

## CR-05 - Goals and Outcomes

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

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

During the 2017-2018 Program Year, the City of Lancaster allocated its CDBG funds toward project priorities that included revitalization/blight reduction efforts and public services related to housing, homelessness, and special/community development needs. Supportive human services were provided to over 400 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)

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
CDBG Grant Administration	Non-Housing Community Development	CDBG: \$	Other	Other	0	0		0	0	

Construct/Upgrade Public Facilities/Infrastructure	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Mod. Income Housing Benefit	Persons Assisted	0	0			0	
Construct/Upgrade Public Facilities/Infrastructure	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Other	Other	0	0			0	
Maintain and Promote Neighborhood Preservation	Affordable Housing	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	10000	6000	60.00%	2000	2000	100.00%
Provide Decent Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0		0	0	
Provide Decent Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	150	28	22%	5	0	0%
Provide Decent Affordable Housing	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0		0	0	

Provide Decent Affordable Housing	Affordable Housing	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
Support Special Needs Program and Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Mod. Income Housing Benefit	Persons Assisted	2500	1246	49.84%	600	340	56.67%
Support Special Needs Program and Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities for Low/Mod. Income Housing Benefit	Households Assisted						

Support Special Needs Program and Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	5000	2550	51%	2000	92	.05%
Support Special Needs Program and Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	

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.**

Funding from CDBG during the 2017-2018 year was expended to address high Consolidated Plan priorities and specific objectives identified. These items included:

- Improve, maintain, and expand affordable housing
- Improve and expand facilities and infrastructure
- Promote equal housing opportunity
- Provide supportive human services
- Planning and administration

## 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	87
Black or African American	137
Asian	4
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	2
<b>Total</b>	<b>232</b>
Hispanic	75
Not Hispanic	266

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

### Narrative

Each sub-recipient of CDBG funds tracked the race and ethnicity of participants as part of the standard record-keeping process. Disabled accessibility projects used the ethnicity data from the U.S. Census for the disabled population, as per the guidance from the Department of Housing and Urban Development (HUD).

Fifty-nine (59) percent of the participants in the City's CDBG funded programs were Black/African-American representing the largest racial group served followed by thirty-eight (38) percent of the program participants who were White. The largest ethnic group served where Hispanic, representing twenty-eight (28) percent of all ethnic groups served.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	1,614,043	1,007,629
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

The City committed \$1,309,617 (100%) of the 2017-2018 entitlement funds to the CDBG eligible programs in the areas of public services, capital, and administration. An additional \$304,426 was reprogrammed to enhance our entitlement so that projects and programs could be executed as planned.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide			
Eligible Census Tracts			

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Lancaster uses a place-based strategy during the planning period. The geographic distribution of funding is predicated somewhat on the nature of the activity to be funded. It is the City's intent to fund activities in the areas most directly affected by the needs of low-income residents and those with other special needs.

## 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.**

In an effort to extend the reach of City projects and programs, the City continued to combine additional resources to leverage the CDBG entitlement. City general funds and county funds were used to support or finance these activities.

The City contracted with two (2) local-serving nonprofit agencies to execute the programs which provided supportive human services to low- and moderate-income residents. These agencies leveraged the CDBG funds by using other grant funds, as well as locally raised donations, to provide services to a greater number of residents than would have been possible with CDBG funds alone.

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## 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	5	6
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>5</b>	<b>6</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	5	0
Number of households supported through Acquisition of Existing Units	0	5
<b>Total</b>	<b>5</b>	<b>11</b>

Table 6 – Number of Households Supported

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

The on-going problem of extremely high cost of existing housing, the high cost of building new housing, and limited resources are all challenges to the City creating new affordable housing.

Extremely Low Income households paying greater than thirty (30) percent of their income on housing has been linked with instability and an increased risk of homelessness. This is primarily due to having less income available for other necessities such as food, clothing, utilities, and health care. Twenty and four tenths (20.4) percent of Lancaster households are considered extremely low-income. Of these

extremely low-income households, seventy-two (72) percent experience some kind of housing problem. Also seventy (70) percent experience a housing cost burden in which they pay more than thirty (30) percent of their gross income toward housing, and sixty (60) percent experience a severe housing cost burden in which they pay more than fifty (50) percent of their gross income toward housing.

Cost burdened renters can be assisted by the PHA’s Section 8 Housing Choice Voucher Program which offers rental assistance to extremely low and very low income families. During 2017-2018 3,397 families in Lancaster received this form of assistance.

**Copper Square**

Towards the end of 2017, a 204-unit multifamily rental housing project became available for low income residents. Previously, the City Council adopted a resolution authorizing the California Municipal Finance Authority to issue multifamily revenue bonds. The City Council approved the bonds to provide financing to increase the supply of multifamily housing for low-income families. The complex consists of eight three-story buildings containing 24 units each, one three-story building with 12 units and an ancillary clubhouse building housing the leasing offices as well as space for a resident lounge, computer lab, game room and fitness center. Twenty-one units (10%) are set aside for renters whose household incomes are 50% or less of the area’s median income. One hundred and eighty units (90%) are designated for people whose household incomes are 60% or less of the area’s median income.

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

Future action plans will include the development of master plan communities in designated areas. The creation and development of said communities will offer much needed inventory available to provide permanent affordable housing to extremely low-, low-, and moderate-income households as well as the elderly.

**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	2	0
Low-income	3	0
Moderate-income	1	0
<b>Total</b>	<b>6</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

All City residents served by the CDBG funds in the area of affordable housing met the income limitation requirements for CDBG.

## **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 will continue to support programs and strategies which address the Priority Needs of Homeless Persons and Families. As part of the City's goals and strategies to end chronic homelessness, resources will be allocated to provide funding for eligible activities to address program objectives stated in the Strategic Plan. The City will financially support programs and services for the homeless through its CDBG Public Service funds.

#### **Kensington Campus**

In early 2018, in partnerships with InSite Development LLC, The People Concern, and the County of Los Angeles, the City approved Kensington Campus. This development is an innovative 14-acre community designed to house, employ, and rehabilitate the local homeless population. As part of the City's overarching homelessness initiative, completion of Kensington Campus is expected next year, at which time it will seek to provide betterment, dignity, and purpose to those in most need.

As part of this development, the City of Lancaster has committed to invest \$5,000,000 towards the construction of the permanent housing component of this project.

This unparalleled development will incorporate 102 units of permanent supportive housing, bridge housing for 156 individuals, 20,000 square feet of wrap around supportive services space, and a 12,000 square foot enterprise job creation building. The collaboration and support that has been put into creating this project has set the bar for working together to meaningfully address an urgent problem expeditiously.

The main non-profit service provider for the campus will be Ocean Park Community Center (OPCC) who is moving forward with LAMP Community to become one organization known as The People Concern. Now in its 50th year, OPCC is the largest social services agency on the Westside of Los Angeles. A non-profit organization headquartered in Santa Monica, OPCC provides highly effective, fully integrated services to the most traumatized, vulnerable and needy members of our community including homeless and chronically homeless individuals.

Kensington residents will have direct access to a central piazza with various support services, including but not limited to: life-skills education; case management; individualized service plans; mental healthcare; substance use services; medication management; and attendant care. This central piazza is designed to be the nucleus of the campus containing an amphitheater for meeting, entertainment and socialization.

Ultimately, this project's aim is to bring best practices, approaches, and professionals together to address one of the biggest growing humanitarian issues of our time with a holistic, sustainable continuum of care, housing and training to help transform the lives of people experiencing homelessness.

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

As required by State Law, the City has amended the zoning ordinance to allow, by administrative review, the construction of emergency shelters within a specific land use designation. The City selected the Light Industrial land use designation to allow this use "by right", with approval of a Director's Review application.

The Director's Review application does not require a public hearing and is an efficient method of review. The time period for this review varies, depending on whether there is an existing structure or not. For a request with an existing building, the Director's Review process may require a few days up to a few weeks. The City would analyze the submitted request with a description of the operation, and determine if there are any impacts per CEQA, as the City would do for any other use in the same zone. The City would also consult other departments and agencies to determine if they have comments and conditions for the proposed use, such as building and safety requirements, as applicable to any other use in the same zone. Requests involving new construction would be subject to site plan review, which would take approximately two (2) to six (6) months to review, depending on the level of environmental review required. The City's Director's Review process is the simplest form of administrative review, with no discretionary action on the part of appointed or elected officials.

### **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 will continue to work with the following agencies that help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families within the City of Lancaster:

#### **Antelope Valley Enrichment Services**

In 2008, a new 19,000 square foot mental health facility (Antelope Valley Enrichment Services, or AVES of Mental Health America of Los Angeles) was constructed in conjunction with a 100-unit affordable housing development (Poppyfield Estates) located in the North Downtown Transit Village Project Area. The mission of AVES is to "ensure that all people with mental illness assume their full and rightful place in the community." AVES works in partnership with a broad network of community organizations, businesses, and government to assist members and clients gain self-confidence and self-sufficiency, through a variety of intensive programs, including homeless assistance and employment services.

#### Mental Health America: AV Homeless Assistance Program/Transitional Age Youth

The program is operated by Mental Health America in Los Angeles County (MHALA). MHALA offers the Antelope Valley's only service for homeless people with mental illness, including those who have substance abuse problems. Services at the drop-in center meet immediate needs for showers, laundry, clothes, and links to food and shelter, and the long-term assistance helps in finding housing, learning living skills, and receiving health and mental health treatment. Mental Health America also provides Transition Age Youth (TAY) programs to support youth and young adults during the transition from foster care to mainstream life in the community. Almost 70 percent of homeless young adults have "aged out" of foster care without the skills (e.g. education, employment, and housing) needed to move into adulthood and the community. TAY programs help young people build the skills to survive on their own. According to staff at MHALA, the organization has served 703 homeless persons during program year 2017-2018. Twenty eight (28) of whom were transition age youth.

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

The City will continue to work with Housing for Health (HFH) Division at the Department of Health Services (DHS) whose focus is on creating housing opportunities for homeless patients and clients. Access to community-based housing options is an important element of the agencies evolving County health care system, particularly in response to the unique opportunities presented by the Affordable Care Act.

By housing homeless persons who have been high-utilizers of DHS services with complex medical and behavioral health conditions, the agency hopes to achieve the following objectives:

- Improve the health and well-being of a vulnerable population that typically experiences long episodes of homelessness, high rates of disability, multiple un-treated health conditions, and early mortality.
- Reduce costs to public health system incurred by a relatively small, but costly cohort of individuals, whom due to their lack of housing, remain hospitalized for greater lengths of time and/or have repeated and unnecessary contact with the public health system.
- Demonstrate DHS' commitment to the important goals of the Home for Good Plan designed to significantly improve living conditions for homeless people within Los Angeles County.

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

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

The City does not own or operate any public housing.

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

The City does not own or operate any public housing and therefore has not undertaken any efforts directed specifically toward public housing residents to become homeowners. The City does offer a Down Payment Assistance Program designed to assist low- and moderate-income persons overcome a barrier to home ownership.

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

The City does not own or operate any public housing.

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## **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 Lancaster continued to make available a density bonus provision providing incentives to developers who set aside 20% of their housing units for low-income households and 11% for very low-income households. Under this provision, the developer may exceed the maximum allowable residential density restrictions by 35% or receive an equivalent financial incentive. This provision provides an incentive to developers to increase the availability of housing to low-income households in the City through the use of private funds.

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

To overcome current and projected financial obstacles in meeting underserved needs, the City will continue to aggressively pursue leveraging resources through public and private partnerships. In addition to searching for additional funding sources to augment CDBG funds in providing housing programs and services to the underserved segment of the community. As additional funding sources become available, those funds will be used to support ongoing programs as well as finance additional programs.

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

The City of Lancaster has a relatively young housing stock with the majority of homes constructed after 1980. As a result, lead-based paint has not been identified as a significant problem in Lancaster. However, to ensure compliance with regulations related to lead-based paint, the City of Lancaster mandates the following procedures:

1. Properties are tested for lead-based paint before demolition work is undertaken to assure proper disposal; and
2. City Housing staff along with Building and Safety staff look for potential lead-based paint problems when inspecting homes; and
3. City Housing Staff include disclosures on hazards of lead-based paint in all contracts; and
4. City staff coordinates their efforts with the Los Angeles County Department of Public Health through the policy of reporting all instances of structures containing lead-based paint.

During FY 2017 (July 1, 2017 to June 30, 2018), there were seven (7) newly reported cases of lead poisoning cases for any age group in the City of Lancaster. Two (2) persons aged younger than 6 years old were reported to have elevated blood lead levels (BLL's  $\geq 9.5$   $\mu\text{g}/\text{dL}$ ).

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

The City's 2017 Action Plan, along with the Lancaster Housing Authority's housing programs, were aimed at reducing, to the extent possible, the number of poverty level families and individuals. The Action Plan also took into consideration the many factors over which the City and Authority have no control (i.e. funding resources, economic conditions, business staffing reductions, state budget, etc.)

The housing programs in FY 2017 continued to preserve and produce housing units intended for low/moderate-income families and individuals.

The City of Lancaster, in cooperation with other public and private agencies, was able to assist the employment needs of its unemployed population, including the homeless and under-employed residents, through the continued support of the Work Source Antelope Valley One-Stop Career Center. This center provides one-stop access to assessment, training, and employment services for all individuals seeking employment as well as providing services such as recruitment support and applicant testing for area businesses.

The cumulative effects of the City of Lancaster and the Lancaster Housing Authority's efforts have resulted in the direct preservation and provision of affordable housing for low-income families and individuals along with the coordinated housing and service programs undertaken with other agencies, service providers, and private industry. These efforts will continue to incrementally assist in the reduction of the number of poverty level families within the City of Lancaster and the Antelope Valley. In addition, through the provisions of housing and supportive services along with the concentrated efforts of the City and the Lancaster Housing Authority to encourage economic and development growth, the opportunity for gainful employment will continue to increase for targeted income groups.

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

The City worked in conjunction with local nonprofit agencies, advocacy groups and other County, State, and Federal organizations during 2017-2018 Program Year to foster a more effective institutional structure and enhance coordination among agencies serving low- and moderate-income residents.

The City also continued to support the OneLinc program that was developed in partnership with the Corporation for National Community Service (AmeriCorpsVISTA). This program was designed to help local nonprofits and community service organizations to recruit, train and retain volunteers and connect individuals to volunteer opportunities throughout the community.

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

The City recognizes the importance of coordinating its planning efforts with other public and private service agencies in order to accomplish the programs necessary to meet the community's needs of



providing decent housing, providing a suitable living environment, and expanding economic opportunities particularly for low/moderate-income persons.

The City of Lancaster attempts to coordinate housing, public services, and economic development efforts with other public agencies, nonprofit agencies, private developers, and community organizations for the construction of low-income housing, enhanced social services for the “at risk” population, and increased employment opportunities. During program year 2017-2018 the City continued to enhance coordination efforts in the following ways:

- Implementing an Economic Development Strategic Plan
- Meeting with outside nonprofit agencies and local community organizations for input
- Working with private developers
- Working with training and employment organizations
- Monitoring recipients of City programs and organizations receiving funding
- Reviewing applications, including interviews with applicants, participating in City programs
- Holding neighborhood meetings
- Receiving citizen input on citywide issues
- Recommending funding allocations to City Council

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

Actions taken in 2017-2018 to overcome the effects of impediments and affirmatively further fair housing are:

- Offering on-site fair housing clinics to residents conducted by Housing Rights Center (“HRC”) on a monthly basis
- On April 16, 2018, the Housing Rights Center presented the 18th Annual Housing Rights Summit. This year’s summit featured educational panels on topics including an overview of Fair Housing in the last 50 years, a discussion on interactions between law enforcement and persons with disabilities, and a look at the changing legislation on immigration policies locally and nationally. The summit also featured a resource fair with over two (2) dozen nonprofit organizations, legal aid agencies, and affordable housing organizations/providers.

## **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**

The City continually monitors all CDBG-funded activities, including those executed by sub-recipients and those managed directly by City staff. The following processes were utilized to monitor the City's progress in meeting goals for the current year as well as those goals and objectives outlined in the City's five-year Consolidated Plan:

- Reports documenting the progress of the current fiscal year's projects and/or activities.
- Timetables for projects/activities.
- Monthly reports from the City's Finance Department itemizing all expenditures.
- Drawdown and carry-over amounts for all CDBG, HOME, and Housing Authority projects/activities.
- Review of quarterly summary reports from the fair housing service provider.
- Weekly staff meetings to ensure program manageability and accountability.

To ensure compliance with program and comprehensive planning requirements; City staff completed all HUD-related reports for the 2017 Program Year in a timely manner using HUD reporting requirements and software.

City staff continued to monitor and evaluate progress toward achieving the goals and objectives presented in the City's five-year Consolidated Plan. Staff also continued their comprehensive monitoring plan with the City's fair housing provider, reviewing specific quarterly goals.

## **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 notice of public comment period for the draft CAPER was published on September 14, 2018. The draft CAPER was available for public review from September 14, 2018 to September 28, 2018. Citizens were engaged through community meetings, surveys, public hearings, and individual meetings. Citizens who participated in the process received extensive information about the CAPER, the citizen participation process, the HUD requirements for an entitlement City, the amount of funding that the City anticipates receiving and how those funds can be used by the City. Residents were given the opportunity to provide City staff with their input on the prioritization of community needs. Each of these efforts, including review of the HUD Data and relevant policy documents, assisted the City in its goal setting efforts.

**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 is confident that all of the activities undertaken with CDBG funds were eligible for CDBG funding and met a Consolidated Plan priority and a community need identified in the City’s 2017-2018 Annual Action Plan. No changes in objectives were made.

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

No

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

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

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

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