individuals regarding lead-based paint questions.

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

The City actively works with housing and community development providers to help families move out of poverty through the funding and implementation of public service activities, especially those that promote self-sufficiency and job attainment and retention skills. In the past year, the public service funds awarded were focused on children through clothing, mentorship and socialization.

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

During the 2017-2018 program year there was a change in City staff. Since this time, significant efforts have been made to create policies, procedures and filing methods to increase the operational efficiencies and compliance of the program.

City staff have also continued to network with community partners such as the Homeless Leadership Coalition and the Redmond Service Providers group to facilitate communication and open up future possibilities.

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

In 2016, the City offered to help facilitate a monthly meeting for Redmond Service Providers to come together for collaboration on housing, service needs, and issues in Redmond. This group includes individuals from Housing Works (PHA), Shepherd's House (local nonprofit faith based), NeighborImpact (CAA & COC Lead Agency), St. Vincent de Paul (outreach team), City of Redmond Police, Deschutes County Parole & Probation, State of Oregon Department of Human Services, Redmond School District Homeless Liason, Pacific Source (health insurance), Deschutes County Behavioral Health (Outreach), and other members of the community. The significance of these meetings can not be overlooked, until 2016 this group had little to no interaction on a consistent basis. Housing in Redmond is overwhelmingly tenant based rental assistance and coordination from these meetings have proven to be helpful.

Redmond is no longer the primary facilitator for these meetings as individuals groups have stepped up, cross-pollinating dialogue continues to occur and Redmond staff participate in numerous meetings.

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

Affordable housing conversations are happening at all levels of the State, Region, and City; those conversations have included access to Fair Housing laws for benefit of renters and landlords. Staff attended an education meeting on Fair Housing in Central Oregon. The City's workplan for the upcoming 2018-2019 plan year includes more time dedicated to additional tools that could be used to increase affordable and fair housing.

## **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**

Each subrecipient receives a report template and is required to submit the report along with invoices for payment. The City's policy is to do one on-site monitoring visit of each subrecipient to ensure that data reported is accurate and goals are being met. The report templates are designed to provide information for both reporting purposes and data helpful to providers, enabling data driven decision making abilities.

No minority businesses were identified in the 2017-2018 program year. Subrecipient agreements require the subrecipients to use their best effort to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of the contract.

## **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.**

Redmond's Citizen Participation Plan requires a 15-day comment period on the CAPER. A public hearing is also held on the CAPER and to receive citizen input on community development needs that could be addressed in future action plans. The CAPER has a 15-day comment period and public hearing which are publicized through a legal notice in the local papers of record and available on the City's website.

The CAPER is available in print at Redmond City Hall.

All meetings of the Redmond Housing and Community Development Committee are open to the public and the agenda packets are available on the City's website. Citizens are welcomed and encouraged to attend all meetings.

No comments were received for this CAPER.



## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City has continually struggled to find qualified activities that increase the supply or affordability of housing. However, the City anticipates a one-time inflow of additional grant resources and is confident that the additional funds along with planned revisions to the City's RFP process will result in qualified housing activities. Moving forward the City will be focusing on subrecipient performance, monitoring and facilitating more interest in the utilization of grant 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.**