

2021-2022 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

CITY OF CHINO HILLS

September 2022

2021-2022 CAPER

For July 1, 2021 – June 30, 2022 Program Year

CITY OF CHINO HILLS, CALIFORNIA

Community Services Department

SEPTEMBER 2022

Prepared for the City of Chino Hills by
Mosaic Community Planning, LLC



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CR-05 - Goals and Outcomes

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

91.520(a)

The City of Chino Hills 2021-2022 Consolidated Annual Performance Evaluation Report (CAPER) covers the second year of performance and accomplishments under the City's 2020-2025 Consolidated Plan. The City's 2021 program year covers the period July 1, 2021 through June 30, 2022 and is aligned with the goals and activities proposed in the City's 2021-2022 Annual Action Plan. State and local governments that directly receive Community Development Block Grant Funds (CDBG) from the Department of Housing and Urban Development (HUD) are required to submit the CAPER ninety days after the end of the program year (normally due September 28th).

During the 2021-2022 program year, the City funded the following projects:

- Literacy Services (San Bernardino County Library)
- Domestic Violence Services (House of Ruth)
- Landlord/Tenant Mediation Services (Inland Fair Housing & Mediation Board)
- Food Bank (Chino Neighborhood House)
- Wellness Program (Project Chela)
- Los Serranos Infrastructure Project
- Home Improvement Project

As the City began to emerge from the COVID-19 pandemic, many CDBG program operations returned to normal over the course of the 2021-2022 program year. Other than small and temporary closures of subrecipient organization offices due to localized outbreaks, all programs were reinstated and running at levels comparable to pre-pandemic operations. Some subrecipients have reported staff shortages, but those have not significantly impacted their ability function normally and maintain service levels. City staff have observed an increase in calls for rental and utility assistance and make referrals as appropriate to County-sponsored programs to meet those needs. As the City moves forward, it will be important to work even more closely with service providers that will be able to make modifications to their programs and adapt as needed while still being able to provide services to City residents.

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)

TABLE 1 - ACCOMPLISHMENTS – PROGRAM YEAR & STRATEGIC PLAN TO DATE

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Administration	CDBG: \$	Other	Other	20	0	0.00%	20	0	0.00%
Improve Public Facilities and Infrastructure	Infrastructure	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4,000	8,000	200.00%	4,000	8,000	200.00%
Maintain and Expand Housing Affordability	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	4	5	125.00%	5	5	100.00%
Public Services	Public Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	213	273	128.17%	250	273	109.20%
Public Services	Public Services	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0	--	0	0	--

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.

Public Services Programs

- Literacy Services (San Bernardino County Library) - The Chino Hills Library's Literacy Program assisted 55 residents.
- Domestic Violence Services (House of Ruth) - House of Ruth was able to assist 15 residents.
- Landlord/Tenant Mediation Services (Inland Fair Housing & Mediation Board) - Inland Fair Housing and Mediation Board assisted 64 residents with issues regarding rights & responsibilities, evictions, repairs, security deposits, neighbor disputes, and rent increases.
- Food Bank (Chino Neighborhood House) - Chino Neighborhood House was able to assist 109 households with groceries.
- Wellness Program (Project Chela) - Project Chela provided emotional, educational, and sensory support for 30 disabled adults.

Fair Housing

Inland Fair Housing and Mediation Board (IFHMB) assisted 13 Chino Hills residents with fair housing issues. Of the 13 residents assisted with fair housing issues, 2 presented actual cases of alleged housing discrimination, both related to disability status. Fair housing workshops are still being held virtually due to the COVID-19 pandemic. IFHMB continues to do community outreach by submitting cable releases regarding discrimination based on familial status, race, disability, marital status, and national origin.

Home Improvement Program

During the FY 2021-2022 program year, the City was able to assist 10 low- and moderate-income households with improvements to their homes.

Los Serranos Infrastructure Improvements

During the 2021-2022 Program Year infrastructure development in the Los Serranos neighborhood resumed after having been put on hold during the pandemic. Although not yet complete, substantial progress was made on the Los Serranos Safe Routes to Schools East Project, including construction of ADA compliant sidewalks, curbs and gutters, driveways on Gird Ave from Del Norte Ave. to Valle Vista Dr.; driveways on Lugo Ave. between Del Norte Ave. to Valle Vista Dr.; and driveways on El Molino Blvd. from Montecito Dr., to Los Serranos Blvd. When complete, the project is estimated to benefit 4,000 residents.

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)

TABLE 2 – TABLE OF ASSISTANCE TO RACIAL AND ETHNIC POPULATIONS BY SOURCE OF FUNDS

	CDBG
White	118
Black or African American	23
Asian	78
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	2
Total	221
Hispanic	54
Not Hispanic	167

Narrative

Local jurisdictions that receive CDBG funds must maintain data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefitted from, any program or activity funded in whole or in part by CDBG funds. The racial and ethnic status of families assisted during the 2021 program year are shown above.

During the 2021-2022 program year, the City's CDBG program assisted a total of 338 beneficiaries under public services programs. Of those, 221 identified as a single race and the racial breakdown of these beneficiaries is provided in the above table. Another 117 beneficiaries identified as multi-racial and are not included in the figures in Table 2.

As a share of the 273 total beneficiaries, those identifying as white alone constituted 43%, representing the largest single racial group served. The 52 multi-racial beneficiaries not included in the above table constituted another 19% of the beneficiaries and the Asian alone and Black or African American alone shares were 29% and 8%, respectively. Of the beneficiaries for whom data is reported in Table 2, the majority of people served by the City's CDBG program (76%) identified as non-Hispanic while 24% were Hispanic.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

TABLE 3 - RESOURCES MADE AVAILABLE

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$899,103.55	\$833,944.67

Narrative

The entitlement resources made available for the 2021-2022 program year totaled \$899,103.55. This amount includes the City's annual allocation of \$455,906, plus \$443,197.55 in prior year unexpended carryover funds. The City expended a total of \$833,944.67. PY 2021-2022 expenditures went toward the following activities:

- Los Serranos Infrastructure Project: \$672,964.12
- Home Improvement Grant Program: \$57,894.80 (additional funds for this activity were carried forward from the prior program years)
- House of Ruth Domestic Violence Program: \$14,988.76
- Chino Hills Library Literacy Program: \$11,000.00
- Chino Neighborhood House Food Bank Program: \$6,864.12
- Inland Fair Housing and Mediation Board Landlord/Tenant Mediation Program: \$7,000.00
- Inland Fair Housing and Mediation Board Fair Housing Services: \$18,200.00
- Administration and Planning: \$41,979.09

Identify the geographic distribution and location of investments

TABLE 4 – IDENTIFY THE GEOGRAPHIC DISTRIBUTION AND LOCATION OF INVESTMENTS

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide	100	100	The City has no local target areas and CDBG funds are distributed citywide.

Narrative

During the program year, \$833,944.67 was expended to further the objectives of the City's Consolidated Plan (which includes unexpended CDBG funds from prior years). All public service activities met the Low/Mod Clientele objective, and were available community wide. The Los Serranos Infrastructure Improvement project met the Low/Mod area (LMA) national objective and was restricted to the low-and-

moderate-income census tracts and block groups of that area (Census Tract 1.10 Block Groups 01, 02, 03, 04, and 05). The Home Improvement Program met the Low/Mod Housing (LMH) objective and was available community wide.

Leveraging

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

The City of Chino Hills leverages its Community Development Block Grant (CDBG) entitlement funds with County general funds, and other fund sources to address the Consolidated Plan priorities and activities, particularly the infrastructure improvements underway in the Los Serranos LMA. These leveraged funds have included funding from Measure I, gas tax revenues, the Mitigation Fee Fund, and a SBCTA TDA Grant. The City's General Fund also supports many community services and community development activities integral to the Consolidated Plan. Similarly, federal funds under the San Bernardino County Home Consortium provide for a variety of housing projects.

The City has been working with Habitat for Humanity to transfer ownership of two City-owned residential lots located on Fairway Drive for the development of two affordable single-family homes. The development of these two homes will be part of the Habitat's Veteran Build Program. The program is Habitat's national initiative to provide housing solutions, as well as volunteer and employment opportunities, to income-qualified U.S. Veterans, military service members, and their families. The Chino Hills City Council executed a Transfer Agreement with Pomona Valley Habitat for Humanity on September 14, 2021 in order to convey the two lots to Habitat. Habitat has submitted construction plans for review and expects to have building permits issued before the end of the calendar year with construction starting soon thereafter. Habitat will then sell each property to an income-eligible purchaser at an affordable purchase price. Each of the properties will be subject to a recorded affordable housing agreement which provides that, for a period of not less than 45 years after the date of the initial purchase of each home, the home may be sold only to persons or households of very low-income (not exceeding 50% of the San Bernardino County area median income, adjusted for household size).

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.

TABLE 5 – NUMBER OF HOUSEHOLDS

	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	10
Number of special-needs households to be provided affordable housing units	0	0
Total	0	10

TABLE 6 – NUMBER OF HOUSEHOLDS SUPPORTED

	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 the rehab of existing units	0	10
Number of households supported through the acquisition of existing units	0	0
Total	0	10

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

During the 2021-2022 program year, the City received 9 applications for the Home Improvement Grant Program and approved 5 of them. During the 2021-2022 program year, a total of 10 home repair projects were completed, many of which had been carried over from the prior year due to various delays such as inspection availability, contractors unavailable, and/or material shortages.

The City's annual goal is to complete 5 home improvement projects. With 10 completed projects in PY 2021-2022, the City exceeded its annual goal, makes up lost ground from the prior year, and remains on track relative to its five-year strategic plan goals. Due to cost increases associated with labor and materials,

the City made occasional small exceptions to the Home Improvement Grant Program's \$5,000 maximum project budget provision. As of July 1, 2022, the City has increased the maximum project budget to \$7,500 to better align the program standards with current market prices.

Discuss how these outcomes will impact future annual action plans.

The market conditions described above are expected to continue into the coming program year. While interest in the City's Home Improvement Grant Program has remained high, projects are expected to progress more slowly than usual because of the tight labor market, competition for available contractors, and supply chain disruptions. If material and labor prices remain high, the City may consider increasing the maximum project budget to better align the program standards with current market prices. The City will communicate these uncertainties to applicants to ensure their expectations are in line with the current market realities.

Future Annual Action Plans will provide additional information on program changes that are currently in development as the City continues to determine the needs of residents in Chino Hills. During the coming years, the City will continue to support organizations to expand affordable housing opportunities, homeless assistance and supportive services, and to meet the other needs of the low-income residents. Through the use of CDBG funds, the City offers grants to low-income households for emergency/health and safety repairs and accessibility modifications for disabled homeowners.

Worst Case Needs

Worst case affordable housing needs are defined as housing needs by low-income renters with severe cost burden, in substandard housing, or involuntary displaced. The City of Chino Hills services the worst-case needs by working with the Housing Authority of San Bernardino. The Housing Authority of San Bernardino provides 5 Project-Based Rental Assistance Program units in Chino Hills. These units are privately owned, with rent subsidies paid directly to owners by the Housing Authority. This program is managed by the Housing Authority of San Bernardino. In addition, the Heights Apartments, a 124-unit apartment complex, has an affordability requirement on 25 units. All 25 units are consistently occupied. The second phase of the Country Club Villas project was completed in 2019 and includes 9 affordable housing units.

Other Efforts Taken to Foster and Maintain Affordable Housing

The City established an in-lieu Housing Fee Program which is aimed at generating funds for the City's affordable housing program. The program requires an in-lieu fee in the amount of \$1 per square foot of livable space for each residential dwelling unit and not to exceed \$3,500 for a new single-family residential unit and not to exceed \$1,000 for a new multi-family residential unit. The City's available in-lieu fund balance as of May 31, 2022 was \$3,039,360.19. The Chino Hills City Council executed a Transfer Agreement with Pomona Valley Habitat for Humanity on September 14, 2021, in order to convey two lots

to Habitat. Habitat has submitted construction plans for review and expects to have building permits before the end of the calendar year with construction starting soon thereafter. Habitat will construct a single-family detached house with a garage on each lot and sell each property to an income-eligible purchaser at an affordable purchase price as part of its Veteran Build Program.

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.

TABLE 7 – NUMBER OF HOUSEHOLDS SERVED

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	61	0
Low-income	87	0
Moderate-income	102	0
Total	250	0

Narrative Information

During the 2021-2022 program year, the City’s CDBG program assisted a total of 273 beneficiaries under public services programs. Of those, 61 were classified as extremely low-income (below 30% of AMI); 87 as low-income (30%-50% AMI); 102 as moderate-income (50%-80% AMI); and 23 as non low-moderate income (greater than 80% AMI).

During the 2021-2022 program year, the Home Improvement Program was able to assist 10 homeowner households make improvements to their homes. Households participating in the Home Improvement Grant Program are income qualified at the time of assistance and 4 of the assisted households were qualified as low-income (30%-50% AMI) with the remaining 6 households being moderate-income (50%-80% AMI).

Note that Table 13 does not include beneficiaries of the City’s Los Serranos infrastructure project.

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

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

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

The City of Chino Hills partners with the San Bernardino County Homeless Partnership and a variety of agencies and organizations to provide services to the homeless. San Bernardino County uses ESG funds for outreach, rapid rehousing, emergency shelter, homelessness prevention, and data collection and analysis. Housing providers and street outreach workers seek to access homeless persons and guide them to appropriate services. The City continues to play a role in the involvement with the Continuum of Care in the planning and execution of the countywide point-in-time homeless count.

Nonprofit organizations working in Chino Hills also help meet the needs of persons experiencing homelessness. The House of Ruth provides emergency shelter, a transitional living program, children's programs, child abuse treatment, prevention education, and other services, including housing assistance, career counseling, classes in resume writing, parenting, domestic violence, and computer skills. Heart 2 Serve provides substance abuse recovery, counseling, shelter, employment and skills training, health care, food and clothing, legal assistance, education, and transportation. Organizations outside the City of Chino Hills also provide services and shelter to persons experiencing homelessness in Chino Hills. For example, the Chino Neighborhood House provides food, clothing, and hygiene items and in the coming program year, the City expects to partner with SWAG, the Social Work Action Group, to come into Chino Hills and provide periodic street outreach to people experiencing homelessness in the city.

Addressing the emergency shelter and transitional housing needs of homeless persons

A number of agencies in the area provide services addressing emergency shelter and transitional housing for people experiencing homelessness:

- **House of Ruth** offers 24-hour emergency shelter, transportation, counseling for approximately 100 battered women and their children. Serving the west-end of San Bernardino County and east-end of Los Angeles County, House of Ruth is the only domestic violence shelter in the area. During the 2021-2022 program year, the House of Ruth assisted 15 Chino Hills individuals. The organization offers in-person Domestic Violence 101, Parenting, and Life Skills classes. Staff has seen an increase in requests for services, but also an increase of no-shows for sessions, as people are juggling multiple responsibilities, making it a challenge to prioritize services.
- **Homeless Outreach Programs and Education (HOPE)** provides cold weather shelter for the homeless in Ontario and the west area of San Bernardino County. Shelter is provided in the form of vouchers issued from a facility at 213 N. Fern Avenue in Ontario. The vouchers are funded in

part by the County's Emergency Shelter Grant.

- **Boys Republic** offers transitional housing across four duplexes (eight two-bedroom units) which provide transitional student housing for program graduates while they are completing their vocational training before they establish themselves off campus.
- **Salvation Army** operates two homeless shelters in the City of San Bernardino. In addition, the Salvation Army issues shelter vouchers at six locations throughout San Bernardino County.
- **County of San Bernardino Human Services** System administers Temporary Assistance to Needy Families. The program provides vouchers to qualified homeless families with children to purchase temporary or permanent shelter, or to assist with living expenses.
- **Social Work Action Group (SWAG)** works with community partners on creative ways to help individuals exit life on the streets.

The City itself does not operate transitional housing or emergency shelters but does participate in the San Bernardino Continuum of Care (CoC). Under the CoC, the San Bernardino County Office of Homeless Services (OHS) serves as the collaborative applicant and is responsible for maintaining the housing inventory count of all save havens, emergency, transitional, rapid re-housing and permanent supportive housing providers. According to the 2020 HUD Housing Inventory Chart for the San Bernardino Continuum of Care, there were a total of 483 emergency shelter and 186 transitional housing beds identified within the San Bernardino County Continuum of Care.

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

The City provides referral (food, clothing, and utility assistance), information, and outreach to area residents through the Community Services Department and also supports the efforts of the San Bernardino County Interagency Council on Homelessness to prevent homelessness. The San Bernardino CoC Health Committee works closely with hospitals, foster care facilities, mental health agencies, and correctional institutions to develop and implement a countywide homeless prevention policy for person leaving publicly funding institutions or systems of care that have no identified immediate housing. During the program year, all hospitals in California were required to develop a place for safely discharging patients without homes and coordinate with appropriate community service providers as a condition of licensure. Under this new law, all hospitals must:

- Attempt to secure a sheltered discharge location, resource permitting, or discharge a patient to the location of their choice;
- Provide transportation to a discharge location that must be within 30 miles or minutes of the

hospital;

- Offer the patient weather-appropriate clothes;
- Offer the patient a meal; and
- Provide referrals to health and mental health resources.

Rental assistance is a component of the City's strategy to prevent homelessness by individuals and families who are at risk of homelessness. Among this group are extremely low-income renters who are spending more than 50% of their income on housing costs. Also among the people who are threatened with homelessness are the persons and families on the Section 8 waiting list.

The City will continue to support the San Bernardino County Continuum of Care Health Committee as they continue to bridge the gap between homeless and health related services and the County of San Bernardino Housing Authority's Section 8 rental assistance program.

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

The San Bernardino County CoC implements a regional strategy to serve homeless persons and families. Through this collaboration of service providers and local government agencies, efforts are coordinated for outreach, needs assessment, provision of services for the homeless. The consortium also determines the priorities and allocation of countywide Emergency Shelter Grant funds.

Housing, along with supportive services, is the best intervention to end homelessness. Therefore, the City is committed to providing services to assist the most vulnerable in the community. The City continues to support House of Ruth. House of Ruth provides life-saving domestic violence services. Services include Emergency Shelter, Transitional Living Program, Children's Programs, Child Abuse Treatment Program, prevention education, and domestic violence counseling. During the program year, House of Ruth was able to assist 13 residents.

Additionally, to increase permanent affordable housing options within the city, Chino Hills is partnering with Habitat for Humanity to build two additional affordable housing units in the Los Serranos neighborhood as part of Habitat's Veteran Build Program. This initiative helps provide homeownership and employment opportunities to U.S. Veterans, military service members, and their families. City Council executed a Transfer Agreement with Pomona Valley Habitat for Humanity for the transfer of two vacant lots for construction of these new homes on September 14, 2021. In addition, the second phase of the Country Club Villas project was recently completed, which includes 9 affordable housing units for sale.

The City will continue to support the San Bernardino Continuum of Care efforts as they implement their strategy throughout the region.

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

Actions taken to address the needs of public housing

There are no public housing units in Chino Hills. Therefore, there are no Planned Activities to Foster Public Housing Improvements and Resident Initiatives. The nearest units, administered by the San Bernardino County Housing Authority, are located in the City of Chino.

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

There are no public housing units in Chino Hills. Therefore, there are no Planned Activities to Foster Public Housing Improvements and Resident Initiatives. The nearest units, administered by the San Bernardino County Housing Authority, are located in the City of Chino.

Actions taken to provide assistance to troubled PHAs

N/A

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)

Actions of the City can have an impact on the price and availability of affordable housing in the City. As part of the City's Housing Element, the City identifies adequate housing sites and policies to remove barriers to affordable housing. An in-lieu fee was approved during the update and, as of May 31, 2022, there was a balance of \$3,039,360.19 in the Affordable Housing Program Fund. In addition, the City regularly reviews land use regulatory controls, site improvement requirements, building codes, fees, and other local programs to improve the quality of housing.

The City has been working with Habitat for Humanity to transfer ownership of two City-owned residential lots located on Fairway Drive for the development of two affordable single-family homes. The Chino Hills City Council executed a Transfer Agreement with Pomona Valley Habitat for Humanity on September 14, 2021 in order to convey the two lots to Habitat. Habitat has submitted construction plans for review and expects to have building permits issued before the end of the calendar year with construction starting soon thereafter. Habitat will then sell each property to an income-eligible purchaser at an affordable

purchase price. Each of the properties will be subject to a recorded affordable housing agreement which provides that, for a period of not less than 45 years after the date of the initial purchase of each home, the home may be sold only to persons or households of very low-income (not exceeding 50% of the San Bernardino County area median income, adjusted for household size).

The City also utilizes the following programs to remove barriers to affordable housing:

- Expedited Project Review - This program provides fast track permit processing for projects with an affordable component. The City will continue to assist developers and non-profit entities with financing and priority processing for affordable housing projects.
- Development Fees Deferment - This program reduces fees for affordable housing projects. The City waives the housing in-lieu fee for projects that have developed affordable housing units. In addition, the City defers the payment of development impact fees until the issuance of building permits. In some cases, some fees are deferred even further until prior to the final inspection.
- In-lieu Housing Fee - This program is aimed at generating funds for the City's affordable housing programs.

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

The two primary obstacles to meeting the needs of underserved populations in Chino Hills are:

1. Limited City funding for support services
2. Costs associated with acquiring and maintaining affordable housing for low- and extremely-low income and/or homeless residents. The City of Chino Hills took the following actions to address obstacles to meeting undeserved needs:
 - Promoted and encouraged housing opportunities for all economic segments of the community, regardless of age, sex, ethnic background, physical condition, or family size.
 - Maintained and enhanced the quality of existing residential neighborhoods.
 - Provided support services to meet the housing needs of the City's residents, specifically homeless households and at risk youth or other special needs groups.
 - Improved the quality and increased the quantity of public improvements that benefit low-and moderate-income residents.
 - Provided services to non-homeless special needs populations.

Over the years, community partnerships with county, state, and federal agencies have also been integral to meeting the needs of the undeserved community. However, with the dissolution of the Redevelopment Agencies in California under AB X1 26, Low/Moderate Income Housing Funds are no longer available to use for site assembly and other forms of assistance for affordable housing development.

The City's popular Mobile Recreation Program is a free after-school program that visits various

neighborhoods throughout Chino Hills (including the Los Serranos area) to offer such activities as homework assistance, arts and crafts, sporting activities, outdoor games, board games, team building activities, and healthy snacks. The program meets underserved needs by bringing these activities, free of charge, into neighborhoods where children can access them without transportation challenges. Unfortunately, Mobile Recreation was temporarily suspended due to the COVID-19 pandemic, however, the City has resumed the program in August 2021.

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

The City of Chino Hills ensures that all homes for which CDBG assistance is provided meet the regulatory lead-based paint standards, including the completion of lead-based paint inspections and testing where applicable. Home Improvement Program applicants are provided printed information concerning lead-based paint hazards.

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

The City has continued to address the issue of poverty by enhancing the quality of life of its residents. The City has implemented the following activities:

- The Home Improvement Program supports housing preservation programs that ensure low income households have a safe, decent, and appropriate place to live. During the 2021-2022 program year, the City was able to assist 10 low income households with improvements to their home.
- Public services through various nonprofits that support and serve the community's families, and those with special needs. Some programs include offering English classes to non-English speaking persons, food distribution assistance, domestic violence assistance, and recreational activities for disabled individuals.

The City has an in-lieu Housing Fee Program which is aimed at generating funds for the City's affordable housing program. The program requires an in-lieu fee in the amount of \$1 per square foot of livable space for each residential dwelling unit and not to exceed \$3,500 for a new single-family residential unit and not to exceed \$1,000 for a new multi-family residential unit. These funds have been earmarked for the development of two affordable single-family homes in partnership with Habitat for Humanity as part of their Veteran Build Program. Through a previously-granted density bonus, the second phase of the Country Club Villas project was recently completed, which includes 9 units of affordable for-sale housing.

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

The City relied on various methods to strengthen the City's institutional structure and enhance coordination of service delivery including:

- The Community Services Department, acting as the lead agency for the City's CDBG program, met with various City departments (Public Works, Police, Finance, and Community Development) and with outside agencies to gain input on the needs, enhance coordination of services, prevent duplication of service, and maintain the interagency institutional structure.
- City staff participated in trainings developed by the Department of Housing and Urban Development to ensure that the City was in full compliance with the program and to ensure the maximum use and availability of CDBG funds. Training knowledge was shared with in-house staff and sub-recipients to ensure the collection of data for monitoring the progress of the Consolidated Plan activities.
- Oversight of subrecipients and reviews of their reports and reimbursement submissions was conducted to ensure that there was accountability and productivity, and sub-recipient contracts were updated to ensure regulatory compliance.
- Homeless Coalition meetings were attended to better identify potential homeless individuals in the City of Chino Hills and their needs and/or to better assist in the Continuum of Care model.
- Communication with the Community Development Department to keep abreast of housing issues and affordable housing options, particularly in reference to the development of the Comprehensive Affordable Housing Plan, the Housing Element and changes to the Regional Housing Needs Assessment, if any.

The Community Services Department administers the CDBG program, including the Home Improvement Program. The Community Development Department is responsible for implementing the City's housing and economic development programs. The Finance Department facilitates sub-recipient payments and project tracking, and the Public Works Department oversees capital projects, including the Los Serranos Infrastructure Project.

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

During the 2021-2022 fiscal year, Chino Hills worked closely and partnered with San Bernardino County, local organizations, nonprofits, and the SBHAC to address regional issues that affect the needs of low-income persons, special needs populations, and other at-risk groups. The City continues to collaborate as a member of the Continuum of Care and with public service providers to market programs to our residents. This program year, the City increased collaboration and marketing efforts with the Chino Neighborhood House. The Chino Neighborhood House along with the Community Services Adult Services Coordinator have developed a direct relationship to include program services in communication with the City's senior groups. In the coming program year, the City expects to partner with SWAG, the Social Work Action Group, to provide periodic street and personal outreach to people experiencing homelessness in the city.

The City worked closely with the Chino Valley Unified School District HOPE Resource Center that serves all the Chino Valley Unified School District with resources and support. The center assists individuals with

Medi-Cal & Cal-Fresh applications, food bank referrals, and more. In addition to assisting with marketing efforts, the City has established a direct connection with the Resource Center to offer priority access to the Summer Recreation Scholarship Program funded by the Chino Hills Community Foundation. The program offers scholarships to the City's day camp program to low income residents. The City also coordinates with the HOPE Resource Center to assist individuals in need during the holidays through the City's Adopt a Family Program.

During the program year, the City also worked with the City of Chino Human Services Department to market the program and showcase the available programs to residents through a partnership with the City of Chino and the Chino Valley Unified School District. This is part of a bigger collaboration with the City of Chino as part of monthly meetings to keep each other informed of programs and services available to the public.

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

The City's most recent Analysis of Impediments to Fair Housing Choice (AI) was completed in 2020, along with development of the 2020-2025 Consolidated Plan. A complete listing of the goals and actions to overcome the effects of the identified impediments are presented in the City's 2020 Analysis of Impediments and a summary is provided here. The AI identified the following four impediments to fair housing choice in Chino Hills:

1. Affordable Housing Needs Disproportionately Affect Protected Classes
2. Community Policies and Public Opinion Limit Affordable Housing
3. Continued Need for Neighborhood Infrastructure and Public Improvements
4. Continued Need for Fair Housing Education

To take action toward overcoming these impediments, the City recently adopted an SB9 ordinance to allow 2 houses and/or 2 lots on a single-family property; completed the Affirmatively Furthering Fair Housing analysis for its 6th Cycle Housing Element; and completed, adopted and received HCD's compliance for its 6th cycle housing element that creates new very high density residential sites intended to increase housing affordability. The City is now preparing a comprehensive update to its General Plan, and has retained a consultant to prepare an environmental justice analysis and policies for incorporation in the General Plan update.

In addition to these housing accomplishments, the City's 2020 Analysis of Impediments recommended two additional strategies to address barriers to affordable housing:

- Develop and deliver community education around the concept of affordable housing and its cultural and economic value to the community.
- Market the education program and available speakers to community groups such as neighborhood/homeowners' associations, Rotary and other similar clubs, and associations of Realtors, homebuilders, and lenders.

To assist the City in carrying out these fair housing education programs, the City contracts with Inland Fair Housing and Mediation Board (IFHMB), providing \$18,200 in 2021 CDBG funding to provide fair housing services within the community. IFHMB received another \$7,000 in CDBG funding from the City in PY 2021-2022 to provide landlord/tenant mediation services for Chino Hills residents.

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

Typically, the City conducts annual monitoring site visits with subrecipients. Due to the COVID-19 pandemic, the City altered its monitoring procedures, opting to suspend in-person site visits to subrecipient organizations and conduct desk monitoring instead. Items reviewed included subrecipient records, reports, financial management practices, service intake processes, program implementation progress, and regulatory compliance. By issuing payment to subrecipients on a reimbursement basis and monitoring their quarterly reimbursement requests, the City has been able to successfully identify and disallow any ineligible project costs before drawing down and expending CDBG funds. As needed, City staff interviewed subrecipient staff to clarify or resolve any issues encountered.

Monitoring Standards for CDBG-CV Activities: The City's CV-funded Microenterprise Business Grant Program and Small Business Grant Program grants will be monitored by City staff over a two-year period from the date of receipt of the grant. The City requires periodic updates from grant recipients to ensure that funded entities are meeting their benchmarks. Additionally, the City collects documentation from each grant recipient to ensure the CDBG-CV funds were used for eligible expenses and according to the grant terms.

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

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

The CAPER was made available for citizen comment for fifteen days from September 12, 2022 through September 26, 2022, as required by HUD regulations. Copies were available through the Community Services Department, and Chino Hills website. The City's website has the ability to convert website content into different languages. Notices, including the availability of interpreters, are available upon request. As per City policy, citizens with a disability who need special accommodations in order to access program information must contact the Community Services Department with a reasonable accommodation request.

A public hearing on the draft CAPER was held before the Chino Hills City Council on September 27, 2022. The City did not receive any public comments at the public hearing or during the public comment period.

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.

As the City began to emerge from the COVID-19 pandemic, many CDBG program operations returned to normal over the course of the 2021-2022 program year. Other than small and temporary closures of subrecipient organization offices due to localized outbreaks, all programs were reinstated and running at levels comparable to pre-pandemic operations. Some subrecipients have reported staff shortages, but those have not significantly impacted their ability function normally and maintain service levels. City staff have observed an increase in calls for rental and utility assistance and make referrals as appropriate to County-sponsored programs to meet those needs. As the City moves forward, it will be important to work even more closely with service providers that will be able to make modifications to their programs and adapt as needed while still being able to provide services to City residents.

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

No

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

N/A

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

TABLE 8 – TOTAL LABOR HOURS

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	3	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

TABLE 9 – QUALITATIVE EFFORTS - NUMBER OF ACTIVITIES BY PROGRAM

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Narrative