



**2018/19 PROGRAM YEAR
CONSOLIDATED ANNUAL
PERFORMANCE EVALUATION REPORT**

FOR THE

CITY OF MEDFORD

**COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM**

July 1, 2018 through June 30, 2019

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CR-05 - Goals and Outcomes 91.520(a), 91.520(g)

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)
This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The 2018/19 program year (PY), referred to hereafter as the 2018 PY, marked the fourth year of the City of Medford 2015-19 Consolidated Plan. Throughout the year, the City focused primarily on strategies to reduce barriers to the development of affordable housing, improve housing stability for families at risk of becoming homeless, and increase sustainable community capacity to address homelessness. Building awareness and understanding; increasing collaboration, partnership, and political will; strengthening impact through strategic investment of existing City resources; and helping to secure additional resources are flagged as key initiatives during the 2018 PY. A summary of major initiatives and highlights proposed and executed throughout the program year including the following:

- Launched the first annual request for proposals under the newly implemented Housing Opportunity Fund (HOF). The HOF was established to provide a flexible, dedicated funding source to support the development of affordable housing and to provide developers with leverage to capture additional resources from funders with aligning goals and objectives. The City forecasts annual funding of approximately \$400,000 derived from local construction excise tax revenue of 1/3 of 1 percent on building permit valuations.
- Appointed two separate Council advisory bodies including the Community Development Grants Commission (CDGC) and Housing Advisory Commission (HAC) to more efficiently tackle the complexities of housing, homelessness, human services, and the investment of City resources. Combined, these commissions are rostered with experts in the fields of lending, real estate, multifamily housing operation, affordable housing development, tenant organization, budget/finance, healthcare, social services, local business, workforce development, education and advocacy. This holistic approach was designed to increase capacity and stimulate greater impact through strategic recommendations made to Council.
- Completed the Medford Homeless System Action Plan (HSAP) to accomplish three primary objectives: 1) define the City's role in addressing homelessness and housing instability; 2) identify actionable goals for the City to implement and/or support based on identified system and service gaps; and 3) develop a driving document to assist Council with establishing priorities, partnerships and funding decisions over the next several biennia. Furthermore, Council approved additional funding of \$150,000 for the implementation of appropriate actions recommended in the HSAP. Implementation of actions will be directed by Council in collaboration with the Jackson County Continuum of Care (CoC) during the remainder of the 2019-21 Biennium.

- Established an annual Council study session to prioritize City funding to address the community's real-time priority needs in alignment with Council's goals and strategies, as well as with those of other primary funders in a manner that can help the community capture additional leverage and garnish greater impact. This strategy mirrors the recent work of Oregon Housing and Community Services (OHCS) which is to create a streamlined calendar and transparent alignment of funding opportunities. Both OHCS and the City will accomplish this objective in October of each year.

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 on pages 5-6 provide comparisons of expected versus actual outcomes accomplished during the 2018 PY. (Please see Table 1 for descriptions of objectives referenced in this section.) The City exceeded expectations in categories summarized below:

Affordable Housing - Objective 1

While funds were previously expended during the 2017 PY, PeopleFirst Properties reported performance outcomes in 2018 due to project completion. Although Table 1 shows one unit, the project actually serves three individuals through the subrecipient's partnership with First Presbyterian Church as the tenant providing housing for persons recovering from addiction and homelessness.

Affordable Housing - Objective 2

St. Vincent de Paul exceeded expectations, serving 40 actual versus 26 expected households via rental assistance, helping individuals avoid homelessness.

Community Development - Objective 1

The City resolved 16 of the expected seven blighted properties through code enforcement activities, exceeding performance objectives and utilizing \$2,375 in carry-forward CDBG funds. Sixteen of the 18 initiated cases were resolved with two pending cases expected for resolution during the 2019 PY. Among the resolutions, seven were categorized as accumulation of junk, six as parked vehicles/RVs, five as weed abatement, and three as other violations of building code. Code enforcement officers worked with owners and tenants to resolve these violations, thereby increasing overall neighborhood safety.

Public Services - Objective 1

Hearts with a Mission, Center for Nonprofit Legal Services, Community Volunteer Network, and Consumer Credit Counseling were among the four public service agencies that exceeded performance expectations during the program year. Through Hearts with a Mission's Shelter and Extended After Care program, 87 homeless youth were served versus anticipated performance of 70. Community Volunteer Network served 31 seniors versus 30 through the Foster Grandparent program, which allows seniors to serve as positive influences to children through volunteer guidance and tutoring. Center for Nonprofit Legal Services served 50 versus 28

households with housing-related legal services to prevent homelessness. Center for Nonprofit Legal Services' Furthering Fair Housing program was initially classified incorrectly in HUD's Integrated Disbursement and Information System (IDIS) database, but even with this modification, the program continued to exceed performance expectations.

Categories that did not meet anticipated performance outcomes are summarized below:

Affordable Housing - Objective 1

Housing Authority of Jackson County's (HAJC's) Homeowner Repair Program fell short of expected performance due to higher than expected average construction costs per home. As with previous years, Medford is experiencing a shortage of construction labor which notably contributed to overall construction costs. In addition, several homes required more extensive work than the historical average. Performance was expected at 23 owner-occupied housing units with an actual of 15 homeowners served.

Affordable Housing - Objective 2

Three projects fell short of expected performance outcomes: Youth 71Five Ministries' (formerly known as Rogue Valley Youth for Christ) acquisition of real property for transitional housing, HAJC's infrastructure for development of affordable housing (Newbridge Place), and Habitat for Humanity's acquisition for redevelopment of affordable ownership housing; all due to delays of completion. All three projects are marked for completion in the 2019/20 PY.

Community Development - Objective 1

Compass House, Youth 71Five, Medford Senior Center and Children's Advocacy Center reported less than expected performance. Compass House's property renovation project serving persons with disabilities and mental illness, and Youth 71Five's youth community center seeking to reduce gang-related activity were not finished at year-end; but anticipate reporting performance in the 2019 PY.

Medford Senior Center misestimated the total number of seniors to be served with improved access to the facility at 516 versus the actual year-end membership count of 446. Children's Advocacy Center provided the City with a forecast of 1,178 persons to be served versus an actual 50 eligible for reporting to HUD. This was due to an initial understanding that all persons accessing the facility could be counted versus solely the number of children directly served. However, providing an ADA accessible porch will improve safety and accessibility for all community members accessing the facility for years to come.

Public Services - Objective 1

Maslow Project's Safety Net and Case Management Services for Homeless Youth and Families program served 962 persons versus 1,350 persons. This reporting shortfall was due to a request made by the City to expend funds earlier than anticipated in order to ensure the City's timely expenditure of CDBG funds. This type of request is triggered when other significantly funded projects experience a delay in expending funds in a timely manner, which in turn places the City at risk of carrying a balance greater than 1.5 times the annual entitlement grant. HUD typically

likes to see projects expend funds during a 12-month period, which is not feasible for much needed housing development projects such as HAJC's Newbridge Place project. However, the City will continue to balance funding these types of projects against the annual expenditure demand in order to maintain the City's track record of complying with HUD's timeliness test each May.

Table 1 - Accomplishments – 2018/19 Program Year

Goal	Description	Indicator	Expected Outcome	Actual Outcome	Unit of Measure	Percent Complete
1	Affordable Housing - <i>Objective 1</i> Improve and maintain living conditions, safety and long-term affordability of rental and/or homeowner housing occupied by low/moderate-income and special needs households.	Homeowner Housing Rehabilitated - Housing Authority of Jackson County - Homeowner Repair Program (15)	23	15	Housing Units	65%
		Rental Housing Rehabilitated - PeopleFirst Properties (1)	1	1	Housing Units	100%
1	Affordable Housing - <i>Objective 2</i> Create more opportunities for low/moderate-income and special needs residents to secure affordable and livable rental and/or homeowner housing.	Overnight/Emergency Shelter/Transitional Housing Beds added - Youth 71Five Ministries (0)	14	0	Beds	0%
		Public Facility/Infrastructure Activities for LMI Housing Benefit - Housing Authority Newbridge (0)	64	0	Households	0%
		Homeowner Housing Added - Habitat for Humanity 1026 W 10 th Street (0)	3	0	Household Housing Unit	0%
		Tenant Rental Assistance/Rapid Rehousing - St. Vincent de Paul (96)	26	40	Households	153.85%

2	Public Services - <i>Objective 1</i> Improve the opportunities of low/moderate-income and special needs residents to become self-sustaining through the availability and accessibility of essential support services offered directly through public service agencies.	Homelessness Prevention - Maslow Project (962) - Center for Nonprofit Legal Services (50)	1,378	1,012	Persons	73%
		Homeless Person Overnight Shelter - Hearts with a Mission (87)	70	87	Persons	124.29%
		Public Service Activities other than LMI Housing Benefit - Community Volunteer Network (31) - Consumer Credit Counseling (228)	230	259	Persons	112.61%

3	Community Development (Non-Housing) - <i>Objective 1</i> Improve community infrastructure and facilities, reduce blighting influences, and preserve and build community through neighborhood revitalization in low/moderate-income neighborhoods.	Public Facility or Infrastructure Activities other than LMI Housing Benefit - Medford Senior Center (446) - Children’s Advocacy Center (50) - Compass House (0) - Youth 71Five Ministries (0)	2,474	496	Persons/ Households	20%
		Housing Code Enforcement - City Interdepartmental (16)	7	16	Properties	229%

Table 2 - Strategic Plan to Date (2015-19 Consolidated Plan)

Goal	Description	5-Year Funding	Indicator	Expected Outcome	Actual Outcome	Unit of Measure	Percent Complete
1	Affordable Housing - Objective 1	\$1,000,000	Homeowner Housing Rehabilitated	76	56	Housing Units	74%
			Rental Housing Rehabilitated	0	1	Housing Units	N/A *Not listed in ConPlan
1	Affordable Housing - Objective 2	\$35,000	Public Facility or Infrastructure Activities for LMI Housing	50	136	Households	272%
			Homeowner Housing Added	3	0	Housing Units	N/A *Not listed in ConPlan
			Tenant-based Rental Assistance/Rapid Rehousing	7	131	Households *Listed as persons in Action Plan	2,671%
2	Public Services - Objective 1	\$434,025	Public service activities other than LMI Housing Benefit	7,166	7,995	Persons	111.57%
			Homeless Person Overnight Shelter	1,875	442	Persons	23.57%
			Homeless Prevention	0	1,012	Persons	N/A *Not listed in ConPlan
3	Community Development - Objective 1	\$2,056,280	Public Facility/ Infrastructure other than LMI Housing Benefit	6,030	9,131	Persons	151.43%
			Buildings Demolished	27	5	Buildings/ Structures	19.52%
			Code Violations Resolved	0	31	Properties	N/A *Not listed in ConPlan

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.

The City of Medford's Consolidated Plan and Action Plan call for CDBG investments to accomplish three goals. The goals and accomplishments made during the 2018 PY are referenced below:

Goal 1) Improve the Condition and Availability of Affordable Housing.

Under the 2015-19 Consolidated Plan, the City allows for the use of several strategies to improve and maintain existing housing and to create more opportunities for LMI residents to secure affordable and livable housing. Strategies incorporated during the 2018 PY included no-interest loans for rehabilitation, financial assistance for rent payments and deposits, financial assistance for property acquisition, support for programs that help homeless transition to permanent supportive housing, and funding for the completion of a housing strategy study to help reduce barriers to affordable housing.

Homeowner Housing Rehabilitated: The City, through its Homeowner Repair Program administered by HAJC, expended \$325,495 in 2017 and 2018 entitlement funds to provide zero-interest, deferred loans to 15 LMI homeowners in need of rehabilitation to correct hazards and conditions affecting health and affordability. Three homes were improved to meet an Energy Star rating, 15 were brought from substandard to standard condition, eight owners were senior citizens, and one home was brought into compliance with lead safety rules. Activities included repairing roofs, failing heating and plumbing systems, unsafe wiring, weatherization and other minor emergency repairs. Given Medford's high percentage of aged housing stock, the City continues to prioritize this program to maintain decent and affordable housing for existing homeowners.

Rental Housing Rehabilitated: The City, through PeopleFirst Properties, previously rehabilitated one rental unit at 128 Chestnut Street on-time and within budget in 2017. This unit is now rented to First Presbyterian Church and serves three individuals recovering from addiction and/or homelessness.

Overnight/Emergency Shelter/Transitional Housing Beds Added: Youth 71 Five was awarded \$250,000 for the purchase of 11 Almond Street. Funds were expended in December 2018 to convert the facility to be used as a vocational training and transitional housing complex for homeless youth, or youth at risk of homelessness, between the ages of 18 and 24. Renovations are expected for completion in the 2019 program year.

Public Facility/Infrastructure Activities for LMI Housing Benefit:

After recovery from delays, HAJC completed construction of streets and other infrastructure improvements with \$323,504.40 in previous years' CDBG funds during the 2018 PY. These funds supported construction of Newbridge Place, a 64-unit affordable housing complex. Construction

was finished during the first quarter of the 2019 PY, with a grand opening scheduled for October 24, 2019. HAJC will report performance to the City after full occupancy.

Homeowner Housing Added: Habitat for Humanity (HfH) expended \$98,051 in CDBG funds for the acquisition of 1026 W 10th Street during the 2017 PY. However, construction of three new townhouse style units serving homebuyers ≤ 80% area median income (AMI) was delayed due to the environmental review process as well as other regulatory and funding issues. Project construction began in 2018 and is expected for completion during the 2019 PY.

Tenant Rental Assistance/Rapid Rehousing: St. Vincent de Paul expended \$28,004 plus \$800 in program income to support housing stability through rental assistance. Due to a previously secured rental falling through for a program participant, St. Vincent de Paul returned \$790 of the original grant award of \$28,794.

Goal 2) Improve the Ability of Low/Moderate-Income and Special Needs Populations to Become Self-Sustaining.

As in past program years, City Council granted the full HUD allowable CDBG public service allocation for 2018 of \$108,305 to five nonprofits addressing priority needs including homeless prevention services; rapid re-housing assistance; emergency shelter services; senior and youth services; and fair housing education and legal services. Public service activities were supported through Center for Nonprofit Legal Services, Community Volunteer Network, Hearts with a Mission and Maslow Project. St. Vincent, while also considered a public service program, is located under Goal 1, due to providing direct affordable housing assistance. Collectively, these agencies served 1,226 individuals with public services aimed at increasing self-sufficiency.

In addition to the five agencies referenced above, the City carried forward a prior-year public service obligation through Consumer Credit Counseling Service of Southern Oregon. This program provided 228 LMI residents with financial counseling sessions to discuss budgeting, debt resolution, judgements, credit report issues and other financial strategies to improve access to financial health.

Homelessness Prevention: The City addressed homelessness by supporting two agencies with a combined \$45,826 of which included: 1) Maslow Project's Wrap-Around Case Management program with \$25,000 to serve 962 youth and family members; and 2) Center for Nonprofit Legal Services with \$20,826 to serve 50 participants with fair housing legal assistance.

Homeless Person Overnight Shelter: The City supported Hearts with a Mission, Medford's only permanent youth emergency homeless shelter, with \$24,992 to support operations that served 87 unduplicated youth.

Public Service Activities other than LMI Housing Benefit: The City supported Community Volunteer Network with \$8,693, benefitting both seniors and children, using 31 senior volunteer mentors.

Goal 3) Improve Living Conditions by Addressing Community Development Projects that Improve Public Infrastructure, Public Facilities, and Neighborhood Revitalization.

Annual strategies incorporated during the year that resulted in accomplishments under Goal 3 included: provide assistance to renovate and install improvements to public facilities for conversion and/or ADA accessibility; and enforce City codes to improve habitability and safety of housing and eliminate blight.

Public Facility or Infrastructure Activities other than LMI Housing Benefit: The City expended \$127,266 from the 2016, 2017 and 2018 program years to support the following agencies: Medford Senior Center, Children's Advocacy Center, and Compass House. Both Medford Senior Center and Children Advocacy Center's projects increased accessibility for the community via rehabilitation and renovation of facilities, serving a collective 496 individuals initially with sustained, continued impact for years to come. Compass House nearly completed renovation of their new facility serving persons with disabilities and mental illness by year-end; however, full expenditure and performance outcomes will be reported in 2019. This project is expected to serve approximately 680 persons of which 30% are estimated to be homeless. Youth 71 Five Ministries was not able to implement just under \$25,000 in CDBG funding to reduce gang-related violence through a new youth community center given extensive, unanticipated environmental and conditional use permitting delays. As a result, CDBG funds were not eligible for expenditure during the original timeline proposed and the project will need to be reconsidered through the substantial amendment process during the 2019 PY. City staff will propose to Council, on behalf of the agency, a reallocation of funds for the purchase of a security system and appliances.

Enforce City Codes: The City addressed 16 property code violations contributing to low- to moderate-income area neighborhood blight. Of the \$4,239 in carry-forward funds available, \$2,375.17 was spent on staff salaries directly related to this project. The remaining project funds will be carried forward to the 2019/20 PY to address additional properties.

CR-10 - Racial and Ethnic Composition of Families Assisted 91.520(a)

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

Table 3 – Assistance to Racial and Ethnic Populations by Source of Funds

	CDBG
White	1,676
Black or African American	50
Asian	8
American Indian or American Native	54
Native Hawaiian or Other Pacific Islander	23
Total	1,811
Hispanic/Latino	318
Not Hispanic/Latino	1,493

Narrative

The City invested in nonprofit agencies providing assistance to LMI and special needs beneficiaries of varying race and ethnicity. Table 3 above reflects the total number served as reported in HUD's IDIS. A total of 1,811 people were served under the categories listed in Table 3. Among all single race beneficiaries, 17.56% were Hispanic/Latino; and 1,493 or 82.44%, not Hispanic/Latino.

Additional races not listed in the IDIS-generated table included two American Indian or Alaskan Native and White; three Black or African American and White; and 137 Other Multi-Racial. Among the combined persons/families not reported, 54, or 38.03% identified as Hispanic/Latino.

Table 2 also excludes data for beneficiaries of the City's Code Enforcement program, which directly served 16 households residing in the low-income neighborhood. Races and ethnicities of this population were not reported.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Table 4 – Resources Made Available

Resources Made Available	Amount Expended During Program Year	Remaining Resources
\$1,530,279	\$1,282,352	\$247,927

Narrative

Resources made available and amounts expended during the 2018 PY were calculated through the IDIS reporting system. Amounts were verified during a review of 2017 and 2018 program year vouchers reported under IDIS PR-07. Vouchers 6196358 and 6196357 were input on October 2, 2018, which was after the 90-day reporting cutoff. The City furthered balanced actual expenditures through PR-26. Line items including previous year's expenditures or unliquidated obligations are as follows:

Line 18 Detail - Activities to Consider in Determining the Amount to Enter on Line 18: Actual 2018 expenditures for HAJC's Newbridge Place project was \$323,504.40. The additional reported amount of \$10,502 was a 2017 expenditure from voucher #6196357.

Line 19 Detail - Activities Included in the Computation of Line 19: This section included a combined over-reported expenditure of \$338,252.25 from previous years' activities 408, 395, 396, 370, 397, 404, 401, 402, 393, 405 and 407; under vouchers 6196358 and 6196357. In addition, public service activities 400 and 402 produced \$4,337.58 in unliquidated obligations at the end of the previous PY. Both expenditure totals are reflected in the PR-26, herein.

Line 27 Detail - Activities Included in the Computation of Line 27: This line item also included 2017 expenditures drawn on October 2, 2018 and unliquidated, previous year public service obligations; 32,372.65 and \$4,337.58, respectively. Associated activities include 397, 400, 404, 401 and 402.

Line 37 Detail - Activities Included in the Computation of Line 37: Actual 2018 Program Administration expenditures, including planning activities, during the 2018 PY equaled \$141,059.23. Line 37 included a 2017 expenditure of \$59,153.24, which adjusted on line 40 of the PR-26.

The above referenced numbers have been used to make appropriate adjustments to PR-26 illustrated in Appendix A.

Identify the geographic distribution and location of investments

The City of Medford did not utilize target areas for distribution of CDBG funds under the 2018/19 Action Plan. However, the chart below illustrates actual percentages of the allocation of expended CDBG funds, excluding program administration, during the 2018 PY.

Table 5 – Geographic Distribution and Location of Investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Eligible Block Groups	N/A	< .2%	Eligible Census Tract/Block Benefit
Citywide	N/A	99.998%	LMI Individual Benefit

Narrative

The City expended nearly 100% of available CDBG funding for LMI benefit with less than .2% expended for code enforcement activities in the Liberty Park neighborhood, which is an eligible block group area according to HUD's low- to moderate-income area (LMA) benefit regulations.

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 strongly encourages a leverage component among CDBG subrecipients. Annual applications proposing leverage funds typically score more favorably through the competitive rating system. The City identifies leverage funds through its program administration reporting component. Leverage sources during the 2018 PY included foundations, other federal, other state/local, private contributions, and program fees or dues. Excluding program administration funds, projects and programs expending CDBG dollars during the year, whether the project was completed during the year or not, expended \$1,141,292.81. These projects provided a combined expended leverage of \$6,408,539. Among the leverage sources, foundations accounted for 15.10% of the total leverage; other federal funds, 10.27%; other state or local, 40.91%; private contributions, 42.36%; and private loans, 0.31%.

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 6 – Households Provided Affordable Housing Units

	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	55	0
Number of Special-Needs households to be provided affordable housing units	12	0
Total	67	0

Table 7 – Households Provided Affordable Housing Support

	One-Year Goal	Actual
Number of households supported through rental assistance	26	40
Number of households supported through the production of new units	67	0
Number of households supported through rehab of existing units	24	18
Number of households supported through acquisition of existing units	3	0
Total	120	58

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

As per HUD clarification, Table 6 should include production of new **permanent** housing units, **only**. This was confirmed during completion of the 2016/17 Consolidated Annual Performance Evaluation Report (CAPER) when staff discovered IDIS data entries also included expectations related to affordable housing support services.

Number of homeless households to be provided affordable housing units: The City has not received any applications for projects to produce permanent housing for homeless households during this consolidated plan period. However, given heightened regional awareness and increasingly available financial resources, the City anticipates requests in subsequent program years.

Number of non-homeless households to be provided affordable housing units: The City was not able to accomplish its goal of 67 units for non-homeless households due to environmental and construction delays of two projects. Explanations are provided below.

HAJC completed construction of 64-unit Newbridge Place during the first quarter of the 2019 PY. This project experienced a lengthy delay in receiving Notice to Proceed from the City because of environmental issues associated with adjacent orchard mitigation and FEMA approval of a CLOMR. Issues were resolved and construction of off-site infrastructure improvements completed in 2018. Performance outcomes will be reported in the 2019/20 CAPER.

HfH acquired the existing unit at 1026 W 10th Street in July 2018 and went through the substantial amendment process to convert the property to three new homebuyer units in May 2018. This project also experienced lengthy environmental delays when a LUST was discovered at an upgradient elementary school site. This issue was resolved in October 2018 and the project is now back on track with completion anticipated during the 2019 PY.

Number of special-needs households to be provided affordable housing units: The 12 units expected to serve special-needs households are associated with the 67 units referenced above. This estimation will be finalized after occupancy is recorded for each project.

The above narrative also relates to shortfalls reported in Table 7 under production of new units and acquisition of existing units. Please see explanations below for the other two categories:

Number of houses supported through rental assistance: As illustrated in Table 7, rental assistance performance exceeded expectations. The variance of 14 households is attributed to an under-estimation at the time of CDBG application and agreement.

Number of households supported through rehab of existing units: The amended 2018 Action Plan identified 23 owner-occupied units and one rental unit. The City fell short on the first mark as a result of higher construction costs and bigger rehab projects. The rental unit; however, exceeded expectations of one household through a partnership with the developer/owner and nonprofit tenant. This pilot project now serves three individual households recovering from addiction(s).

Discuss how these outcomes will impact future annual action plans.

Working through barriers to development associated with the environmental review and procurement processes and increasing staffing capacity is expected to positively impact future annual action plans. Better systems and delegation are in place for more efficient performance estimation and project management.

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 8 – Extremely Low- and Low-Income Persons Served

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	49	n/a
Low-income	30	n/a
Moderate-income	59	n/a
Total	138	n/a

Narrative Information

Agencies contributing to the numbers above include Housing Authority of Jackson County, PeopleFirst Properties and St. Vincent de Paul. As per IDIS, Table 8 demographics apply to persons living in each household reported under Tables 7 and 8 that received housing assistance at each income level during the program year.

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 awarded \$99,612, or 92%, of the allowable CDBG public service allocation of \$108,305 to four agencies with an objective of reaching out to homeless persons. Supporting St. Vincent de Paul, Maslow Project, Hearts with A Mission and Center for Nonprofit Legal Services helped the City achieve performance outcomes, collectively serving 1,195 individuals.

Outside of CDBG funding, the City assumed an active role in strengthening the CoC to target helping the needs of the chronically homeless, one of City Council's 2017/19 biennial goals. Over the past year, City Manager Sjothun and staff members from the Planning and Police departments continued to participate on the CoC Board and workgroups including the Executive Committee, Homeless Task Force, Housing Pipeline, and Services and Housing.

The City also allocated \$23,375 in 2018 CDBG program administration funds to complete a Homeless System Action Plan (HSAP) with general objectives to: 1) leverage momentum to accelerate innovation and regional collaboration; 2) gain a better understanding of the drivers of homelessness; 3) assess strengths and challenges of the existing crisis response system; 4) highlight best practices; 5) identify goals and strategies for the City and potential partners; 5) develop performance-based funding strategies to accomplish goals; and 6) share goals and strategies with the larger region for potential adoption. Overall, the HSAP provides City Council with a roadmap of actions that could also drive funding decisions during the next several CDBG grant cycles. Implementing strategic actions and funding decisions may help the City have a stronger impact on addressing homelessness.

More specifically, the HSAP uncovered the importance of prioritizing assistance for non-veteran, chronically homeless single adults, due to overall lack of resources and housing assistance for this demographic. By reflecting on the region's success reducing veteran homelessness through Permanent Supportive Housing (PSH), the HSAP concludes that investing in PSH and Rapid Re-Housing (RRH) can also help decrease homelessness for non-veteran single adults. The HSAP recommends the City and its partners prioritize development of PSH and RRH over the next several years, which will be explored by the City's CDGC and HAC for recommendation to Council.

Next steps recommended in the HSAP include: 1) collaborate with key stakeholders to align vision, funding, priorities and resources; 2) aggressively pursue the creation of affordable and supportive housing; 3) secure new resources that allow for immediate impact; 4) engage partners around outreach on the Greenway (non-law enforcement); 5) support the creation of

low-barrier temporary housing programs; 6) direct funding toward efforts using best practices and demonstrate impact; and 7) support the CoC in securing additional funding.

Consultant LeSar Development Consultants and Principal Planner Angela Durant presented the HSAP to Council, CoC Board, Homeless Task Force, Medford Leadership Team, CDGC, HAC and the Regional Public Managers group. Staff collected feedback during and after these meetings as well as from 30 agencies, including over 100 community stakeholders, through the end of the program year. This feedback will be presented to Council for consideration to adopt the HSAP during the 2019 PY and strategically align City resources to have a stronger impact on housing and homelessness in years to come.

Addressing the emergency shelter and transitional housing needs of homeless persons.

As presented in previous sections, the City supported Hearts with a Mission, Medford's only permanent youth emergency homeless shelter, with \$24,992 to support operations that served 87 unduplicated youth. Of those served, 95% were re-unified with family or a safe alternative and 100% enrolled in education, sought employment or became employed; were able to identify five positive role models through services; and/or recorded progress in at least one area on the Casey Life Skills or Developmental Assets.

In preparation for the 2019 PY, City staff coordinated with ACCESS, Jackson County's Community Action Agency, to assist with potential CDBG funding of a low-barrier homeless shelter in Medford's downtown area. Several City staff members participated in a regional conversation (prior to grant competition) regarding the need for a year-round shelter and discussed potential strategies for securing the location for the homeless shelter and policies for operation. While ACCESS applied for and was recommended for CDBG funding by the CDGC, the agency withdrew its funding request because of conflicting HUD regulatory requirements and expedited timelines imposed on the project from other funding sources. However, City staff and ACCESS intend on future collaboration to continue to work towards prioritizing homeless needs within the community.

Outside of the CDBG program, the City continued to work with an organization interested in offering emergency shelter to homeless persons through Medford Municipal Code allowing for the use of buildings as temporary shelters when managed by a non-profit, church, government agency or similar agency. Temporary shelters, as defined in Code, are allowed to operate for 90 days (with an allowance for extension to a total of 180 days) in a year. The adopted language has a prescriptive process for organizations to follow and guarantees certain land use rights for operators of temporary shelters who are approved. Notably, the City worked with Maslow Project to open the city's first and only temporary homeless shelter for youth. Maslow Project provided 26 nights of safety and warmth, serving 12 youth, two of which were still enrolled in the Medford school district. To counter feelings of being "hated" by the community for being homeless (expressed by youth at Maslow Project), Maslow Project serves as a welcoming, supportive beacon of hope for homeless youth to help encourage a brighter tomorrow.

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.

Six public service agencies collectively expended \$111,175 in CDBG funds, serving 1,454 individuals/households, targeting LMI individuals and families that were homeless or at risk of becoming homeless. Services provided by St. Vincent de Paul, Maslow Project, Hearts with a Mission and Center for Nonprofit Legal Services were summarized in the previous sections. Consumer Credit Counseling Services of Southern Oregon and Community Volunteer Network joined this initiative by providing unique, one-of-a-kind services to strengthen the financial health of LMI senior households.

Consumer Credit Counseling Service was initially awarded \$7,480 in 2017 funding to fund the Credit Report Counseling for the Low-Income Community Members program. Funding carried forward to 2018 and was allocated to cover staffing costs and credit reports to provide counseling sessions on repairing credit scores, managing debt, addressing judgements, and implementing a personal budget. The agency expended \$2,860 in 2018 to serve 228 persons, of which eight identified as homeless.

Community Volunteer Network was awarded \$8,693 to cover administrative costs associated with the Foster Grandparent program. This program is a unique program connecting volunteer senior citizens with youth in need of mentorship at local elementary schools and child care organizations. Thirty-one seniors participated in the program, many of which accepted a small stipend that often helps secure or sustain income and/or manage personal budgets to maintain housing.

Additional performance data for each subrecipient is listed below:

St. Vincent de Paul: Among the 96 persons served, 38 transitioned from homelessness to permanent housing and 58 were helped from becoming homeless. Twenty-eight were female head of household, 20 persons with disabilities and seven were seniors.

Maslow Project: Of the 962 youth and family members served, 832 were either homeless or at risk of homelessness after being discharged from foster care, corrections programs or other youth facilities. Five-hundred eighteen were female head of household and 161 reported a disability.

Hearts with a Mission: All 87 youth were homeless and 51 were female head of household.

Center for Nonprofit Legal Services: Among the 50 served, 22 were female head of household, 17 were reported a disability, five were seniors and two were homeless.

Consumer Credit Counseling: Among the 228 persons served, 38 transitioned from homelessness to permanent housing and 58 were helped from becoming homeless. Twenty-eight were female head of household, 20 persons reported a disability and seven were seniors.

Community Volunteer Network: Among the 31 persons served, all were seniors, 26 female head of household and four persons reported having a disability.

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.

Three of the six public service agencies receiving 2018 CDBG funding served homeless persons with direct assistance to help transition to permanent housing. Maslow Project placed 182 individuals in permanent housing (using CDBG funding and other resources), St. Vincent de Paul transitioned 38 persons out of homelessness into permanent rental housing, and Hearts with a Mission reunified 83 youth with families or other safe alternatives.

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

Actions taken to address the needs of public housing.

Housing Authority of Jackson County (HAJC) is the region's Public Housing Agency (PHA). Actions taken by HAJC during the 2015-19 Consolidated Plan period will collectively result in 114 new units of affordable housing in Medford. Construction of "The Concord" provided the downtown area with 50 new units in the 2016/17 PY. HAJC's new project, "Newbridge Place," will provide 64 new units when completed in the 2019 PY. Both complexes will be subsidized through HUD's Housing Choice Voucher Program.

All original aged units owned by the HAJC, subsidized under HUD's old Public Housing Program, went through a disposition process with HUD in 2007. The proceeds were used to leverage construction of hundreds of new units such as The Concord and Newbridge Place. HUD no longer offers Public Housing Program funds to construct new public housing.

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

Although there are no public housing projects or units of public housing in Medford, the City prioritizes homeownership in multiple ways. This year, the City declared Homeownership month during the month of June, helping increase awareness of the City's prioritization of homeownership within the community. In addition, the City's Housing Opportunity Fund contributed 15% of the revenue from construction excise tax to Oregon Housing and Community Services (OHCS) for homeownership assistance passed through ACCESS. In 2018, the City's contribution totaled \$25,933.01 to help ACCESS' increase the number of households provided with homeownership assistance. Lastly, the City also invested in homeownership through three Neighborhood Stabilization Program (NSP) projects with developer, Habitat for Humanity. These projects will provide ownership opportunities for households earning \leq 50% AMI and 120% AMI.

Actions taken to provide assistance to troubled PHAs.

There are no troubled PHAs operating in Medford.

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)

Medford has become a more collaborative, solutions-based community. With Council support and responsiveness to community input, the City's 2017/18 ad hoc Housing Advisory Committee (later to become a permanent commission) vehemently led to direct and effective policy changes. The following are examples of City actions/ordinances taken during the 2018 PY to address barriers to affordable housing:

- DCA-17-111 (Ordinance No. 2018-100) - Senate Bill 1051 updates: The City clarified the approval criteria for multi-family residential development projects by removing the subjective criterion related to compatibility with surrounding uses. Such projects are now strictly based on meeting code standards only. New residential design guidelines were also adopted.
- DCA-17-062 (Ordinance No. 2018-113) - Temporary Shelters: The City outlined a process for the approval of temporary shelters for homeless residents.
- DCA-18-118 (Ordinance No. 2018-133) - Housekeeping amendments: The City modified procedures to allow existing single family residences located in commercial zones to convert more easily from residential to commercial uses. The hearing process required to subdivide land into two or three parcels was converted into a Director's decision. Residential facilities serving 16 or more residents was permitted in all three of the multiple-family residential zones and the Neighborhood Commercial zone.
- DCA-18-113 (Ordinance No. 2018-132) - Accessory Dwelling Units: The City expanded the allowance of Accessory Dwelling Units into the multiple-family residential zones and commercial zones when an existing single family is constructed on the property. The regulations were modified to provide more flexibility in meeting parking requirements, allow more lot coverage and unit square footage.

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

In October 2018, Council appointed CDGC launched its charge to serve as advisor to Council on addressing the obstacles to meeting underserved needs through administration of the CDBG and General Fund Grant (GFG) programs; and working with the HAC; which launched its charged in February 2019, to implement the Consolidated Plan, Annual Action Plan and Analysis of Impediments to Fair Housing Choice.

In order to maintain outreach to the priority needs of the underserved, the CDGC is comprised of community members including one current member of the Budget Committee, one member representing healthcare, one member representing social services, one member representing local business, one member representing workforce development, one member representing an educational institution, one member representing affordable housing and two members-at-large encouraging representation from throughout the whole community. This holistic approach was designed to have representation from multiple areas that directly interact with meeting underserved needs.

The CDGC will also work directly with the HAC to help prioritize the affordable housing needs of underserved residents of Medford. The HAC is rostered with experts in the field of lending, affordable housing development, multi-family housing operation, construction and development, real estate services tenant organization. The HAC will further review housing policy, economic incentives and potential partnerships to cultivate affordable housing development for all residents including those that are underserved and homelessness.

As mentioned previously, completion of the HSAP will also help ensure prioritization of the needs of persons who are homeless or at risk of becoming homeless through the funding priorities established by Council in years to come.

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

The City's Consolidated Plan identified an extensive need for rehabilitation programs in Medford targeting the improvement of the City's oldest housing stock. Consolidated planning data directed attention to the 51% of owner housing and 52% of rental housing built prior to 1980 as potential lead-based paint hazards. Data also concluded 13% of owner housing units and 7% of rental units built prior to 1980 are occupied by families with children; a combined 3,100 units. The City has remained committed to addressing this issue since 1996 through partnership with HAJC, the administrative agency for the City's Homeowner Repair Program. Since inception, the program has rehabilitated over 450 homes. Among the 15 homes rehabilitated in the 2018 PY, 15 were built prior to 1978. One of these homes involved lead disturbance and was brought into compliance with Lead Safety Rules (24 CFR Part 35). HAJC also reported that all 15 homes were raised from substandard to standard condition.

During the 2018 PY, the City also continued efforts to develop a community collaborative to apply for HUD's Lead-Based Paint and Lead Hazard Reduction Grant during the 2019 PY. This action was officially approved by Council as part of the 2019 Action Plan on June 6, 2019. The City has engaged several organizations interested in implementing a Lead-Based Paint Hazard Removal Program to improve the health and safety of residents living in potentially hazardous conditions. Although exact roles and levels of commitment will be defined in the 2019 PY, the City has successfully engaged interested partners including Jackson County Health and Human Services, Oregon Health Authority, La Clinica, Housing Authority of Jackson County, OnTrack, AllCare Health, Jackson Care Connect, Medford Urban Renewal Agency, Belfor Environmental, S&B James Construction, and Youth 71 Five Ministries. Ongoing meetings with these

organizations will begin in October 2019 to develop a model in hopeful anticipation the community is awarded a HUD grant during the 2019 or 2020 program years.

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

The City's actions to reduce the number of poverty-level families during the 2018 PY primarily consisted of supporting nonprofit agencies providing social services to poverty-level families and improving the availability and affordability of housing for homeowners, renters and individuals seeking to transition out of homelessness.

Public Service Availability: Six public service agencies receiving CDBG support during the 2018/19 PY worked to reduce the immediate and/or future poverty-level of those served. Families received assistance with foreclosure/eviction prevention, rental preparedness and fair housing awareness, senior advocacy, family reunification, safety net services, referral services, education attainment, food, comprehensive case-management, mentorship, transition out of homelessness, credit report repair and personal budgeting, and emergency rental housing assistance. Expending \$112,652.97 in combined 2018 PY public service funding plus the prior year's unspent, obligated public service funding aided 1,398 persons or families to help manage or overcome poverty.

Affordability of Owner-Occupied Units: The City's Homeowner Repair Program served 15 LMI homeowners with housing repairs and weatherization assistance that not only allowed them to remain in their homes, but for several will result in a reduction in monthly utilities costs and improved health. Eight of these homeowners were seniors on limited and/or declining incomes.

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

Medford residents are fortunate to live in a community that over the past several years has begun to see the outcomes of increased political will and community collaboration. Examples of City actions to develop and strengthen institutional structure during the 2018 PY include but are not limited to the following:

- 1) Continued City staff participation on the Continuum of Care (CoC) Board and other CoC workgroups at a level that allows Council to stay connected with the priority needs and efforts of the CoC in addressing homelessness;
- 2) Council established specific goals for the 2019-21 Biennium including:
 - a) Develop 100 housing units affordable to households with incomes $\leq 80\%$ and $\leq 120\%$ AMI
 - b) Increase the supply of supportive housing
 - c) Address unsheltered homelessness and encampments
 - d) Increase temporary housing programs that lead to permanent housing placements
 - e) Increase collaboration with nonprofits, faith-based organizations, businesses and other government agencies
 - f) Implementation of the Homeless System Action Plan in coordination with the CoC

g) Expand homelessness diversion and prevention strategies through partnerships and funding;

3) Divided Council appointed advisory roles in the arenas of housing and homelessness between two commissions; the CDGC and HAC. Both commissions are comprised of experts in essential fields that provide a framework for increased government productivity;

4) Established an institutional arrangement with Camas Consulting to improve services as a Responsible Entity under the National Environmental Policy Act to complete environmental assessments for the development of affordable housing projects involving both CDBG and non-CDBG funds;

5) Staffed a Grant Support Technician under the Principal Planner of the Housing and Community Development Commission to increase capacity within the Division to effectively manage two commissions, administer three funding sources, seek additional grant funding, and implement 32 homeless actions during the 2019-21 Biennium; and

6) Continued to provide nonprofits, private businesses, faith-based organizations and other jurisdictions with technical assistance that can help cultivate collaborative community leveraging, partnership-ready initiatives, shovel-ready projects, and the implementation of economic incentives and policy change for the development of housing.

7) Participated in a community collaboration launched by Jefferson Regional Health Alliance to complete the 2019-22 Community Health Improvement Plan (CHIP) for Jackson and Josephine Counties. This community-wide initiative involved the engagement and expertise of organizations and individuals from multiple sectors across our two-county region. The CHIP identifies six major themes including substance abuse, education and workforce growth, mental health and well-being, poverty and employment, parenting and life skills, and affordable housing.

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

In response to community feedback, and to streamline the application and development process of affordable housing projects, City staff developed a pilot program during the 2017 PY designating one staff member as a liaison between City departments throughout the entire process. This allows subrecipients, developers, builders and involved parties to communicate with one city employee regarding any concerns about the project. The liaison facilitates communication among departments, shares information, reports findings, and ensures regulatory compliance. The designated liaison brings a background of experience working in multiple departments of a municipality and provides an understanding of navigating through the various steps of development. The 2018 PY marked the second year of this action, during which one project with Habitat for Humanity (HfH) was evaluated. Overall, HfH's project experienced more than the anticipated obstacles resulting from environmental and land-use regulations, and agency volunteer staff turnover. However, the City intends on continuing this

action during the 2019 PY to further evaluate investment of staff resources versus value to the subrecipient and to the expedited development of affordable housing.

The City successfully cultivated a public-private partnership with PeopleFirst Properties, ACCESS and First Presbyterian Church during the 2017 PY to convert an abandoned, blighted property to permanent supportive housing. In 2018, the unit was fully renovated and occupied by three persons transitioning from homelessness and recovering from addiction(s). The City's actions and PeopleFirst Properties' shared vision to increase affordable housing through conversion of existing blighted properties led to enhanced coordination between public, private, nonprofit, and faith-based agencies to develop permanent supportive housing.

The City took additional actions throughout the year to enhance coordination between public and private housing and social service agencies through active participation on the CoC Board and other CoC housing and services workgroups; collaborative actions taken during the completion of the HSAP; and participation from City Manager Sjothun, Police Chief Clauson, and Principal Planner Durant on a collaborative faith-based panel, sponsored by Mercy's Gate, on the topic of homelessness.

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)

City staff developed a Fair Housing Matrix to appropriately track the progress of overcoming all impediments identified in the City's 2015 Analysis of Impediments. Progress made to address impediments include:

- 1) *Housing affordability.* The City launched its first annual request for proposals under the new Housing Opportunity Fund (HOF). The HOF will provide housing developers and providers with a flexible, dedicated funding source to incentivize development of new housing units for residents earning $\leq 80\%$ AMI and $\leq 120\%$ AMI.

The City also completed its first environmental assessment under the National Environmental Policy Act (NEPA) as the Responsible Entity of a non-CDBG funded project with HAJC. This pilot was launched to help reduce the regulatory delays incurred during the environmental review process. Overall, the City considered the pilot to be a success and anticipates completing additional NEPA reviews of this nature in future years.

- 2) *Increased public awareness of fair housing rights:* The Center for Nonprofit Legal Services expended \$20,826 in 2018 CDBG funds to conduct outreach and provide legal education to protected populations about fair housing laws. These funds partially covered attorney's fees to provide civil legal representation to protect affordable, safe and fair housing for Medford's most vulnerable residents. Fifty Medford residents were served including 22 female heads of household, 17 persons with disabilities, 5 seniors and 2 homeless individuals. Along with this, 27 of those served reported earning an income $\leq 30\%$ AMI, three $\leq 50\%$, and 20 $\leq 80\%$.

In addition; On April 9, 2019, Medford Mayor Wheeler read a proclamation naming April as Fair Housing month to help build support and education around fair housing rights.

- 3) *Increased efficiency of public transportation and mobility.* The City Council adopted Council Bill No. 2018-126 amending the City's Comprehensive Plan and adopting a new 2018-2038 Transportation System Plan (TSP). The TSP provides a long-range vision for the City's transportation system and includes a prioritized list of projects to help achieve that vision. The TSP was developed through an extensive public outreach process, coordination with local and state agencies, and involvement of local stakeholders. The TSP includes projects that will improve the transportation system for all users providing for sidewalk infill in neighborhoods and near schools, new bicycle facilities, coordination with the regional transit provider, and the installation of new roadway networks to accommodate growth into the City's Urban Growth Boundary.
- 4) *Impacts of the subprime mortgage lending crisis and increased foreclosures:* The City relied on the Homeownership Center within the Community Action Agency, ACCESS, to help educate prospective homeowners towards long-term successful homeownership through homeownership education and counseling. For struggling homeowners within the region, the Homeownership Center participates in the OHCS Oregon Homeowner Stabilization Initiative (OHSI), which helps homeowners remain in their homes, using funding secured from Hardest Hit Funds (HHF) from the U.S. Department of Treasury.
- 5) *Predatory lending and other industry practices:* The City funded the Credit Report Counseling Services for Low-Income Community Members Program with intention of exploring lending practices through the expertise and networking capacity of Consumer Credit Counseling. CDBG funds were allocated to run credit reports for and provide counseling to LMI individuals working through barriers to obtaining employment and securing housing and transportation. Two-hundred twenty-eight Medford residents were served consisting of 51 female heads of household, 14 seniors, eight homeless, and 92 households earning \leq 30% AMI.
- 6) *Barriers to fair housing impacts on special need populations:* On January 3, 2019, Mayor Wheeler made a proclamation that the City would join 14 other jurisdictions in sharing Southern Oregon Regional Economic Development, Inc.'s (SOREDI's) vision for Southern Oregon to be the most "Business Friendly" region on the West Coast. The City also maintained annual sponsorship of SOREDI with a \$23,500 regional investment that leveraged additional community and business support of \$160,000 from 30 partners. Furthermore, SOREDI distributed two Medford loans; Trinity Counseling and Common Block Brewing, with \$101,000 lent. Total investment in these projects was \$637,500 which resulted in 65 new and retained jobs.

7) *Limited resources to assist lower income, elderly and indigent homeowners maintain their homes and stability in neighborhoods.* The 2015-19 Consolidated Plan reports that elderly account for 39.85% of homeowners experiencing housing cost burden >30% and 38.9% of homeowners experiencing burden >50%. Many of Medford's elderly live in aging housing stock and without homeowner assistance may be forced out of substandard housing and into nursing homes. To remedy this, the City funded the Homeowner Repair program. Of the 15 households served, eight households consisted of female heads of household, eight were seniors, and two disabled.

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.

Monitoring of all activities funded under the CDBG program is carried out on an ongoing basis by the City's CDBG program administrative staff. Quarterly updates and financial reports are required of all subrecipients who include both public service programs and capital improvement projects receiving CDBG funds. Subrecipients are also required to submit a grantee performance report with each reimbursement request. This report allows staff to monitor expected outcomes with actual results. The City collects current lists of Board of Directors and notification of single annual audit from all agencies receiving CDBG funding. Audit tracking is maintained to ensure subrecipient's compliance with 2 CFR part 200. All projects are administered under procurement standards governed by 2 CFR part 200, subpart D and all capital improvement projects adhere to Federal Labor Standards. All records are maintained for a minimum of five years. During the 2018 PY, onsite monitoring visits were conducted with St. Vincent de Paul and Center for Nonprofit Legal Services. Monitoring sessions included program eligibility, administration, reporting requirements, record keeping, client files, and financial reporting.

St. Vincent de Paul was noted with two findings including: 1) inconsistent data entry on the Specific Indicator report which led to overall inaccurate reporting on Grantee Performance Reports; and 2) inaccurate income level allotment for participants' AMI paired with usage of outdated income limits. City staff suggested program manual and adequate data entry training to address data collection issues identified. Center for Nonprofit Legal Services was noted with one finding related to a reporting error claiming households under a housing benefit rather than persons under a non-housing benefit. Staff worked with the agency during the monitoring to correct reporting through implementation of an electronic Specific Indicator report to help identify accurate income limits and other demographic data.

In addition, both St. Vincent de Paul and Center for Nonprofit Legal Services lacked public acknowledgement of the U.S. Department of Housing and Urban Development (HUD) and City of Medford as program funding sources. City staff continued to encourage subrecipients to identify both funders on their websites and/or in program brochures.

As a result of the two monitoring sessions in 2018, City staff developed an enhanced reporting platform, including use of fillable forms with drop-downs and auto-calculation. This reporting platform utilizes fillable forms and streamlines necessary forms/documentation throughout the program year into a singular workbook to improve efficiency, accuracy, clarity and consistency for subrecipients. The City anticipates unveiling and utilizing this comprehensive reporting template to help ensure utmost accuracy and effectiveness with capturing reporting data from subrecipients going forward.

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 City of Medford developed a Citizen Participation Plan under the 2015-2019 Consolidated Plan to assure citizens are presented with opportunity to provide input and be informed of program performance. During development of the Consolidated Plan, the City solicited community discussions, collaborative nonprofit agency meetings, and one-on-one discussions with citizens and private businesses to identify community needs, resources and services available, and potential barriers to development.

The CDGC and HAC hold monthly public meetings to solicit public feedback and formulate recommendations to Council. Notifications of all public meetings, comment periods, and public hearings associated with the City's CDBG program are advertised in the Mail Tribune, on the City's website, and by email to interested parties. Minutes of all public meetings held for purposes of planning for the use of CDBG funds, evaluating performance of the program, and soliciting public comments are recorded and maintained through the City Recorder. Draft documents are made available on the City's website, at the City Recorder's office and through the Planning Department. All CDBG-related documents and records are maintained for a minimum of five years.

Citizen participation pertaining to the 2018/19CAPER, referred to hereafter as the 2018 CAPER, was facilitated through a 15-day public comment period and two public meetings. The 15-day public comment period opened on October 1, 2019 and concluded on October 17, 2019. The CDGC held a meeting on October 2, 2018 to solicit initial public feedback. City staff presented the CAPER during this meeting, and the CDGC passed a motion approving the CAPER, as presented by staff. City Council held a public hearing at Medford City Hall, Council Chambers, on Thursday, October 17, 2019 at 6:00 p.m. to solicit additional feedback and consider the CAPER for approval. City Council approved Resolution 2019-112 adopting the 2018 CAPER for submission to HUD. As directed by the CDGC on October 2, 2019, staff presented one public comment to Council during the public hearing. The following comment, made by the vice-chair of the CDGC, was related to potential perceptions regarding extreme regulatory requirements mandated under the CDBG program.

"There is always a balance between being flexible enough with people in requiring reporting and other regulatory documentation while maintaining accountability and compliance with the various authorities. We are not difficult just to be difficult; we are difficult only when accountability requires it."

No additional public comments were received during the 15-day public comment period or during the public hearing.

The following Council actions relate to the 2018/19 Action Plan:

On June 15, 2018, Council approved Resolution No. 2018-57 adopting the budget for the City of Medford for the biennium commencing July 1, 2018.

On June 21, 2018, Council approved Resolution No. 2018-66 adopting the 2018/19 Action Plan.

On September 20, 2018, Council approved Resolution 2018-112 adopting a fourth Supplemental Budget for the 2018-19 biennium.

On May 7, 2015, Council approved Resolution 2015-46 adopting the 2015-2019 Consolidated Plan. The public hearing was preceded by a 30-day public comment period.

CR-45 - CDBG Misc. 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's CDBG program objectives were not altered during the 2018 PY. Consolidated Plan goals focus on improving and increasing affordable housing, improving access to public services and improving neighborhood conditions. Of the 16 strategies identified in the Consolidated Plan, the following three have not been implemented during the first four years, but may be targeted in the final program year:

- Provide financial assistance to help potential low/moderate-income homeowners with down payment and closing costs;
- Support the creation of higher density, mixed-income and mixed-use housing in the redevelopment of the downtown area; and
- Support programs that provide loans and technical assistance to small businesses and promote development of mechanisms that will encourage micro-enterprise such as the creation of small business incubators.

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

No.

Appendix A – CDBG Financial Summary (PR26)



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2018
 MEDFORD , OR

DATE: 09-27-19
 TIME: 19:54
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	622,843.56
02 ENTITLEMENT GRANT	722,034.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	185,401.33
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,530,278.89

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,490,047.11
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	(348,754.30)
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,141,292.81
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	200,212.47
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	(59,153.24)
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	1,282,352.04
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	247,926.85

PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,156,040.71
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	(14,747.90)
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,141,292.81
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	145,025.23
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	4,337.58
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	(32,372.65)
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	108,315.00
32 ENTITLEMENT GRANT	722,034.00
33 PRIOR YEAR PROGRAM INCOME	234,608.71
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	956,642.71
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.32%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	200,212.47
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	(59,153.24)
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	141,059.23
42 ENTITLEMENT GRANT	722,034.00
43 CURRENT YEAR PROGRAM INCOME	185,401.33
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	907,435.33
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	15.54%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17
 Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	2	389	Newbridge Place	03K	LMH	\$334,006.40
				03K	Matrix Code	\$334,006.40
Total						\$334,006.40

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	1	422	6302866	Youth 71Five - Acquisition of Real Property	01	LMH	\$250,000.00
					01	Matrix Code	\$250,000.00
2017	3	408	6196357	Medford Senior Center Facility Improvement	03A	LMC	\$3,870.57
2017	3	408	6208621	Medford Senior Center Facility Improvement	03A	LMC	\$88,801.00
2017	3	408	6237614	Medford Senior Center Facility Improvement	03A	LMC	\$15,514.73
					03A	Matrix Code	\$108,186.30
2018	2	421	6302866	Compass House - Property Renovation	03B	LMC	\$1,150.00
					03B	Matrix Code	\$1,150.00
2017	5	396	6196357	Union Park ADA Upgrade Project	03F	LMA	\$2,113.55
2017	6	395	6196357	Jackson Park ADA Upgrade Project	03F	LMA	\$29,080.00
					03F	Matrix Code	\$31,193.55
2015	17	370	6196357	Neighborhood Infrastructure Improvements Project	03L	LMA	\$15,774.42
					03L	Matrix Code	\$15,774.42
2017	7	406	6302866	Children's Advocacy Center - Porch Rehabilitation	03Q	LMC	\$21,800.00
					03Q	Matrix Code	\$21,800.00
2018	9	414	6302866	Community Volunteer Network Foster Grandparent Program	05A	LMC	\$8,693.00
					05A	Matrix Code	\$8,693.00
2017	12	397	6196357	Furthering Fair Housing - Legal Services	05C	LMC	\$4,521.00
2018	8	417	6302866	Center for Nonprofit Legal Services - Furthering Fair Housing	05C	LMC	\$20,826.00
					05C	Matrix Code	\$25,347.00
2017	13	400	6208621	Wrap Around Case Management Program	05D	LMC	\$1,477.97
2017	15	404	6196357	Healthy Families, Healthy Communities	05D	LMC	\$8,975.50
2018	6	419	6302866	Maslow Project - Safety Net and Case Management Services for Homeless Youth and Families	05D	LMC	\$25,000.00
2018	7	420	6302866	Hearts with a Mission - Shelter and Extended After Care	05D	LMC	\$24,992.00
					05D	Matrix Code	\$60,445.47
2017	14	401	6196357	Reducing Medford Homelessness in 2017	05Q	LMC	\$15,173.41
2018	5	418	6302866	St. Vincent de Paul - Reducing Medford Homelessness in 2018	05Q	LMC	\$28,804.00
					05Q	Matrix Code	\$43,977.41
2017	8	402	6196357	Credit Counseling Services for Low-Income Community Members Program	05Z	LMC	\$3,702.74
2017	8	402	6302866	Credit Counseling Services for Low-Income Community Members Program	05Z	LMC	\$2,859.61
					05Z	Matrix Code	\$6,562.35
2015	21	393	6196357	PeopleFirst Properties Rental Rehab Project	14A	LMH	\$24,804.00
2017	9	405	6196357	Homeowner Repair	14A	LMH	\$180,262.19
2017	9	405	6208621	Homeowner Repair	14A	LMH	\$125,498.50
2018	3	413	6237614	Housing Authority of Jackson County - Homeowner Repair 2018	14A	LMH	\$63,658.12
2018	3	413	6302866	Housing Authority of Jackson County - Homeowner Repair 2018	14A	LMH	\$136,338.31



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
					14A	Matrix Code	\$530,561.12
2017	2	407	6196357	Royal Apartments Infrastructure Improvement Project	14C	LMH	\$48,974.92
					14C	Matrix Code	\$48,974.92
2015	20	392	6196358	City of Medford Code Enforcement of Blighted Properties	15	LMA	\$800.00
2015	20	392	6237614	City of Medford Code Enforcement of Blighted Properties	15	LMA	\$200.00
2015	20	392	6302866	City of Medford Code Enforcement of Blighted Properties	15	LMA	\$2,375.17
					15	Matrix Code	\$3,375.17
Total							\$1,156,040.71

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	9	414	6302866	Community Volunteer Network Foster Grandparent Program	05A	LMC	\$8,693.00
					05A	Matrix Code	\$8,693.00
2017	12	397	6196357	Furthering Fair Housing - Legal Services	05C	LMC	\$4,521.00
2018	8	417	6302866	Center for Nonprofit Legal Services - Furthering Fair Housing	05C	LMC	\$20,826.00
					05C	Matrix Code	\$25,347.00
2017	13	400	6208621	Wrap Around Case Management Program	05D	LMC	\$1,477.97
2017	15	404	6196357	Healthy Families, Healthy Communities	05D	LMC	\$8,975.50
2018	6	419	6302866	Maslow Project - Safety Net and Case Management Services for Homeless Youth and Families	05D	LMC	\$25,000.00
2018	7	420	6302866	Hearts with a Mission - Shelter and Extended After Care	05D	LMC	\$24,992.00
					05D	Matrix Code	\$60,445.47
2017	14	401	6196357	Reducing Medford Homelessness in 2017	05Q	LMC	\$15,173.41
2018	5	418	6302866	St. Vincent de Paul - Reducing Medford Homelessness in 2018	05Q	LMC	\$28,804.00
					05Q	Matrix Code	\$43,977.41
2017	8	402	6196357	Credit Counseling Services for Low-Income Community Members Program	05Z	LMC	\$3,702.74
2017	8	402	6302866	Credit Counseling Services for Low-Income Community Members Program	05Z	LMC	\$2,859.61
					05Z	Matrix Code	\$6,562.35
Total							\$145,025.23

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	13	423	6302866	City of Medford Homeless System Action Plan	20		\$27,375.00
					20	Matrix Code	\$27,375.00
2017	17	410	6196357	Program Administration	21A		\$59,153.24
2018	10	412	6237614	Program Administration - 2018 PY	21A		\$60,953.45
2018	10	412	6302866	Program Administration - 2018 PY	21A		\$52,730.78
					21A	Matrix Code	\$172,837.47
Total							\$200,212.47

Appendix B – Resolution 2019-112

RESOLUTION NO. 2019-112

A RESOLUTION adopting the Consolidated Annual Performance and Evaluation Report (CAPER) pertaining to Community Development Block Grant (CDBG) funds for the 2018-19 program year.

WHEREAS, each year a CAPER is developed and adopted indicating how the activities funded during the program year will meet the needs identified in the City's Consolidated Plan for Housing and Community Development which is a comprehensive planning document identifying the City's overall housing and community development issues and outlining a five-year strategy to address those issues which was adopted by the City Council on May 7, 2015; and

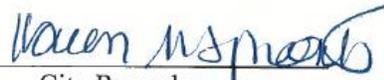
WHEREAS, this public hearing is a Housing and Urban Development (HUD) requirement to solicit citizen input regarding the City's CAPER to use CDBG funds for the 2018-19 program year and outlines the goals and strategies that have been met during this fifth program year; and

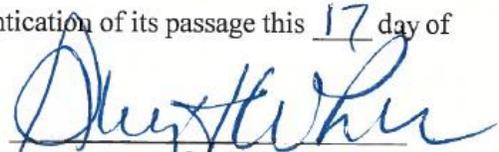
WHEREAS, the City Council must approve the 2018-19 CAPER prior to submitting it to HUD for approval which document in its entirety is available in the City Manager's Office and as required by HUD, is available for public comment for a 15-day period which ends on October 17, 2019; and

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON that the Consolidated Annual Performance and Evaluation Report (CAPER) pertaining to Community Development Block Grant (CDBG) funds for the 2018-19 program year, which is on file in the City Recorder's Office, is hereby adopted.

PASSED by the Council and signed by me in authentication of its passage this 17 day of October, 2019.

ATTEST:


City Recorder


Mayor