



2016 CAPER

Consolidated Annual Performance Evaluation Report

Adopted by City Council on November 28, 2017

Resolution No. 2017 - 1650

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.

The 2016 Consolidated Annual Performance Evaluation Report (CAPER) is for the 2016 federal fiscal year starting on October 1, 2016 and ending on September 30, 2017. Throughout the year, activities are evaluated and measures for effectiveness and efficiency of the projects. This includes the outcomes (goal and objectives) achieved as part of the 2014-2018 Consolidated Plan.

The CDBG funded projects are required to address a priority need, goal, and objective established in the 2014-2018 Consolidated Plan. The priority needs established in the 2014-2018 Consolidated Plan include homelessness, special needs populations, community facilities, infrastructure, and low-to-moderate income (LMI) households. A number of factors are taken into consideration in determining how funds are allocated to projects. The funding levels are highly dependent on the critical needs in the community, the number of applications received, and the types of projects submitted through a formal Request for Proposal (RFP) process. The City received eight (8) public service applications for the 2016 CDBG program year. Since HUD limits the amount of funding for public service projects (15% of total allocation), the application process is highly competitive. The City selected eight (8) public service projects and one (1) capital project.

The Public Service projects have addressed some of the many needs outlined in the 2014-2018 Consolidated Plan, which include operational funds for a homeless shelter and homeless assistance, mentoring/educational programming for low-to-moderate income (LMI) youth, respite care for elderly and frail elderly persons, emergency rental assistance to prevent homelessness, child care assistance for LMI college students, and social service referral assistance to homeless and LMI persons, and a soup kitchen.

The capital project Downtown Farmington Revitalization – Complete Street project was removed and replaced with the Boys and Girls Club Teen Center Expansion project. Staff took the 2016 Annual Action Plan through the Citizen Participation Plan’s substantial amendment process. The 2016 Annual Action Plan substantial amendment was approved by City resolution on September 12, 2017. The Boys and Girls Club Teen Center Expansion Project will begin in the 2017 program year. As a result, no capital projects funds were used during the 2016 program year.

In addition, two Public Facilities projects from the 2015 Annual Action Plan were started in the spring of 2017. The Public Works Sidewalk ADA Improvements project was completed in September 2017. The Parks, Recreation and Cultural Affairs ADA improvement project is ninety-five (95) percent complete. The two projects will address critically needed ADA (American Disability Act) improvements for up to three (3) Parks, Recreations and Cultural Affairs facilities and sidewalk locations throughout the City. Recent assessments undertaken by the City have identified the critical need to make ADA improvements to City facilities and to sidewalks.

The City took part in the following CDBG activities: the City Mayor proclaimed the month of April as Fair Housing Month on April 11, 2017, staff participated in the local Home Builders Expo to provide information on Fair Housing laws to the Community on March 3-4, 2017, staff participated in the 2017 New Mexico Permanent Supportive Housing Toolkit classes with local organizations. For the program year, the City received \$368,653 from CDBG, \$55,297 (15%) was allocated to Public Service projects, \$239,626 (65%) to a Capital project, and \$73,730 (20%) to Planning and Administration cost.

Table 1 : Accomplishments Program Year and Strategic Plan to Date indicate the number of persons assisted by each subrecipient. The blue highlighted section indicates the capital projects for both the 2015 and 2016 program year. The green highlighted section indicates the public service projects for the 2016 program year. The red highlighted section indicates the Strategic Plan goals as listed in the 2014-2018 Consolidated Plan. The columns the expected Strategic Plan goals, list the number of people expected to assist with CDBG funds, the action number of persons assisted in the program year, and the percent that was met.

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
2015 Goal – Public Facilities: PRCA ADA Improvements	Non-Housing Community Development	\$113,241	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted				100	100	95%
2015 Goal – Public Facilities: Sidewalk ADA Improvements	Non-Housing Community Development	\$113,241	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted				100	100	100%
2016 Goal – Public Facilities: Boys and Girls Club Teen Center Expansion	Non-Housing Community Development	\$239,626	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted				500	0	0%
2016 Goal – Public Services: People Assisting the Homeless (PATH)	Homeless Special Needs	\$9,000	Homelessness Prevention/ Overnight/Emergency Shelter/Transitional Housing	Persons Assisted				20	246	1230%

2016 Goal - Public Services: Big Brothers Big Sisters	Non- Homeless Special Needs	\$9,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted					15	15	100%
2016 Goal - Public Services: Northwest New Mexico Seniors	Non- Homeless Special Needs	\$7,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted					11	11	100%
2016 Goal - Public Services: San Juan County Partnership	Homeless Special Needs	\$9,000	Homelessness Prevention	Person Assisted/ (Families)					6	16 (7)	116.66%
2016 Goal - Public Services: San Juan College Daycare	Non- Homeless Special Needs	\$7,000	Public service activities other than Low/Moderate Income Housing Benefit	Person Assisted/ (Families)					10	22 (10)	100%
2016 Goal - Public Services: Identity	Non- Homeless Special Needs	\$3,297	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted					20	20	100%
2016 Goal - Public Services: Frontline Mission	Homeless Special Needs	\$4,000	Homelessness Prevention	Persons Assisted					2700	4041	149.66%

ConPlan Goals: Public Facilities	Affordable Housing Public Housing Homeless Non- Homeless Special Needs		Homelessness Special Needs Populations	Persons Assisted	80	80	100%			
ConPlan Goals: Community Facilities: Community and Youth Center	Non-Housing Community Development		Community Facilities Low-to-Moderate Income Households	Persons Assisted	0			500	0	0%
ConPlan Goals: Community Facilities: Food Bank and Other	Non-Housing Community Development		Homelessness Special Needs Populations Community Facilities Low-to-Moderate Income Households	Persons Assisted	2700	4041	149.66%			
ConPlan Goals: Infrastructure: Water and Streets	Non-Housing Community Development		Infrastructure Low-to-Moderate Income Households	Persons Assisted	30	100	333.33%	100	100	100%
ConPlan Goals: Infrastructure: Tranportation Facilities	Non-Housing Community Development		Infrastructure Low-to-Moderate Income Households	Persons Assisted	0					

ConPlan Goals: Public Service	Affordable Housing Public Housing Homeless Non- Homeless Special Needs		Homelessness Special Needs Populations Community Facilities Low-to-Moderate Income Households	Persons Assisted	400	460 (PY2014) 563 (PY2015) 4371 (PY2016)T= 5,394	1348.5%	2782	4371	157%
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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.

The 2016 Annual Action Plan projects coincide and meet the 2014-2018 Consolidated Plan goals and objectives. The City of Farmington identified five (5) priority needs in the 2014-2018 Consolidated Plan. During the 2016 program year the following activities met a priority need:

- 1) Homelessness: this includes veterans, homeless families with children, victims of domestic violence, youth, and severely mentally ill.
 - The People Assisting the Homeless (PATH) provided overnight shelter for homeless persons.
 - San Juan County Partnership Housing Assistance program provides emergency rental assistance to prevent homelessness.
 - Identity provided social referral assistance to homeless and LMI persons.
 - Frontline Mission provided homeless persons with a soup kitchen and emergency food boxes.
 - The New Beginnings Program provided shelter for victim of domestic violence.

- 2) Special Needs Populations: include the elderly and frail elderly, persons with substance abuse, the severely mentally ill, victims of domestic violence, and the disabled.
 - Northwest New Mexico Seniors provide respite care service for elderly, frail elderly so that they can remain in their own homes.
 - The New Beginnings Program provided shelter for victim of domestic violence.

- 3) Community Facilities: is a need throughout the community to serve low to moderate income households, special needs populations, and homeless persons.
 - The two capital projects PRCA ADA Improvements and Sidewalk ADA Improvements will provide upgraded ADA accessibility for special needs populations within the City.

- 4) Infrastructure: include street improvements, water system improvements and transportation facility improvements.
 - The City did not have any projects for this program year that fall under this priority need.

- 5) Low-to-Moderate Income Households: include a variety of needs.
 - Big Brothers Big Sisters provide mentoring and educational service to LMI children and youth.
 - San Juan College Daycare provides child care assistance to LMI college students.

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	1,645
Black or African American	561
Asian	1
American Indian or American Native	1,901
Native Hawaiian or Other Pacific Islander	0
Total	4,113
Hispanic	1,462
Not Hispanic	4,876

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

Narrative

The racial and ethnic composition of families assisted is based upon the subrecipient's activities. The subrecipients count the number of participants in their CDBG funded programs. These numbers are reported quarterly and at the end of the program year by each subrecipient.

The Racial and Ethnic Composition of families table does not include Multi-Racial families. As a result, the chart above is missing 769 families that received assistance during the 2016 program year. The City was able to assist 4,289 families. In addition, to the Female Head of Household assisted during the 2016 program year include 2,712 women and the Disabled Households assisted include 327 persons.

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	368,653	\$110,664.36

Table 3 - Resources Made Available

Narrative

The City of Farmington was successful in expending \$110,664.36 in CDBG funds for the Public Service projects and Planning and Administration. No funds were used on the capital project during the program year due to the substantial amendment change.

*2015 Annual Action Plan: The PW Sidewalk ADA project was completed, using \$116,741 of CDBG funds. The PRCA ADA project is 95% completed and used \$110,818.36. The two projects expended a total of \$227,559.36.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Farmington's Metropolitan Development Area	50% of Capital Project Funds (2015 PY)	50%	Approximately 27 ramps were replaced to make ADA compliant in the MRA. The Children’s Museum Handicap parking stalls were upgraded to meet PROWAG standards.
Low Mod Targeted Neighborhood			

Table 4 – Identify the geographic distribution and location of investments

Narrative

All CDBG funds are used within the boundaries of the City of Farmington. The public service projects are clientele based, as opposed to location based.

2015 Annual Action Plan: the two ADA capital projects had some project activities located in the City’s Low-Mod Targeted Neighborhoods and the City’s Metropolitan Redevelopment Area.

Leveraging

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

While there is no specific requirement for leveraging CDBG grant funds, the City has found that sub-recipients typically leverage other grant funds and private funds through their organizations. The 2016 Annual Action Plan project contracts had no required matching funds.

2015 Annual Action Plan Capital Projects: The two capital projects are generally leverages with staff time, as the projects are managed and construction is supervised through the Public Works Department and the Parks, Recreation, and Cultural Affairs Department. The two capital projects will be used to upgrade existing facilities located on City owned property.

The PRCA ADA Improvement capital project addresses the Consolidated Plan goals for the Public Facilities and the Public Facilities: Community and Youth Centers. The PRCA project will up graded three existing facilities with needed ADA improvements. The three projects will improve ADA accessibility for physically disabled persons and special needs populations to participate in community activities held at the three community public facilities.

The Public Works Sidewalk ADA Improvement project addressed the Public Facilities and Infrastructure: Water and Streets goal. The sidewalk infrastructure improvements will ensure suitable living environments for residents in low-to-moderate income neighborhoods throughout the City of Farmington. The rights-of-way of the sidewalks are City property. The improvements to the sidewalks will provide community members with healthy and safe walkable path within their neighborhoods.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	7
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	7

Table 6 – Number of Households Supported

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

While there are sufficient numbers of households with unmet housing needs, the City did not utilize any CDBG funds for rehab or for a new housing project. Though annual CDBG funding is limited to support such projects, the City continues to encourage, and assist where possible. For instance, the San Juan County Partnership sub-recipient provides emergency rental assistances, it addressed affordable housing and the “worst case” housing needs by helping homeless persons get into traditional housing and prevents homelessness. The San Juan County Partnership provided emergency rental assistance to those living in the City of Farmington earning less than 80% MFI and in danger of becoming homeless. The funds were used to assist eligible households with children and households without children to pay the first month’s rent, security deposits, and utility deposits. These households remain in permanent supportive housing in the City.

In addition, staff participated in the New Mexico 2017 Housing Toolkit classes. Staff attended classes with local agencies to collaborate on developing a project to develop permanent supportive housing to the area. Staff continues to participate and encourage this project.

Discuss how these outcomes will impact future annual action plans.

The City’s Annual Action Plan outcome will continue to have a positive impact on the community by ensuring that special needs population will be served as priority. The Analysis to Impediments to Fair Housing Choice, Affordable Housing Plan for Northeast San Juan County, Housing Needs Assessment, Farmington Comprehensive Plan, and the Affordable Housing Ordinance documents will be used to guide the City in planning for housing development. In addition, staff will continue to work on identifying projects in the future to assist special need persons.

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.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	14	0
Low-income	0	0
Moderate-income	0	0
Total	14	0

Table 7 – Number of Households Served

Narrative Information

The 2016 Action Plan sub-recipient San Juan County Partnership provided funds to seven (7) households with fourteen (14) persons in need of emergency rental assistance. All seven (7) families met the 30% MFI criteria.

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 2016 Action Plan specifically addressed the homeless and those with special needs. There were three (3) subrecipients that provided assistance to prevent homelessness.

People Assisting the Homeless (PATH) provide emergency shelter services such as temporary shelter, food, and clothing for the homeless. They also provide counseling and basic life skill classes regarding parenting, budget management, and nutrition. PATH addresses chronic homelessness by providing transitional housing, treatment, and training to homeless individuals to re-enter the traditional housing market.

San Juan County Partnership (SJCP) provided emergency rental assistance with move-in assistance and eviction prevention to prevent homelessness. In addition, SJCP assisted the families by connecting them to federal and state resource to assist their clients.

New Beginnings Program (NBP) provided shelter to families who were displaced due to domestic violence circumstances. Staff was able to provide case management and various classes to their clients.

Addressing the emergency shelter and transitional housing needs of homeless persons

People Assisting the Homeless (PATH) provides emergency shelter services such as temporary shelter, food, and clothing for the homeless. PATH addresses chronic homelessness by providing transitional housing, treatment, and training to homeless individuals to re-enter the traditional housing market.

The majority of the social service agencies in the community work collaboratively to reach out to homeless persons and provide individual assessments.

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 People Assisting the Homeless (PATH) provides an emergency shelter, a transitional living facility, and daily meals to the homeless. For residents of the emergency shelter and the transitional living facility, PATH provides guidance and support to prevent homelessness in the future. Weekly group/individual meetings are scheduled to provide education on housing, budgeting, nutrition, employment, and health care. Residents can take advantage of learning basic computer literacy, learning how to save money, learning skills for living independently, and have the use of a daycare while job searching.

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 of Farmington will continue to actively work with other local agencies to provide supportive services to homeless and special needs populations.

The PATH program provides both an emergency shelter and has a transitional living apartment on their campus. The residents of the emergency shelter and the transitional living facility are provided guidance and support to prevent homelessness in the future. Weekly group/individual meetings are scheduled to provide education on housing, budgeting, nutrition, employment, and health care. Residents can take advantage of learning basic computer literacy, learning how to save money, learning skills for living independently, and have the use of a daycare while searching for employment.

The New Beginning Program provides families and individuals with long term transitional shelter with supportive services. The NBP provide residents with classes and training on wellness, life skills, and have support group services for residents.

The San Juan County Partnership Housing Assistance program provides emergency rental assistance with move-in assistance and eviction prevention to prevent homelessness. In addition, SJCP assisted the families by connecting them to federal and state resource to assist their clients.

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

Actions taken to address the needs of public housing

The City of Farmington does not have public housing available due to the limited amount of CDBG grant fund and the variety of needs identified, it is not possible to create a public housing project at this time. According to the HUD USER Low-Income Housing Tax Credit (LIHTC) database, there are eleven low-income apartment complexes within San Juan County.

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

There is no public housing in the City of Farmington.

Actions taken to provide assistance to troubled PHAs

There are no public housing authorities (PHAs) in the City of Farmington.

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 Farmington continues to identify and address barriers to affordable housing in order to increase the availability of affordable housing units. The 2016 Action Plan did not include specific actions that address barriers to affordable housing.

Additionally, the City continually updates its zoning regulations and zoning map purposely to increase the support of the availability of affordable housing in the City. Land availability is an issue in Farmington. The Navajo Nation, as well as numerous state and Federal properties surround the City. The City will work with the BLM and the State to secure the release of public property for the development of affordable housing.

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

There is an underserved need across most categories, including the homeless, special needs populations, and low income residents. A major obstacle to meeting these needs include the lack of funding required to meet all of the needs. The 2016 Action Plan strategically placed an emphasis on projects that had the most impact for high needs populations. This means that an emphasis was placed on projects that utilize a high degree of coordination with other agencies, that meet the highest-rated needs, and that had a measureable impact on the persons served.

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

There are no Action Plan projects related to lead-based paint, and the City does not intend on funding renovations. However, the San Juan County Partnership subrecipient provides emergency rental assistance to families within the City. As part of their program, they provide lead based paint testing on apartment rentals for their clientele.

The City will continue to ensure that capital projects funded by CDBG funding which involve rehabilitations require the mitigation of lead based paint appropriately by including the requirement in applicable contracts with sub-recipients.

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

The 2016 Action Plan reduced the number of poverty-level families through the implementation of funding for the Public Services projects. These projects have provided support for households by assisting them on the road to self-sufficiency and allowed families to access new opportunities and

the support and education needed to be able to exit out of poverty.

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

The Planning and Administration of CDBG funds have allowed the City to monitor and guide the implementation of goals. This guidance has ensured that the City will meet its obligations as outlined by HUD.

The City of Farmington’s Mayor and City Council serves as the legislative, policy-making and administrative body governing the City. The Mayor and City Council performs legislative and quasi-judicial functions, which include adopting ordinances and resolutions for the safety, health, and well-being of the community.

The Mayor and City Council appoints a City Manager to carry out the policy directions of the City Council and to supervise and coordinate the work of department staff. With the exception of the City Attorney and the City Clerk, the City Manager has line authority over all City departments. The Community Development Department, which administers the CDBG program, is one of these departments.

Actions planned to continue to develop institutional structure include:

- Provide data and other information through the appropriate channels to ensure that leaders are aware of issues and can make decisions accordingly.
- Implement the 2014-2018 Consolidated Plan and the 2016 Annual Action Plan for the CDBG program.
- Update the Mayor and City Council regarding the CDBG program, request approvals, and provide project information as needed.
- Include other local jurisdictions in the CDBG process.
- Continue engaging sub-recipients and eligible organizations in the annual application process, project updates on funded projects, new rules and regulations from HUD, as well as fair housing information.
- Continue providing training and technical assistance to sub-recipients.
- Continue to encourage collaboration amongst agencies and organizations.
- Encourage, facilitate and foster relationships throughout San Juan County to strengthen the services available to the public.

All development in the City must comply with the City’s 2020 Comprehensive Plan. Chapter 7, Housing, provides the following overarching goal: “Promote quality, affordable, and safe housing that meets the needs of the community and assures implementation of sound standards for orderly development and growth.”

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

Coordination among all providers is essential to improving the conditions and addressing service gaps for the City's citizens. Actions planned to enhance coordination between public and private housing and social service agencies include:

- Award CDBG funds to eligible projects for housing and social services.
- Encourage agencies to work together to apply for CDBG funds to leverage resources to the fullest extent.
- Continue working with agencies to address issues of poverty and homelessness.
- Continue to attend and be involved in meetings, events and training opportunities for housing and social service agencies.
- Continue to conduct outreach at public events on fair housing.

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

The 2014 Analysis of Impediments to Fair Housing Choice list the City of Farmington's impediments and recommended actions. There are three (3) private sector and four (4) public sector impediments; the City is currently working on the recommended actions for fair housing.

Impediment #1: Frequent denial of home purchase loans to American Indian and Hispanic populations.

Actions Taken: The Financial Literacy and credit repair classes are underway. Classes will provide budget and credit counseling, which are considered a high priority need in the community. The classes will help throughout the city located in targeted neighborhoods within the City. The classes will serve up to sixty (60) students that are considered low-to-moderate income.

Impediment # 2: Discrimination in the rental housing market by race/ethnicity disability, and familial status.

Actions Taken: Staff is working on developing an outreach class to assist landlords and property managers with information on affordable housing and fair housing.

Impediment #3: Inadequate fair housing education and awareness in the community.

Actions Taken: Staff has continued to provide educational outreach activities pertaining to fair housing and affirmatively furthering fair housing at the Annual San Juan County Home Builders Home Expo. The City has proclaimed April as Fair Housing Month. Staff provided brochures and flyers to participants. Information such as brochures and posters are passed on the subrecipients to give to provide to their clients.

Impediment #4: Availability of multi-family and affordable housing limited to areas of high concentrations of minority populations.

Actions Taken: Staff continues to assess the undeveloped parcels in the City. In addition, staff is currently updating the City's Affordable Housing Ordinance. We expect it to be approved by Council early next year. In addition, staff continues to monitor planning and zoning petitions for housing development.

Impediment #5: Nimbyism ("Not in My Backyard") attitudes regarding locations of multi-family and affordable housing projects.

Actions Taken: Staff provided information on the principles of fair housing at the Annual San Juan County Home Builders Home Expo. Information such as brochures and posters are passed on the subrecipients to give to their clients.

Impediment #6: Lack of affordable housing in low-income American Indian and Hispanic populations, and female heads of households.

Actions Taken: Staff is currently revising the City's Affordable Housing Ordinance. Once approved, information will be provided to developers and realtors.

Impediment #7: Segregation of Hispanics in Census Tracts 1, 2.05, 4.02, 5.03, and 6.07.

Actions Taken: As part of the overall assessment of land parcels in the City, staff will continue to monitor these census tracts.

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 of Farmington monitors the CDBG program and projects by the following:

Sub-recipient training- City staff works with the management and case workers of partner agencies to ensure that all key personnel understand their contract's scope of services, pertinent Federal Regulations, and accomplishment reporting. Training occurs after contracts are signed in order to provide important information and answer any questions subrecipients may have regarding to the CDBG program.

On-site Monitoring and Information Monitoring- Staff has developed a multi-page monitoring worksheet. This worksheet includes a wide variety of review questions and a regulation compliance checklist. The partner agency is provided a copy of the worksheet and an appointment is made for an on-site visit. During that visit, case files are reviewed, the worksheet is filled out, and any findings or concerns are noted. A copy of the final worksheet is provided to the partner agency for their review. Any findings or concerns will be corrected and documentation of the correction/revision are kept in the project file. On-site monitoring occurs a minimum of once a year. In addition to the on-site monitoring informal monitoring such as phone calls and emails are also made to follow-up on specific issues and to maintain consistent communication with subrecipients.

Invoice Monitoring - All partner agencies are required to submit documented invoices for CDBG payments. The documentation must include justification of paid expenses and required accomplishments. City staff reviews the invoices to ensure that they are both eligible and reasonable costs. This is the most frequent type of monitoring that occurs monthly and quarterly.

Timeliness Monitoring - City staff monitors project expenditures to ensure that funds are being drawn down in a timely manner and to ensure contract compliance. This monitoring is on-going through the year.

Accomplishments for goals and objectives - All contracts for CDBG projects include in the scope of services, a requirement to provide an end of the year accomplishment report. These include all data required to report accomplishments in HUD's IDIS web page. These reports are typically due 10 days after the end of the fiscal year.

CAPER - The Consolidated Annual Performance Evaluation Report (CAPER) includes a summary of the year's monitoring efforts. This report is prepared by the staff, made available to the public for review and comment, presented to and adopted by the City Council, and submitted to HUD for Federal review. The CAPER focuses on accomplishments, financial reporting, and compliance with Federal regulations.

Long Term Monitoring for Capital Projects – The City of Farmington has developed some CDBG projects that have long-term compliance requirements such as the development of affordable housing, the operation of facilities, and liens on properties that are forgivable over time. These types of projects and long term scopes of services require an annual monitoring effort for 5, 10, or 15 years. Long term monitoring results are included in the annual CAPER. The long term monitoring happens once a year in the fall.

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 Citizen Participation Plan describes how the City of Farmington will involve residents in the planning, implementation and assessment of how the CDBG funds are to be used. The Citizen Participation Plan documents the processes and public involvement for the development of the Consolidated Plan, the Annual Action Plans, and the Consolidated Annual Performance and Evaluation Reports (CAPER). All public meetings and hearings are publicized in accordance with applicable HUD, state, and local regulations.

All applicable citizen participation requirements were met to finalize the 2016 CAPER. A public hearing will be held with the City Council on November 28, 2017, for adoption of the CAPER by Resolution. A 30-day public review and comment period beginning October 30, 2017 through November 28, 2017, will be noticed in English and Spanish in the Daily Times newspaper. Notices for the public review and hearing were also posted in English and Spanish at the City Clerk's office, the Community Development Department office, the City of Farmington Web Page, the reference desk of the Farmington Public Library, as well as the Farmington Indian Center, the Sycamore Park Community Center and the San Juan Center for Independence.

The opportunity for language, hearing, and accessibility assistance will be included in the public notification and the 2016 CAPER was made available for public review at the Public Library, City Clerk's Office, Community Development Department, and was posted on the City's web page. The 711 Telecommunications Relay Service was also cited in the public notices to assist hearing impaired individuals.

In addition, staff also provided reasonable efforts to provide language assistance to ensure meaningful access for Limited English Proficiency (LEP) persons. Including oral interpretation of documents, staff is also bilingual in both Spanish and Navajo, and we also provided a telephone interpreter for inquires.

- Once approved a copy of the Adopted Resolution will be attached at the end of this report.
- The Public Notice and Public Hearing advertisements will be attached at the end of this report. They were both advertised in English and Spanish.
- All received comments will be included at the end of this report.

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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.

There were no changes made to the 2014-2018 Consolidated Plan objectives in the program year 2016.

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

The City of Farmington does not have Brownfield Economic Development Initiative grant funds.

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

The City of Farmington does not have any BEDI grants.