

City of Menifee  
Community Development Block Grant  
Program (CDBG)



Consolidated Annual Performance and  
Evaluation Report (CAPER)  
Program Year 9: 2020/2021

Resolution No. 21-1074

City of Menifee  
29844 Haun Road  
Menifee, CA 92586  
(951) 672-6777

# Table of Contents

CR-05 Goals and Outcomes.....	1
CR-10 Racial and Ethnic Composition of Families Assisted.....	7
CR-15 Resources and Investments.....	9
CR-20 Affordable Housing.....	11
CR-25 Homeless and Other Special Needs.....	14
CR-30 Public Housing.....	17
CR-35 Other Actions.....	18
CR-40 Monitoring.....	27
CR-45 CDBG 91.520(c).....	28

## Attachments

Public Notices

Resolution

Map CDBG Target Areas

IDIS Reports

- PR03 – CDBG Activity Summary Report
- PR26 – CDBG Financial Summary Report
- PR26 – CDBG-CV Financial Summary Report

For additional questions please contact: Edna I. Lebrón, Sr. Management Analyst, City of Menifee  
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CR-10 Racial and Ethnic Composition of Families Assisted.....	7
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CR-20 Affordable Housing.....	11
CR-25 Homeless and Other Special Needs.....	14
CR-30 Public Housing.....	17
CR-35 Other Actions.....	18
CR-40 Monitoring.....	27
CR-45 CDBG 91.520(c).....	28

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## **CR-05 - Goals and Outcomes**

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

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

This document represents the City of Menifee's 2020/2021 Consolidated Annual Performance Evaluation Report (CAPER) related to the City's Community Development Block Grant Program (CDBG). Pursuant to the federal regulations applicable to the CDBG Program, the CAPER is prepared annually to evaluate the City's overall progress and performance in meeting the priority activities identified within its' Consolidated Plan and Annual Action Plan. The CAPER provides the Department of Housing and Urban Development (HUD), the public, and the City an opportunity to review its accomplishments over the most recent program year.

Since 2010, the City of Menifee continues to experience significant growth year by year, with a population of 99,686 as of May 2021 (per California Department of Finance most current statistics), representing an increase of 2.7% more than last year.

Program Year 2020/2021 for the period of July 1, 2020, to June 30, 2021, represents the City's fourth year of the period addressed within the Consolidated Plan: 2017-2021. Comprehensively, in addition to the specific objectives and goals identified within the Consolidated Plan, during the 2020/2021 Program Year, the City concentrated its efforts on addressing the specific goals/objectives of the 2020/2021 Annual Action Plan.

Please note, that due to the COVID-19 pandemic, the number of households, seniors, and youths served were much less than prior years.

A total of Three Thousand Seven Hundred Ninety-Six (3,796) Low-and Moderate-Income persons were served through various projects/activities during the 2020/2021 Program Year period (this includes prior year program/projects completed in the 2020/2021 timeframe). Including:

- Senior Services: A total of Four Hundred and Thirty (430) LMI seniors
  - Five (5) households for the Minor Home Rehabilitation Grant Program specifically targeting seniors 62+ and/or disabled persons
  - Twenty-five (25) senior and/or disabled homeowners assisted by Habitat for Humanity

- Three Hundred Fifty-One (350) seniors provided with nutritional meals by Family Services Association (FSA)
- Fifty (50) seniors 62+ were provided with comprehensive hospice services
- Youth Services: One Hundred Twenty-five (125) LMI youth
  - Eighty-five (85) youths received school clothing from the Assistance League of Temecula Valley
  - Forty (40) youths received before and after school programs from the Boys & Girls Club of Menifee Valley
- Emergency Food Distribution Services: One Thousand Three Hundred Twenty-Six (1,326) LMI persons were assisted with food baskets
- Domestic Violence Services: One Hundred and Twenty-One (121) LMI persons were assisted within the City of Menifee
- Fair Housing Services and/or Tenant Services were provided to Six Hundred and-Nine (609) persons within the City of Menifee
- CIP in Romoland: One Thousand One Hundred and Eighty-Five (1,185) LMI residents residing with income eligible Tract No. 427.30 Block Group 1 using sidewalk improvements (ADA ramps) along residential Adams Street – Neighborhood Resurfacing (Ramp Improvements) Project

**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.

**Table 1 - Accomplishments – Strategic Plan & Program Year to Date**

Goal	Category	2020/2021 Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2020/2021 Program Year 4		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
Affordable Housing Preservation	Affordable Housing	CDBG: \$120,000	Homeowner Housing Rehabilitated	Households	50	28	56%	10	5	50%
Fair Housing Services	Affordable Housing	CDBG: \$22,215	Other	Households	2500	2919	80%	600	609	102%
Homelessness Prevention Services	Homeless	CDBG: \$18,328	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6750	4884	72%	1400	1326	133%
Infrastructure and Public Facilities Improvements	Non-Housing Community Development	CDBG: \$219,422	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4500	4505	100%	1185	1185	100%
Services for Low- and Moderate-Income resident	Public Services	CDBG: \$60,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2350	2071	88%	801	671	84%
Program Administration	Administration	CDBG: \$82,223	Other	Other	-	-	-	-	-	-

**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.**

During Program Year 2020/2021 the City of Menifee focused on addressing the following four (4) objectives:

1. Administration (Program implementation and planning activities, including fair housing services)
2. Owner Housing Rehabilitation Objectives
3. Public Facilities Objectives

#### 4. Public Services Objectives

Program Year 2020/2021 is the City's ninth year participating as an entitlement community within the CDBG Program. During the 2020/2021 year, the City has been able to make significant progress in accomplishing various goals.

The City of Menifee's primary objective is to use its CDBG funds to provide Low-and Moderate-Income persons with a decent and suitable living environment, including economic opportunities. Under the four objectives listed above, during the 2020/2021 the City was able to accomplish the following:

1. **Administration:** Delivery/implementation of CDBG funded services/projects.
  - a. **Fair Housing Services** by contract with Fair Housing Council of Riverside County. Nine hundred eight (908) persons received fair housing services during the 2020/2021 program year. (Funded: \$22,215 Expended: \$20,476.40);
2. **Owner Housing Objectives:** During 2020/2021, a total of five (5) Low-and Moderate-Income households of senior (62+) and/or permanently disabled owner-occupants residing within the City of Menifee received direct assistance through the Minor Home Rehabilitation Grant Program. Assistance was provided for repairs such as water heater replacements, re-roofs, and ADA accessibility improvements. By means of the Minor Home Rehabilitation Grant Program, the City is able to further the objectives of preserving affordable housing stock in good condition, and providing Low-and Moderate-Income seniors and/or permanently disabled persons with a decent, suitable and more accessible living environment. (Funded: \$120,000 Expended: \$77,444 prior & current year funds);
3. **Public Facilities/Infrastructure:** Since Phase I of the Adams St project in Romoland was successful in program year 2018/19, the City of Menifee decided to proceed with Phase II in program year 2019/20 & 2020/21. Existing streets were resurfaced, and CDBG funds were specifically used for purposes of adding ADA ramps and related improvements along the adjoining sidewalks, thereby improving accessibility to the income eligible neighborhood. (Funded: \$490,923 Expended: \$411,793 prior & current year funds)
4. **Public Services:** Funding of public services for the 2020/2021 program year were reflective of the highest priority needs based on the Community Needs Assessment completed in 2017. As a City with a large senior and young family population, senior and youth services were identified as the highest priority. The various programs/activities



included in the 2020/2021 program are reflective of this and include:

**Youth Services:**

- a. **Boys and Girls Club of Menifee Valley:** Before and After School Programs (Scholarships), which provided scholarships for low-and moderate-income youth residing within the City of Menifee to participate in the various Before and After School recreation programs offered by the local chapter of the Boys and Girls Club. (Funded; \$10,000 Expended: \$10,000)
- b. **Assistance League of Temecula Valley:** Operation School Bell Program, which provided school appropriate clothing for low-and moderate-income youth residing within the City of Menifee for the beginning of the school year. (Funded: \$10,000 Expended: \$10,000)

**Senior Services:**

- a. **Habitat for Humanity Inland Valley:** A Brush with Kindness Program, which provided repairs and maintenance within the City of Menifee. (Funded: \$10,000 Expended: \$10,000)
- b. **Family Service Association (FSA) – Senior Nutrition Program:** A More Than a Meal Program, which provided nutritional meals to seniors on a weekly basis within the City of Menifee. (Funded: \$10,000 Expended: \$10,000)
- c. **Hospice of the Valleys:** Senior Assistance Program, which provided comprehensive hospice services for senior residents residing within the City of Menifee (Funded \$10,000, Expended: \$10,000)

**Other Categories:**

- a. **Menifee Valley Community Cupboard:** Emergency Food Distribution Program, which provides emergency food for Low-and Moderate-Income persons and families residing within the City of Menifee. (Funded: \$18,328 Expended: \$18,328)
- b. **SAFE Alternatives for Everyone:** Provided services to children, youth, and families that were at risk or who had experienced abuse and violence. Funded: \$10,000 Expended: \$10,000)

## **CARES Act CDBG-CV Funding Summary**

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES), Public Law 116-136 was signed by the President of the United States. This made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds, to respond to the growing effects of the historic COVID-19 public health crisis. The Department of Housing and Urban Development (HUD) informed City of Menifee that CARES Act funding would be allocated to the City based on the existing entitlement formulas for the CDBG program.

CDBG-CV funding were allocated to jurisdictions in three phases. HUD allocated the first and third phases of CDBG-CV funds to the City in the amount of \$307,232 and \$404,459, separately. The second phase was allocated to States and insular areas. During the 2020 program year, the City allocated the CDBG-CV funds to public services projects. Each project was selected to assist in carrying out the City's CDBG priority need of COVID-19 - Prepare, Prevent and Respond to Coronavirus.

- **CDBG-CV Activity Summaries:**

- \$254,459 was allocated to Rental & Mortgage Assistance Program – Helps eligible residents pay up to 6 months of past due rent or mortgage due to COVID-19 hardships
- \$212,754 was allocated to Food Activity – Provide meal packages (drive-thru style) to seniors 62+
- \$50,000 was allocated to Homeless Outreach – Provide homeless outreach services and crisis/triage mental health services
- \$50,000 was allocated to Computer Lab Program – Provide County's Workforce Development Services for job seekers, work readiness and training
- \$20,000 was allocated to the Boys & Girls Club – Provide online club programs, food and snacks, books, DIY STEM activities, safety purchases and family health resources
- \$53,032 – set aside for Public Services as needed
- \$71,446 was allocated to Administration – General admin cost to facilitate and manage the CDBG-CV programs

### **Senior Services:**

- a. **Senior Lunch Program:** Due to the COVID-19 pandemic, seniors 62+ were distributed meals drive-thru style (participants stay in their vehicles) (Funded: \$212,754 Expended: \$20,910)

Goal	Category	2020/21 Amount	Indicator	Unit of Measure	Expected	Actual	Percent Complete
COVID-19 Prepare, Prevent and Respond	Rental/Mortgage	\$254,459	Public Service Low/Mod Housing Benefit	Household Assisted	28	0	0%
COVID-19 Prepare, Prevent and Respond	Food Activity	\$212,754	Public Service Other than Low/Mod Housing Benefit	Persons Assisted	350	320	91%
COVID-19 Prepare, Prevent and Respond	Homeless Outreach	\$50,000	Public Service Other than Low/Mod Housing Benefit	Persons Assisted	30	0	0%
COVID-19 Prepare, Prevent and Respond	Computer Lab	\$50,000	Public Service Other than Low/Mod Housing Benefit	Persons Assisted	15	0	0%
COVID-19 Prepare, Prevent and Respond	Boys & Girls Club	\$20,000	Public Service Other than Low/Mod Housing Benefit	Persons Assisted	15	0	0%
COVID-19 Prepare, Prevent and Respond	Public Service As Needed	\$53,032	Public Service Other than Low/Mod Housing Benefit	Household/ Persons Assisted	0	0	0%
COVID-19 Prepare, Prevent and Respond	Planning and Administration	\$71,446	Other	-	-	-	-

### 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	1879
Black or African American	276
Asian	75
American Indian or American Native	30
Native Hawaiian or Other Pacific Islander	18
<b>Total</b>	<b>2278</b>
Hispanic	1341
Not Hispanic	937

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

#### Narrative

The above table utilized data automatically populated through the EconPlanning Suite system; however, it did not accurately reflect all of the required racial and ethnicity IDIS categories as

required in IDIS reporting. The total should be **2,611**, which includes the numbers in the table above as well as the following: American Indian/Alaskan Native & White (13), Asian White (14), Black/African American & White (33), American Indian/Alaskan Native & Black/African American (18), Other Multi-Racial (255).

## 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	Federal	\$851,449.93	\$678,679.61
CDBG-CV	Federal	\$711,691.00	\$64,914.70

Table 3 - Resources Made Available

### Narrative

During the fiscal year, the City of Menifee had a total of \$1,563,140.93 in Federal CDBG funding available to fund eligible Housing and Community Development activities in low-and moderate - income areas and to fund local agencies that provide services that assist low- and moderate-income residents throughout the City. The funding consisted of \$522,188 in new entitlement funding through CDBG, \$329,261.93 of prior year funding, \$307,232 CDBG-CV Round 1 and \$404,459 CDBG-CV Round 3.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Target Areas	50	55%	Romoland/Adams Project
Citywide	50	45%	

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Funds expended during 2020/2021 were mainly used connected to Low-and Moderate-Income Clientele (LMC) activities serving Low-and Moderate-Income persons residing within and throughout the City of Menifee.

## **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 CDBG Program does not require matching funds. However, to maximize use of CDBG funds during the 2020/2021 program year, the Romoland Improvement Project also use state or match through capital improvement budget.

Whenever possible, the City continues and will continue to seek other funding opportunities (public and private) to help address the needs of its community, and will evaluate potential leverage opportunities to maximize addressing needs in future program years.

**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.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	6	5
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>6</b>	<b>5</b>

**Table 5 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	6	5
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>6</b>	<b>5</b>

**Table 6 – Number of Households Supported**

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

During Program Year 2020/2021, the City was able to complete rehabilitation on five (5) projects under its Minor Home Rehabilitation Grant Program (MHRGP), and twenty-five (25) through the Habitat for Humanity – Brush with Kindness Program.

The MHRGP program provides assistance to income eligible owner-occupant senior (62+) or permanently disabled persons. Additionally, there are nine (9) other projects underway for the MHRGP.

Improvements completed under the program included, but are not limited to, replacements of water heater(s), re-roofs, ADA grab bar additions, ramps/entrance accessibility improvements, ADA accessible toilet replacements, sub-flooring replacements, non-operating HVAC replacements etc.

In respect to the Brush with Kindness program, Habitat for Humanity provides repairs and maintenance to low-to-moderate income residents. Residents served under the Brush with Kindness Program are senior citizens, veterans, unemployed, working families, and those with physical disabilities.

Example of types of minor housing projects are those that reduce blight and resolve small repairs and maintenance issues such as landscaping, exterior painting, fascia and fence repairs.

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

The program has been very well received by the senior community and serves as one of the primary housing assistance programs for income eligible senior residents. The City has worked in the last year to improve efficiencies on delivery of the program, and re-focused on completing the projects in timely manner. Currently there is a waiting list of twenty-six (26) seniors and or permanently disabled persons awaiting help from the MHRGP. Future Consolidated Plans will evaluate the size of the program comprehensive and feasibility of what can feasibly be completed within a year’s timeframe and make any necessary adjustments, if needed.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	7	0
Low-income	21	0
Moderate-income	2	0
<b>Total</b>	<b>30</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

Collectively, the City’s MHRGP and Habitat for Humanity, provide home repairs and or maintenance to seven (7) extremely low-income, twenty-one (21) low-income residents, and two (2) moderate income residents in an effort to keep housing affordable and improving living



conditions.

### **Housing Needs**

With respect to affordable housing, the 2017-2021 Consolidated Plan identified property maintenance warrantable for addressing housing needs in Menifee. As such to address the Minor Home Rehabilitation Grant Program (MHRGP) was included in the 2020/2021 Annual Action Plan projects/activities. The outcome goal for the program is to assist approximately ten (10) LMI household units. Through the Minor Home Rehabilitation Grant Program, the City's objective is to foster and maintain existing affordable housing stock.

**“WORST-CASE NEEDS”:** Worst case housing needs are defined as low-income renter households who pay more than half their income for rent, live in seriously substandard housing or have been involuntarily displaced. The City of Menifee served the worst-case needs in FY 2020/2021 by providing the following:

**More than 50% of rent:** The Housing Choice Voucher rental assistance Program provided housing payment assistance to those qualifying households who paid more than 50% of their income for housing. CDBG and ESG funds were utilized through various agencies to aid with food and other support services.

**Substandard Housing:** The Housing Choice Voucher rental assistance program and various residential rehabilitation programs (stated above) ensured that substandard housing met HQS Standards, State Standards and/or local rehabilitation standards for decent housing. Additionally, the City participates in the County's mortgage certificate program.

**Involuntarily Displaced:** During the reporting period, there was no voluntary or involuntary displacement through the City's Federal Entitlement Programs.

The City has also identified homelessness as a worst-case need and allocated CDBG funds for Homeless Outreach Prevention Program.

**Persons with Disabilities:** The City has focused its capital improvement projects on removing barriers to those with disabilities. In the last few years and currently, the City have retrofitted, upgraded, and brought neighborhoods (eligible tract areas) into compliance by adding ADA pedestrian ramps.

**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**

Riverside County did not conduct the Unsheltered Point-in-Time Count in January 2021 to ensure staff and volunteer safety due to COVID-19. 2021 Sheltered Point-in-Time Count data was collected using the County’s Homeless Management Information System (HMIS). Riverside CoC and UCR staff are currently analyzing the sheltered data to finalize the results.

According to Riverside County 2020 Point-In-Time Homeless Count Report (June 2020), an estimated 2,155 unsheltered homeless people and 729 sheltered homeless people, for a total 2,884 homeless people, live in Riverside County. The survey documented about 19 homeless people living in Menifee.

While the City does not currently have a high homeless population, within the Strategic Plan developed as part of the 2017-2021 Consolidated Plan, it specifically identified the Elimination of Homelessness as one of its goals. To achieve this goal, the City is a member of the Continuum of Care and will continue to participate in the County of Riverside’s Plan to end homelessness as a county-wide effort. The County’s plan includes:

- Homeless Prevention
- Discharge Planning
- Street Outreach
- Shelter Beds
- Transitional Housing
- Permanent Supportive Housing
- Permanent Affordable Housing
- Homeless Management Information System
- Mainstream Resources
- Housing Trust Fund
- Inclusionary Housing Practices

The City has and will continue to support all County efforts as well as collaboration with other jurisdictions and CDBG recipients, in addressing existing homelessness, as well as actions to help homeless persons transition to permanent housing and independent living.

The County of Riverside Department Public of Social Services (DPSS) and Continuum of Care

(CoC) continue to focus on expanding the services available to homeless, including providing additional beds, units, and services. Menifee residents are able to serve through programs such as the Riverside County Emergency Food and Shelter Program.

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

In completion of its 2020 Homeless Point-In-Time Count, the Riverside CoC reported 723 emergency shelter beds and 43 transitional housing beds in Riverside County. Transitional Housing (TH) covers the cost of housing while providing case management and support services; providing a period of stability to enable homeless households to transition successfully to and maintain permanent housing within 24 months of program entry. To achieve its goal of ending homelessness, the CoC encourages communities to transform transitional housing programs to permanent supportive housing or rapid rehousing. The CoC partners with the Riverside County EDA, which administers ESG funding, to integrate CoC and ESG funding and increase the number of families with children who are assisted through rapid rehousing. In addition, non McKinney-Vento funding sources, such as the Emergency Food and Shelter Program (EFSP), funded under FEMA, will be matched as a source for rental/mortgage assistance for families that are homeless or at risk of homelessness in the county's strategy to meet this goal.

**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 CoC has adopted and implemented a Housing First and Rapid Rehousing CoC wide approach to reduce the length of time homeless (LOTH) and has recently increased the number of public/private partners to help implement these approaches. In addition the CoC is revising the intake process to ensure homeless households are given the appropriate intervention at the time they are admitted into the program to reduce their stay; adjusted CoC and ESG case management procedures to move away from the housing ready approach to a home based case management approach; improved HMIS data collection through training; and generated monthly report for outcome measurement.

**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 County of Riverside CoC discharge policy is mandated by the State. The Discharge Planning Committee of the CoC is responsible for implementing policies and protocols, and coordinating with various organizations, to ensure that persons being discharged from a publicly funded institution or system of care are not discharged immediately into homelessness. The goals are to identify discharge housing needs inclusive of housing and supportive services and to link the individual with community resources that include mental health services, substance abuse support, and housing. The Hospital Association of Southern California Inland Area serves as the lead agency on the Discharge Planning Committee to facilitate communication regarding the discharge planning needs of homeless persons from acute care hospitals. The County of Riverside Department of Mental Health collaborates with the Department of Public Social Services and the CoC in the coordination and implementation of discharge planning for homeless individuals disabled by serious mental health and/or substance abuse disorders.

Foster Care and Extended Foster Care programs help transition dependent youth who are emancipating from foster care to independent living. The Department of Public Social Services and the Riverside Sheriff's and Probation Departments support the CoC's mission of working towards reintegrating persons leaving correctional facilities to community based living and self-sufficiency.

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

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

The City of Menifee does not have a Housing Authority. Any publicly subsidized housing within the City is provided and managed by the Housing Authority of Riverside County and the Riverside County Economic Development. The City will continue to support their efforts.

Currently, the City has three (3) publicly assisted multiple-family projects that offer 226 deed-restricted units affordable to lower income households. The Vineyards project offers 81 units affordable to lower income seniors. The Avila apartment has 178 units, of which 36 units are affordable to lower income family households. The 118-unit Halter Hillside I and II project provides 110 affordable units to seniors.

Additionally, the County of Riverside's Housing Choice Voucher (Section 8) program provides rental assistance to very low-income families to help them afford decent and safe rental housing in Menifee. This program is currently administered by the Riverside County Housing Authority. The Housing Authority accepts application for rental assistance, selects the applicant for admission, and issues the applicant a rental voucher. The family must then find and lease a unit suitable to the family's needs and desires in the private rental market. The Housing Authority pays the owner a portion of the rent that generally covers the difference between what the tenant can afford (30% of income) and the locally determined fair market rent and payment standard. Because of the limited number of vouchers, there is a waiting list for vouchers.

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

While the City of Menifee does not have a Housing Authority, it actively encourages participation through the various housing programs administered by the Housing Authority of Riverside County and the Riverside County Economic Development. The City will continue to support their efforts.

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

The Housing Authority of the County of Riverside (HACR) is not a troubled agency and has been HUD rated as either a "High Performer" or a "Standard Performer" in the past few years.

### **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)**

As a main component of the City's General Plan, the Housing Element (2013-2021) of the Plan specifically reviews, assesses, and identifies the jurisdictions housing stock, any existing barriers/constraints to affordable housing, and actions, plans to mitigate the identified barriers/constraints.

As of December 18, 2013, the City of Menifee's first General Plan was formally adopted by City Council. The Housing Element was accepted by the Department of Housing and Community Development as of March 5, 2014. The Housing Element incorporates the City's strategy to eliminating barriers to affordable housing.

The City's Housing Element includes an analysis of potential and actual market, governmental, and environmental constraints to the production, maintenance, and improvement of housing for persons of all income levels, including persons with disabilities. The adopted Housing Element identifies the following main categories of barriers/constraints in its analysis:

- Market Constraints – development costs, accessibility to financing, fees and assessments
- Land Use Controls – Conformity with General Plan Land Use
- Development Regulations – Development standards, parking standards, building codes and enforcement, subdivision requirements, energy conservation,
- Permitting Processes – Plot Plan process, design review process, housing for people with disabilities

In 2015, the City began implementation of the strategies to mitigate the identified constraints/barriers. While some of the identified factors, such as market constraints are not within the direct control of the City, by including and identifying them in its analysis, the City has a comprehensive perspective and approach to proactively working on increasing accessibility to affordable housing.

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

The City of Menifee works closely with the County of Riverside to address obstacles related to meeting underserved needs. The County direct services, education, referrals, and public health

assistance to Menifee residents through its HIV/AIDS programs, Lead Hazard Control Program, Elderly Services/Office of Aging, Homeless Programs Unit, Substance Abuse Programs, Mental Health Programs, and Anti-Poverty Programs. The City will continue to work closely with the County of Riverside.

Additionally, comprehensively through the public facilities/infrastructure projects and public services program/activities the City seeks to provide direct service and improvements to the underserved populations within Menifee.

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

While the City does not currently have a stand-alone lead prevention program, lead-based paint hazard awareness, identification, testing, and if needed, mitigation, are incorporated as part of the Minor Home Rehabilitation Grant Program. Additionally the City will continue to participate on all lead-based paint hazard prevention programs such as the Childhood Lead Poisoning Prevention Program administered by the County of Riverside.

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

The City of Menifee continues its efforts to reduce the number of families and individuals living in poverty. The City focuses primarily on supporting programs that raise household incomes and stabilize housing situations. The City utilizes CDBG to support the continuation and implementation of affordable housing that help homeless persons make the transition to permanent housing and independent living.

Menifee used resources from state, federal and private sources to provide a number of community-based and direct services aimed directly or indirectly, at decreasing the poverty level. These programs include: job enrichment, development, and placement through education and economic development; food pantry programs, and programs designed to prevent and alleviate the devastating impact of domestic violence, which often plunge women and their children into poverty.

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

Program Year 2020/2021 is the ninth year the City of Menifee participated within the CDBG Program as an entitlement community. As such, the Consolidated Plan 2017-2021 and 2020/2021 Annual Action Plan were intentionally structured with a simple framework. To enhance, organize good coordination and overcome gaps in institutional structure, the City established formal agreements with all participating subrecipients and internal memorandum of understanding (MOU) specifying the different roles of the subrecipients/departments.

During the development and preparation for the 2020/2021 Annual Action plan various inter-departmental meetings were held to help identify shovel ready projects/activities that align with goals and objectives of 2017-2021 Consolidated Plan.

Within the City of Menifee, the roles of the various departments with respect to the implementation of the 2020/2021 Annual Action Plan are summarized as follows:

**Community Development Department:** The Community Development Department ( Planning Division), will ensure CDBG compliance with City land use policies and permits, as appropriate and necessary. Additionally, the Community Development Department also coordinates preparation of the Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance Evaluation Report (CAPER). The Department administers the CDBG housing programs, ensures satisfactory product and service delivery by all public service grantees, and is responsible for meeting all HUD CDBG program regulations.

**City Manager's Office:** The City Manager's Office is responsible for the day-to-day operations of the City, including financial commitments and program staffing. The Office ensures that City services, including CDBG, are performed to the highest standard in accordance with Council goals and policies.

**Public Works Department:** The Public Works Department is responsible for maintaining and operating all City-owned facilities including publicly maintained streets, parks, streetlights, some drainage facilities, and traffic signals. The Department is actively involved in the selection, implementation, and monitoring of CDBG infrastructure and public facilities projects. During Program Year 2020/2021 the Public Works/Engineering Department oversaw the implementation of the Romoland Improvement Project.

**Economic Development Department:** The Economic Development Department participates in CDBG programs and projects that encourage investment in the community, create jobs, and provide opportunities for residents and businesses.

**Community Services Department:** The Community Services Department oversees the operation and maintenance of existing parks and recreation facilities, including the Kay Cenicerros Senior Center. Additionally, Community Services ran a Senior Meal Distribution Program due to COVID-19.

Additionally, private (non-profit) organizations played an integral role in the implementation of



the 2020/2021 Program Year. The following organizations participated as public services subrecipients:

- ❖ Assistance League of Temecula Valley
- ❖ Boys and Girls Club of Menifee Valley
- ❖ Community Cupboard of Menifee Valley
- ❖ Family Service Association (FSA)
- ❖ Habitat for Humanity
- ❖ Hospice of the Valleys
- ❖ SAFE Alternatives for Everyone

The City will continue to work with the County of Riverside and local private service providers to ensure that residents of the City receive the best possible care. The City is a member of the Riverside County Continuum of Care, Western Riverside Council of Governments (WRCOG), and Southern California Association of Governments (SCAG), and works with the Menifee Valley Community Cupboard, and other service organizations to identify and address the needs and concerns of City residents.

In 2014, the City formed the Menifee Citizens Advisory Committee (MCAC) which has historically played an integral role in the CDBG Consolidated Plan and Annual Action Plan, particularly with respect to review of the public services applications and, was expanded to meet more frequently to review/provide feedback on the full Annual Action Plan and annual CAPER prepared. For PY2020, the CAPER will be presented to MCAC at a later date.

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

The City will continue to enhance coordination between public and private housing and social service agencies through collaboration with various local nonprofit organizations, the Housing Authority of the County of Riverside, the County of Riverside Economic Development Agency and other agencies that partner with the City to revitalize low-income communities utilizing CDBG, and mortgage credit certificates.

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

As part of the 2017-2021 Consolidated Plan process, an Analysis of Impediment to Fair Housing pursuant to 24 CFR 50.601 and 24 CFR 570.904 was prepared and adopted on May 3, 2017.

The following four (4) impediments were identified by the Analysis of Impediment completed, and are summarized along with discussion of actions taken to overcome the effect of the impediments identified:

**Impediment 1: Disabled Access** Based on consultation with Fair Housing Council of Riverside County regarding requests received, the highest number of callers related to discrimination is associated with persons with disabilities. This impediment has a particularly large impact within the City of Menifee provided its large senior and elderly populations.

*Recommendations:*

*Action 1: Contract with Fair Housing Council of Riverside Council of Riverside County for the provision of anti-discrimination services.*

*Timeframe: On-going. The City contracted with Fair Housing Council of Riverside County for Program Year 2020/2021 to provide anti-discrimination services and comprehensive fair housing services.*

*Action 2: Fair Housing Council will conduct staff training and community workshops on issues of reasonable accommodations and modifications, with a minimum of two trainings/workshops during the 2017-2021 Consolidated Plan term.*

*Timeframe: Due to COVID-19, June 15, 2019, is the most recent First Time Homebuyer's Workshop that was held at Menifee City Hall. A total of eighteen (18) attendees went to the workshop.*

*Action 3: Offer a rehabilitation grant program, integrated throughout the 2017-2021 Consolidated Plan, which makes homes accessible, safe and healthy. The primary goal is to enable elderly or persons with disabilities to remain in their homes for extended periods of time.*

*Timeframe: The Minor Home Rehabilitation Grant Program for income-eligible senior and/or disabled persons was announced/launched by mid-June 2013 and has continued to be included as one of the projects/activities incorporated in each Annual Action Plan including 2020/2021. A total of thirteen (13) projects were completed during the 2020/2021 program year period.*

*Action 4: Continue to enforce Title 24 Disability Access Standards and encourage notification of violations by providing the appropriate forms for submittal to the City's Building & Safety Department.*

*Timeframe: The City continues to do this on an on-going and continuous.*

**Impediment 2: Landlord-Tenant Conflicts** During the development of the Analysis of

Impediment it was identified that there were seven hundred eighty-five (785) calls to the Fair Housing Council in the past five years that were classified as landlord-tenant conflicts with the highest number of calls regarding repairs and evictions.

*Recommendation:*

*Action 5: Contract with the Fair Housing Council of Riverside County for the provision of landlord-tenant services including counseling, investigation, mediation, and referrals.*

*Timeframe: The City of Menifee contracted with Fair Housing Council of Riverside County for Program Year 2020/2021 and will continue to contract through the 2017-2021 Consolidated Plan.*

*Action 6: The Fair Housing Council continues to provide community outreach services to renters and property owners disseminating information, answering questions, and conducting workshops regarding fair housing rights and responsibilities. Services provided by Fair Housing Council include period July 1, 2012 through the term of the 2017-2021 Consolidated Plan.*

*Timeframe: On-going and continuous.*

**Impediment 3: Access to Fair Housing** The City is committed to doing what it can to ensure fair housing choice is available for all Menifee residents.

*Recommendation:*

*Action 7: Review and revise the zoning ordinance to remove any provisions, language, and requirements that may be discriminatory or in violation of federal fair housing laws. Within 2 years of adoption of the General Plan as part of the consistency zoning process.*

*As the City of Menifee completes its review/update of the zoning/development code, proactive efforts will be made to ensure any potential barriers to affordable housing created by existing code are removed.*

*When the City of Menifee incorporated, the City Council adopted the County of Riverside's Development Code and Ordinance 348 on an interim basis until a new development code could be developed for Menifee. In December 2019, the City Council adopted a comprehensive update to the Development Code (Zoning, Subdivision & Grading). The adopted Zoning Code includes updates to remove potential barriers to affordable housing. Per the Policies and Implementation Programs of City's adopted Housing Element of the General Plan, the updated Zoning Code addresses fair housing issues of the former County Code to comply with fair housing law as follows:*

- *The previous County Zoning Code did not clearly distinguish, define, or permit residential care facilities. Rather, it used the term congregate care to refer to residential care facilities, although the two terms refer to different types of facilities. The City's Development Code now defines residential care facilities, distinguishes them by size*

*(serving six or fewer or seven or more clients), and permits these uses in accordance with fair housing law.*

- *The previous County Zoning Code did not specify a single room occupancy (SRO) as a permitted use. To implement the City's Housing Plan program to permit this use consistent with State law, the City of Menifee amended its Zoning Code to define the SROs and allow for SROs to be treated and permitted in the same manner as a multiple-family dwelling.*
- *The previous County Zoning Code defined a family as an individual or two or more persons related by blood or marriage, or a group of not more than five persons, excluding servants, who are not related by blood or marriage, living together as a single housekeeping unit in a dwelling. This definition conflicts with recent court decisions on who can occupy a unit. To comply with fair housing law and implement the City's Housing Plan program to review and revise the definition of a family, dwelling unit, and similar codes, the Zoning Code was amended to remove any reference to number of individuals, relationship of members, or any other reference that could limit an otherwise lawful use or occupancy of a residence.*
- *The Zoning Code was also amended to change the definitions of Apartment and Dwelling for One Family to be consistent with fair housing law.*

#### *SB2 Planning Grant Program Funding*

- *In early 2020, the Department of Housing and Community Development (HCD) approved SB2 Grant funding of \$310,000 for the City to undertake efforts to remove barriers to housing and accelerate housing production in the City of Menifee. The Grant funds will be used for the following housing efforts:*
  - *Development of objective development and design standards to accelerate housing production in compliance with Senate Bill (SB) 35. Draft objective design standards are nearly complete and anticipated to be adopted end of 2021/early 2022.*
  - *Permit Ready Accessory Dwelling Unit (ADU) Plans and ADU Guidance Handbook. This effort will incentivize ADU's by streamlining ADU approvals and reducing permit costs.*
  - *The 6<sup>TH</sup> Cycle Housing Element Update, General Plan land use amendments and change of zoning as needed to accommodate the City's regional housing needs allocation (RHNA). The City's 6<sup>th</sup> Cycle Draft Housing Element Update was released for public review in June, 2021 and is scheduled for adoption in October, 2021.*

#### *LEAP Grant*

- *In May of 2021, HCD approved Local Early Action Planning (LEAP) Grant funding of \$300,000 for projects for efforts to accelerate housing in the City of Menifee including:*
  - *The 6<sup>TH</sup> Cycle Housing Element Update and Housing Element Program Environmental Impact Report.*
  - *Entitlement and Permit Streamlining. A contract has been approved for consultant work on this effort, which will speed up approvals and permit processing by allowing online digital plan submittals.*

- *Inclusionary Housing Feasibility Study. This effort will provide quantitative data for the City to determine the feasibility, best method and approach for an Inclusionary Ordinance.*

*Action 8: Review the City's development fee and processing structure to ensure that it does not impose an excessive burden on the construction of housing.*

*Timeframe: The City of Menifee approved and adopted, "City of Menifee User Fee Study Update" dated October 2018 on December 5, 2018. As part of the study all fees including development fees and processing structured were reviewed and updated to reflect current costs. The City adopted a new Development Impact Fee (DIF) on December 6, 2017. As part of the Development Impact Fee study, the City worked with the Building Industry Association to ensure that the fees did not impose an excessive burden on the construction of housing. The City also allowed for prepayment of DIF fees based on the previous schedule, which was lower than the new DIF fees, for approved residential projects.*

*Action 9: Support the efforts of Riverside County to provide information and counseling to new recipients of government rental subsidies. The efforts assist renters in dealing with landlords and finding suitable housing.*

*Timeframe: The City will continue to do this on an on-going and continuous basis.*

**Impediment 4: Homeownership Opportunities** The City concurs that homeownership provides important advantages that merit continued public support and encourages efforts that expand homeownership opportunities.

*Recommendation:*

*Action 10: Promote programs offered by Riverside County for first-time homebuyers, foreclosure recovery, and acquisition assistance. Timeframe: On-going and continuous.*

*Additionally, on July 27, 2020, the City of Menifee applied for the Permanent Local Housing Allocation (PLHA) Grant for \$251,604 from the Department of Housing and Community Development (HCD). The purpose of the grant is to provide financial assistance to local governments of eligible housing-related projects and programs to assist in addressing the unmet housing needs of their local communities. Once awarded, City of Menifee will use the fund for a Down Payment Assistance Program.*

*Action 11: The Fair Housing Council will provide first time homebuyer education services including one-on-one counseling and workshops to give buyers the tools they need to avoid predatory lending and possible foreclosure. Topics include: the importance of budgeting, qualifying for a home loan, finding a lender, finding the right home, and credit and predatory lending.*

*Timeframe: Beginning July 1, 2012 and through the term of the 2017-2021 Consolidated Plan.*

*Additionally, as of August 2014, the City of Menifee participates as part of the County of Riverside's Mortgage Certificate Credit Program (MCC) which entitles qualified home buyers to reduce the amount of their federal income tax liability by an amount equal to a portion of the interest paid during the year on a home mortgage. This tax credit allows the buyer to qualify more easily for a loan by increasing the effective income of the buyer.*

*Due to COVID-19, FY2020/2021 the City of Menifee along with the Fair Housing Council of Riverside County did not host an in person comprehensive First Time Homebuyers workshop. All workshops were held virtually. There were eleven (11) households from the City of Menifee who attended the workshops.*

## **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 Menifee utilized multi-leveled monitoring to ensure all program project/programs are completed under the CDBG Program regulations and guidelines.

Projects/Programs completed by subrecipients and/or other City Departments included the following monitoring steps:

1. Subrecipients Agreement/MOU Executed
2. Copy of CDBG Program Policies and Procedures Provided and Discussed
3. Project/Program Kick-Off Meeting
4. Quarterly Reporting Requirements
5. Desktop Program/Project Review/Audit
6. On-Site Visits
7. Final/Close-Out Reporting Requirements

Fiscal monitoring is performed throughout the program year, from specific program budgets and performance measures delineated within the Subrecipients Agreement/MOUs executed, to thorough review of reimbursement requests received.

As part of the CDBG comprehensive Program Management, the City of Menifee conducted annual on-site programmatic and internal control visits of all the public services subrecipients. Additionally, subrecipients are required to provide quarterly progress reports throughout the Program Year. As a condition of funding, the City Menifee requires each CDBG-funded project to measure performance in terms of productivity and program impact. Sub-recipients measured and reported productivity goals through the quarterly reports.

The on-site visits provides an opportunity to review and evaluate project operations, administrative and financial controls. Following the on-site visits, all subrecipients are provided with detailed follow-up letters discussing the results of the on-site visit, comprehensive desktop analysis, and where appropriate, recommended actions. Site visits provide a hands-on opportunity to review compliance with the executed agreement, proper financial management systems are in place, and project files are kept up to date.

**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.**

Pursuant to the requirements of the City's Consolidated Plan/Citizen Participation Plan, during the annual preparation of the CAPER, the CAPER will be made available for public review/comment for a 15-day period, followed by a Public Hearing held on September 15, 2021 where it will be presented to City Council for adoption along with any public comments received.

A notice regarding the 15-day comment period and Public Hearing was published in the local newspaper, *The Press Enterprise, in English and Spanish* on August 31, 2021, as well as noticed within the City's website. Copies of the draft CAPER were made available for review at City Hall (29844 Haun Rd, Menifee, CA 92586) or via email/mail upon request. *(Comments or no comments)*

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

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

During Program Year 2020/2021, the City amended the Annual Action Plan in order to received CDBG-CV funding made available by the CARES Act. The CDBG funding will be utilized to prevent, prepare for, and respond to the coronavirus. Additionally, the City's Citizen Participation Plan was amended to allow virtual public meetings, and shortened public notices as allowed by HUD waivers in response to the CARES Act.

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

No

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

N/A



# Public Notices



