

**CITY COUNCIL**

**AGENDA**

**CALL TO ORDER** 6:00 p.m.

**ROLL CALL** Councilmember Pam Bertani  
Councilmember Catherine Moy  
Councilmember Rick Vaccaro  
Vice-Mayor Chuck Timm  
Mayor Harry T. Price

**INVOCATION**

Pastor Shane Golden, Summit Church

**PLEDGE OF ALLEGIANCE**

**COUNCIL REPORTS**

**CITY MANAGER REPORT**

**CITY CLERK REPORT**

**PRESENTATIONS (Items 1-3)**

1. Recognition of Virginia Agcaoili for 2016 DriveCam Driver of the Year Award (Nathaniel Atherstone, 707-434-3804)
2. PAL Student Council Update (Heather Sanderson, 707-249-1379)
3. Channel 26 Update (Gale Spears, 707-428-7611)

**PROCESS FOR PUBLIC COMMENTS**  
Speakers may address items on this agenda at the time each item is considered. Under **PUBLIC COMMENTS**, the public may speak on items not on the agenda but within the jurisdiction of the City Council, provided that **NO** action may be taken on off-agenda items except as authorized by law. Off-agenda items from the public will be taken under consideration without discussion by the Council and may be referred to staff. To speak on an agenda item, please complete a speaker's card and give it to the City Clerk before the meeting, or at the latest, prior to the time for public comments on that item. Speakers are requested to limit their comments to four minutes, with one minute to summarize their remarks.

**PUBLIC COMMENTS**

**CONSENT CALENDAR NOTICE**

**All matters listed on the Consent Calendar are to be approved with one motion unless a member of the Council or the public requests that separate action be taken on a specific item.**

**COUNCIL CONSENT CALENDAR (Items 4-9)**

- 4. Approval of Minutes for September 6, 2016.

Recommended Action: Approve minutes.

- 5. Resolution 2016-212 of the City Council Approving Acceptance of the California Office of Traffic Safety 2016-17 “Selective Traffic Enforcement Program” (STEP) Grant and Approval of Activities to Reduce Traffic Collisions and Fatalities Due to Unsafe Driving (Sam Rowland, 707-428-7524)

Funding Source: N/A

Recommended Action: Adopt resolution.

- 6. Resolution 2016-213 of the City Council of the City of Fairfield Authorizing the Fire Department to Accept the Fiscal Year 2015 Staffing for Adequate Fire and Emergency Response Grant Award (Taylor Armour, 707-428-7593)

Funding Source: N/A

Recommended Action: Adopt resolution.

- 7. Resolution 2016-214 of the City Council Accepting City Parks Lighting Project – Phase 3 as Complete (Thomas Martian, 707-428-7478)

Funding Source: N/A

Recommended Action: Adopt resolution.

- 8. Resolution 2016-215 of the City Council Authorizing the Filing of a Claim with the Metropolitan Transportation Commission (MTC) for Allocation of Transportation Development Act (TDA), State Transit Assistance Fund (STAF), and Regional Measure 2 (RM2) Funds for Fiscal Year 2016-2017 (Diane Feinstein, 707-434-3808)

Funding Source: N/A

Recommended Action: Adopt resolution.

9. Resolution 2016-216 of the City Council Authorizing the Filing of Applications with the Federal Transit Administration, an Operating Administration of the United States Department of Transportation, for Federal Transportation Assistance Authorized by Chapter 53 of Title 49 of the United States Code and Any Other Federal Statutes Administered by the Federal Transit Administration (Diane Feinstein, 707-434-3808)

Funding Source: N/A

Recommended Action: Adopt resolution.

**NEW BUSINESS (Item 10)**

10. Resolution 2016-217 of the City Council of the City of Fairfield to Adopt the City of Fairfield Homeless Strategy Phase II (Dawn La Bar, 707-428-7749)

Funding Source: N/A

Recommended Action: Receive presentation and adopt resolution.

**PUBLIC HEARING (Item 11)**

11. Public Hearing and Resolution 2016-218 of the City Council of the City of Fairfield Approving the Submission of the Community Development Block Grant Consolidated Annual Performance Evaluation Report for Fiscal Year 2015-2016 to the U. S. Department of Housing and Urban Development (Sandie Valentine, 707-428-7729)

Funding Source: None

Recommended Action: Hold public hearing and adopt resolution.

**ADJOURN TO TUESDAY, OCTOBER 4, 2016, 6:00 P.M., COUNCIL CHAMBER.**

**Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Fairfield to all or a majority of the Fairfield City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, in the 4<sup>th</sup> floor lobby, 1000 Webster Street, Fairfield, California during normal business hours.**

**The City of Fairfield does not discriminate against any individual with a disability. City publications will be made available upon request in the appropriate format to persons with a disability. If you need an accommodation to attend or participate in this meeting due to a disability, please contact Eva Hoff, Deputy City Clerk, in advance of the meeting at (707) 428-7402.**

PUBLIC NOTIFICATION

I, Eva Hoff, Deputy City Clerk for the City of Fairfield, declare under penalty of perjury that I posted the above City Council Agenda for the meeting of September 20, 2016, in compliance with the Brown Act prior to the meeting date.

  
\_\_\_\_\_  
Eva Hoff  
Deputy City Clerk

  
\_\_\_\_\_  
Date

**CITY OF FAIRFIELD  
REGULAR MEETING**

**TUESDAY, SEPTEMBER 6, 2016; 6:00 P.M.  
COUNCIL CHAMBER, CIVIC CENTER**

**CITY COUNCIL**

**MINUTES**

**CALL TO ORDER**

Mayor Harry T. Price called the meeting to order at 6:00 p.m.

**ROLL CALL**

On roll call were Councilmembers Pam Bertani, Catherine Moy, and Rick Vaccaro; Vice-Mayor Chuck Timm, and Mayor Price.

**INVOCATION**

Captain / Chaplain William J. Limneos of the Fairfield Fire Department gave an invocation.

**PLEDGE OF ALLEGIANCE**

Youth Commissioner Eric Cortes led the Pledge of Allegiance.

**COUNCIL REPORTS**

Councilmember Bertani welcomed the new Planning Commissioners, Youth Commissioners, and their families. She congratulated Pastor Sam Norris of BayNorth Church of Christ for hosting a "Worship in the Park" event at Allan Witt Park. She stated that school was back in session and wished everyone a productive year.

Councilmember Moy reported that her community meeting on homelessness was a great start to address the issue. She stated the group would meet quarterly and to contact her to join the committee. She congratulated Nathaniel Atherstone of Public Works for his recent national Top 40 Under 40 award presented by Mass Transit; she also congratulated Virginia Agcaoili for her national second place Driver of the Year award as a bus driver.

Councilmember Vaccaro commended the Fairfield Main Street Association for an outstanding Tomato Festival and the Community Services Foundation for a very successful Prime Rib in the Park event; he attended both events. He thanked the Police and Fire departments for their continued hard work. He gave kudos to the firefighters who are deployed throughout California fighting wildfires.

Vice-Mayor Timm had nothing to report.

Mayor Price reported he received the Northern California Veterans Association annual report which indicated that 990 veterans from Oakland to Eureka were provided permanent housing last year. Next, he asked the Council to each sign a letter to Deborah Lee James, Secretary of the Air Force, requesting that the KC-46A Pegasus tanker be brought to Travis Air Force Base. Lastly, he reported that the Grocery Outlet was in need of volunteers to help convert a checkout lane to a "healthy checkout" lane.

### **CITY MANAGER REPORT**

City Manager David White stated there were no changes to the agenda and had nothing to report.

### **CITY CLERK REPORT**

City Clerk Karen L. Rees reported that the last date to register to vote was October 24. She stated that volunteers were needed to assist with the Haunted Hikes in October.

### **PRESENTATION (Items 1-2)**

1. Fairfield Conference & Visitors Bureau President/CEO Anand Patel gave a brief presentation and recognized Community Development Director Karl Dumas.
2. Assistant City Manager Laura Snideman recognized employees who graduated from ICMA Effective Supervisory Practices Course. Mayor Price presented certificates to each participant.

### **PUBLIC COMMENTS**

Jeff Trager spoke about upcoming events at the Downtown Theatre.

Raymond Courtemance spoke about the 16<sup>th</sup> Annual Mission Solano Golf Tournament and Mission Solano.

Ron Marlette spoke about Mission Solano.

George Guynn thanked the City Clerk's Office for providing the recent 460 forms on the City's website. He spoke in opposition to Measure P.

### **COUNCIL CONSENT CALENDAR (Items 3-10)**

3. Approval of Minutes for July 19, 2016, and August 16, 2016.
4. Approval of Ordinance 2016-10 of the City Council Amending the Fairfield Municipal Code, Chapter 27, Article XII, to Revise Provisions Related to City Review of Hotel Registration Records
5. Minute Action Approving Mayor's Appointments to the Youth Commission

6. Minute Action Approving Mayor's Appointments to the Planning Commission
7. Resolution 2016-206 of the City Council Initiating Proceedings for the Annexation of Territory (Annexation No. 9) (Goldhill Village Unit 2) to the City of Fairfield Landscaping and Lighting Maintenance District No. 10 (Southbrook); and the Levy and Collection of Annual Assessments Related Thereto Commencing with Fiscal Year 2017/2018; and

Resolution 2016-207 of the City Council for Preliminary Approval of the Engineer's Report Regarding the Annexation of Territory to the City of Fairfield Landscaping and Lighting Maintenance District No. 10 (Southbrook), Annexation No. 9 (Goldhill Village Unit 2); and the Levy and Collection of Annual Assessments related thereto Commencing Fiscal Year 2017/2018; and

Resolution 2016-208 of the City Council Declaring Its Intention to Annex Territory to the City of Fairfield Landscaping and Lighting Maintenance District No. 10 (Southbrook); and to Levy and Collect Annual Assessments Related Thereto Commencing Fiscal Year 2017/2018; and Calling for a Property Owner Protest Proceeding, to Submit to the Qualified Property Owners the Question of Levying Such Assessments and Establishing an Assessment Range Formula for Said Annexation

8. Resolution 2016-209 of the City Council Declaring Its Intention to Annex Territory (Goldhill Village Unit 2) to a Community Facilities District and to Authorize the Levy of Special Taxes Therein, the City of Fairfield Community Facilities District No. 2012-2 (Public Safety Services, Open Space Operation and Park Maintenance) Annexation No. 22
9. Resolution 2016-210 of the City Council Amending the Department Position Control List
10. Minute Action Approving Letter Supporting Locating the KC-46A Pegasus Aerial Tanker at Travis Air Force Base

Vice-Mayor Timm made a motion to approve the Consent Calendar as presented. Councilmember Bertani seconded the motion. The motion carried unanimously.

City Clerk Rees administered the Oath of Office to Planning Commissioners: Perry Pattiz and Jesse Branch; and to Youth Commissioners: Ayden Davanzo, Trieste Lindahl, Aaron Minhas, Jordann Ford, Kelvin "Billy" Chang, John "Jack" Curry, Royce Guo, Tom Zheng, and Eric Cortes. Youth Commissioner Kiana Sabugo was absent.

**PUBLIC HEARING (Item 11)**

11. Joe Luccio of Community Development recommended to Council that it open the public hearing and approve Resolution 2016-211 of the City Council of the City of Fairfield Approving a General Plan Amendment (GPA2016-3) to Provide Greater Flexibility in the Provision of Affordable Housing in the Medium Density Residential Land Use District.

Mayor Price opened the public hearing.

Erik Watkins and George Guynn spoke on item 11.

Mayor Price closed the hearing.

Councilmember Moy made a motion to approve Resolution 2016-211. Councilmember Vaccaro seconded the motion. The motion carried unanimously.

**THE MEETING WAS ADJOURNED AT 7:15 P.M. IN MEMORY OF STAN SILVERMAN, TO TUESDAY, SEPTEMBER 20, 2016, 6:00 P.M., COUNCIL CHAMBER.**

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City Clerk

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Mayor



Agenda Item No. 5

## Agenda Report

**DATE:** September 20, 2016

**TO:** The Mayor and City Council

**FROM:** David A. White, City Manager DW  
Joseph F. Allio, Chief of Police JA  
Samuel Rowland, Police Sergeant SR

**SUBJECT:** Resolution of the City Council Approving Acceptance of the California Office of Traffic Safety 2016-17 "Selective Traffic Enforcement Program" (STEP) Grant and Approval of Activities to Reduce Traffic Collisions and Fatalities Due to Unsafe Driving

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### RECOMMENDED ACTION

Adopt resolution.

### STATEMENT OF ISSUE

The Police Department has applied for and obtained tentative approval for a traffic safety grant from the State of California, Office of Traffic Safety. The grant is in the amount of \$175,000 and will fund a number of traffic safety activities including driver's license sobriety checkpoints, driving under the influence saturation patrols, speed enforcement, seat belt enforcement, and special enforcement operations encouraging motorcycle safety. Additionally, the grant will fund the purchase of four laser speed indicator devices (LIDAR) for patrol officers.

### DISCUSSION

The Police Department recognizes that traffic safety is a major concern and is a quality of life issue for our residents. The ultimate goal of the Police Department's Traffic Unit is to reduce the numbers of injuries and deaths due to traffic collisions. Motorists who choose to drive under the influence and violate other traffic laws are a threat to themselves and others who travel upon our roadways.

DATE: September 20, 2016  
 SUBJECT: Resolution of the City Council Approving Acceptance of the California Office of Traffic Safety 2016-17 "Selective Traffic Enforcement Program" (STEP) Grant and Approval of Activities to Reduce Traffic Collisions and Fatalities Due to Unsafe Driving

This grant will allow the Police Department to deploy officers for targeted traffic enforcement operations without impacting normal patrol staffing. All of the grant operations are staffed with officers on overtime. The grant targets areas in the city that have high collision rates and focuses on the violations which are shown to be the primary cause of those collisions by using local collision data.

In 2015, Fairfield had 453 injury collisions causing six deaths and 651 people injured. The top three collision factors were unsafe speed, improper turning movement, and right-of-way violations. Driving under the influence was the fourth most common collision factor with 73 collisions caused by impaired drivers.

To date, under the fiscal year 2015-16 STEP Grant, the Police Department has conducted 45 DUI saturation patrols resulting in 27 driving under the influence of alcohol arrests, 3 drug arrests, and 7 felony arrests; 68 traffic enforcement operations resulting in 578 citations being issued; and 2 DUI / Driver's License checkpoints resulting in 31 total arrests.

**FINANCIAL IMPACT**

By using grant funding from the State of California Office of Traffic Safety, the Police Department will be able to conduct numerous traffic enforcement operations targeting vehicle code violations that contribute to unsafe conditions. The grant funding will cover overtime costs for police personnel participating in these traffic enforcement activities. A special programs fund will be used for this grant (Fund 041, Division and Responsibility Code 99277).

**CITY COUNCIL WORKPLAN**

City Council Goal this item supports:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Community Safety              | <input type="checkbox"/> Community Infrastructure |
| <input type="checkbox"/> Financial and Operational Sustainability | <input type="checkbox"/> Economic Development     |
| <input type="checkbox"/> Quality of Life                          | <input type="checkbox"/> Travis Air Force Base    |
| <input type="checkbox"/> Not Applicable                           |   |

Top 10 Priority Project:

- #34, Police Enforcement

**PUBLIC CONTACT/ADVISORY BODY RECOMMENDATION**

None.

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council Approving Acceptance of the California Office of Traffic Safety 2016-17 "Selective Traffic Enforcement Program" (STEP) Grant and Approval of Activities to Reduce Traffic Collisions and Fatalities Due to Unsafe Driving

**ALTERNATIVE ACTION**

Decline the grant funding.

**DOCUMENTS ATTACHED**

Attachment 1: Proposed Resolution  
Attachment 2: Selective Traffic Enforcement Program (STEP) Grant Agreement

**STAFF CONTACT**

Samuel Rowland, Police Sergeant  
(707) 428-7524  
srowland@fairfield.ca.gov

Coordinated with: Donna Black, State of California Office of Traffic Safety  
Whitney Braziel, State of California Office of Traffic Safety

# ATTACHMENT 1

## CITY OF FAIRFIELD

### RESOLUTION NO. 2016 - 212

#### RESOLUTION OF THE CITY COUNCIL APPROVING ACCEPTANCE OF THE CALIFORNIA OFFICE OF TRAFFIC SAFETY 2016-17 "SELECTIVE TRAFFIC ENFORCEMENT PROGRAM" (STEP) GRANT AND APPROVAL OF ACTIVITIES TO REDUCE TRAFFIC COLLISIONS AND FATALITIES DUE TO UNSAFE DRIVING

**WHEREAS**, the City of Fairfield recognizes that traffic safety is a quality of life issue and a major concern to all its residents; and

**WHEREAS**, the Police Department has determined that a significant number of traffic collisions involve unsafe driving; and

**WHEREAS**, the Police Department wishes to continue a partnership with the California Office of Traffic Safety and undertake a project designated as Selective Traffic Enforcement Program Grant for 2016-2017; and

**WHEREAS**, the City of Fairfield has been awarded a grant in the amount of \$175,000 by the California Office of Traffic Safety to conduct traffic safety enforcement operations between October 1, 2016 through September 30, 2017.

#### **NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:**

Section 1. The Chief of Police is hereby authorized and directed to execute on behalf of the City of Fairfield that certain grant agreement with the California Office of Traffic Safety.

Section 2. The City Manager is directed to do all things necessary and proper to implement the above mentioned agreement, using a special programs fund (Fund 041, Division and Responsibility Code 99277).

**PASSED AND ADOPTED** this 20<sup>th</sup> day of September, 2016, by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN: COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

# ATTACHMENT 2

State of California – Office of Traffic Safety  
GRANT AGREEMENT - Page 1  
OTS-38 (Rev. 4/16)

GRANT NUMBER  
**PT1738**

<b>1. GRANT TITLE</b> SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)	
<b>2. NAME OF AGENCY</b> CITY OF FAIRFIELD	<b>4. GRANT PERIOD</b> From: 10/1/16 To: 9/30/17
<b>3. AGENCY UNIT TO ADMINISTER GRANT</b> FAIRFIELD POLICE DEPARTMENT	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in traffic collisions involving impairment and other primary collision factors. The funded strategies may include enforcement operations focusing on impaired driving, distracted driving, nighttime seat belt use, motorcycle safety, and pedestrian and bicycle safety. Operations are conducted in areas with disproportionate numbers of traffic collisions. Other funded strategies may include public awareness, educational programs and training for law enforcement.	
<b>6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED:</b> <b>\$ 175,000.00</b>	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> <li>Schedule A (OTS-38b) – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>Schedule B (OTS-38d) – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>Schedule B-1 (OTS-38f) – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>Exhibit A –Certifications and Assurances</li> <li>Exhibit B* - OTS Grant Program Manual</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
<b>8. APPROVAL SIGNATURES</b>	
<b>A. GRANT DIRECTOR</b> NAME: <b>Sam Rowland</b> PHONE: <b>(707) 428-7524</b> TITLE: <b>Traffic Sergeant</b> FAX: <b>(707) 422-5030</b>  ADDRESS: <b>1000 Webster Street</b> <b>Fairfield, CA 94533</b>  E-MAIL: <b>srowland@fairfield.ca.gov</b>  _____ <i>(Signature)</i> <i>(Date)</i>	<b>B. AUTHORIZING OFFICIAL OF AGENCY</b> NAME: <b>Gregory Hurlbut</b> PHONE: <b>(707) 428-7340</b> TITLE: <b>Lieutenant</b> FAX: <b>(707) 422-5030</b>  ADDRESS: <b>1000 Webster Street</b> <b>Fairfield, CA 94533</b>  E-MAIL: <b>ghurlbut@fairfield.ca.gov</b>  _____ <i>(Signature)</i> <i>(Date)</i>
<b>C. FISCAL OR ACCOUNTING OFFICIAL</b> NAME: <b>Dean Patterson</b> PHONE: <b>(707) 428-7335</b> TITLE: <b>Sr. Management Analyst</b> FAX: <b>(707) 422-5030</b> ADDRESS: <b>1000 Webster Street</b> <b>Fairfield, CA 94533</b>  E-MAIL: <b>dpatterson@fairfield.ca.gov</b>  _____ <i>(Signature)</i> <i>(Date)</i>	<b>D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS</b> NAME: <b>Finance Department</b> ADDRESS: <b>1000 Webster Street</b> <b>Fairfield, CA 94533</b>  <b>9. DUNS NUMBER</b> DUNS #: <b>040010019</b> REGISTERED ADDRESS & ZIP: <b>1000 Webster Street</b> <b>Fairfield, CA 94533-4836</b>



**GRANTS MADE EASY - STEP  
SCHEDULE A  
GRANT DESCRIPTION  
GRANT NO. PT1738**

**1. PROBLEM STATEMENT**

The City of Fairfield has a population of 111,125. There are 56 other cities in the state that are comparable in size, and that Fairfield is measured against for OTS collision rankings. Fairfield's Composite Ranking (an aggregate of several of the other rankings (HBD 21-34, HBD Under 21, Alcohol Involved victims plus Hit & Run, Nighttime and Speed collisions) is 19/56. Fairfield is ranked near the bottom in several categories. These figures are a means to give an indication of over-all traffic safety.

Fairfield is home to Travis Air Force Base, which contributes to a large number of motorcyclists on local roadways. We have 26 schools throughout the city, and a large number of students walk to school. Due to budget constraints resulting from the recent economic recession, Police Department staffing was reduced from 134 sworn personnel in 2008 to the current level of 123. The traffic unit was reduced from 8 motor officers, 2 DUI officers, 3 Community Service Officers and a sergeant to 4 motor officers, one Community Service Officer, and one sergeant. The patrol division has seen an increase in calls for service between 2014 and 2015. The increase in calls for service combined with reduced staffing levels leaves little time for proactive traffic enforcement.

The Fairfield Police Department recognizes that traffic safety is a major concern and is a quality of life issue for our residents. The ultimate goal of the Police Department's Traffic Unit is to reduce the numbers of injuries and deaths due to traffic collisions. Motorists who choose to drive under the influence and violate other traffic laws are a threat to themselves and others who travel upon our roadways.

**A. Traffic Data Summary:**

Collision Type	2013				2014				2015			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal	3		3		9		9		6		6	
Injury	365		558		404		578		453		650	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol - Involved	0	17	0	27	0	28	0	39	2	44	2	63
Hit & Run	0	45	0	53	1	44	1	60	0	63	0	76
Nighttime (2100-0259 hours)	1	32	1	45	0	35	0	43	2	52	2	70
<b>Top 3 Primary Collision Factors</b>									Fatal	Injury	Killed	Injured
#1 -	Unsafe Speed								1	146	1	392
#2 -	Auto R/W Violation								0	74	0	191
#3 -	Unsafe Turning								0	56	0	182

**GRANTS MADE EASY - STEP  
SCHEDULE A  
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**2. PERFORMANCE MEASURES**

**A. Goals:**

- 1) Reduce the number of persons killed in traffic collisions.
- 2) Reduce the number of persons injured in traffic collisions.
- 3) Reduce the number of persons killed in alcohol-involved collisions.
- 4) Reduce the number of persons injured in alcohol-involved collisions.
- 5) Reduce the number of persons killed in drug-involved collisions.
- 6) Reduce the number of persons injured in drug-involved collisions.
- 7) Reduce the number of persons killed in alcohol/drug combo-involved collisions.
- 8) Reduce the number of persons injured in alcohol/drug combo-involved collisions.
- 9) Reduce the number of motorcyclists killed in traffic collisions.
- 10) Reduce the number of motorcyclists injured in traffic collisions.
- 11) Reduce hit & run fatal collisions.
- 12) Reduce hit & run injury collisions.
- 13) Reduce nighttime (2100 - 0259 hours) fatal collisions.
- 14) Reduce nighttime (2100 - 0259 hours) injury collisions.
- 15) Reduce the number of bicyclists killed in traffic collisions.
- 16) Reduce the number of bicyclists injured in traffic collisions.
- 17) Reduce the number of pedestrians killed in traffic collisions.
- 18) Reduce the number of pedestrians injured in traffic collisions.

**GRANTS MADE EASY - STEP  
SCHEDULE A  
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**B. Objectives:**

- 1) Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.
- 2) Participate in the following campaigns:
  - National Walk to School Day – October 5, 2016
  - National Teen Driver Safety Week – October 16-22, 2016
  - NHTSA Winter Mobilization – December 16, 2016 to January 1, 2017
  - National Distracted Driving Awareness Month – April 2017
  - National Bicycle Safety Month – May 2017
  - National Motorcycle Safety Month – May 2017
  - National Click It or Ticket Mobilization – May 17-20, 2017
  - NHTSA Summer Mobilization – August 19, 2017 to September 6, 2017
  - National Child Passenger Safety Week – September 17-23, 2017
  - California's Pedestrian Safety Month – September 2017
- 3) Develop (by December 31) and/or maintain a "HOT Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated HOT sheets should be distributed to patrol and traffic officers monthly.
- 4) Send 4 law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hour) POST-certified training.
- 5) Send 4 law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
- 6) Send 1 law enforcement personnel to the Drug Recognition Expert (DRE) training.
- 7) Send 2 law enforcement personnel to the DRE Recertification training.
- 8) Conduct 4 DUI/DL Checkpoints. *Note: A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the NHTSA Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint operation. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoint operations should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoint operations that begin prior to 1800 hours.*

**GRANTS MADE EASY - STEP  
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- 9) Conduct **57** DUI Saturation Patrol operation(s).
- 10) Conduct **2** Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court.
- 11) Conduct **51** Traffic enforcement operation(s), including but not limited to, primary collision factor violations.
- 12) Conduct **14** Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.
- 13) Conduct **4** highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or collisions resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary collision factor violations by motorcyclists and other drivers. *Note: It is recommended the grantee issue an advance press release and conduct social media activity prior to each operation to publicize and raise awareness about motorcycle safety issues.*
- 14) Conduct **18** highly publicized Pedestrian and Bicycle enforcement operation(s) in areas of or during events with a high number of pedestrian and/or bicycle collisions resulting from violations made by pedestrians, bicyclists, and drivers. *Note: It is recommended the grantee issue an advance press release and conduct social media activity prior to each operation to publicize and raise awareness about pedestrian and bicycle safety issues.*
- 15) Conduct **2** Traffic Safety educational presentations with an effort to reach **200** community members. *Note: Presentations may include topics such as distracted driving, DUI, speed, pedestrian and bicycle safety, seatbelts and child passenger safety.*

*NOTE: Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives hereunder.*

**3. METHOD OF PROCEDURE**

**A. Phase 1 - Program Preparation, Training and Implementation (1<sup>st</sup> Quarter of Grant Year)**

- The department should develop operational plans to implement the "best practice" strategies outlined in the objectives section.
- All training should be conducted this quarter.
- All grant-related purchases should be made this quarter.

**GRANTS MADE EASY - STEP**  
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- In order to develop/maintain the “HOT Sheets,” research will be conducted to identify the “worst-of-the-worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The HOT Sheets may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. HOT Sheets should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high collision locations.

**B. Phase 2 - Program Operations (Throughout Grant Year)**

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

**Media Requirements**

- Submit all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator.
  - a) If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
  - b) Press releases reporting the results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
  - c) Activities such as warrant service operations and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.

**GRANTS MADE EASY - STEP  
SCHEDULE A  
GRANT DESCRIPTION  
GRANT NO. PT1738**

PAGE 6

- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

**C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

- Agencies are required to collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year-to-date comparisons of goals and objectives. If required, a separate quarterly data reporting form will be completed each quarter and submitted as part of the QPR.
- Reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the Grant Director in planning and guiding the grant efforts.
- Reports shall be completed and submitted in accordance with OTS requirements as specified in the Grant Program Manual.

**4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

**5. ADMINISTRATIVE SUPPORT**

This program has full support of the city of Fairfield. Every effort will be made to continue the activities after the grant conclusion.

**SCHEDULE B  
DETAILED BUDGET ESTIMATE  
GRANT NO. PT1738**

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL	20.608	Minimum Penalties for Repeat Offenders For Driving While Intoxicated	\$ 100,000.00
402PT	20.600	State and Community Highway Safety	\$ 75,000.00

COST CATEGORY	FISCAL YEAR ESTIMATES 10/1/16 thru 9/30/17			TOTAL COST TO GRANT
	CFDA	FY-1		
<b>A. PERSONNEL COSTS</b>				
Positions and Salaries				
<b>Overtime</b>				
DUI/DL Checkpoints	20.608	\$ 36,304.00		\$ 36,304.00
DUI Saturation Patrols	20.608	\$ 52,596.00		\$ 52,596.00
Warrant Service	20.608	\$ 11,100.00		\$ 11,100.00
Traffic Enforcement	20.600	\$ 31,852.00		\$ 31,852.00
Distracted Driving	20.600	\$ 8,640.00		\$ 8,640.00
Motorcycle Safety Enforcement	20.600	\$ 8,488.00		\$ 8,488.00
Pedestrian and Bicycle Enforcement	20.600	\$ 11,520.00		\$ 11,520.00
Category Sub-Total		\$ 160,500.00		\$ 160,500.00
<b>B. TRAVEL EXPENSE</b>				
In-State	20.600	\$ 4,000.00		\$ 4,000.00
Category Sub-Total		\$ 4,000.00		\$ 4,000.00
<b>C. CONTRACTUAL SERVICES</b>				
None				
Category Sub-Total				
<b>D. EQUIPMENT</b>				
None				
Category Sub-Total				
<b>E. OTHER DIRECT COSTS</b>				
Lidar Device	20.600	\$ 10,500.00		\$ 10,500.00
Category Sub-Total		\$ 10,500.00		\$ 10,500.00
<b>F. INDIRECT COSTS</b>				
None				
Category Sub-Total				
<b>GRANT TOTAL</b>		<b>\$ 175,000.00</b>		<b>\$ 175,000.00</b>

**SCHEDULE B-1**  
**GRANT NO. PT1738**

**BUDGET NARRATIVE**

Page 1

**PERSONNEL COSTS**

**Overtime**

Overtime for grant funded law enforcement operations may be conducted by personnel such as a Lieutenant, Sergeant, Corporal, Deputy, Officer, Reserve Officer, Community Services Officer, Dispatcher, etc., depending on the titles used by the agency and the grantees overtime policy. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Costs are estimated based on an overtime hourly rate range of \$76.00/hour to \$101.33/hour.

Overtime reimbursement will reflect actual costs of the personnel conducting the appropriate operation up to the maximum range specified.

No benefits will be paid in this grant.

**TRAVEL EXPENSE**

**In State**

Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. *All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

**CONTRACTUAL SERVICES**

None

**EQUIPMENT**

None

**OTHER DIRECT COSTS**

**4 Lidar Device(s)** – light detection and ranging device used to measure the speed of motor vehicles. This device will be used for speed enforcement.

**INDIRECT COSTS**

None

**PROGRAM INCOME**

There will be no program income generated from this grant.

**EXHIBIT A**  
**CERTIFICATIONS AND ASSURANCES**

Page 1

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- 49 CFR Part 18—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1200—Uniform Procedures for State Highway Safety Grant Programs

**NONDISCRIMINATION**

The Grantee Agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, *et seq.*), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, *et seq.*), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

**EXHIBIT A**  
**CERTIFICATIONS AND ASSURANCES**

Page 2

**BUY AMERICA ACT**

The Grantee Agency will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

**POLITICAL ACTIVITY (HATCH ACT)**

The Grantee Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**CERTIFICATION REGARDING FEDERAL LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## EXHIBIT A

### CERTIFICATIONS AND ASSURANCES

Page 3

#### RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

##### Instructions for Primary Certification

1. By signing and submitting this grant agreement, the Grantee Agency Official is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Grantee Agency Official to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the Grantee Agency Official knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The Grant Agency Official shall provide immediate written notice to the department or agency to which this grant agreement is submitted if at any time the Grantee Agency Official learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this grant agreement is being submitted for assistance in obtaining a copy of those regulations.
6. The Grantee Agency Official agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

## EXHIBIT A

### CERTIFICATIONS AND ASSURANCES

Page 4

7. The Grantee Agency Official further agrees by submitting this grant agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions**

- (1) The Grantee Agency Official certifies to the best of its knowledge and belief, that its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this grant agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/grant agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the Grantee Agency Official is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this grant agreement.

EXHIBIT A  
CERTIFICATIONS AND ASSURANCES

**Instructions for Lower Tier Certification**

1. By signing and submitting this grant agreement, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this grant agreement is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this grant agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this grant agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

EXHIBIT A

CERTIFICATIONS AND ASSURANCES

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:**

1. The prospective lower tier participant certifies, by submission of this grant agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant agreement.



Agenda Item No. 6

## Agenda Report

**DATE:** September 20, 2016

**TO:** The Mayor and City Council

**FROM:** David A. White, City Manager DW  
Anthony Velasquez, Fire Chief AV  
Taylor Armour, Management Analyst II JA

**SUBJECT:** Resolution of the City Council of the City of Fairfield Authorizing the Fire Department to Accept the Fiscal Year 2015 Staffing for Adequate Fire and Emergency Response Grant Award

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### **RECOMMENDED ACTION**

Adopt resolution.

### **STATEMENT OF ISSUE**

The Federal Emergency Management Agency (FEMA) recently announced the award of Fairfield Fire Department's application for the Fiscal Year 2015 Staffing for Adequate Fire and Emergency Response (SAFER) grant. Due to the size and nature of the grant, the Fire Department is seeking authorization from City Council to accept the grant award, which will enable the Fire Department to operate two engine companies out of Fire Station 37. Station 37 is currently home to one engine company and Squad 37. Year to year, Station 37 consistently runs nearly 40% of call volume for Fairfield. Moreover, Station 37 was the busiest company in Solano County with 4,046 calls for service in 2015. Finally, on the national scale, Firehouse Magazine's annual run survey named Engine 37 the 66<sup>th</sup> busiest unit in the country.

### **DISCUSSION**

The Fire Department was awarded funding for salary and benefit costs to hire four new firefighter positions through the 2015 SAFER grant. The addition of four grant-funded, limited-term firefighter positions will enable the Fire Department to operate two engine companies full-time out of Station 37. If accepted, the Department will also hire two

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council of the City of Fairfield Authorizing the Fire Department to Accept the Fiscal Year 2015 Staffing for Adequate Fire and Emergency Response Grant Award

additional limited-term firefighters to create the optimal staffing model and will host an academy in early 2017.

By increasing staffing, the Fire Department will be able to increase crew coverage out of the busiest station in both the City and County, improve Occupational Safety & Health Administration (OSHA) and National Fire Protection Agency (NFPA) response time compliance, and will reduce the need for engines to respond out of district. In addition, re-opening a 6<sup>th</sup> company will enhance the department's ability to conduct training while on-duty and provide greater coverage during special events and high-hazard days without expending overtime. With a 6<sup>th</sup> company, the on-duty crews will also have more time to devote to community engagement programs such as public education, tours, and demonstrations.

Under the SAFER grant, the Fire Department is required to maintain firefighter staffing levels for a 24-month period from the date that the City receives payment. Should Measure P not pass in November 2016, the Department will need to evaluate whether or not it will be able to abide by all the requirements of the grant. Because of the potential for budget cuts and staffing reductions without Measure P, the Department would likely need to rescind its acceptance of the grant. It is because of Measure P that we have the resources to maintain service levels despite increasing calls for service, and the ability to pursue this grant funding.

### **FINANCIAL IMPACT**

The total grant award through SAFER amounts to \$1,237,772 in funding for the salary and benefits of four full-time firefighters over a two-year period. There is no cash or in-kind match required to accept this grant.

The change in the staffing model for the Department will not only enhance operational efficiencies, but also generate overtime savings. The cost of adding six new firefighters above what the grant award covers will be offset by savings driven by reducing overtime costs, eliminating the need to upstaff Brush 37, and under-filling budgeted positions.

There will be no net impact to the General Fund over the 24-month performance period which spans three fiscal years, ending in early 2019. All six new firefighters are to be recruited as limited-term positions tied to the performance period of the SAFER grant with no guarantee of continued employment.

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council of the City of Fairfield Authorizing the Fire Department to Accept the Fiscal Year 2015 Staffing for Adequate Fire and Emergency Response Grant Award

**CITY COUNCIL WORKPLAN**

City Council Goal this item supports:

- Community Safety
- Financial and Operational Sustainability
- Quality of Life
- Not Applicable
- Community Infrastructure
- Economic Development
- Travis Air Force Base

Top 10 Priority Project:

- Not Applicable

Project

- #69, SAFER Grant – Apply for SAFER grant to cover the cost of a sixth engine company

**PUBLIC CONTACT/ADVISORY BODY RECOMMENDATION**

N/A

**ALTERNATIVE ACTION**

The Council could choose not to authorize acceptance of the grant; therefore not allowing the Fire Department to operate two fully-staffed engine companies out of Fire Station 37.

**DOCUMENTS ATTACHED**

Attachment 1: Proposed Resolution

**STAFF CONTACT**

Taylor Armour  
(707) 428-7593  
tarmour@fairfield.ca.gov

Coordinated with: Budget Officer, City Manager

AV:TA

S:\Fire\_files\Taylor\Grants\SAFER\2016 SAFER\Grant Award\Grant Acceptance\2016 SAFER Grant Award – Agenda Report\_v2

CITY OF FAIRFIELD

RESOLUTION NO. 2016 - *213*

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD AUTHORIZING THE FIRE DEPARTMENT TO ACCEPT THE FISCAL YEAR 2015 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT**

**WHEREAS**, the Fairfield Fire Department is eligible for a Federal allocation of funds from the FY 2015 Staffing for Adequate Fire and Emergency Response (SAFER) grant through the Federal Emergency Management Agency (FEMA) in the amount of \$1,237,772 for salary and benefits; and

**WHEREAS**, the SAFER grant enables the Fire Department to deploy two fully-staffed engine companies out of Fire Station 37, the busiest station in both the City of Fairfield and Solano County; and

**WHEREAS**, the Fairfield Fire Department will utilize grant funding to hire four full-time firefighters for a period of two years; and

**WHEREAS**, the Fairfield Fire Department will hire two additional firefighters (also limited to the grant performance period) to create the optimal staffing model for re-opening its 6<sup>th</sup> engine company out of Station 37; and

**WHEREAS**, the Fairfield Fire Department will maintain increased staffing levels in accordance with grant requirements; and

**WHEREAS**, the City Council of the City of Fairfield recognizes the need and benefit to operating two engine companies out of Fire Station 37.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:**

Section 1. The City Council hereby authorizes the Fire Chief, or his designee, to execute those grant documents necessary to accept and receive funding through the SAFER grant.

Section 2. The subsequent recruitment and hiring of six full-time, limited-term firefighter positions is hereby approved.

**PASSED AND ADOPTED** this 20th day of September, 2016, by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN: COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK



Agenda Item No. 7

## Agenda Report

**DATE:** September 20, 2016

**TO:** The Mayor and City Council

**FROM:** David A. White, City Manager DW  
George R. Hicks, Director of Public Works Director GRH  
Julie B. Lucido, Asst. Director of PW/City Engineer JBL

**SUBJECT:** Resolution of the City Council Accepting the City Parks Lighting Project–  
Phase 3

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### **RECOMMENDED ACTION**

Adopt resolution.

### **STATEMENT OF ISSUE**

The contract work for the City Parks Lighting Project – Phase 3 is complete and ready for acceptance by the City Council.

### **DISCUSSION**

The City Parks Lighting Project – Phase 3 included the installation of energy efficient LED security lighting, park loitering deterrents, and video surveillance infrastructure surrounding the Little League fields at Allan Witt Community Park. The improvements are now complete and operational.

The City Council awarded a contract to Tim Paxin's Pacific Excavation, Inc. (Pacific Excavation) for the Project on May 19, 2015. The City Council authorized an expenditure of up to \$1,319,884 including contingencies. Pacific Excavation has completed all of the required improvements in accordance with the contract. The final cost for the Project is \$1,206,368 which is 8.6% under the amount authorized by the City Council.

### **FINANCIAL IMPACT**

The final cost of the project is \$1,206,368, which was funded by the Park and Facilities Maintenance Fund.

DATE: September 20, 2016

SUBJECT: Resolution of the City Council Accepting the City Parks Lighting Project – Phase 3

**CITY COUNCIL WORKPLAN**

City Council Goal this item supports

- Community Safety
- Financial and Operational Sustainability
- Quality of Life
- Not Applicable
- Community Infrastructure
- Economic Development
- Travis Air Force Base

Top 10 Priority Project:

- Not Applicable

Project:

- #119, Complete construction of City Park Lighting Phase 3 (Allan Witt Park) and evaluate/prioritize future park lighting needs at additional parks.

**PUBLIC CONTACT/ADVISORY BODY RECOMMENDATION**

N/A

**ALTERNATIVE ACTION**

If the City Council has any questions, the recommended action may be delayed so that staff can provide the necessary information.

**DOCUMENTS ATTACHED**

Attachment 1: Proposed Resolution

**STAFF CONTACT**

Thomas Martian, Public Works Construction Manager  
707-428-7478  
tmartian@fairfield.ca.gov

Coordinated with: N/A

CITY OF FAIRFIELD  
RESOLUTION NO. 2016 - 214

RESOLUTION OF THE CITY COUNCIL ACCEPTING CITY PARKS LIGHTING  
PROJECT – PHASE 3 AS COMPLETE

**WHEREAS**, Tim Paxin’s Pacific Excavation, Inc., was awarded a construction contract for the City Parks Lighting Project – Phase 3 on May 19, 2015; and

**WHEREAS**, Tim Paxin’s Pacific Excavation, Inc., has completed all of the required improvements in accordance with the contract approved by the City Council.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:**

Section 1. The City of Fairfield hereby accepts the completion of the work provided to be done pursuant to the agreement between the City of Fairfield and Tim Paxin’s Pacific Excavation, Inc., approved by the City Council on May 19, 2015, by Resolution No. 2015-114.

Section 2. The City Engineer is authorized and directed to file with the Solano County Recorder a notice of completion.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of September, 2016, by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN: COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK  
pw



Agenda Item No. 9

## Agenda Report

**DATE:** September 20, 2016

**TO:** The Mayor and City Council

**FROM:** David A. White, City Manager DW  
George R. Hicks, Public Works Director GRH  
Nathaniel Atherstone, Transportation Manager NA

**SUBJECT:** Resolution of the City Council Authorizing the Filing of a Claim with the Metropolitan Transportation Commission (MTC) for Allocation of Transportation Development Act (TDA), State Transit Assistance Fund (STAF), and Regional Measure 2 (RM2) Funds for Fiscal Year 2016-2017

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### **RECOMMENDED ACTION**

Adopt resolution.

### **STATEMENT OF ISSUE**

Adoption of the resolution will enable the City to file a claim with the Metropolitan Transportation Commission (MTC) to receive \$7,534,242 in sales tax and bridge toll revenues earmarked for local transit services for Fiscal Year 2016-2017.

### **DISCUSSION**

Local and regional funding of Fairfield and Suisun Transit (FAST) comes from several sources. The State Transportation Development Act (TDA) provides for the collection of 1/4 cent of the general sales tax to fund transportation services and capital improvements. The sales taxes are collected by the state and returned to the cities and counties based upon population. TDA also provides cities with State Transit Assistance funding (STAF) that is distributed based upon sales taxes collected from the purchase of diesel fuel. The Regional Measure 2 (RM2) program is funded by the bridge toll increases approved by voters in 2004. RM2 provides operating assistance to designated transit routes like FAST Routes 40 and 90 that reduce congestion and improve traffic in the toll bridge corridors. To receive its share of TDA and RM2 revenue, the City of Fairfield must submit a combined claim to the Metropolitan Transportation Commission (MTC) as they are the agency responsible for distribution of these funds.

DATE: September 20, 2016  
 SUBJECT: Resolution of the City Council Authorizing the Filing of a Claim with the Metropolitan Transportation Commission (MTC) for Allocation of Transportation Development Act (TDA), State Transit Assistance Fund (STAF), and Regional Measure 2 (RM2) Funds for Fiscal Year 2016-2017

Each year, the City of Fairfield prepares a claim for submittal to the MTC to receive eligible TDA, STAF, and RM2 funds. The claim is based upon the operating budget for the FAST system.

The FY 2016-2017 claim totals \$7,534,242 and will be used to support both operational and capital expenses. Some of these revenues will come from TDA funds originally designated for other communities where Fairfield provides transit service and program oversight.

The breakdown of funds that Fairfield will receive through this claim is:

Fairfield's TDA	\$2,277,175
Fairfield STAF	95,485
Suisun City	1,134,459
Vacaville	480,811
SolTrans	165,951
Solano County	114,027
Dixon	106,055
RM2 Funds	<u>928,035</u>
<b>Sub-Total</b>	<b>\$5,301,998</b>
TDA for Capital Projects	<u>\$2,232,244</u>
<b>TOTAL of Claim</b>	<b>\$7,534,242</b>

Approximately \$4,232,765 of these funds will be used for the operation of the fixed route services, approximately \$1,069,233 for paratransit services (Dial-A-Ride Transportation, Reduced Fare Taxi program, and Intercity Taxi program oversight), and \$2,232,244 for capital projects such as bus replacement and parking program infrastructure. Transit ridership is steadily increasing, and FAST is again expected to carry over 1 million passengers in FY 2016-2017.

### **FINANCIAL IMPACT**

The City anticipates receipt of a total of \$7,534,242 in funding to support transit services from TDA, STAF, and RM2 sources. These funds have been included in the budget for FAST.

### **PUBLIC CONTACT/ADVISORY BODY RECOMMENDATION**

N/A

DATE: September 20, 2016

SUBJECT: Resolution of the City Council Authorizing the Filing of a Claim with the Metropolitan Transportation Commission (MTC) for Allocation of Transportation Development Act (TDA), State Transit Assistance Fund (STAF), and Regional Measure 2 (RM2) Funds for Fiscal Year 2016-2017

**CITY COUNCIL WORKPLAN**

City Council Goal this item supports:

- Community Safety
- Financial and Operational Sustainability
- Quality of Life
- Not Applicable
- Community Infrastructure
- Economic Development
- Travis Air Force Base

Top 10 Priority Project:

- Not Applicable

Project:

- Routine item not recommended for inclusion in the Workplan.

**PUBLIC CONTACT/ADVISORY BODY RECOMMENDATION**

N/A

**ALTERNATIVE ACTION**

TDA, STAF, and RM2 are the largest revenue sources for the FAST system. Should the City choose against filing this claim, MTC will not release these fund sources to the City for financing FY 2016-2017 FAST operating and capital expenses. If this occurs, the City would need to either reduce or eliminate service, or utilize General Fund sources to provide for its FY 2016-2017 operating and capital transit needs.

**DOCUMENTS ATTACHED**

Attachment 1: Proposed Resolution

**STAFF CONTACT**

Diane Feinstein, Senior Management Analyst  
707-434-3808  
defeinstein@fairfield.ca.gov

Coordinated with: Cities of Benicia, Dixon, Rio Vista, Suisun City, Vacaville, & Vallejo  
County of Solano  
Metropolitan Transportation Commission  
Solano Transportation Authority  
MV Transportation, Inc.  
City Attorney

CITY OF FAIRFIELD

RESOLUTION NO. 2016 – 215

**RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE FILING OF A CLAIM WITH THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA), STATE TRANSIT ASSISTANCE FUND (STAF), AND REGIONAL MEASURE 2 (RM2) FUNDS FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the Transportation Development Act (TDA), (Public Utility Code 99200 et seq.) provides for the disbursement of funds from the Local Transportation Funds of the County of Solano for use by eligible claimants for the purpose of transit and/or streets and roads; and

**WHEREAS**, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal. Adm. Code 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the Metropolitan Transportation Commission; and

**WHEREAS**, the City of Fairfield is an eligible claimant for State Transit Assistance Fund (STAF) and TDA funds pursuant to PUC Sections 99260, 99400, and 99310 as attested by the City of Fairfield's opinion of counsel; and

**WHEREAS**, TDA and STAF funds will be claimed in Fiscal Year 2016-2017 for transit and/or streets and roads; and

**WHEREAS**, the City of Fairfield is also eligible to receive Regional Measure 2 (RM2) operating assistance to support Fairfield and Suisun Transit (FAST) Routes 40 and 90.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:**

Section 1. The City Manager or his designee is hereby authorized to execute and file a combined TDA, STAF, and RM2 claim together with all necessary supporting documents, with the Metropolitan Transportation Commission for allocation and/or disbursement of TDA, STAF, and RM2 funds for Fiscal Year 2016-2017.

Section 2. A copy of this resolution will be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim, and the Metropolitan Transportation Commission will be requested to grant the allocations of funds as specified herein.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of September 2016, by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN: COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

pw



Agenda Item No. 9

## Agenda Report

**DATE:** September 20, 2016

**TO:** The Mayor and City Council

**FROM:** David A. White, City Manager DW  
George R. Hicks, Director of Public Works GRH  
Nathaniel Atherstone, Transportation Manager NA

**SUBJECT:** Resolution of the City Council Authorizing the Filing of Applications with the Federal Transit Administration, an Operating Administration of the United States Department of Transportation, for Federal Transportation Assistance Authorized by Chapter 53 of Title 49 of the United States Code and Any Other Federal Statutes Administered by the Federal Transit Administration

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### **RECOMMENDED ACTION**

Adopt resolution.

### **STATEMENT OF ISSUE**

This resolution authorizes the filing of applications with the Federal Transit Administration (FTA) for operations and capital funding for the Fairfield Suisun Transit (FAST) system.

### **DISCUSSION**

The Federal Transit Administration (FTA) is an agency within the United States Department of Transportation (DOT) that provides financial and technical assistance to local public transportation systems. Since 1964, FTA has partnered with state and local governments to create and enhance public transportation systems. That investment has helped modernize public transportation and extended service into smaller urbanized areas like Fairfield.

DATE: September 20, 2016  
 SUBJECT: Resolution of the City Council Authorizing the Filing of Applications with the Federal Transit Administration, an Operating Administration of the United States Department of Transportation, for Federal Transportation Assistance Authorized by Chapter 53 of Title 49 of the United States Code and Any Other Federal Statutes Administered by the Federal Transit Administration.

FTA financial assistance is provided through federal grants and cooperative agreements. As a recipient of federal funds, FAST is responsible for ensuring these funds are spent according to federal statutory and administrative requirements. The City receives an annual apportionment of FTA Section 5307 and FTA Section 5339 funding that is used for FAST operations and to replace buses that have exceeded their useful life. The City also applies for FTA competitive funding as it becomes available. This federal revenue source serves as a match to local Transportation Development Act (TDA) funding and is a critical source for funding fleet replacement. FTA is now requiring all grantees that receive funding to request authorization and approval from the governing body to continue to submit both apportioned and competitive application requests and to update signature authority designations.

**FINANCIAL IMPACT**

FAST anticipates receiving \$4,133,629 in programmed FTA funding for operations and local bus fleet replacement during FY 16-17. This funding requires a 50% local match for operations and a 20% local match for capital activities. Local Transportation Development Act (TDA) funding will serve as the local match.

All operating and capital expenses for Fairfield and Suisun Transit (FAST) are supported with state and federal transportation grant funds. No financial resources from the City's General Fund are used for FAST operations. These funds have also been included in FAST's budget.

**CITY COUNCIL WORKPLAN**

City Council Goal this item supports:

- |  |   |
|--|---|
| <input type="checkbox"/> Community Safety                                    | <input type="checkbox"/> Community Infrastructure |
| <input checked="" type="checkbox"/> Financial and Operational Sustainability | <input type="checkbox"/> Economic Development     |
| <input type="checkbox"/> Quality of Life                                     | <input type="checkbox"/> Travis Air Force Base    |
| <input type="checkbox"/> Not Applicable                                      |   |

Top 10 Priority Project:

- Not Applicable

Project:

- Routine item not recommended for inclusion in the Workplan

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council Authorizing the Filing of Applications with the Federal Transit Administration, an Operating Administration of the United States Department of Transportation, for Federal Transportation Assistance Authorized by Chapter 53 of Title 49 of the United States Code and Any Other Federal Statutes Administered by the Federal Transit Administration.

**PUBLIC CONTACT/ADVISORY BODY RECOMMENDATION**

N/A

**ALTERNATIVE ACTION**

The City could choose against applying for and accepting FTA funding for operations and capital assistance. Should the City choose against filing FTA applications, the City would need to either reduce or eliminate service, or utilize General Fund sources to provide for its FY 2016-2017 operating and capital transit needs.

**DOCUMENTS ATTACHED:**

Attachment 1: Proposed Resolution

**STAFF CONTACT**

Diane Feinstein, Senior Management Analyst  
707-434-3808  
defeinstein@fairfield.ca.gov

Coordinated with: Federal Transit Administration

**CITY OF FAIRFIELD**

**RESOLUTION NO. 2016 – 216**

**RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY CHAPTER 53 OF TITLE 49 OF THE UNITED STATES CODE AND ANY OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION**

**WHEREAS**, the Federal Transit Administration has been authorized to provide funding to support public transportation under 49 U.S.C. Chapter 53.

**WHEREAS**, grants or cooperative agreements for Federal financial assistance will impose certain obligations upon the City of Fairfield and may require the City of Fairfield to provide the non-Federal share of transportation-related expenses supported with Federal financial assistance.

**WHEREAS**, the City of Fairfield is legally authorized under Federal, state, or local law to apply for and receive Federal assistance.

**WHEREAS**, the City of Fairfield is the Designated Recipient as defined at 49 U.S.C. 5307(a)(2) to apply for and receive Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307.

**WHEREAS**, the City of Fairfield is required to provide certain certifications and assurances to the Federal Transit Administration at least annually.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:**

**Section 1.** That the City Manager or designee is authorized to execute and file annual applications for Federal assistance on behalf of the City of Fairfield with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53 or any other Federal statutes authorizing activities administered by the Federal Transit Administration.

**Section 2.** That the City Manager or designee is authorized to execute and file with the Federal Transit Administration the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.

**Section 3.** That the City Manager or designee is authorized to execute the grant and cooperative agreements with the Federal Transit Administration on behalf of the City of Fairfield.

**Section 4.** That the City Manager or designee is authorized to draw payments against available grant funding using the ECHO web system or other Federal Transit Administration automated application used to request payments from grant awards.

**PASSED AND ADOPTED** this 6<sup>th</sup> day of September 2016, by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN: COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK  
pw



Agenda Item No. 10

## Agenda Report

**DATE:** September 20, 2016

**TO:** The Mayor and City Council

**FROM:** David A. White, City Manager DW  
Laura Snideman, Assistant City Manager LS  
Dawn La Bar, Administrative Analyst DLB

**SUBJECT:** Resolution of the City Council of the City of Fairfield to Adopt the City of Fairfield Homeless Strategy Phase II

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### **RECOMMENDED ACTION**

Adopt resolution approving the City of Fairfield Homeless Strategy Phase II.

### **STATEMENT OF ISSUE**

To support the City Council's Quality of Life goal, a comprehensive homeless strategy was adopted by City Council in April 2015. The City's strategy is based on best practices and designed to: 1) protect the health and welfare of the Fairfield community; 2) connect homeless individuals to housing and/or resources; 3) increase the supply of permanent supportive housing; and 4) provide housing assistance and increase housing supply. The strategy is being updated to address the root causes of the problem as well as specific means to mitigate the impacts of chronic homelessness in Fairfield. City Council is being asked to provide input and formally adopt the City of Fairfield Homeless Strategy Phase II.

### **DISCUSSION**

The Fairfield City Council adopted a four-part homeless strategy in April 2015 to focus resources and consolidate and coordinate services for the City's homeless population. Homelessness was again included as a City Council priority for 2016. The original strategy included four key initiatives: 1) protect health and welfare; 2) connection to services; 3) coordinated service delivery; and 4) supportive housing. To date, the following progress has been made:

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council of the City of Fairfield to Adopt the City of Fairfield Homeless Strategy Phase II

### **Component One – Protect Health and Welfare**

*Goal: In order to protect the health and welfare of Fairfield residents, the City should not only strengthen and enforce existing laws, but also establish and enforce No Tolerance Zones.*

- ✓ Establish and maintain “No Tolerance Zones” for homeless encampments and loitering
- ✓ Increase funding for Public Works to remove homeless encampments by \$100k/yr in FY 15/16 & 16/17
- ✓ Continue to fund HIT and add CSO position in FY '15/16 & '16/17 to address homeless
- ✓ Research best practices in other cities and implement municipal code changes that will make Fairfield less attractive to those who refuse services
- ✓ Strengthen Panhandling ordinance (*Adopted by City Council September 15, 2015*)
- ✓ Proactively remove homeless encampments to protect the community
- ✓ Secure right-of-way permission from CA Northern Pacific Railroad to expedite encampment cleanups
- ✓ Improve the frequency of CalTrans encampment removal on I80 and SR12 right-of-way easements
- ✓ Establish city policy for homeless encampment removal and storage of homeless items to avoid potential litigation
- Continue to keep up with increased maintenance issues which are a direct result of vandalism within our parks, open space and trail systems (in progress)

### **Component Two and Three – Connection to Services & Coordinated Service Delivery**

*Goal: Connect homeless to appropriate services and coordinate resources and funding through partnerships with Community Action Partnership (CAP) Solano JPA, faith-based organizations, and nonprofit service providers.*

- ✓ Coordinate and partner with faith-based groups and nonprofit service providers to consolidate resource distribution and eliminate duplication of services in Fairfield
- ✓ Develop database/list of resources faith-based groups can provide to homeless
- ✓ Refocus CAP Solano JPA in line with City's mission to end homelessness
- ✓ Through CAP Solano JPA, promote and expand the use of Homeless Management Information System (HMIS) technology to collect comprehensive data on housing and homeless in Solano County
- ✓ Continue City's leadership role within CAP Solano JPA

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council of the City of Fairfield to Adopt the City of Fairfield Homeless Strategy Phase II

- ✓ Through CAP Solano JPA, ensure a timely and accurate Homeless Point-In-Time Count
- ✓ Maximize amount of Community Service Block Grant (CSBG) funding CAP Solano JPA can allocate to homeless service providers
- ✓ Through CAP Solano JPA, conduct a comprehensive county-wide homeless needs assessment
- ✓ Through CAP Solano JPA, secure maximum HUD funding available to Solano County for county-wide homeless and low-income direct services through the annual HUD funding process
- Evaluate partnership opportunities with Solano County, nonprofits, and faith-based service providers that reduce homeless in Fairfield (in progress)

#### **Component Four – Supportive Housing**

*Goal: Increase supply of affordable, supportive housing by defining Fairfield's housing needs and priorities, and develop a long-term housing strategy that meets those needs.*

- ✓ Develop a long-term housing strategy to meet the needs of Fairfield's homeless (*Adopted by City Council September 15, 2015*)
- ✓ Define housing needs and priorities for Fairfield's homeless population
- ✓ Update the Administrative Plan for the Fairfield Housing Authority to include Homeless and Veteran Preferences
- ✓ Work with HUD and Veterans Affairs representatives to solicit and allocate VASH Vouchers
- ✓ Identify funding needs and alternative funding sources
- Identify suitable locations and opportunities for affordable housing projects (in progress)
- Partner with the County and other cities to increase the number of beds for the homeless in Solano County (in progress)

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council of the City of Fairfield to Adopt the City of Fairfield Homeless Strategy Phase II

### **Moving forward – Phase II**

Staff has identified additional opportunities to improve upon the progress made to date. The recommended Phase II strategy contains four critical components: 1) protect health and welfare; 2) connection to services; 3) supportive housing; and 4) regional homeless strategy. The Phase II strategy builds on the accomplishments achieved to date and recognizes that there is more work to do.

#### **1) Component One - Protect health and welfare**

In order to better protect the health and welfare of Fairfield citizens while best utilizing city policies and resources, staff will implement and continue the following measures:

- Continue “No Tolerance Zones” in city parks, North Texas Street, Ledgewood Creek, Linear Park Trail, and the rail area through Solano Business Park, and remove any encampments within 72 hours.
- Continue to research best practices in other cities and implement municipal code changes that will make Fairfield less attractive to those who refuse services.
- Enforce City’s Community Preservation Ordinance requiring property owners to abate public nuisances and blight on private properties.
- Enforce City’s Shopping Cart Ordinance to reduce number of abandoned shopping carts on city streets, parks, and roadways by requiring all stores to submit a Cart Containment Plan. Further, meet with Target, Walmart, and FoodMaxx, stores whose carts are most commonly found in encampment areas, to seek their assistance in keeping their carts secure.
- Oversee and implement a public awareness/education campaign providing alternative ways that citizens can make donations to area homeless service providers rather than directly to homeless individuals.
- Continue use of the police department Homeless Intervention Team (HIT) and one full-time Community Service Officer that would provide assistance to HIT in FY 2016-2017 (approved by City Council on March 3, 2015). The Police Department is currently evaluating the potential to allocate existing resources to increase HIT coverage to seven days a week from four days a week.
- Continue partnerships with Solano County Sheriff’s Department, Caltrans, and Community Action Partnership (CAP) Solano for the swift removal of encampments and connecting homeless citizens to resources.

#### **2) Component Two - Connection to services**

In order to expand existing partnerships in Solano County to better connect homeless individuals (particularly the mentally ill) to the housing and/or resources needed to get them off the street, staff will:

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council of the City of Fairfield to Adopt the City of Fairfield Homeless Strategy Phase II

- Increase outreach and mental health support by partnering Solano County case managers with the police department's existing Homeless Intervention Team.
- Participate in the implementation of the Mentally Ill Offender Crime Reduction (MIOCR) Project in Solano County for prisoners to prevent homelessness.
- Partner with area law enforcement agencies to explore implementation of Laura's Law (Chapter 1017, Statutes of 2002) to allow court-ordered outpatient treatment for mentally ill homeless offenders.
- Support continued efforts to relocate Mission Solano services from 740 Travis to 275 Beck Ave.

### 3) Component Three - Supportive housing

In order to increase the supply of affordable, supportive housing and provide housing assistance, staff will:

- Continue implementation of long-term housing strategy developed in 2015.
- Allocate housing vouchers for homeless citizens.
- Establish and continue partnerships with Solano County, CAP Solano, and nonprofit services providers to increase and manage the supply of efficient affordable housing with wrap-around services and potential funding.
- Allocate HOME Funds to assist low-income, very low-income, and homeless individuals and families with rental assistance to obtain permanent housing.
- Support continued efforts for the creation of a permanent kitchen at Mission Solano site at 310 Beck Avenue, which will ultimately increase housing opportunities for homeless individuals.

### 4) Component Four – Regional Homeless Strategy

The efforts of any one single city to reduce homelessness are insufficient. Fairfield does not have the resources to develop the needed housing, nor does it have the necessary staffing to provide all the appropriate outreach or case management services. To this end, the City, through CAP Solano JPA, is actively engaged in an effort to develop a regional implementation plan to reduce homelessness. The components of the plan are:

- Increase affordable housing stock
- Improve system navigation
- Create a support system that assists residents in maintaining housing

DATE: September 20, 2016  
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Three public discussion forums are being planned in various locations throughout the County focused on key topics related to homelessness:

- Serving subpopulations: Children, youth, families, seniors, veterans, and chronically homeless
- Creative solutions to increase affordable housing stock
- System navigation

For the plan to be successful, a public outreach campaign is underway. Service providers and clients can provide their input at any of three upcoming public forums and electronically through the established informational website:

<http://www.homebaseccc.org/hb/index.php/blog/solano-county-strategic-planning>

City staff will provide additional updates to City Council as the plan progresses. The current timeline anticipates the 5-Year Regional Plan to Respond to Homelessness in Solano County report will be ready for City Council adoption in the first quarter of 2017.

**FINANCIAL IMPACT**

Implementation of the Homeless Strategy will likely increase staff workload in the City Manager’s Office, Community Development Department, and Code Enforcement in the Police Department.

**CITY COUNCIL WORKPLAN**

City Council Goal this item supports:

- |   |   |
|---|---|
| <input type="checkbox"/> Community Safety                         | <input type="checkbox"/> Community Infrastructure |
| <input type="checkbox"/> Financial and Operational Sustainability | <input type="checkbox"/> Economic Development     |
| <input checked="" type="checkbox"/> Quality of Life               | <input type="checkbox"/> Travis Air Force Base    |
| <input type="checkbox"/> Not Applicable                           |   |

Top 10 Priority Project:

- #86, Homeless Strategy Implementation

**PUBLIC CONTACT/ADVISORY BODY RECOMMENDATION**

Quality of Life Task Force, Homeless Task Force Subcommittee

**ALTERNATIVE ACTION**

City Council could modify the Homeless Strategy Phase II or decide not to adopt it in its entirety.

DATE: September 20, 2016  
SUBJECT: Resolution of the City Council of the City of Fairfield to Adopt the City of Fairfield Homeless Strategy Phase II

**DOCUMENTS ATTACHED**

- Attachment 1: Resolution
- Attachment 2: CAP Solano JPA 5-Year Regional Plan to Respond to Homelessness in Solano County
- Attachment 3: *A hand up for our homeless*, Fairfield-Suisun Chamber of Commerce, The Voice; Spring 2016
- Attachment 4: 2015 Homeless Point-In-Time-Count Summary

**STAFF CONTACT**

Dawn La Bar, Administrative Analyst  
(707) 428-7749  
Dlabar@fairfield.ca.gov

Coordinated with: All city departments, City Attorney

CITY OF FAIRFIELD

RESOLUTION NO. 2016 - 217

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD TO ADOPT  
THE CITY OF FAIRFIELD HOMELESS STRATEGY PHASE II**

**WHEREAS**, the Quality of Life Task Force was established in 2014 to address areas of blight and quality of life for residents and businesses including the effects of homelessness; and

**WHEREAS**, City Council adopted a Homeless Strategy in 2015 to assist homeless individuals and improve quality of life for residents and businesses in the community; and

**WHEREAS**, with the adoption of the Homeless Strategy, great strides have been made in four key areas: protecting the safety and quality of life for Fairfield residents, consolidating and coordinating services, and increasing the supply of affordable, supportive housing for homeless citizens; and

**WHEREAS**, additional opportunities have been identified to improve upon the progress made to date in the areas of abandoned shopping carts, blighted private properties, and increased collaboration with regional stakeholders; and

**WHEREAS**, a comprehensive and coordinated Homeless Strategy Phase II would further reduce blight, connect homeless to services and housing, conserve limited city resources, and ultimately assist homeless individuals in getting off the street.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:**

Section 1. The City Council of the City of Fairfield hereby adopts the Homeless Strategy Phase II incorporated as Exhibit A.

**PASSED AND ADOPTED** this 20th day of September, 2016 by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN: COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

# 2016 Quality of Life

## Homeless Strategy Phase II

City of

# FAIRFIELD

California

Exhibit A

### Protect Health & Welfare

Enforce/Strengthen Existing City Laws & Policies: Public Education

- Continue "No Tolerance Zones"
- Enforce/strengthen existing city laws
  - Panhandling
  - Encampment/debris on private property
  - Abandoned shopping carts
- Remove camps within 72 hrs. in specified areas
- Public awareness/education campaign

#### Partners

- Sheriffs Department ➤ Caltrans
- Chmbr of Comm ➤ CAP Solano

#### City Resource / Needs

- **PD Homeless Team**
- Continue HIT & CSO funding
- **Public Works**
  - Continue \$100k for camp cleanups
- **PD Code Enforcement**
  - Fund LT CE position

### Connection to Services

Expand Outreach & Case Mgmt to Support HIT

- Continue participation in MIOCR Project
- Work with Solano County to implement Laura's Law
- Secure commitment from County Mental Health to fund additional programs and Outreach Social Workers to support HIT
- Continue to partner with Caminar/outreach
- Monitor County Judicial Bench for possible homeless alternatives

#### Partners

- Sheriffs Dept ➤ Caminar
- Nonprofits
- County Mental Health
- Faith-based Community
- Solano County Courts
- CAP Solano

#### City Resource / Needs

- **PD Homeless Team**
  - Continue HIT Funding

### Supportive Housing

Housing Assistance Resources: Increase Housing Supply

- Continue long-term housing strategy
- Continue to allocate housing vouchers for homeless
- Use HOME funds for rental assistance
- Pursue AB 109 prisoner re-entry funds for housing
- Homeless Management (HMIS) database
- Support housing opportunities at Bridge to Life Center
- Support school district in acquiring 740 Travis & relocating services to 275 Beck Ave.

#### Partners

- Solano County
- CAP Solano/Housing First
- Nonprofits
- Community Corrections Ptrshp

#### City Resource / Needs

- **Housing Division**
  - HMIS License (\$230)/annual fee (\$285)

### Regional Homeless Strategy

Regional Plan to Reduce Homeless

- Support CAP Solano efforts for 5-Year Regional Plan to Respond to Homelessness
- Work with cities and County to implement 5-year plan
- Support regional effort to establish Coordinated Entry approach for homeless services through 5-year plan
- Support CAP Solano 2017 PIT Count

#### Partners

- Solano County
- CAP Solano
- HomeBase
- Nonprofit Service Providers
- All Solano cities

#### City Resource / Needs

- **Housing Division**
  - PIT count/5-Year Regional Strategy

# City of Fairfield Homeless Strategy

## Phase II

### Progress to Date

City Council adopted a four-part homeless strategy in April 2015 to focus resources and consolidate and coordinate services for the City's homeless population. Homelessness was again included as a City Council priority for 2016. The strategy included four key initiatives: 1) protect health and welfare; 2) connection to services; 3) coordinated service delivery; and 4) supportive housing. To date, the following progress has been made:

### Protect Health & Welfare

#### Component One – Protect Health & Welfare

*Goal: In order to protect the health and welfare of Fairfield residents, the City should not only strengthen and enforce existing laws, but also establish and enforce "No Tolerance Zones".*

#### Completed:

- ✓ Establish and maintain "No Tolerance Zones" for homeless encampments and loitering
- ✓ Strengthen Panhandling Ordinance (*Adopted by City Council September 15, 2015*)
- ✓ Proactively remove homeless encampments to protect the community
- ✓ Continue to fund HIT and add CSO position in FY '15/16 & '16/17 to address homeless
- ✓ Increase funding for Public Works to remove homeless encampments by \$100k/yr in FY 15/16 & 16/17

### Connection to Services / Coordinated Service Delivery

#### Component Two and Three - Connection to Services & Coordinated Service Delivery

*Goal: Connect homeless to appropriate services and coordinate resources and funding through partnerships with Community Action Partnership (CAP) Solano JPA, faith-based organizations, and non-profit service providers.*

#### Completed:

- ✓ Coordinate and partner with Faith Based Groups and nonprofit service providers to consolidate resource distribution and eliminate duplication of services in Fairfield
- ✓ Evaluate partnership opportunities with Solano County, non-profits, and faith-based service providers that reduce homelessness in Fairfield
- ✓ Evaluate the need for a day/resource center

### Supportive Housing

#### Component Four – Supportive Housing

*Goal: Increase supply of affordable, supportive housing by defining Fairfield's housing needs and priorities, and develop a long-term housing strategy that meets those needs.*

#### Completed:

- ✓ Develop a long-term housing strategy to meet the needs of Fairfield's homeless (*Adopted by City Council September 15, 2015*)
- ✓ Work with HUD and Veterans Affairs Representatives to solicit and allocate five VASH Vouchers
- ✓ Allocate housing vouchers for homeless

## **Moving Forward**

The City implemented many of the initiatives in the 2015 Homeless Strategy and subsequently identified additional opportunities to improve upon the progress made to date. The recommended Homeless Strategy contains four critical components, preserving its initial foundation and building upon continuing initiatives: 1) protect health and welfare; 2) connection to services; 3) supportive housing and 4) regional homeless strategy. These proposed changes and deletions will further strengthen the City's policies and procedures when addressing the effects of homelessness.

### **Protect Health & Welfare**

#### **Enforce/Strengthen Existing City Laws & Policies; Public Education**

City staff has developed an organized approach to addressing the impacts of chronic homelessness, such as encampment removal, "No Tolerance Zones", reducing abandoned shopping carts on city streets, and expeditiously removing illegally dumped debris. However, Public Works crews continue to be burdened with the removal of carts throughout the city and homeless encampment debris from private property at the city's expense.

#### **Homeless encampment and debris removal on private property**

Public Works staff estimate approximately 30% of homeless encampment abatement and illegal dumping removal is now on private property, which is the property owner's responsibility. When Public Works crews are removing encampments and dumping from private property, they are diverting public time and resources away from required City maintenance duties.

#### **Proposal:**

Immediately after City Council adoption, the City will begin enforcing the Community Preservation Ordinance (Chapter 27, 17.203-27.1111) in instances where there are homeless encampments or illegal dumping on private property, and Public Works crews will no longer be called upon to remove the debris. Also known as the "Nuisance Code", Chapter 27 requires property owners to abate any public nuisances on their property that affect the public health, safety, general welfare, and property values of this community. If the property owner does not cooperate, property owners can be fined for failure to mitigate, and if necessary, the City can take legal action. However, this can be a lengthy process to bring the property owner into compliance and/or recover costs if the property owner is not cooperative.

Property owners will have to be identified, contacted, and the case will have to be followed up to ensure the property owner complied. The amount of increased staff time for code enforcement officers is unknown at this time, due to the unknown number of private property locations currently being mitigated by Public Works.

#### **Funding Source:**

A limited-term Code Enforcement position may be considered in the next budget cycle, FY 2017/2018 if City Council chooses to prioritize this activity.

#### **Reduction of abandoned shopping carts**

In November 2013, the Fairfield City Council adopted a Shopping Cart Ordinance (Chapter 12, 12.1101-12.1109) regulating shopping carts that would require merchants to implement a city-approved cart containment plan. Additionally, the City contracted with California Shopping Cart

Retrieval Service (CSCRS) to retrieve abandoned carts found on city streets. While these efforts initially reduced blight, additional efforts seem warranted.

The homeless continue to use shopping carts to carry and store their belongings, later abandoning them throughout the city. Of the approximately 35 retail stores in Fairfield, only 2 have provided the City with a cart containment plan as required and 16 contract with a retrieval company such as CSCRS. When Public Works addresses encampments in particular areas, a large number of carts are picked up and discarded at City expense, especially from the creeks and underpasses. It is estimated that Public Works has removed several hundred carts from creeks and underpasses in the last 12 months. The City's cart contractor is unable to retrieve any carts that have belongings in them due to potential litigation by the homeless. Shopping carts continue to cause blight and safety hazards on city streets and add to waste removal costs.

**Proposal:**

Many cities throughout the state are enacting more stringent shopping cart containment plans because of the public nuisance and safety hazards abandoned carts can cause. The City's abandoned shopping cart ordinance currently contains measures that would require merchants to pay fines and/or add locking devices to their carts if the City retrieves more than 20 of the store's carts within a 90-day period. Only three stores could potentially meet this requirement. Target, FoodMaxx, and Walmart carts are repeatedly found in encampment areas and being used by the homeless to transport their belongings.

Staff should immediately begin fully enforcing the city ordinance by contacting stores who have not submitted a cart containment plan and advise them that they must do so by November 1, 2016. Additionally, staff should schedule a meeting with the stores that repeatedly violate the City ordinance in order to share the level of the problem that still remains and advise them of the 90-day policy.

**Funding Source:**

There would be no additional cost to the City other than staff time to facilitate meetings with merchants, and review submitted cart containment plans.

**Public Education Campaign**

In 2015, the City Council strengthened the City's panhandling ordinance in order to reduce the number of panhandlers. While the ordinance serves as an important tool, many in the community still feel a need to give directly to panhandlers when asked, thereby encouraging this activity. As law enforcement cannot be in all places at all times, it seems prudent to provide an alternate to those wishing to donate to the homeless. A strategy employed successfully in other communities is to conduct a public education campaign directing the public's generosity to places where it can be leveraged to do the most good. Such a campaign could be adapted to meet Fairfield's needs.

**Proposal:**

Design and implement an anti-panhandling public education campaign encouraging generous citizens, faith-based groups, and agencies to donate money and goods such as blankets, clothing, etc. to local non-profit agencies rather than directly to the homeless. Multiple partners and an aggressive public education campaign will be needed, using various media sources.

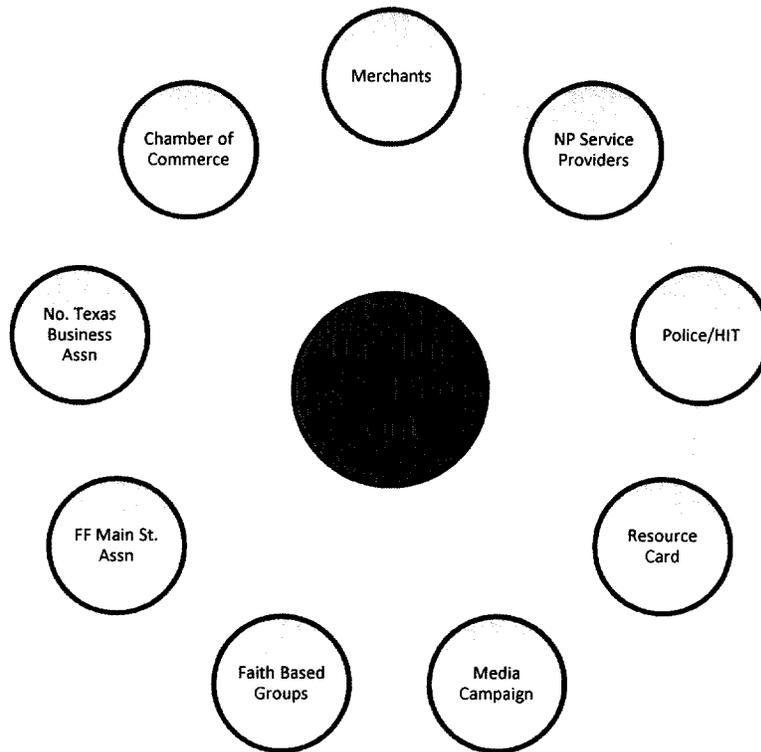
Key messages for panhandlers, the community, merchants, and faith-based groups:

- “Give a hand-up, not a hand-out.” Give money/donations to non-profit service providers rather than homeless.
- The City’s panhandling ordinance is strictly enforced.

The campaign includes the following goals, using a community partnership model (below):

- Provide homeless/panhandlers with information and resources (i.e. card, pamphlet, etc.) instead of money. City staff will lead this effort and work with stakeholders to create the program.
- The community partnership will educate the public on effects of panhandling and encourage agencies and faith-based groups to donate goods and funding directly to non-profit service providers rather than directly to panhandlers.
- City staff will initially create the partnership and implement the campaign. However, the goal is for the partnership to sustain the public message long-term.

### Public Education Campaign Partnership Model



**Funding source:** Actual costs would include printing of materials, pamphlets, posters, resource cards, etc. and can be shared through sponsorships such as Fairfield/Suisun Chamber of Commerce, Fairfield Main Street Assn, North Texas Business Assn, and various merchants. Cost to the City for printing < \$5,000, and staff would need to contribute approximately 10 – 20 total hours of staff time to coordinate and implement campaign with other community partners.

## Connection to Services

### **Expand Outreach & Case Management to Support Homeless Intervention Team**

Fairfield's Homeless Intervention Team (HIT) officers are not trained social workers. However they are increasingly spending time building relationships with mentally ill homeless individuals in order to connect them to services. This process can take several months for one individual and is something more appropriate for social workers to undertake. The City should work with existing agencies and identify funding streams to expand outreach and case management, and achieve coordinated entry.

#### **Proposal:**

In partnership with County and State agencies, establish creative, non-traditional methods for reducing homelessness. Continue to pursue partnerships and funding sources that increase outreach support, diversion programs, and prison re-entry that reduce homelessness for mentally ill and formerly incarcerated individuals. The below proposals are not under the City's purview and would require City staff contacting and working with the appropriate County staff to encourage implementation.

- A) Continue Fairfield Police Department participation in implementing Mentally Ill Offender Crime Reduction (MIOCR) Project components that reduce homelessness. Various officers in the Fairfield police department are currently working with the County Sheriff's Department on implementing the MIOCR Adult Project, a county-wide effort to reduce the number of mentally ill individuals incarcerated in the county jail. Appropriating \$18.8 million state-wide from the Recidivism Reduction Fund, MIOCR takes a multi-faceted approach toward:
  - a. POST Arrest Diversion
  - b. Community Based Diversion
  - c. Treatment designated to reduce classification levels (social and communication skills, medication compliance)
  - d. Treatment designed to assist with re-entry
  - e. Increased and intensive case management for re-entry

With Fairfield as the County Seat, inmates, including those who are mentally ill, are released in Fairfield. If they do not have support and/or services in place prior to release, they are likely to become homeless in Fairfield. However, by Fairfield officers participating in the implementation of the MIOCR Adult Project, the Community Based Diversion (b. above) has been established through the Homeless Intervention Team (HIT). HIT has partnered with Bay Area Community Services (BACS) in an effort to provide various resources for mentally ill homeless individuals. Since the inception of the Community Based Diversion, dozens of individuals have been contacted in the field by HIT and BACS, rendering such assistance as: mental health services; shelter; job training assistance; various benefits including veterans assistance; substance abuse treatment; crisis intervention assistance; and medical services assistance.

Not all facets of the program are in place yet, but they are in progress. Participation in the implementation of the MIOCR Project will ensure the number of mentally ill offenders released to the streets of Fairfield will be reduced.

**Funding Source:**

The MIOCR grant is funded through a state-wide appropriation. Mental health services are currently referred to existing agencies and there is no additional cost to the City at this time.

- B) Explore possibility of Solano County implementing AB 1421's Laura's Law (Chapter 1017, Statutes of 2002). Laura's Law allows counties to provide court-ordered outpatient treatment services for people with serious mental illnesses when a court finds that a person's recent history indicates the person is likely to become dangerous or gravely disabled without the court-ordered outpatient treatment. While every county in California is eligible to implement Laura's Law, fewer than 10 counties actually have it in place due to the financial costs and resources needed to implement it.

HIT continues to interact with many chronic mentally ill homeless who would benefit from court ordered treatment and services, yet services are limited. The primary County funded mental health services available to HIT are:

- a. Exodus – Solano County's 23-hour Crisis Stabilization Unit for mentally ill individuals who are a threat to themselves or others. Clients can be referred by law enforcement, Health & Social Services, hospitals, and non-profit service providers.
- b. Homeless Mentally Ill Short-Term Residential Program – a 72-hour respite program contracted with Bay Area Community Services (BACS) for the mentally ill homeless. Most clients are referred by Solano County Health & Social Services and Exodus.

Laura's Law would provide an alternative to crisis management prior to involuntary and short-term holds and allow for psychiatric evaluation and community-based assisted treatment in Solano County using current mental health providers. This could assist HIT with mental health homeless contacts that may be stabilized enough to move them into housing.

City staff will need to coordinate with other interested Solano County cities to approach the appropriate County staff and present the benefits of implementing this strategy in Solano County. This may take up to one year to implement. Initially, staff will prepare a letter to Solano County for City Council adoption advising of the City's interest in implementing Laura's Law.

**Funding source:** There is no financial cost to the City since implementing Laura's Law would fall under the purview of Solano County. Mental Health Services Act funding can be used to fund county-wide mentally ill alternative programs.

- C) Monitor Judicial Bench for the possibility of future collaborative court possibilities to include a homeless court.

**Funding source:** Fairfield police work at all levels with Solano County law enforcement, providing ongoing exposure to potential collaborative opportunities. At this time, no additional staff time or resources would be necessary.

- D) Increase mental health support from Solano County Mental Health. Using Mental Health Services Act (MHSA) dollars, Solano County currently funds few specific programs targeted to the mentally ill homeless population. However, one such program is the "Homeless

Mentally Ill Outreach.” Through this program, Solano County Mental Health has attempted to partner with homeless shelters, law enforcement, hospitals, County Health & Social Services departments, and housing agencies to promote collaboration and collective problem solving through outreach. Caminar’s Homeless Mentally Ill program, also known as HOME, has attempted to do the same. However, both programs lack staff to adequately cover the county, leaving Fairfield with minimal assistance. City staff will continue to meet with appropriate staff from Health & Social Services to advocate for additional social worker case managers to work along with HIT. This is a proven model that has been implemented across the country.

**Funding source:** Funding should be identified through state and federal grants, such as the Mental Health Services Act to fund an outreach social worker that can partner with HIT officers on a regular basis. This will take staff time to identify funding sources and apply for grants. The Mental Health Services Act funding is controlled by Solano County Mental Health. Staff would need to work with appropriate county staff and outside policy makers to reallocate a portion of funding to the City, if possible.

## Supportive Housing

### **Provide Housing Assistance Resources and Increase Housing Supply**

HOME Tenant Based Rental Assistance programs allow entitlement communities such as Fairfield to reallocate grant funds to assist residents in securing housing, as long as it meets the national objectives, one of which is connection to services and housing. The City was awarded \$195,000.

AB 109 (Chapter 15, Statutes of 2011) Public Safety Realignment created a constitutional amendment that protects ongoing funding to counties for prison re-entry realignment. The Solano County Community Corrections Partnership is responsible for allocating AB 109 funding and for creating and implementing a plan that reduces prison recidivism in Solano County.

#### **Proposal:**

- A) Use HOME funds (\$195,000) to assist low-income, very low-income, and homeless individuals and families with rental assistance such as deposits to secure permanent housing. Eligible applicants must meet HUD’s definition of homeless. Housing Division staff will take local referrals from service providers to administer tenant-based rental assistance programs for homeless individuals. Timeline to implement would be 90-120 days.

**Funding source:** There will be no cost to the City, as HOME Funds in the Housing Division will be used to assist with rental assistance.

- B) Explore possibility of accessing Governor Brown’s AB 109 Criminal Justice Alignment funds for possible re-entry housing of inmates released to Fairfield by working with the Solano County Community Corrections Partnership, the governing body that oversees the Solano County funding.

City Manager’s Office staff will work with Solano County Community Corrections Partnership to determine what funds are available and how to access potential local funding. If funding is available, City Manager’s Office staff will work with Housing Division to secure funds and create re-entry housing programs for formerly incarcerated individuals to prevent homelessness. Timeline to implement could take a minimum 90 days to assess

funding availability. If funds are available, implementation to secure funds and implement programming could take one year.

**Funding source:** There is no cost to the City. However, AB 109 is not a guaranteed funding source through either venue.

- C) Housing authority staff will secure Housing Management Information Systems (HMIS) licensing and use of database, and train appropriate housing authority staff on management. HMIS is a requirement of any non-profit service agency receiving HUD housing funds, and will assist the Housing Division in tracking client history for those seeking services.

**Funding source:** There is a \$230 one-time licensing fee, and \$285 annual fee that would be paid from the Housing Division budget.

- D) Support efforts to assist the school district in acquiring 740 Travis and work with the County and Mission Solano on alternative locations for certain services.

**Funding source:** City Council authorized the City to contribute \$50,000 to the demolition of 740 Travis. Additional funding will likely be necessary due to the presence of asbestos, lead, and pesticide residue. Additional funding needs are being evaluated.

- E) Support efforts for the creation of a permanent culinary arts kitchen at the Bridge to Life Center at 310 Beck Ave., This will enable Mission Solano to make an additional 98 beds available to homeless individuals, which are already constructed.

**Funding source:** The total cost of the kitchen is estimated at \$1.2 million. Approximately \$700,000 has been committed to date: \$300,000 by Solano County, and \$400,000 by HomeAid America and affiliated entities. City staff is working to secure additional funding streams. The City Council could choose to allocate affordable housing funds to this project.

## Regional Homeless Strategy

Support efforts and ultimate outcome of CAP Solano JPA's 2017 homeless Point-In-Time (PIT) Count and strategy in the 5-Year Regional Plan to Respond to Homelessness in Solano County. The primary goals of the strategy are:

- Increase affordable housing stock
- Improve system navigation
- Create a support system that assists residents in maintaining housing

The strategic plan will lay out a shared vision and commitment for the region to respond to homelessness. Additionally, it will establish community goals and benchmarks that define success and ensure accountability. This county-wide effort is supported by all Solano cities and the County as well as community stakeholders, service providers, and policy makers all with a common goal to reduce homelessness in Solano County. The 5-year plan will serve as a road map for reaching these goals, and is scheduled to be completed in early 2017.

**Funding source:** The City's Housing Division committed \$10,125 affordable housing funds to the 5-year plan preparation. However, once the Plan is complete, Council could choose to adopt and implement the strategy at which time additional costs may need to be considered. The actual cost

for the 2017 PIT count is unknown, however all seven cities and Solano County have committed to sharing the cost, which is likely to compare to the 5-year plan cost.

# 2016 STRATEGIC PLANNING: OVERVIEW

STATUS AS OF AUGUST 24, 2016

*This is an overview of the planning process in Solano County to develop a 5-year Strategic Plan to respond to homelessness. The timing and details included here are subject to revision as necessitated by the planning process.*

## OVERVIEW OF PLANNING PROCESS

**Purpose:** Develop a 5-year strategic action plan to respond to homelessness in Solano County.

**Timing:** The plan draft will be finalized by the end of 2016.

### Preparation:

- **Environmental Scan (Completed):** HomeBase has completed a homeless and housing environmental scan for Solano County to identify the unique characteristics, strengths, challenges, and barriers throughout the County.
- **Cost of Homelessness (Ongoing):** HomeBase is gathering information to determine the cost of homelessness in Solano County. Completing this process will require additional data and partnering with the County jurisdictions.

**Implementation Work Group:** The Group meets monthly with HomeBase, informing the design and content of the community engagement efforts and plan draft.

**Plan Design:** HomeBase and the Implementation Work Group created an initial design of the strategic plan, which will evolve throughout the planning process as research and community feedback is gathered and analyzed.

**Community Engagement (June – October):** With input from the Implementation Work Group, HomeBase is working to engage the community for the purpose of soliciting feedback and securing support for implementation. This engagement includes:

- Community meetings and forums throughout the County
- Interviews with key stakeholders
- Focus groups with individuals and families experiencing homelessness and other stakeholders

**Issue Summits (September/October):** HomeBase will host three half-day issue summits, each in a different city in Solano County, focused on key topics related to homelessness with particular local relevance. The Implementation Work Group selected the following topics, informed by the Environmental Scan and stakeholder interviews.

- Serving Subpopulations: Children, Youth and Families; Seniors, Veterans, and Chronically Homeless
- Creative Solutions to Increase Affordable Housing Stock
- System Navigation

**Plan Drafting (Fall):** HomeBase will develop the plan draft during the Fall, with guidance from the Implementation Work Group.

**Plan Presentation (November/December):** By the end of 2016, HomeBase will finalize and present the Strategic Plan for approval by the JPA and Continuum of Care Boards. HomeBase will also present the plan, with identified next steps, to jurisdictions and other entities for approval and buy-in.

*Strategic Planning Point of Contact: Gillian Morshedi, HomeBase 415-788-7961 ext. 301 [gillian@homebaseccc.org](mailto:gillian@homebaseccc.org)*

STRATEGIC PLANNING

HomeBase State and Local Programs | *Advancing Solutions to Homelessness*

The



FAIRFIELD-SUISUN  
CHAMBER OF COMMERCE

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Police programs help the homeless and give students a safe place to be after school.

# A HAND UP FOR OUR HOMELESS



## Police Programs Strengthen Community

BY BRIANNA BOYD

It's no secret that both Fairfield and Suisun have a significant number of homeless individuals living on the streets.

The large population in Fairfield comes with the territory of being Solano's county seat, and with Suisun so close, the homeless and transient populations often spill into that community as well. The large numbers and the crimes often associated with this group of individuals – loitering, trespassing, vandalism, panhandling – have been topics of contentious debate for years.

Local law enforcement have fielded complaints and concerns for years from business owners and residents alike who believe the homeless population has a direct impact on the quality of life in their community, particularly around stores and office spaces. Whether it is someone panhandling around the busy Suisun waterfront or a homeless individual sleeping under an overhang in a shopping center on North Texas Street, these behaviors can adversely impact property and business.

“But it can also be a very tough line to navigate,” said Suisun City Police Chief Tim Mattos. “It is our job to protect the civil rights of everyone within our community and we need to respect the rights of all individuals who are in public places. Just because people say ‘I don't want this person standing outside my store’ or ‘I don't want those people standing in my plaza,’ we can't be selective if we tell someone they cannot be there. They have a right to be there, but we also need to make sure everyone feels comfortable being in that plaza.”



Years ago, people would have likely looked at that as a near impossible task. But in the past year and a half, both the Fairfield and Suisun City police departments have adopted a new approach at addressing chronic homelessness and transient concerns, particularly surrounding business districts and high traffic areas. The results have been eye opening and many times, inspiring.

Working with city and county agencies, as well as area business owners and property managers, the Fairfield and Suisun City police departments have not only improved the atmosphere around shopping centers and community plazas, but also the overall quality of life for many who are homeless.

In prior years, when loitering, trespassing, or vandalism occurred, business owners and residents would contact police and officers would cite the individuals for crimes that were all relatively minor in nature. Officers would then arrest the individuals but often found that within days of their release, they would be back at the same location causing the same nuisance. The cycle repeated itself over and over again, and there was really no long-term solution.

The Fairfield Police Department put an end to that cycle almost two years ago with the establishment of the homeless intervention team and the crime prevention task force, both connected to the city of Fairfield's Quality of Life task force. Small in size but with an immeasurable impact, these teams are devoted to improving the quality of life for the homeless population.

"The overall goal is to get them out of homelessness," said Sgt. Dan Marshall, who along with Officer Joe Uchishiba makes up the homeless intervention team. "We're giving them a second chance. We always say, 'every day is a new day.' And some of these guys we do see every day."

Both of these teams, especially the homeless intervention team, work regularly with the Suisun City Police Department and its homeless liaison, Officer Lex Egbert. The liaison position in Suisun was estab-

lished a year ago in response to Fairfield's new team.

"Because we are bordered by railroad tracks and we share two roads and a walking bridge, (Fairfield Police) Chief Joe Allio and I discussed the importance of working together so we didn't get in the situation where we were pushing them back and forth and not addressing the problems," Mattos said.

Anthony Russo, a property manager at Fairfield's Oakmont Shopping Center, has worked closely with Marshall and Uchishiba to address concerns on the property related to homelessness and loitering. He knows from years of watching the cycle repeat itself that arresting will not solve the problem. But there have been significant improvements since the intervention team was established.

"It's pretty incredible what they do," Russo said. "They've been incredibly considerate of not only the homeless but also our property and our people. I've actually watched them take a homeless man who was sleeping in the Dumpster, talk to him for 15 minutes, and they found out he has family in Vallejo. They called a cab and sent him home to his family. It was incredible.

"If there is anything that has helped the homeless problem in Fairfield, it is this team."

For Marshall and Uchishiba, the overall focus is no longer on arresting those committing the minor crime, but on providing intervention and services that can help them to escape homelessness. This may mean connecting them to mental health services in Solano County, reconnecting them with family members, or educating them on services available to homeless veterans.

"The goal is to get them reconnected with their families or, if they need medication, we want to get them to where they can get the right medications," Marshall explained. "The goal here is not to cite, not to arrest, but we also have the law enforcement component that we can use if they are not complying with the other programs."

It is important for people to remember that there are two types of homelessness, Marshall said. The first, situational, occurs when an individual or family has lost their home due to unemployment, foreclosure or health, but are typically back in housing within the year. The second, chronic homelessness, represents the individuals who have been homeless for a year or more. These are typically the people who interrupt businesses, loiter or create a scene outside. More often than not, they also have a mental health or substance abuse condition.

With that knowledge in mind, Fairfield and Suisun police officers have all gone through mental health trainings. Marshall and Uchishiba's trainings have been especially extensive and the two work closely with Mission Solano, Community Action NorthBay and other county health providers.

"A lot of our focus is on trying to reconnect them with families," Marshall said. "When we are able to verify that they have family and another place to go, and that they're being accepted by them, we put them on buses and trains to go back to their families. We've sent people as far away as Pennsylvania, Michigan, Colorado and Louisiana. We always make sure all of their judicial issues are cleared up before they go. We've been



ROBINSON KUNTZ/DAILY REPUBLIC FILE (2015)

Fairfield Police officer Joe Uchishiba, of the city's Homeless Intervention Team, holds a cellphone while homeless resident Michael Traub speaks to his mother in Las Vegas about returning home. Sgt. Dan Marshall said they bought Traub a bus ticket, but he never showed up and is still living on the streets of Fairfield.

**'It's pretty incredible what they do. . . I've actually watched them take a homeless man who was sleeping in the Dumpster, talk to him for 15 minutes, and they found out he has family in Vallejo. They called a cab and sent him home to his family. It was incredible.'**

— ANTHONY RUSSO, PROPERTY MANAGER AT OAKMONT SHOPPING CENTER

able to do this for 50 or 60 people in the last two years."

Through his own trainings and working with Fairfield's team, Egbert has also been able to connect some of Suisun City's homeless and transient population with services. A few have also been reconnected with family. Mattos said the department has found that Suisun City tends to have a larger transient population than homeless, particularly in the area surrounding the waterfront. Knowing this, the officers are better able to connect the men and women with services. Officers patrol the waterfront area daily during high foot traffic periods, when they know homeless or transient individuals are likely to congregate or ask for money. In addition to watching out for any public nuisance or illegal activity, they carry a questionnaire for when they come across a transient they have never communicated with before. If that person is

willing to take a few moments to talk with them, the answers can help the department to know what type of services he or she can be connected to immediately and what long-term assistance is needed.

"We've had our success stories but we only get to celebrate them for a moment because then we're right back out there," Mattos said. "When you look at the big picture, the percentage of people we've been able to pull out has been very small. It seems that for every one person we're able to get out of that situation, connect with services or reunite with family, we find one or two new people in this situation."

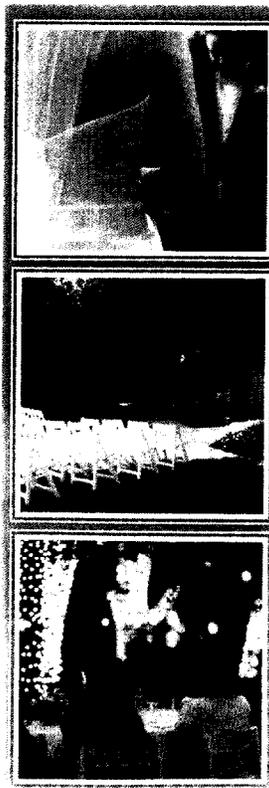
The departments have found that overall, most in the homeless community are willing to talk to them and do comply if they are asked to stop a behavior that is illegal or creating a nuisance.

Marshall, Uchishiba and Egbert in particular have all built significant rapport with the homeless and transient populations over the past year or two.

"We're on a first-name basis with most of them," Marshall said. "I always equate it to being a school resource officer. You become their cop. Sometimes, you may not know them but they know you. There's a different respect level. We've had thousands of contacts over the last two years and we've only had someone physically resist us one time."

The police officers attribute this improved and fostering relationship to the new approach adopted with the establishment of the homeless intervention team.

"There was a period of time when everyone looked to the police departments as a solving agency for the homelessness issue," Mattos said. "I think what has been shown over time is that homelessness is not



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a law enforcement issue that we can enforce or arrest our way through it. When we cite and arrest, we create this revolving door, where they go in, they go out, they go in, they go out.

"Countywide and even statewide, city agencies are becoming more involved and understanding that law enforcement is just a piece of the puzzle," he added. "You need to pull resources and get agencies working together. . . . We're trying to think broader, how can we funnel people into a system that doesn't necessarily penalize them but pushes them toward the proper assistance and services that they need."

## Police and local businesses join forces

Just as important as the homeless prevention team is Fairfield's crime prevention task force, led by crime prevention specialists Jeremy Profitt and Jeff Connor. This task force's primary focus is on the Fairfield Police Department's community outreach efforts, which include Neighborhood Watch, Coffee With a Cop, the Business Watch and Crime Free Hotel.

Most people are familiar with the Neighborhood Watch concept, which has been a nationally recognized program for several decades. The Business Watch is very similar, except its focus is on uniting businesses, property managers and property owners against crime that may be occurring at their shopping center.

"We want business owners and their neighbors to take ownership of their properties," Profitt said. "All it takes is one business to start this. But we do drive home the importance of a partnership and communication between each other to resolve these issues, because if just one business allows the activity, it will continue on the entire property."

The focus right now is on developing business watch communities along North Texas and West Texas, although any plaza or shopping center in the city can join in the efforts.

Once a business contacts the police department and expresses interest in the program, Profitt arranges an initial meeting with the participating businesses, property owners and management companies. He completes a full security assessment and visits the plaza at different times in the day and night to observe suspicious activity that may be occurring.

These properties face myriad issues and concerns and differ based on location and the population congregating around the shopping center. Loitering, vandalism, shoplifting, illegal dumping and panhandling are the most common complaints. In some instances, individuals may cause a disturbance by singing or screaming. Others may call out to customers or employees in a way that makes people feel uncomfortable.

Some of the people outside these businesses are homeless and familiar with the homeless intervention team. Others are transient or may even have a home, but choose to congregate in the wrong place.

"If you're not there to purchase anything, you shouldn't be hanging out on the corner," Profitt said.

After a full security assessment, Profitt provides each location with



Suisun City Police Officer James Sousa talks to an area transient while patrolling the Suisun waterfront, a popular hangout location for those who are transient or homeless.

recommendations that could help reduce or prevent the loitering, illegal dumping and other offenses. These may include trimming trees, adding fencing or lighting, moving trash containers or posting rules that clearly state the behavior will not be tolerated and police will be called.

"And if someone is loitering, these businesses need to call us every time," Profitt said. "You can't only call every few days or once a week. We have them reach out to dispatch and then dispatch sends an officer or, if the homeless intervention team is nearby, they may come out, too."

"It's important that all the business owners support the police coming over and want to work with us to remedy the issue," Marshall added. "There is power in numbers. You may have a complex where there is one specific business that is drawing this behavior in and when the other businesses say, 'enough is enough' and start coming together, it really supports the effort."

Profitt coordinates quarterly meetings with all the participating plazas. Some of the business representatives have started meeting on their own time, and provide their own quarterly status reports to Profitt. Those plazas have found the most success in Business Watch so far, he said, and the work has helped them to grow and foster a relationship with one another.

Even though its numbers are still relatively small, Business Watch has helped plazas and shopping centers see significant improvements in just a short amount of time. Profitt hopes the program will continue to grow – it's just a matter of getting the word out that it is here.

Darla Stever, of Stever Realty and Stever & Associates, is thankful she knew about the program when her property management company took over Country Corners, on Pennsylvania Avenue and West Texas Street, back in January.

They manage a complex on East Tabor Avenue, she explained, and reached out to the homeless intervention team when an individual decided to live in the air conditioning unit. That is how they knew who to call when Stever & Associates took over Country Corners and found a significant loitering problem and homeless camped out by the trash containers.

"I knew who to call and I called them on day one, as soon as I saw there was a problem over there," she said. "The police have been great about going through the complex at least once a day. They move people along who they can tell are habitual loiterers."

Following the property's security assessment, plaza lighting was improved, sound boxes were installed and the parking lot was striped to give it a cleaner look. The businesses also posted no loitering/trespassing signs and they are now trying to get the trash containers moved. The trash containers are all located in an alley, which has been an open invitation for people to dump items or sleep behind the trash cans, Stevers explained.

"If you were to dump a couch, a homeless person may decide it's their bed, drag it out and set up stakes," she said. "Unless there is someone there literally every day telling them to move on, they could be there for a long time."

"We are trying to move all of our Dumpsters out of the alley into one specific area so they are all together, which we hope will cut down on the number of people who are in the alley," she added. "The police department has been very helpful in working with the city and the garbage company, allowing us to come up with these next plans."

Meanwhile, the Crime Free Hotel concept shares many similarities to Business Watch, except it focuses on hotel properties in the community. It's designed to assist owners and managers in keeping illegal activity out of their properties.

"We want to make sure hotels are partnering with the police department, IDing people coming in, getting license plates and making sure their hotels are up to a standard with adequate lighting, proper landscaping and procedures in place," Connor said.

The Crime Free Hotel program is just getting started in Fairfield and the initial focus, Connor said, is on the North Texas Street corridor. The goal is to have all 18 Fairfield hotels participating. The program will include hotel visits, security assessments and training for management and staff on how to recognize gang, drug and other crime activities. The four-hour training seminar will be provided by the Fairfield Police Department.

And just like Business Watch, communication between police and hotel staff will be a vital component for success.

For more information on the Business Watch, contact Jeremy Profitit at 707-428-7789.

For more information on Crime Free Hotel, contact Jeff Connor at 707-428-7673. »

## Celebrating 15 Years Of Serving Children In Solano County

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EMOTIONAL WELL BEING

HUMAN TRAFFICKING AND EXPLOITATION PREVENTION

CHILD ABUSE PREVENTION WORKSHOPS

SUPPORT, TRAINING AND ADVOCACY FOR AUTISM

AND OTHER SPECIAL NEEDS



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# SOLANO COUNTY

## HOMELESS CENSUS & SURVEY

# EXECUTIVE SUMMARY 2015

Every two years in January, communities across the country conduct comprehensive counts of their homeless population to gain a better understanding of the individuals who are currently experiencing homelessness, and to apply for federal funding for homeless programs.

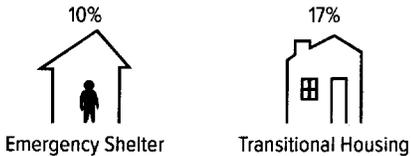
The 2015 Solano County Point-in-Time Count was a community-wide effort conducted on January 30, 2015. In the weeks following the street count, a survey was administered to 360 unsheltered and sheltered homeless individuals, in order to profile their experience and characteristics.

### HOMELESS CENSUS

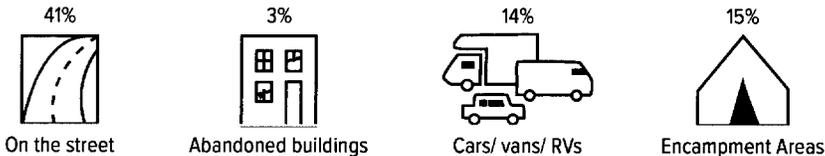
2015  
1,082



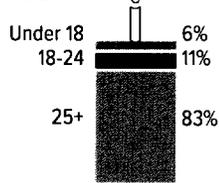
#### SHELTERED INCLUDES:



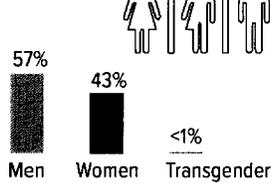
#### UNSHeltered INCLUDES:



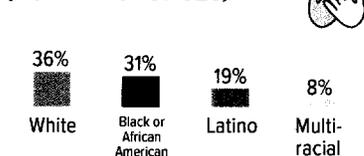
#### AGE



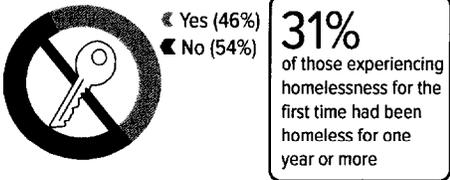
#### GENDER



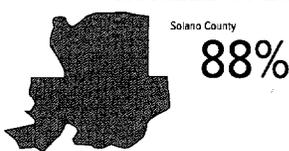
#### RACE/ETHNICITY (TOP 4 RESPONSES)



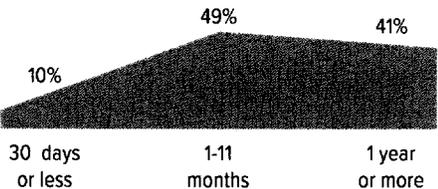
#### FIRST TIME HOMELESSNESS



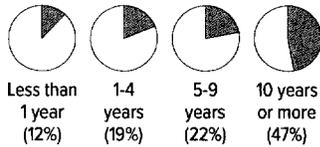
#### RESIDENCE AT TIME OF HOMELESSNESS



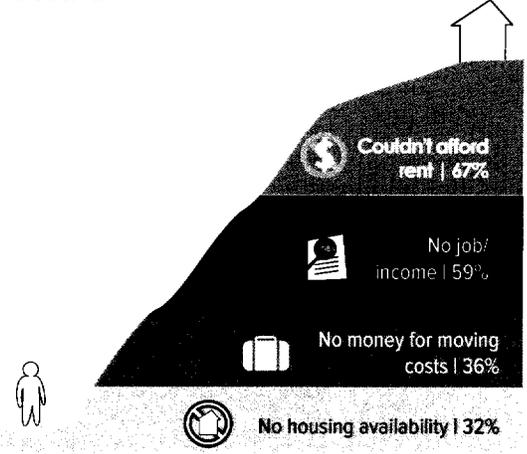
#### DURATION OF HOMELESSNESS



#### LENGTH OF TIME IN SOLANO (of those living in Solano County at time of homelessness)



#### OBSTACLES TO OBTAINING PERMANENT HOUSING



# What is a health condition?

A health condition is defined here as a physical disability, mental illness, chronic depression, alcohol or drug abuse, chronic health problems, HIV/AIDS, Post-traumatic Stress Disorder (PTSD), or a developmental disability.

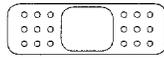
**42%**

of survey respondents reported a health condition.

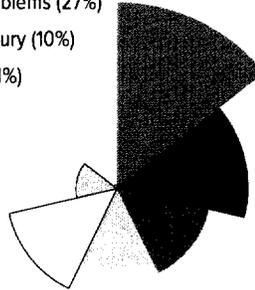


## HEALTH CONDITIONS

- Drug or alcohol abuse (46%)
- Psychiatric or emotional conditions (32%)
- Physical disability (23%)
- Post-Traumatic Stress Disorder (PTSD) (20%)
- Chronic health problems (27%)
- Traumatic brain injury (10%)
- AIDS/HIV related (1%)



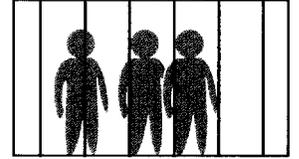
*Note: Multiple response question, numbers will not total to 100%.*



## INCARCERATION

**28%**

spent at least 1 or more nights in jail or prison in the past 12 months.



## INCOME



is the amount that 46% of respondents reported as their total monthly income.

**87%**

of survey respondents said YES when asked if they would want safe, affordable permanent housing were it available.

**YES!**

## SERVICES AND ASSISTANCE

Government services received  
(Top 3 Responses)



Food Stamps



None of them



Social Security

Reasons for NOT receiving government services  
(Top 3 Responses)



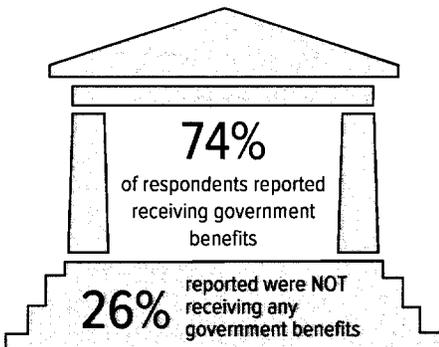
Don't think you are eligible



Don't have identification



Benefits were cut-off



## SUBPOPULATION DATA

### CHRONICALLY HOMELESS



223 Individuals



An adult with a disabling condition or a family with at least one adult member with a disabling condition who:

- » Has been continuously homeless for 1 year or more and/or;
- » Has experienced 4 or more episodes of homelessness within the past 3 years.

### VETERANS



140 Individuals



Veterans are persons who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

### FAMILIES



38 Families with 114 members



A household with at least one adult member (persons 18 or older) and at least one child member (persons under 18).

### UNACCOMPANIED CHILDREN



9 Individuals



"Unaccompanied Children" are children under the age of 18 who are homeless and living independent of a parent or legal guardian.

### TRANSITION-AGE YOUTH



111 Individuals



Homeless youth are defined as individuals between the ages of 18 and 24 years old.

## SUMMARY

These data provide a snapshot of those experiencing homelessness in the Solano County on January 30, 2015. It provides a basic estimation of the number and characteristics of those experiencing homelessness on any given night in order to inform future service planning and provisioning efforts.

Source: Applied Survey Research. (2015). Solano County Homeless Census & Survey. Watsonville, CA. For more detail or to view the comprehensive report, please visit [www.appliedsurveyresearch.org](http://www.appliedsurveyresearch.org).



Agenda Item No. 11

## Agenda Report

**DATE:** September 20, 2016

**TO:** The Mayor and City Council

**FROM:** David A. White, City Manager *DW*  
Karl A. Dumas, Director of Community Development *KAD*  
Sandie Valentine, Housing Finance Analyst *Su*

Public Hearing and Resolution of the City Council of the City of Fairfield Approving the Submission of the Community Development Block Grant Consolidated Annual Performance Evaluation Report for Fiscal Year 2015-2016 to the U. S. Department of Housing and Urban Development

---

### **RECOMMENDED ACTION**

Hold public hearing and adopt resolution.

### **STATEMENT OF ISSUE**

The City of Fairfield is required by the U.S. Department of Housing and Urban Development (HUD) to prepare and submit a Consolidated Annual Performance Evaluation Report (CAPER) at the conclusion of the fiscal year. The CAPER details the accomplishments achieved with the Community Development Block Grant (CDBG) funds.

### **DISCUSSION**

HUD awards the CDBG annually to the City of Fairfield using a standardized formula for entitlement cities and counties. The CAPER details the use of CDBG funds and summarizes the accomplishments of the various activities. The CDBG funding available to the City of Fairfield during FY 2015-2016 was \$702,594.

DATE: September 20, 2016  
SUBJECT: Public Hearing and Resolution of the City Council of the City of Fairfield Approving the Submission of the Community Development Block Grant Consolidated Annual Performance Evaluation Report for Fiscal Year 2015-2016 to the U. S. Department of Housing and Urban Development

Some highlights of activities completed this past fiscal year are as follows:

The Leaven Tutoring Centers (Phoenix Drive, The Groves Grande Circle) have assisted 73 low-income students with after school tutoring. The participation of these students have improved children's academic performance, as well as contributed to a safer community through reductions in crime, assisted in combating obesity through healthy living and recreation programs, and taught critical leadership skills, self-confidence and self-esteem through mentoring.

Neighborhood Revitalization:

- Tabor Park – The basketball court has been upgraded to a full-court basketball facility which included repairing the court asphalt, backboard, striping, lighting, cameras, benches, etc.
- Grande Circle – CDBG funds have been used for additional supplemental cameras for the existing CCTV system in conjunction with improved street lights. These services have greatly enhanced the system and has allowed for identification of individuals that commit crimes as well as reduce overall crime rates in the area by discouraging predatory crime.
- Another Leaven Tutoring Center has completed the rehabilitation process at Dana Drive. Interior renovations have been modified from a residential duplex to a public community center. The Leaven is currently partnering with NorthBay Healthcare who has allowed the use of the vacant duplex for tutoring, mentoring, and other activities for low-income, at-risk youth free of charge.

Casa Nova Mobile Home Park – CDBG funds have been used to repair asphalt in six driveways, sealed nine driveways and the construction of a retaining wall.

The Housing Rehabilitation Program is allocated \$200,000 per year to improve and maintain the housing stock housing available, remove architectural barriers, and reduce blighted conditions in low- and moderate income neighborhoods. This past fiscal year there were 5 loans and 8 grants provided for low and extremely low income residents.

DATE: September 20, 2016  
 SUBJECT: Public Hearing and Resolution of the City Council of the City of Fairfield Approving the Submission of the Community Development Block Grant Consolidated Annual Performance Evaluation Report for Fiscal Year 2015-2016 to the U. S. Department of Housing and Urban Development

Highlights of some activities in the Public Service area include Quality of Life services, such as youth activities, tutoring programs and food and nutrition programs for the elderly and/or disabled. Other public service activities include Community Safety, such as drug and violence prevention programs, domestic and family violence programs. As mentioned above, services related to Community Infrastructure has taken place in the areas of street and sidewalk improvements, improved street lighting and the installation of cameras and license plate readers.

**FINANCIAL IMPACT**

Adoption of this resolution will ensure the City is in compliance with HUD regulations and can continue to receive CDBG entitlement funding.

**CITY COUNCIL WORKPLAN**

City Council Goal this item supports:

- |   |   |
|---|---|
| <input type="checkbox"/> Community Safety                         | <input type="checkbox"/> Community Infrastructure |
| <input type="checkbox"/> Financial and Operational Sustainability | <input type="checkbox"/> Economic Development     |
| X Quality of Life   | <input type="checkbox"/> Travis Air Force Base    |
| <input type="checkbox"/> Not Applicable                           |   |

Top 10 Priority Project:

X #85, Quality of Life Task Force

**PUBLIC CONTACT/ADVISORY BODY RECOMMENDATION**

A notice was published in the Fairfield Daily Republic on August 21, 2016, announcing the 30-day public comment period running from August 21, 2016 through September 20, 2016. The notice also advised the public of the public hearing at the City Council meeting on September 20, 2016. The report was made available at four locations throughout the City and on the City website.

**ALTERNATIVE ACTION**

The City Council could choose to revise the CAPER as presented by staff. The CAPER is the final reporting requirement in the annual funding cycle by HUD and ensures the City is in compliance to receive continued CDBG entitlement funding.

DATE: September 20, 2016  
SUBJECT: Public Hearing and Resolution of the City Council of the City of Fairfield Approving the Submission of the Community Development Block Grant Consolidated Annual Performance Evaluation Report for Fiscal Year 2015-2016 to the U. S. Department of Housing and Urban Development

**DOCUMENTS ATTACHED**

Attachment 1: Proposed Resolution with attached Exhibit A: Consolidated Annual Performance Evaluation Report (CAPER) for Fiscal Year 2015-2016

**STAFF CONTACT**

Sandie Valentine, Housing Finance Analyst  
707-428-7729  
svalentine@fairfield.ca.gov

Coordinated with: N/A

KD:SV:lm

\\Fairfield.City\Community Resources\CR Admin Files\City Council\CDBG\9-20-16\Agenda Report- 2015 16 CAPER.Doc

CITY OF FAIRFIELD

RESOLUTION NO. 2016- 219

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD APPROVING THE SUBMISSION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT FOR FISCAL YEAR 2015-2016 TO THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**WHEREAS**, in order to receive Community Development Block Grant (CDBG) funds, the U.S. Department of Housing and Urban Development (HUD) requires the submission of the Consolidated Annual Performance Evaluation Report (CAPER); and

**WHEREAS**, the CAPER summarizes the achievements of funded public services and non-public service activities during the fiscal year and is the final required activity by HUD in the annual CDBG funding cycle; and

**WHEREAS**, a notice was published in the Fairfield Daily Republic on August 21, 2016, announcing the 30-day public comment period beginning on August 21, 2016 through September 20, 2016. The notice also advised the public of the public hearing at the City Council meeting on September 20, 2016.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:**

Section 1. The City Council approves the submission of the Consolidated Annual Performance Evaluation Report (CAPER) for Fiscal Year 2015-2016, as attached hereto as Exhibit A.

Section 2. The City Manager is hereby authorized and directed to take all action necessary and proper to submit the CAPER for FY 2015-2016 to the U.S. Department of Housing and Urban Development (HUD).

**PASSED AND ADOPTED** this 20<sup>th</sup> day of September, 2016, by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN: COUNCILMEMBERS: \_\_\_\_\_

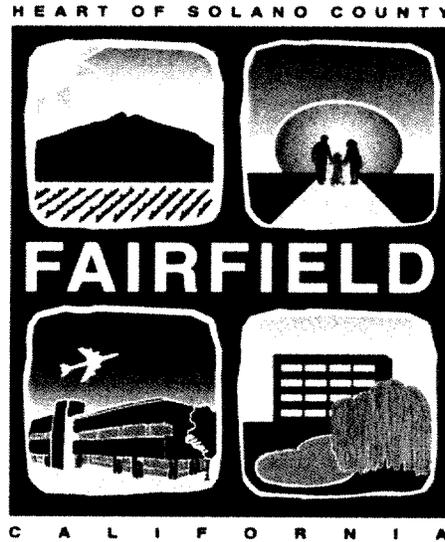
\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**EXHIBIT A**

**Community Development  
Block Grant (CDBG) Program**



**CONSOLIDATED ANNUAL  
PERFORMANCE EVALUATION  
REPORT (CAPER)  
FY 2015-2016**



Approved on \_\_\_\_\_ by Resolution No. \_\_\_\_\_

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**Fifth Program Year CAPER**

*The CPMP Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Five-Year Consolidated Plan FY 2012-2017. The Executive Summary narratives are optional.*

*The grantee must submit an updated Financial Summary Report (PR26).*

**EXECUTIVE SUMMARY**

*This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the fifth year. Program year (FY 2015-2016) CAPER response:*

This Consolidated Annual Performance Evaluation Report (CAPER) constitutes the reporting period from July 1, 2015 to June 30, 2016. The City utilized \$702,594 awarded under the CDBG entitlement program, as well as other Federal, State and local resources, including Housing Choice Voucher Rental Assistance Contracts, State administered HOME funds and Redevelopment funds, to address housing and community development priority needs identified in the Five-Year Consolidated Plan FY 2012-2017.

HOUSING PROGRAMS	FUNDS EXPENDED	SOURCE	OUTCOME
Housing Choice Vouchers	\$ 7,164,205	Federal	881 assisted households
First Time Homebuyers	\$ 893,782	Federal/ State	12 families purchased homes using HOME and 11 families using CalHome
Neighborhood Stabilization Program 1	\$4,839.91	Federal	We received \$14,149.22 in PI for loan payoffs for FY 15-16 and expended \$4,839.91 in admin costs. Balance of PI is to be sent back to HUD
Neighborhood Stabilization Program 3	\$14,002.09		For FY 15-16 no additional properties were acquired. Had a few acquisition opportunities but were lost to investors. The \$14,002.09 expended funds were for admin costs.
Housing Rehabilitation	\$137,584.00 in projects funds \$114,851.17 expended in admin costs and loan servicing fees	Federal	5 Rehab loans including 3 single family owner occupied homes and 2 mobile home owner occupied homes. An additional 6 Rehab CDBG Grants were completed including 1 single family owner occupied low income unit and 5 mobile home owner occupied. Two of these projects were companion grants to the loan projects. Total project funds expended: \$137,584.00. An additional \$114,851.17 was expended for loan servicing fees and admin costs/
Housing Rehabilitation	\$0	State	
Total	\$8,329,264		

## Available Funding

Source	Amount
CDBG Entitlement Grant	702,594
Reprogrammed from prior year	122,000
Maximum Funds Available	824,594
CDBG Administrative Fee (20% Cap)	140,519
CDBG Public Service Funds (15% Cap)	105,389
CDBG Non-Public Service Funds	578,686
<b>TOTAL ALLOCATION FY 2015-2016</b>	<b>824,594</b>

### Financial Compliance

*Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective. If applicable, explain why progress was not made towards meeting the goals and objectives. Describe the manner in which the recipient would change its program as a result of its experiences.*

In FY 2015-2016, the City of Fairfield was awarded \$702,594 from the U.S. Department of Housing and Urban Development as an entitlement city under the guidelines of the Community Development Block Grant program (Exhibit A). The expenditures for the year are shown on the IDIS PR026 (Exhibit B). The City of Fairfield financial reconciliation is Exhibit C.

## Funding Allocation

The CDBG funds were allocated according to HUD guidelines as follows:  
Program Funding Types

- NPS is Non-Public Service projects that add, improve, or involve buildings, infrastructure, or economic development.
- PS is Public Service projects that provide direct services to low/moderate income clients.

Council Resolution awarding CDBG funds to the following projects (Exhibit D):

<b>CDBG Funding Allocation FY 2015-2016</b>	<b>Program</b>	<b>Council Approved</b>
<b>SUBTOTAL</b>	<b>Admin</b>	<b>140,519</b>
Housing Rehabilitation Program (\$200,000 Set Aside)	NPS	200,000
Housing Rehab Admin	NPS	107,000
Affordable Housing Support	NPS	50,000
Neighborhood Revitalization	NPS	99,686
<b>SUBTOTAL</b>	<b>NPS</b>	<b>456,686</b>
Heather House Emergency/Transitional Housing	PS	31,617
The Leaven Tutoring Center	PS	10,539
Fun on the Run Mobile Recreation	PS	15,808
Youth Fee Assistance Program	PS	21,078
Archway Recovery and Work Re-Entry Program	PS	5,269
LIFT 3	PS	10,539
Meals on Wheels	PS	10,539
<b>Subtotal</b>		<b>105,389</b>
<b>Reprogram</b>		<b>122,000</b>
<b>Total (Entitlement plus reprogrammed)</b>		<b>824,594</b>

The City CDBG expenditures and drawdowns were not within the HUD required benchmark of 1.5 at the annual Timeliness Test in April 2016 (Exhibit E).

**Accomplishments**

*Assessment of the two-year goals and objectives:*

*Describe the accomplishments in attaining the goals and objectives for the reporting period.*

*If applicable, explain why progress was not made towards meeting the goals and objectives.*

*Describe the manner in which the recipient would change its program as a result of its experiences*

**Local Priorities**

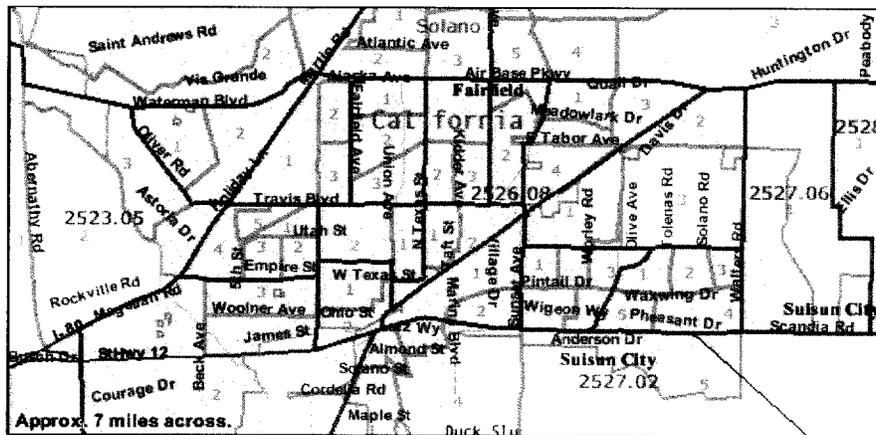
In January of each year, the City Council reviews and determines annual priorities for the city. The following was approved in 2015 by the City Council as the one high priority goal: Address the budget deficit.

The Five-Year Consolidated Plan for FY 2012-2017 calls for the City to focus federal money to solve problems in targeted geographic areas. The plan, which was adopted on January 18, 2012, targets funding in four regions:

- Low- and moderate-income areas
- Top 10 census tracts with highest average crime rate from 2003-2005
- Along the I-80 to I-80 corridor (North Texas Street to West Texas Street).

**1. Income Eligible Areas**

Traditionally, CDBG funding has been awarded to activities and services to low and moderate-income residents, regardless of location. Funding over the five-year period has been dedicated to eligible activities that are located in low and moderate-income neighborhoods.



CDBG Income Eligible Census Tracts, data from 2010 U.S. Census

Census tracts highlighted in green have more than 51% of the residents reporting income less than 80% of the median area income.

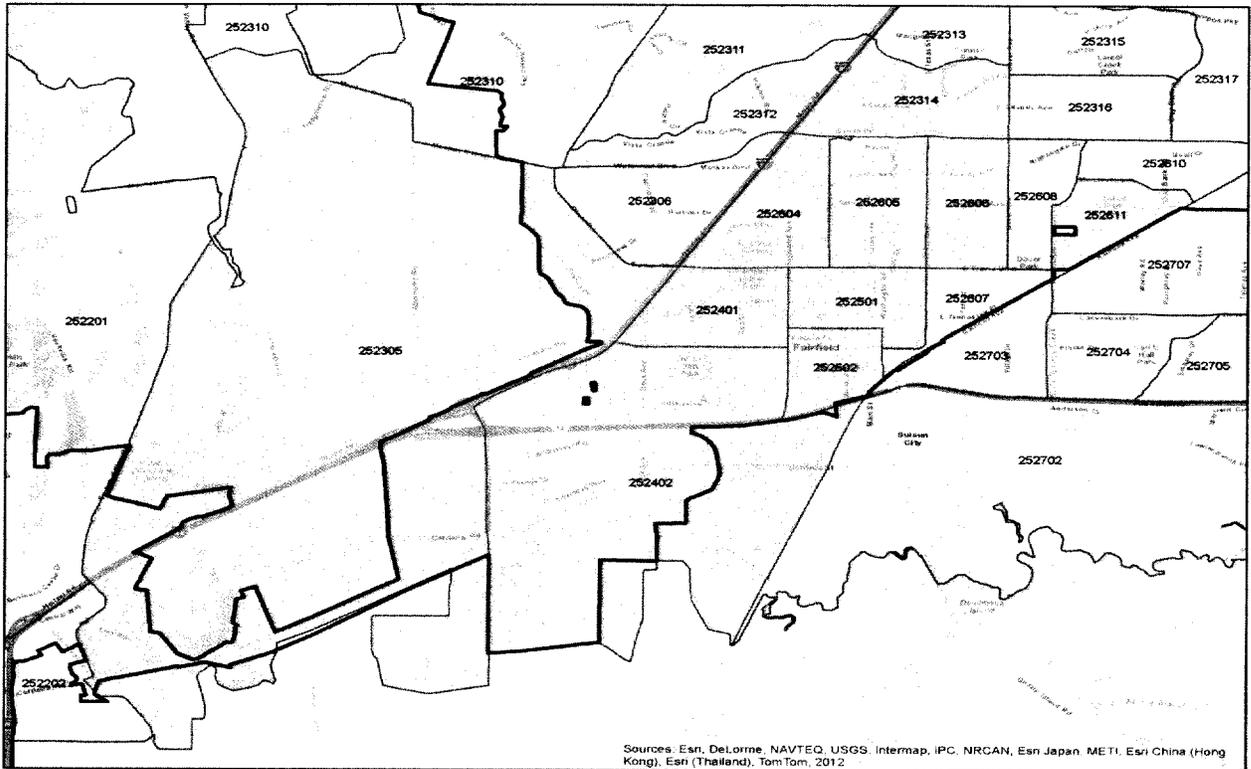
## Demographics of CDBG Eligible Income Areas

Census Tract	Total Population	White	Black	American Indian/ Alaskan Native	Asian	Hawaiian/ Pacific Islander	Other	Hispanic	Low/Mod Percent
2524.01	3911	2082	580	34	189	19	886	1211	53.5
2524.02	4733	1649	938	21	835	22	1150	1307	51.7
2525.01	2938	1803	309	64	261	0	274	717	68.5
2525.02	1922	1040	356	0	31	17	306	594	72.1
2526.04	3711	1408	974	36	187	72	761	1135	52.4
2526.05	5716	2026	1398	31	665	0	1299	1508	65.5
2526.06	4981	1811	760	0	514	274	1426	1471	73.1
2526.07	3739	1632	676	0	119	77	968	1225	66.8
2526.08	3525	1169	841	0	373	3	912	957	64.3
2526.09	6326	2363	1712	34	339	223	1202	1343	53.6
2528	3784	2709	396	0	208	0	130	1110	60.0

## 2. High Crime Areas

Historically, there has been a strong correlation between a high crime rate in low- and moderate-income neighborhoods. Our Consolidated Plan attempts to address this negative relationship by directing federal funds towards positive recreational and social services and eligible police activities in the top 10 high crime areas in Fairfield. The objective is to concentrate federal funding in targeted areas that provide the greatest benefit to the residents while reducing the incidents of criminal behavior. During 2015-2016, the average crime per capita for the entire city is 39.75 crimes per 1,000 residents.

Areas highlighted in blue are the top 10 census tracts with the highest average crime rate per capita from Part I crime statistics provided by the Fairfield Police Department for 2012-2015.

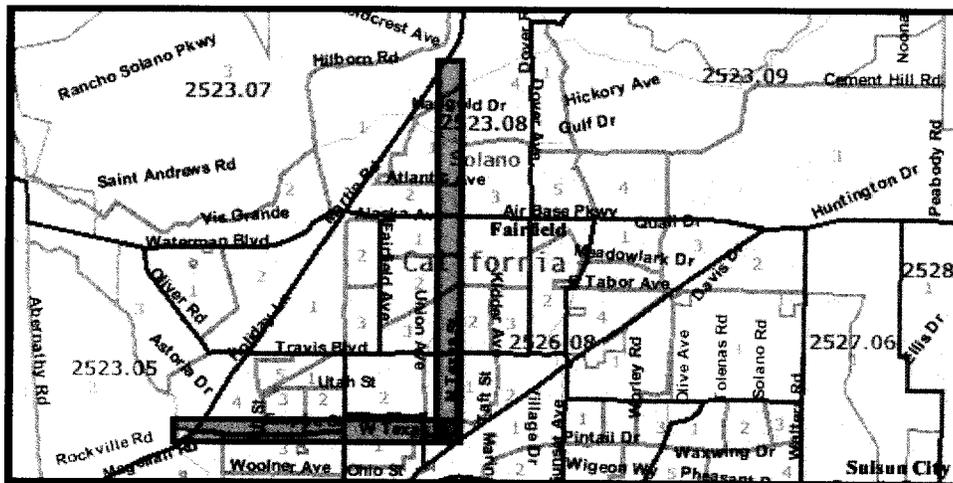


Sources: Esri, DeLorme, NAVTEQ, USGS, Intermap, IPC, NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom, 2012

Census Tract	Total Population	White	Black	American Indian/Alaskan Native	Asian	Hawaiian/Pacific Islander	Other	Hispanic	Crime Per Capita
2526.04	3674	1363	794	29	287	83	1118	1351	.46
2525.01	2670	1146	360	31	174	40	919	1123	.17
2526.05	5520	2270	937	41	499	56	1717	2540	.16
2524.02	5238	2060	698	41	604	72	1763	2212	.18
2525.02	2275	1011	551	36	98	17	562	763	.18
2524.01	4559	2004	595	81	284	45	1550	2172	.11
2526.06	5148	2071	928	37	548	62	1502	2284	.13
2523.05	4711	2713	514	33	820	17	614	841	.13
2523.14	4113	1998	627	40	501	97	850	920	.31
2526.11	3263	1051	1030	43	296	25	818	1008	.12

3. 80 to 80 Corridor

Future economic development of the 80 to 80 corridor is an important aspect towards enhancement of the quality of life for low and moderate-income residents. This development, which if successfully implemented, will maintain a healthy jobs-housing balance and provide for a diversity of quality businesses and jobs. Attracting and retaining quality jobs, improving the use and appearance of the commercial buildings and improving infrastructure in this targeted area are key economic development policies. The long-term goal is to seek and sustain a strong and vibrant economic base, which includes a balance of residential, commercial, and office development that compliments and enhances the surrounding neighborhoods while providing additional employment opportunities for Fairfield residents.



This area, highlighted in green, is the entire length of West Texas and North Texas Streets. It is designated as a target area for CDBG funding to improve the overall economic conditions and increase affordable housing opportunities for low and moderate-income residents.

**80 to 80 Demographics of Surrounding Neighborhoods**

Census Tract	Total Population	White	Black	American Indian/Alaskan Native	Asian	Hawaiian/Pacific Islander	Other	Hispanic	Low/Mod Percent
2523.08	3112	1802	310	28	98	11	721	1075	32
2524.01	3911	2082	580	34	189	19	886	1211	53.5
2525.01	2938	1803	309	64	261	0	274	717	68.5
2526.04	3711	1408	974	36	187	72	761	1135	52.4
2526.05	5716	2026	1398	31	665	0	1299	1508	65.5
2526.06	4981	1811	760	0	514	274	1426	1471	73.1

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## CDBG Priority Target Areas

1) Public Services	Amount Awarded FY 2015-2016	Income Eligible Census	High Crime Census	80 to 80	Project Priority Level
Fun on the Run	15,808	x	x		High
Heather House Shelter	31,617	x	x	x	High
LIFT 3	10,539	x	x		High
Archway Recovery	5,269	x	x	x	High
The Leaven Project	10,539	x	x		High
Youth Fee Assistance	21,078	x	x		High
Meals on Wheels	10,539	x			High
Subtotal	<b>105,389</b>				
<b>2) Community Revitalization</b>					
Housing Rehabilitation	200,000	x	x		High
Housing Rehab Admin	107,000				High
Neighborhood Revitalization	99,686	x	x		High
Affordable Housing Support	50,000	x	x		High
Subtotal	<b>456,686</b>				
<b>3) CDBG Administrative Expenses</b>					
CDBG Administration	140,519				
Reserves	122,000				
Subtotal	262,519				
<b>Total CDBG</b>	<b>824,594</b>				

## CDBG Priority Strategies

<b>Priority Strategies</b>	FY2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b>1) Homeless Services</b>					
Heather House Operations	33,200	36,850	32,561	31,492	31,617
Transforming Chronically Homeless (Mission Solano)	0	12,400	10,957	0	0
Homeless Kids Outreach	9,250	0	0	0	0
<b>2) Childcare and Youth Services</b>					
Fun on the Run	17,320	12,400	10,957	15,746	15,808
Leaven Tutoring Center – Phoenix Drive	17,570	14,900	13,166	10,498	10,539
Youth Activities Fee Assistance	17,338	7,765	6,861	20,995	21,078
<b>3) Elderly/Disabled Services</b>					
Senior Day Program	6,760	6,200	5,478	0	0
Affordable Housing for Persons with Developmental Disabilities	50,000	0	0	0	0
Meals on Wheels	0	0	0	0	10,539
<b>4) Revitalize existing neighborhoods</b>					
Casa Nova Sewer Lateral Replacement	33,563	0	0	0	0
Casa Nova Street Lighting Replacement	0	42,750	0	0	0
Casa Nova Sewer Main	0	0	14,095	0	0
Turning Point (LIFT 3)	0	40,615	0	0	0
Housing Rehabilitation Loans	200,000	200,000	214,828	200,000	200,000
Housing Rehabilitation Admin	0	107,200	107,000	107,200	107,000
Affordable Housing Support	0	0	35,905	50,000	50,000
Neighborhood Revitalization	0	0	113,067	97,693	221,686
Microenterprise Technical Assistance Program	0	70,000	0	0	0
Child haven Fire Suppressant System	0	12,000	0	0	0
<b>5) Revitalize existing commercial areas</b>					
North Texas Street Business Improvement	0	24,000	0	0	0
LIFT 3 Turning Point Shelter Operations)	0	12,400	10,957	10,498	10,539
<b>6) Gang, violent crime prevention and suppression</b>					
Archway Clean and Sober Living House	63,000	0	0	0	0
Archway Housing and Work Re-Entry	9,250	12,400	10,957	5,249	5,269
Archway Recovery Energy Efficiency Project	0	34,772	0	0	0
Neighborhood Crime Education Assistance	0	100,000	0	0	0
Recovery Connect (Unity Hall)	0	7,450	6,583	0	0
Multi-Housing Safety and Security Project	85,000	85,000		0	0
<b>7) Administration</b>					
Reserves		36,915			
CDBG Administration	147,585	163,687	144,636	139,967	140,519
<b>8) Total Allocation</b>	<b>689,836</b>	<b>1,039,704</b>	<b>738,008</b>	<b>699,836</b>	<b>824,594</b>

# Program Demographics

The following charts shows the project demographics of those served during FY 2015-2016.

IDIS #	Program Objectives and Status	Date Funds Granted	Amount of Grant	Remaining Balance	Status	Total Population	Income Levels Served				H of H	
							LMI >80%	LI 50-80%	V/LI 30-50%	ELI <30%	Male	Female
		2015-2016	\$ 702,594	N/A	N/A	112,970					7,398	713
<b>Projects Completed FY 2015-2016</b>												
447	Neighborhood Revitalization	13-14	113,067	-	Complete		0	40	15	11	2967	296
472	Neighborhood Revitalization	14-15	97893	0	Complete		0	126	133	163	3384	290
477	Heather House	15-16	31,617	0	Complete		0	0	12	196	149	59
478	The Leaven	15-16	10,539	0	Complete		0	4	10	57	58	13
480	Fun on the Run	15-16	15,808	0	Complete		0	0	0	0	0	0
481	LIFT 3	15-16	10,539	0	Complete		0	0	0	55	55	0
482	Youth Fee Assistance	15-16	21,078	0	Complete		0	10	16	33	33	26
483	Meals on Wheels	15-16	10,539	0	Complete		648	0	0	0	725	5
	<b>Total Complete FY 2015-16</b>		<b>310,880</b>				<b>648</b>	<b>180</b>	<b>186</b>	<b>515</b>	<b>7371</b>	<b>689</b>
378	Economic Development RLF	09-10	641,882	365,166	Underway		0	0	0	0	0	0
387	Santa Monica Creek Infill	09-10	181,897	4,547	Underway		0	0	0	0	0	0
423	Housing Rehabilitation RLF	12-13	572,823	172,624	Underway		0	0	0	0	0	0
444	Affordable Housing Support	13-14	35,905	1,222	Underway		0	0	0	0	0	0
445	Housing Rehabilitation Program Loans	13-14	214,828	214,828	Underway		0	6	6	6	6	12
467	Affordable Housing Support	14-15	50,000	7,670	Underway		0	0	0	0	0	0
469	Housing Rehab Loans	14-15	200,000	200,000	Underway		0	1	9	5	3	12
473	Affordable Housing Support	15-16	50,000	25,400	Underway		0	0	0	0	0	0
475	Housing Rehab Loans	15-16	200,000	200,000	Underway		N/A	N/A	N/A	N/A	N/A	N/A
476	Neighborhood Revitalization	15-16	221,786	28,753	Underway		N/A	N/A	N/A	N/A	N/A	N/A
478	Archway Work Re-Entry Program	15-16	5,269	2,521	Underway		0	0	0	18	18	0
485	CDBG Administration	15-16	140,519	4,770	Underway		0	0	0	0	0	0
	<b>Total Underway FY 2015-16</b>		<b>2,514,909</b>	<b>1,227,501</b>			<b>0</b>	<b>7</b>	<b>15</b>	<b>29</b>	<b>27</b>	<b>24</b>

### Project Demographics Continued

IDIS #	Program Objectives and Status	Date Funds Granted	Amount of Grant	Remaining Balance	Status	Total Population	Ethnicity		Race (Single race and Other)						
							Hispanic	Non-Hispanic	White	Black African American	Asian	American Indian/Pacific	Hawaiian	Other	
<b>2010 American Community Survey Data -</b>							28,789	78,093	48,407	1,586	6,700	869	1,149	22,610	
447	Neighborhood Revitalization	13-14	13,067	-	Complete	148	148	1051	1030	296	43	25	653		
472	Neighborhood Revitalization	14-15	97693	0	Complete	351	2323	1363	794	287	29	83	867		
477	Heather House	15-16	3167	0	Complete	43	98	25	51	1	6	0	58		
479	The Leaven	15-16	1,539	0	Complete	62	11	19	8	0	1	0	45		
480	Fun on the Run	15-16	5,808	0	Complete	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
481	LIFT 3	15-16	1,539	0	Complete	4	11	24	17	2	0	0	16		
482	Youth Fee Assistance	15-16	21,078	0	Complete	52	63	63	31	2	1	0	18		
483	Meals on Wheels	15-16	1,539	0	Complete	98	990	573	334	115	18	4	44		
<b>Total Complete FY 2015-2016</b>							<b>3,560</b>	<b>4,644</b>	<b>3,118</b>	<b>2,265</b>	<b>703</b>	<b>98</b>	<b>112</b>	<b>1,701</b>	
378	Economic Development RLF	09-10	597,756	328,907	Underway	0	0	0	0	0	0	0	0		
387	Santa Monica Creek Infill	09-10	61,897	4,547	Underway	0	0	0	0	0	0	0	0		
423	Housing Rehabilitation RLF	12-13	354,081	14,643	Underway	0	0	0	0	0	0	0	0		
444	Affordable Housing Support	13-14	35,905	1,222	Underway	0	0	0	0	0	0	0	0		
445	Housing Rehabilitation Program Loans	13-14	214,828	214,828	Underway	4	14	8	4	3	1	0	2		
467	Affordable Housing Support	14-15	50,000	7,670	Underway	0	0	0	0	0	0	0	0		
467	Affordable Housing Support	14/15	50,000	25,250	Underway	0	0	0	0	0	0	0	0		
469	Housing Rehab Loans	14-15	200,000	200,000	Underway	3	12	9	3	2	0	0	1		
473	Affordable Housing Support	15-16	50,000	25,400	Underway	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
475	Housing Rehab Loans	15-16	200,000	200,000	Underway	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
476	Neighborhood Revitalization	15-16	221,786	28,753	Underway	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
<b>Total Underway FY 2015-2016</b>							<b>7</b>	<b>26</b>	<b>17</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>3</b>	
<b>Total Complete FY 2015-2016</b>							<b>\$ 3,103,880</b>							<b>\$ 1,181,220</b>	
<b>Total Underway FY 2015-2016</b>							<b>\$ 2,156,253</b>							<b>\$ 1,181,220</b>	

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## Slow Moving Projects

### Slow Moving Projects

- **Project 423, 2012-2013, Housing Rehabilitation Revolving Loan Fund Programs**
- **Project 445, 2013-2014, Housing Rehabilitation Revolving Loan Fund Programs**
- **Project 469, 2014-2015 Housing Rehabilitation Revolving Loan Fund Programs**
- **Project 475, 2015-2016 Housing Rehabilitation Revolving Loan Fund Programs**

Due to the economy the last few, the Housing Rehabilitation Revolving Loan Fund (RLF) Program money was moving slowly and that continued the last fiscal year. Many homeowners in Fairfield still had limited equity in their home. The homeowners who could qualify were hesitant to add any additional debt to their home because they were uncertain about sustaining the existing value of their home or their income from employment, investments, or both.

The purpose of the Housing Rehabilitation Program is to improve and maintain the stock of housing available, remove architectural barriers, and reduce blighted conditions in low-and moderate-income neighborhoods in Fairfield. This program provides below market rate loans and grants to owner-occupants whose households qualify as low- to moderate-income and whose residences are in need of qualifying property improvements. The income limits vary based on funding source.

Housing Rehabilitation staff incorporated changes to the existing grant programs, including increasing the amounts and creating an Access grant program to serve more homeowner applicants and renters by making ADA-compliant modifications to their homes, thus allowing people to live independently. Although the overall grant amounts are much lower than Housing Rehab Loans, the changes to our program allowed an increase in Grant projects.

The reduction in staff, the slowly improving economy and the receipt of Program Income has also affected the expenditures for the referenced Fiscal Years above.

Rehab staff's new projected marketing efforts and the possibility of outsourcing the program will allow for a growth of future projects.

### Economic Development Activities

- **Project 378, 2009-2010, Economic Development Revolving Loan Fund Programs**

**Project 378 - Economic Development Revolving Loan Fund (RLF) Program is marketed to new and existing businesses to maintain, retain or create additional employment opportunities. This will be accomplished through continued marketing, including, but not limited to, mailers, business retention and recruitment efforts, layered financing packaging for infill development projects, etc. As we progress with the implementation of the Heart of Fairfield Specific Plan and work to attract new (infill) development, it is anticipated that layered financing, to include ED RLF Program funds, will play a major role in incentivizing developers to engage these types of projects.**

**Despite the improving economy, applicants are still having difficulty qualifying under the program. The majority of the applicants are facing challenges due to the following factors:**

- **Lack of collateral – Historically, real estate has been the most common collateral used in the RLF Program. With the drop of real estate prices, using real estate as collateral has been extremely challenging.**
- **Lack of equity injection – With the recession, borrowers have very little to invest into the business. Per the RLF guidelines, the program can only fund up to 50% of the entire project cost.**
- **Poor credit – The recession has affected the credit scores of many potential borrowers.**
- **Tightening of banks credit criteria – The RLF is designed to be used as gap financing and not as a primary source of funds. This means that a borrower would use RLF proceeds in conjunction with personal funds and/or bank financing. Banks have essentially seized lending which makes it very difficult for borrowers to come up with enough funds to start or expand the business.**

**This year, Economic Development Staff will continue to market the program aggressively. It is anticipated that at least half of the remaining funds to be committed by the end of December 2016.**

### **Affirmatively Furthering Fair Housing**

#### *Affirmatively Furthering Fair Housing:*

*Provide a summary of impediments to fair housing choice.*

*Identify actions taken to overcome effects of impediments identified.*

*Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.*

*Program year (FY 2015-2016) CAPER response:*

In 2009, the Analysis of Impediments (AI) to Fair Housing was approved. The AI outlines a proactive approach in an effort to address the concerns of discrimination and affordability to the residents of Fairfield. The AI identified the following issues in the City of Fairfield:

- Most prevalent discrimination was to families with teenage children from owners and managers of rental property
- Economic barriers were a major concern to housing choice than discrimination against protected classes.

During FY 2015-2016, the City has committed time and resources to addressing the issues and continued the following activities:

Monitored fair housing activities and provide annual updates to the U.S. Department of Housing and Urban Development. Records of fair housing activities are maintained at the Housing Authority office. In the past year, there have not been any claims reported to the Housing Authority office.

The housing discrimination complaint form HUD-903 has been made available the Fairfield Housing Authority lobby in English and Spanish, and also on the City website.

Provided a copy of the HUD brochure, ***FAIR HOUSING; it's your right***, to all Housing Choice Voucher tenants at voucher briefings and the general public, as requested.

Provided training to Housing Choice Voucher tenants who are identified as lacking the skills to appropriately maintain their rental units.

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If offered, the Housing Authority will apply to increase the number of Housing Choice Vouchers available to residents of Fairfield.

Responded to reoccurring neighborhood problems by developing comprehensive neighborhood-based programming that involve the Police Department, Code Enforcement, Housing Authority, the Community Resources Department, Community Services and various community partnerships that include property owners, non-profits and business associations.

- Encouraged infill housing projects that utilize existing transportation and services available in the surrounding neighborhood.
- Maintained affordable housing, Housing Choice Voucher rental assistance and increasing homeownership opportunities to low and moderate income families as a high priority in the Five-Year Consolidated Plan FY 2012-2017.
- Continued to leverage multiple financing sources to expand homeownership opportunities using CDBG, CalHome, HOME, and BEGIN funds.
- Utilized the Family Self-Sufficiency (FSS) model to develop effective collaborative strategies, which permit families to concentrate on economic independence while other important facets of their lives are also addressed. The FSS program with the Housing Choice Voucher program maintains 50-55 participants who are working towards self- sufficiency.
- Promoted the First-Time Homebuyer Program to low and moderate-income families.
- Continued using the Housing Choice Voucher Homeownership Option to move Housing Choice Voucher-assisted families into homeownership.
- Promoted the Housing Choice Voucher Homeownership program to the local real estate market and lenders.
- Encouraged potential Housing Choice Voucher Homebuyers Program to complete the First Time Homebuyers class offered by the City of Vacaville and Neighborworks Centers.
- Fairfield has administered a \$1,666,000 grant received by Solano County from Neighborhood Stabilization Program 3 to buy, rehab and resell foreclosed homes in Fairfield and a County island in Vallejo.
- Implemented and enforced a Vacant Building Ordinance that requires owners of vacant homes to register with the City and ensure regular maintenance minimizing the impact on the surrounding neighborhood.
- Encouraged implementation of the Neighborhood Watch program to neighborhoods with a high number of vacant homes to deter crime.
- Offered referrals to Legal Services of Northern California to tenants who are renting properties that are facing foreclosure.
- Revised and updated the Analysis of Impediments to Fair Housing Choice. The plan was adopted by the City Council for implementation during the FY 2015-2016 funding cycle.
- Staff attended an Affirmatively Furthering Fair Housing conference on Tuesday, April 5, 2016 at Fair Housing of Marin offices

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- Staff participated in several webinars regarding Affirmatively Furthering Fair Housing
  - FHEO and HUD reps attended a CDBG Regional Meeting hosted by the City of Fairfield on June 29, 2016 by accepting our invitation to discuss Affirmatively Furthering Fair Housing

*Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.  
(FY 2015-2016) CAPER response:*

There are major obstacles to meeting the underserved housing and community development needs in the City of Fairfield. The first is a lack of sufficient resources to address all of the existing needs. For example, a high priority exists in Fairfield for affordable rental housing that can accommodate disabled individuals. The City continues to encourage the creation of affordable rental housing for the disabled. However, in this area, the City is primarily dependent on others and the successes will be dependent upon future development that includes a partnership between the City, HUD, non-profit housing developers, and private developers. The City did, however, create the Access Grant program in 2010 and continues to operate the program in FY 2015-16, using CDBG Housing Rehabilitation funds. The program funds ADA-compliant modifications for low-income renters in Fairfield.

## Leveraging Resources

### Leveraging Resources

Identify progress in obtaining "other" public and private resources to address needs. How Federal resources from HUD leveraged other public and private resources. How matching requirements were satisfied.

Program Year (FY 2015-2016) CAPER response:

The CDBG grant rarely fully funds any entire project. Therefore, as the CDBG grant funds are reduced, applicants are encouraged to find multiple sources of income for their programs. Most of the projects awarded CDBG funds will require other sources of income to complete their programs.

### Leveraged Funding (in USD\$)

Activity	Total Project Budget	CDBG	Leveraged
Heather House Homeless Shelter	333,965	31,617	302,348
The Leaven Afterschool Tutoring Centers	1,124,627	10,539	1,114,088
Archway Recovery Work Re-Entry	5,249	5,269	0
Fun On The Run	63,288	15,808	47,480
Turning Point Domestic Violence Shelter	298,262	10,539	287,723
Fairfield Youth Activities Fee Assistance	21,078	21,078	0
Meals on Wheels	1,120,289	10,539	1,109,750
Housing Rehabilitation	785,000	200,000	585,000
Housing Rehab Admin	107,000	107,000	0
Affordable Housing Support	50,000	50,000	0
CDBG Admin	140,519	140,519	0
Neighborhood Revitalization Program	221,686	221,686	0
<b>Total Funding</b>	<b>4,093,049</b>	<b>824,594</b>	<b>3,286,213</b>

## First Time Homebuyer Programs

Other asset and financial sources for affordable home ownership programs include HOME funds, CalHome funds, NSP1 and NSP3 funds.

In FY 2015-2016, 5 families received loans through the City's first time homebuyer loan programs. These loan programs include the Silent Loan Program (funded with HOME funds), the CalHome Loan Program (funded with State CalHome funds), and the Neighborhood Stabilization Program (funded with NSP1 and NSP 3 funds).

- Race – 4 White, 1 Other
- Ethnicity – 5 Hispanic
- Head of Household – 3 Female, 2 Male
- 2 Very Low Income, 3 Low Income

## Other Resources

The City of Fairfield supported the activities of the Community Action Partnership of Solano County aka CAP Solano in identifying partnerships and solutions to the chronically homeless in Solano County. During 2015-2016, the City continued to provide staff as a member of the executive board.

The City explored affordable housing opportunities to assist more First Time Homebuyers. In an effort to utilize its housing assistance funds as efficiently as possible, the City is considering seeking outside contractors to administer the First Time Homebuyer Programs, the First Time Homebuyer workshops and the First Time Homebuyer program marketing.

### Managing the Process

*Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.*

*Program Year (FY 2015-2016) CAPER response:*

To be effective, housing policies and strategies must be consistently monitored and, when necessary, revised. The City of Fairfield conducted monitoring reviews of selected activities to determine whether its programs were being carried out in accordance with the Five-Year Consolidated Plan FY 2012-2017, and in a timely manner. The monitoring was carried out on a regular basis to ensure that statutory and regulatory requirements were being met and that, where appropriate, information that was being submitted to an Integrated Disbursement Information System (IDIS) which was correct and complete.

There are several evaluation tools that the City uses to measure the success of its programs in meeting local housing and community development needs. These tools may include:

- Quarterly reports from CDBG subrecipients
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Monthly utilization reports for the Housing Choice Voucher Program
- Rental survey of assisted units maintained by Housing Authority.

Fairfield also compiles inventories of current development projects, ascertains vacancy rates, and conducts periodic rent surveys for purposes of rent reasonableness for affordable and/or non-subsidized units.

## Citizen Participation

*Provide a summary of citizen comments.*

*\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.*

*Program Year (FY 2015-2016) CAPER response:*

Pending comments from the Public Comment Period scheduled for August 21 to September 20, 2016.  
Pending Public Hearing scheduled on September 20, 2016. (Exhibit F).

With the elimination of the Steering Committee in 2012, the city council determines who will receive Public Service funding and how much will be allocated. Beginning in the 2013/14 Fiscal year and currently, the City allocates Public Service funds in the order listed below subject to receipt of CDBG grant funds:

- 
- Heather House (30%)
  - Youth Fee Assistance (20%)
  - Fun on the Run (15%)
  - The Leaven (10%)
  - LIFT 3 (10%)
  - Archway Recovery (5%)
  - Meals on Wheels (10%)

This year the funding availability and deadlines were publicized (Exhibit G) using:

- A legal advertisement in the local paper
- On community bulletin boards at five locations in the City
- On the City website
- Via email and US mail to local non-profits

Reasonable accommodations are available for persons with disabilities if requested at least 48 hours in advance of the meeting. Materials provided at the meeting could be available in a format accessible to persons with disabilities upon request.

If a significant turn-out of non-English speaking residents were anticipated to attend, the City would endeavor to provide translators upon request or when it would be reasonably expected that a significant number of non-English speaking persons would participate in the meeting. In addition, the City would provide translation services if a request was made 48 hours before the meeting date and time. During this CDGB funding cycle, staff did not receive any requests for reasonable accommodations or for translators.

The City of Fairfield Community Development Department took the lead role in implementing the housing and community development strategy. The Community Development Department is responsible for implementing the Federal Community Development Block Grant (CDBG) program, construction and rehabilitation of various affordable housing projects, several first time homebuyer loan programs, and the Fairfield Housing Authority, which administers the federal Housing Choice Voucher Rental Assistance Program. Grants will be awarded to subrecipients using the process outlined in the Citizen Participation Plan.

The proposed development of the Five-Year Consolidated Plan FY 2012-2017 was presented to the Fairfield Housing Authority Resident Advisory Board. The Board Members were informed of the HUD requirements and the tentative deadlines established to move the process forward.

The City department managers met several times to discuss their goals and objectives for the Annual Action Plan. Development of this Annual Action Plan was collaboration among City departments to implement the goals identified in the Five-Year Consolidated Plan FY 2012-2017, based on a comprehensive neighborhood approach with multiple services in targeted areas to alleviate or eliminate the problems.

In FY 2011/12, the CDBG Steering Committee held multiple meetings to review and rank the applicants using the goals and objectives in the Five-Year Consolidated Plan FY 2012-2017 as guidance. On April 2, 2013, the City Council approved the amended Citizens Participation Plan identifying certain known projects that would receive allocation on the first year funding cycle but also identified future recipients identified as a percentage of the Public Service Entitlement. This process remains in effect today, however, the Citizens Participation Plan and the Five-Year Consolidated Plan is in the process of revision. The revised Five-Year Consolidated Plan will cover FY 2017-2021.

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## Institutional Structure

*Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination\*  
*Program year (FY 2015-2016) CAPER response:*

The major strength of the City's institutional structure lies in the close coordination by the City of Fairfield, the Housing Authority, and non-profit and for-profit entities during the reporting period. Innovation is important to maximize the available funding in order to address all of the City of Fairfield's housing and community development needs.

The City of Fairfield Community Development Department coordinated efforts with the Solano County Health and Social Services Department, other Housing Authorities in Solano County, the Workforce Investment Board, Solano Employment Connection, private lenders, and a large number of non-profit housing and supportive service providers. To maximize limited resources, the City focused CDBG funds toward high priority projects that will increase program benefits to Fairfield citizens. This section describes the program delivery structure and coordination that proved critical to implement the strategic plan.

The City of Fairfield and the Fairfield Successor Agency took the lead role in implementation of the strategy outlined in the Five-Year Consolidated Plan FY 2012-2017. The City's Community Development Department was the lead department in implementing the housing strategy for Fairfield.

The Housing Division of the Community Development Department is responsible for implementing the City's Community Development Block Program (CDBG), HOME Program, CalHOME Program, NSP Programs and residential Rehabilitation programs. The Housing Division also administers the Fairfield Housing Authority's Housing Choice Voucher Program, and administers first time homebuyer programs.

CDBG and HOME funds are used for the City's residential rehabilitation program. This money is marketed citywide to income-eligible homeowners and property owners who rent to income eligible tenants.

The City coordinates its services with those of the Solano County Department of Health and Social Services to administer its Housing Choice Voucher Rental Assistance (outreach, intake, eligibility verification, etc.). The City also coordinates its efforts to assist the homeless and persons about to become homeless with local service providers.

These collaborative partners are made up of representatives from local government agencies and other organizations throughout the County who are committed in sharing information and expanding the availability of services for persons who are homeless or who are about to become homeless. For example, Solano CAMINAR provides a crisis shelter and case management services to people with extreme mental illness. CAMINAR's crisis facility is located in Fairfield.

Local churches have been instrumental with providing emergency food and shelter services in Fairfield. Several churches operate their own emergency food pantries and assist those who are homeless with motel vouchers and referrals to Mission Solano or Heather House. The City also supports food distribution efforts by the Food Bank of Contra Costa and Solano and Meals on Wheels to very low- and low-income residents.

The major strength of the program delivery and coordination activities outlined above all activities is closely and effectively coordinated. The major gaps in the delivery system are not caused by any weakness in the delivery structure, but rather by a lack of sufficient resources to address all of the City's needs.

The City's population reported in U.S Census 2010 American Survey is 105,371 people. The population diversity can be seen in the table labeled "Fairfield Diversity".

Continued outreach is needed to Black and Hispanic residents to encourage participation and education in first time homebuyer programs. Due to the economic downturn and tightening of the mortgage market, no families were able to take advantage of homeownership.

Expansion of bilingual fair housing services and activities are needed to assist the growing Hispanic population understand their housing rights and the benefits to homeownership. Community based organizations within the City will continue to educate families facing foreclosure using classes and seminars offered in English and Spanish. First-time homebuyer classes were also offered in Spanish, as needed.

<b>Fairfield Diversity</b>	
Total Population	105,371
Ethnic Diversity—One Race	91.2%
White	46%
Black	15.7%
Asian	14.9%
Hawaiian/Pacific Islander	1.1%
American Indian/Alaska Native	0.8%
Other	15.4%
Hispanic	27.3%

It appears that all low and moderate-income households who had effectively established their credit history and demonstrated an ability to pay were able to qualify for home loans, regardless of race or ethnicity. The reason seems to be related to the affordability of housing stock in Fairfield when compared to other counties in the San Francisco Bay Area.

According to data compiled by HUD from the 2010 census, of the 11,942 rental units in Fairfield, 6,652 rental units or 55.7%, were built prior to 1980. The City is making affordable housing rehabilitation loans or grants available to low and moderate-income property owners and to owners who rent to low- and moderate-income tenants. This program is a high priority in the City to maintain and improve the condition of older housing stock.

From the 2010 American Community Survey the number of residents age 65 and over is 10,775, or 10.2% of the total population and 9,657 residents or 9.7% reported a disability between 2009-2011. Fairfield expects the elderly and disabled population to increase over time as the baby boomers enter into retirement age. The increase in this population sector will mean there will be more persons requiring housing that is adaptable to their physical needs over the next five years. The City is encouraged by the outcome of Laurel Gardens Apartments (20 units) and the rehabilitation of Signature at Fairfield (93 units) because they increased the number of ADA compliant apartment units available to low- and moderate-income residents.

## Monitoring

*Describe how and the frequency with which you monitored your activities.*

*Describe the results of your monitoring including any improvements.*

*Self-Evaluation*

*Program Year (FY 2015-2016) CAPER response:*

The program maintained a fair and efficient process to fund subrecipient activity. The funds were not expended in a timely manner according to HUD regulations, as the City did not meet the 1.5 requirement to expend funds in a timely manner. Regulations at 24 CFR 570.902 state that before the funding of the next annual grant and absent contrary evidence satisfactory to HUD, HUD will consider an entitlement recipient to be failing to carry out its CDBG activities in a timely manner if (1) 60 days before the end of the grantee's current program year, the amount of entitlement grant funds available to the recipient under grant agreements but undisbursed by the U.S. Treasury is more than 1.5 times the entitlement grant amount for its current program year and (2) the grantee fails to demonstrate to HUD's satisfaction that the lack of timeliness has resulted from factors beyond the grantee's reasonable control.

Appropriate activities were funded based on national and local objectives. More than 70% of the funds went to households or persons at the Low/Moderate income levels. The CDBG program met the requirements to operate an effective program. Ongoing monitoring was conducted to ensure compliance in the following areas of program administration:

All subrecipients receiving CDBG funds were monitored according to HUD guidelines. All were received a desk review of reports submitted. Staff reviewed applicable CDBG program and financial documents for all funded activities. The one issue that continues to be a problem was the difficulty of the Fun on the Run mobile recreation drop in program that benefits children to completely document the household income. Staff will continue to work with these organizations to comply with CDBG regulations.

#### *CDBG Funding Caps*

Administrative Fee (20% Cap)	140,519
Public Service Funds (15% Cap)	105,389
Non-Public Service Funds	<u>456,686</u>
	702,594

During FY 2015-2016, the City exceeded the HUD required 1.5 benchmark for the annual Timeliness test for the CDBG program. (Exhibit E).

## Self-Evaluation

The City of Fairfield has a history of managing a highly effective CDBG program to meet the community needs identified in the Five-Year Consolidated Plan FY 2012-2017. The future challenge is optimizing increasingly diminishing resources to achieve the best outcome. The CDBG process is under evaluation and may change the allocation process to target specific high priorities.

Evaluate at mid-program year the progress of various projects to assess timeliness and accomplishment toward stated goals.

Design and implement use of electronic public information regarding the CDBG requirements, the CDBG funding process, and the responsibilities of the CDBG subrecipients.

Meet HUD requirements and enter complete program data into IDIS.

Increase the monitoring frequency of new subrecipients to assist them in completing projects on time.

Increase outreach efforts to solicit more community participation.

Provide technical support to community organizations interested in applying for funding.

Monitor financial statements from the City Finance Department to ensure CDBG funds, program income, revolving loan programs, and rehabilitation loan programs are in balance with IDIS.

Monitor the required program caps on Public Service funds and Program Administration. Ensure that the correct calculation is used to determine the cap limits. Do not include estimated program income in future calculations.

## Lead-Based Paint

*Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.  
Program Year (FY 2015-2016) CAPER response:*

On April 14, 1998, the Fairfield Lead-Based Action Plan was adopted. This plan requires structures receiving program assistance from the Housing Authority, Rehabilitation Programs, and First-time Homebuyer's Assistance receive a visual assessment, paint inspections, paint testing, and risk assessment for identification of lead-based paint hazards and the use of lead-safe work practices, interim controls, and abatement as prescribed procedures to reduce these hazards.

The Housing Authority also provides a brochure on lead-based paint hazards to Housing Choice Voucher landlords and tenants at the tenant briefing before the family leases a new unit. This written material is available to the public on request.

The Housing Rehabilitation program requires that lead testing be part of the project evaluation for each approved loan or grant. In the past year, the housing inspectors did not find or require lead paint abatement as part of any housing rehabilitation project.

## Housing Needs

*\*Please also refer to the Housing Needs Table in the Needs.xls workbook.  
Describe Actions taken during the last year to foster and maintain affordable housing.  
Program Year (FY 2015-2016) CAPER response:*

### Homeownership Opportunities

The City continues to leverage multiple financing sources to expand homeownership opportunities. From the State of California, the City has applied for and received CalHome and HOME funds. The City encourages comprehensive neighborhood development and revitalization strategies to confront the issues of increased crime, congested transportation routes, lack of affordable housing including the homeless and disabled, and declining neighborhoods.

#### First Time Homebuyer Programs

Other asset and financial sources for affordable home ownership programs include HOME funds, CalHome funds, NSP1 and NSP3 funds.

In FY 2015-2016, 5 families received loans through the City's first time homebuyer loan programs. These loan programs include the Silent Loan Program (funded with HOME funds), the CalHome Loan Program (funded with State CalHome funds), and the Neighborhood Stabilization Program (funded with NSP1 and NSP 3 funds).

- Race – 4 White, 1 Other
- Ethnicity – 5 Hispanic
- Head of Household – 3 Female, 2 Male
- 2 Very Low Income, 3 Low Income

Habitat for Humanity

A 10,000 square foot parcel of land was purchased with CDBG funds in 2001, which two single-story affordable units on Missouri and Taylor Streets were constructed. The construction was completed in 2014 and two low-income families are currently residing in their new homes. The City will continue to work with Habitat for Humanity to build affordable homes for low- and moderate-income families and is prepared to provide assistance for some of the impact fees required by the City.

## Neighborhood Improvements

<b>The Leaven Project Tutoring Centers</b>	<b>PS</b>	<b>\$10,539</b>
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A successful community partnership continues through The Leaven Tutoring Program on Phoenix Drive, The Groves and Grande Circle. CDBG provided a \$10,539 grant to offer afterschool and summer programs to its very low-income residents. Approximately 20-35 children participated each quarter, with the Leaven volunteers and staff offering remedial studies, mentoring, and one-on one tutoring to English and ESL students. Currently, there are three Leaven Tutoring Programs in Solano County with another one near completion on Dana Drive.

Dana Drive	NPS	\$64,596
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Dana Drive is a high density multifamily residential area that is comprised of apartment complexes. This area has a long history of being a crime plagued area with ongoing crime issues involving drug trafficking and gang activity. The City conducted a neighborhood survey seeking input on what residents find challenging in their neighborhood and for ways to improve overall quality of life. Results showed a desire to engage youth through activities and with police as a deterrent from gang activity and crime. The City/NorthBay Healthcare/Leaven Program partnership will help achieve these goals through the rehabilitation of the NorthBay property. The Leaven Project will provide youth component through tutoring, mentoring, and other activities for low-income, at-risk youth at the center free of charge. NorthBay Healthcare will partner with the Leaven Program allowing them use of the vacant duplex. Therefore, interior renovations are currently being modified from a residential duplex to a public community center. CDBG provided \$64,596 from the Neighborhood Revitalization Program Activity to renovate the vacant duplex which the Leaven proposes to serve 40 at-risk, low income youth in the first year of operations.

Tabor Park Basketball Court	NPS	\$28,750
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The Grande Circle/Villa Circle and surrounding neighborhood has long been a predominantly low-income, high-crime area. Residents living in that neighborhood have experienced negative effects of poverty, violent crime and nuisance activities. Several community meetings were held to engage residents, property owners and property managers. Community feedback voiced concern over the lack of safe youth activities.. A survey of over 100 residents were surveyed and it was found that they perceived a lack of positive, safe youth activities in the area that contributes to crime and disorder. Tabor Park is located only one block from the Grande Circle residents. According to US Census data, in 2014, there were 983 youth between the ages of 0-18 living in this census tract. Due to the poor condition of the basketball court asphalt, backboard, striping, lighting, cameras, benches, etc., CDBG funds were used to improve the community park by upgrading the basketball court area to a full-court basketball facility.

Empowerment". The purpose of the partnership was to address needs in the immediate community with regards to education and prevention training. CDBG funds have been used for the second component of outreach, which was to conduct improvements in the physical environment of Grande Circle. Supplemental cameras for the existing CCTV system in partnership with improved street lights have greatly enhanced the system and has allowed for identification of individuals that commit crimes on Grande Circle as well as reduce overall crime rates in the area by discouraging predatory crime.

Housing Rehabilitation Programs

Housing Rehabilitation Loan Program	NPS	\$200,000
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The CDBG program provides the bulk of the annual entitlement grant to the Housing Rehabilitation Program. This funding is important to maintain and upgrade single-family and multi-family homes in older neighborhoods. These funds are available to eligible low- and moderate-income homeowners and owners who rent to low-income and moderate-income tenants. Through this program, the City requires lead-based paint testing as part of each housing inspection and encourages the project to include the addition of ADA improvements for elderly and disabled homeowners or tenants.

The City offers several programs to assist both low- and moderate-income homeowners and owners of rental properties that are occupied by low- and moderate-income tenants to obtain below market rates loans or grants. The objectives of the program are to conserve and improve the supply of housing affordable to low- and moderate-income households, assist in removing architectural barriers for low- and moderate-income households, and remove blighted conditions in the City. During FY 2015-2016, 14 Housing Rehabilitation loans and grants were completed. The total CDBG expended funds for the 14-15 fiscal year is \$170,468.50. Two additional projects (one loan project and one grant project) are near completion and pending release of final payment. In addition to these two pending projects, we have an additional eight (8) Housing Rehab loan projects and two (2) grant projects in the pipe line for a total of 12 projects and approximately \$247,492.50 in allocations for the 15-16 Fiscal Year. Most homeowners were elderly or disabled and lived in homes that were built prior to 1965.

Neighborhood Infrastructure

Casa Nova Mobile Home Park Driveway, Streets and Retaining Wall	NPS	\$24,600
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Casa Nova Mobile Home Park has 131 mobile home units, 85% of which house low-income seniors. Due to the structure of the financing necessary for Casa Nova Mobile Home Park to be purchased by the residents in 1988, the City has a significant financial stake in the Casa Nova Mobile Home Park. The park had aging infrastructure and the existing retaining wall has deteriorated through the years. CDBG funds have been used from the Affordable Housing Support Activity to repair asphalt in six driveways, nine driveways sealed and the construction of a retaining wall.

**Specific Housing Objectives**

*Evaluate progress in meeting specific objectives of providing affordable housing*

*Program year (FY 2015-2016) CAPER response:*

The mortgage and foreclosure crisis was having a substantial negative impact in many neighborhoods in the City of Fairfield. Over the past several years, the City had numerous new housing developments that

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attracted sub-prime loans offered to many first time home buyers. However, foreclosures have decreased significantly.

Opportunities that exist due to rising home prices:

- Although there is an upturn in real estate, we still find it necessary to offer the same opportunities for home owners who are unable to sell their homes. This continues to be evaluated annually.
- Affordable housing that restricts occupancy to owner occupied remains intact. Staff changed the restriction to allow owners to temporarily convert to rental property for owners who need to relocate and are unable to sell the property in the current market. This process is evaluated annually. Currently, there have not been any requests to temporarily convert rental properties.
- According to [www.propertyradar.com](http://www.propertyradar.com), as of August, 2016 Fairfield had 15 bank-owned properties, another 54 considered in pre-foreclosure, and 29 in the Auction stage. Staff continues to explore ways to acquire property and rehab and sell to very low-income families.
- The Below Market Rate (BMR) homes that were available for sale were attractive in the market as home prices began to rise. Many BMR homes have foreclosed.

Staff continues to be proactive with the following actions:

- First Time Homebuyer Classes have been contracted out to help new buyers understand the ramifications of purchasing a home. This Program provides both education and counseling for the homeowners to learn about their rights and obligations as homeowners.
- Notify the public about various funding opportunities that the City has to offer for first time homebuyers.
- Train Lenders and Agents on our First Time Homebuyer Programs qualifying their participation in offering our programs to potential homebuyers

Due to limited staff, many of the above projects will be contracted to outside agencies to administer going forward.

The Five-Year Consolidated Plan FY 2012-2017 identifies maintaining affordable housing and neighborhoods for low-income families as a high priority for CDBG funding allocations.

IDIS #	Activity Name	Date Funds Granted	Amount of Grant	Remaining Balance	Status
349	Housing Rehabilitation	2007-2008	537,052	0	Completed
366	Housing Rehabilitation RLF Program (Entitlement and PI)	2008-2009	462,839	0	Completed
397	Housing Rehabilitation RLF Program (Entitlement and PI)	2010-2011	318,365	0	Completed
408	Housing Rehabilitation RLF Program (Entitlement and PI)	2011-2012	316,268	0	Completed
368	Housing Choice Voucher Homeownership	2008-2009	60,000	0	Completed
403	Housing Choice Voucher Homeownership	2010-2011	20,000	0	Completed
423	Housing Rehabilitation RLF Program  (Entitlement and PI)	2012-2013	572,823	172,624	Active
445	Housing Rehabilitation RLF Program	2013-2014	214,828	214,828	Active
469	Housing Rehabilitation RLF Program	2014-2015	200,000	200,000	Active
475	Housing Rehabilitation RLF Program	2015-2016	200,000	200,000	Active
	<b>Funding Allocated to Active Projects</b>		<b>\$2,902,175</b>	<b>\$787,452</b>	

## Other strategies on the horizon through Affordable Housing:

- 1) Develop a comprehensive Targeted Neighborhood Revitalization Program by researching areas with the greatest need for revitalization with a high volume of traffic and visualization opportunity.
- 2) Identify specific multi-family residential properties to partner with on a substantial rehabilitation.
- 3) Work with the development community to increase supply of affordable housing in the community.
- 4) Develop methods, both in-house and with external partners, to increase awareness and participation in affordable housing programs.
- 5) Develop relationships with external partners to ensure all housing program requirements are being met, including furthering fair housing, access to housing for underrepresented groups, housing offices are accessible to all members of the community and that proper monitoring procedures are adhered to.

The City is actively involved with the stability of the three mobile home parks that serve both the elderly and disabled and low-income residents. Funding has been provided using multiple funding sources to maintain the facilities and to retain compliance and good standing with the State, and/or bond holders. Future partnerships will be to ensure long-term viability and affordability.

The City continues to encourage housing development projects that provide affordable rentals that benefit the elderly and disabled.

### Public Housing Strategy

*Not Applicable*

### Barriers to Affordable Housing

*Describe actions taken during the last year to eliminate barriers to affordable housing.  
CAPER Barriers to Affordable Housing response:*

Due to the decreased amount of foreclosures, there are very few affordable housing units on the market. Part of the problem is that investors are purchasing the foreclosed homes for rental opportunities or to flip. The slowdown in affordable housing new construction can be attributed to the overall decline in the housing market and a contraction of new housing and rental construction. Fairfield has reviewed its tax policies, land use controls, zoning ordinances and subdivision regulations, growth limits, building codes, building fees, and charges, and found that these practices did not pose significant barriers to affordable housing development.

The City of Fairfield is prepared to utilize several methods to remove or alleviate the potential negative effects of public policies that might serve as barriers to affordable housing. Some development costs were reduced through rehabilitation funding. Costs of infrastructure improvements in target area neighborhoods were supported through the use of Community Development Block Grant funds.

### Affordable Housing Activities

The Five-Year Consolidated Plan FY 2012-2017 identifies that the highest priority activities include eligible CDBG projects that provide services in multiple targeted areas (Low/Mod Income, High Crime, 80-to-80 Corridor). It is very likely for a service provider to propose a project that may overlap into two or more target areas. The City intends to encourage programs and services to areas with the most need.

## Fair Housing Education and Outreach

The Housing Authority provides a copy of the fair housing brochure, ***FAIR HOUSING; it's your right***, and shows a Fair Housing video during the voucher briefing. The booklets are also available upon request in the Housing Authority lobby.

The Fairfield Housing Authority team refers complaints regarding landlord tenant issues to Legal Services of Northern California, Department of Fair Employment and Housing and the Department of Housing and Urban Development as needed.

The City is aware of ongoing challenges with locating affordable housing, encouraging new landlords to participate in the Housing Choice Voucher Program, and concerns from renters and landlords. As a result the City is looking to partner with Fair Housing of Marin to provide Fair Housing services including education, outreach and mediation as needed in the upcoming months.

Additionally, the City of Fairfield Housing Authority will conduct a landlord education and recruitment fair in the fall of 2016.

### Foreclosures and Mortgage Defaults

Over the past several years, Fairfield has been a popular city for first-time homebuyers. While Fairfield is considered an expensive area to purchase a home from a national standpoint, it is considered affordable compared to other San Francisco Bay Area cities.

According to [www.propertyradar.com](http://www.propertyradar.com), as of August, 2016 Fairfield had 15 bank-owned properties, another 54 considered in pre-foreclosure, and 29 in the Auction stage. Staff continues to explore ways to acquire property and rehab and sell to very low-income families.

### Housing Choice Voucher Rental Assistance Program

The Housing Authority will consider opportunities to increase the number of Housing Choice Vouchers (HCV) available to residents of Fairfield. The number of Housing Choice Vouchers under lease during FY 2015-2016 is 881 vouchers. The U.S. Department of Housing and Urban Development provided the funding opportunities for new vouchers during the funding cycle and the opportunity to assist five homeless veteran families..

The Housing Authority continues to provide training seminars to tenants who are identified as lacking the skills to appropriately maintain their rental units. This class is open to any interested HCV holder, but is mandatory to any tenant who fails the annual Housing Quality Standard inspection due to tenant-caused repair or maintenance issues.

A provision of the HCV Homebuyers Program is a required First-Time Homebuyers class offered by any HUD-approved agency. These classes included information on credit, budgeting, real estate practices, home maintenance, and home ownership. Families completing the class obtained a certificate at the end of the program.

The distribution map of August 2015 shows that only 32 families, or 4.2% of the assisted households, reside in census tract 2525.02 which has 20% or more of the population with income below 80% of the area median income.

Local Real Estate Practices

The Housing Authority is a member of the California Apartment Association (CAA). The CAA held quarterly meetings and provided an excellent resource for current laws regarding real estate practices. All Housing Authority staff members are certified in Fair Housing by the CAA education program.

The Fairfield Housing Authority monitored the distribution of assisted units to ensure that Housing Choice Voucher tenants are not "steered" to low-income areas by prevailing rental practices.

Land Use Policies

The City of Fairfield General Plan encourages infill housing projects that can take advantage of existing transportation and services available in surrounding neighborhoods. New infill development in the downtown area has been limited as Fairfield recovers from the recession of 2008. However, projects successfully completed during the past five years have included two homes for Habitat for Humanity and a six-plex located near the Solano County Government Center. Infill development in the neighborhood benefits from the cultural amenities and proximity to government services at the Fairfield Civic Center and Solano County Government Center as well as proximity to the Suisun-Fairfield Capital Corridor train station in downtown Suisun City.

In addition, the City is currently developing a Specific Plan for Downtown Fairfield and West Texas Street. A key policy objective for the Specific Plan is to facilitate infill development in Downtown. As part of the planning process, the City has identified several key opportunity sites. These sites include two sites controlled by the City, the former Sem Yeto school site and the Ray Venning water treatment plant site. These two sites are opportunities for significant infill housing in the Heart of Fairfield. Adoption of the Plan is anticipated for early 2017.

Building Permits

During FY 2015-2016, the City continued a steady recovery from the foreclosure crisis.

<b>Type</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2010-11</b>
Single-Family	301	284	217	277	182	139
All Residential	316	612	1,170	1069	890	797
All Commercial	241	266	348	338	371	313

**HOME/ American Dream Down Payment Initiative (ADDI)**

Not Applicable

## Homeless Needs

*Identify actions taken to address needs of homeless persons. Identify actions to help homeless persons make the transition to permanent housing and independent living.*

*Program Year (FY 2015-2016) CAPER response:*

The Continuum of Care provides guidance in the City's determination of priority needs and funding allocations. The City is also represented at the Community Action Partnership of Solano County, a joint powers authority and taskforce for identifying and funding organizations that house the homeless. Fairfield is very concerned about maintaining its capacity to address emergency shelter needs and the needs of homeless subpopulations.

Emergency supportive services and facilities in Fairfield provide approximately 184 beds per night by non-profit agencies, with financial support from a variety of private, state and federal sources, including CDBG from the City of Fairfield.

- Mission Solano 150 beds
- Heather House Homeless Shelter 24 beds
- Turning Point Domestic Violence Transitional Shelter 10 beds

Providing emergency shelter, transitional housing, and permanent housing to homeless individuals and families is a high priority in the Five-Year Consolidated Plan FY 2012-2017. The City of Fairfield is in support of the efforts of the Solano County Continuum of Care Collaborative. The City participates in efforts to seek funds from HUD for programs that would address the transitional housing needs of the homeless.

The Mission Solano Rescue Mission Bridge to Life transitional facility offers an opportunity for 150 homeless and hungry individuals to be fed, housed and trained with compassionate and strategic care. Once the women's center and the kitchen is built at the Bridge to Life Center, there will be 208 beds available for the homeless. There are currently 27 beds at full capacity at the 740 Travis Community Outreach location, however, this center will be demolished in the next several months. Mission Solano and other homeless service providers offer supportive services, such as job training and drug treatment.

The Bridge to Life Center is an important component to ending homelessness in Solano County. Within Fairfield, this transitional housing compliments the 24-bed family shelter operated by Heather House. The long-range goal is to move residents of the homeless shelters in Solano County to the transitional housing beds offered by the Bridge to Life Center.

The Lift3 Support Group took over the operation of the Fairfield Transitional Domestic Violence Shelter in July 1, 2009. The lease with Lift3 provides several operation benchmarks that improve services in Fairfield.

Heather House Homeless and Transitional Shelter served 141 unduplicated homeless individuals in FY 2015-16. All were from Fairfield. Although Heather House suffered from major staff turnover, including the Executive Director, part of its successes come from expanding programs, gaining hundreds of volunteer hours and reintegrating with their fellow social services providers. Churches, citizens and businesses were a great asset while making positive changes.

### Specific Homeless Prevention Elements

Identify actions taken to prevent homelessness.  
Program Year (FY 2015- 2015) CAPER response:

Homeless Services	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-2015	FY 2015-2016
Turning Point Transitional Shelter	0	0	10,957	10,498	10,539
Homeless Kids Outreach	9,250	12,000	0	0	0
Heather House Operations	33,200	36,850	32,561	31,492	31,617
Mission Solano	0	12,400	10,957	0	0

#### Financial or In-Kind Support

The Fairfield Housing Authority owns the property used by Heather House Homeless and Transitional Shelter and by Turning Point Domestic Violence Transitional Housing Facility. The City will continue to oversee these programs to ensure they meet the needs of homeless individuals. Both organizations are given favorable lease terms to offset the operational costs of their programs.

Mission Solano has worked with the City, County, and State in the construction of their Bridge to Life Center. This 150-bed transitional shelter complements the services offered by several local churches. This location offers comprehensive services as well as temporary shelter to homeless individuals.

Heather House Transitional and Emergency Shelter received 30% of the annual public service funds from CDBG, which was \$31,617. As set aside funding, Heather House does not compete for funding, but automatically is granted funding based on the amount received from HUD. Supporting Heather House and having their services available to homeless individuals is a very high priority with the City. Over 141 people were served during FY 2015-2016. All were deemed residents from Fairfield.

#### Emergency State Grants (ESG)

Not Applicable

## Community Development

*\*Please also refer to the Community Development Table in the Needs.xls workbook.*

*Assessment of Relationship of CDBG Funds to Goals and Objectives*

*Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies  
Program Year (FY 2015-2016) CAPER response:*

The City Council awarded funds for FY 2015-2016 based on the local goals and objectives. The following table identifies the funding awarded according to priorities in the Five-Year Consolidated Plan FY 2012-2017.

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-2016
<b>Attract and Retain Employment Opportunities</b>					
Economic Development Loan (RLF)	0	0	0		0
<b>Revitalize existing neighborhoods</b>					
Santa Monica Creek Infill Project	85,970	0	0		0
Casa Nova MHP Street Lights	0	42,750	0		0
Housing Rehabilitation Loans	200,000	200,000	214,828	200,000	200,000
Neighborhood Revitalization	0	0	113,067	97,693	221,686
Housing Choice Voucher Homeownership Assistance	20,000	0	0		0
Casa Nova Sewer Main	0	0	14,095		0
Housing Rehabilitation Admin	0	107,200	107,000	107,200	107,200
Affordable Housing Support	0	0	35,905	50,000	50,000
Multi-Housing Safety and Security Project	0	85,000	0		0
Archway Recovery energy Efficiency Project	0	34,772	0		0
<b>Revitalize existing commercial areas</b>					
Fairfield Main Street Association	0	70,000	0		0
North Texas Street Business Improvement District	0	24,000	0		0
<b>Gang, violent crime prevention</b>					
Neighborhood Crime Reduction	0	100,000	0		0
Archway Work Re-entry Program	0	12,400	10,957	5,249	5,269
Lift 3 support Group Shelter Op	0	12,400	10,957	10,498	10,539
Unity Hall Recovery	0	7,450	0		0

**Economic Development Activity**

**CDBG RLF funds, in conjunction with other financial resources, both local and State, are used for real property acquisition, purchase of furniture, fixtures and equipment, or working capital to assist businesses that have the potential of creating long-term jobs. Loan recipients must create one full-time job lasting at least two years for every \$25,000 of revolving loan funds borrowed.**

**Program Income**

Revolving Loan Program Income			
Type	FY	PI	Expenses
Econ Dev RLF	2015-2016	85,255	7,836
Rehab RLF	2015-2016	169,053	138,184
Total		<b>254,308</b>	<b>146,020</b>

**Rehabilitation Activity**

IDIS #	Activity Name	Date Funds Granted	Amount of Grant	Remaining Balance	Status
345	Economic Development RLF Program(Entitlement and PI)	FY 07-08	320,785	0	Completed
378	Economic Development RLF Program (Entitlement and PI)	FY 09-10	444,251	365,166	Active
349	Housing Rehabilitation RLF Program (Entitlement and PI)	FY 07-08	559,452	0	Completed
366	Housing Rehabilitation RLF Program (Entitlement and PI)	FY 08-09	462,839	0	Completed
397	Housing Rehabilitation RLF Program (Entitlement and PI)	FY 10-11	318,365	0	Completed
408	Housing Rehabilitation RLF Program (Entitlement and PI)	FY 11-12	249,198	0	Completed
423	Housing Rehabilitation RLF Program (Entitlement and PI)	FY 12-13	200,000	172,624	Completed
445	Housing Rehabilitation RLF Program (Entitlement and PI)	FY 13-14	214,828	214,828	Active
469	Housing Rehabilitation RLF Program (Entitlement and PI)	FY 14-15	200,000	200,000	Active

475	Housing Rehabilitation RLF Program (Entitlement and PI)	FY 2015-16	200,000	200,000	Active
	<b>Remaining Balance Active Projects</b>			<b>\$1,152,618</b>	

The purpose of the Housing Rehabilitation Program is to improve and maintain the stock of housing available, remove architectural barriers, and reduce blighted conditions in low-and moderate-income neighborhoods in Fairfield. The program provides below market rate loans and grants to owner-occupants whose households qualify as low- to moderate-income and whose residences are in need of qualifying property improvements. The income limits vary based on funding source.

During 2015-2016, 15 loans and grants were approved. Staff is always evaluating improvements to the current marketing plan and revising existing loan and grant programs to encourage more applicants.

Using CDBG funds, the City Manager’s Office, using Neighborhood Revitalization funding, funded a portion of the Dana Drive Project by the installation of street lights, cameras and license plate readers. These improvements have assisted police officers in crime prevention and crime fighting efforts.

Heather House operates a Transitional and Emergency Shelter in the older downtown residential neighborhood. CDBG funding was provided to help with shelter operating costs. In the past three years, 557 people were helped at the shelter and were provided housing for up to 90-days. Over 80% of Heather House clients are successful at finding permanent housing.

**Antipoverty Strategy**

*Describe actions taken during the last year to reduce the number of persons living below the poverty level.*

*CAPER Antipoverty Strategy response:*

To the extent possible, the City attempts to reduce the number of households with incomes below the Federal poverty level through a combination of direct assistance and indirect benefit from economic development and supportive services that enhance commercial and neighborhood improvement activities.

The City has limited resources so therefore must prioritize anti-poverty programs in a continued effort to support existing programs.

The Fairfield Housing Authority has applied for 25 Project Based VASH Vouchers targeting Homeless Veterans. The Housing Authority will continue to explore new funding opportunities. The Housing Authority team is continually working to establish effective partnerships with local Housing Authorities, local service providers, the Department of Veterans Affairs and Solano County to explore all affordable housing opportunities for the residents of Fairfield.

The City will continue to look for opportunities for affordable housing for low/moderate income residents. There are several programs promoted by the City that are effective tools for first time homebuyers:

- Neighborhood Stabilization Program Acquisition Rehabilitation
- Down payment assistance programs
- Education or training program for homebuyers

The City of Fairfield notifies local non-profits and social service agencies about workshops and classes that might benefit clients, staff, or both. There is a continued effort to share information to better serve low- and moderate-income residents.

A financial shortfall of federal dollars is making it necessary for non-profits to create alliances and partnerships to maintain existing level of services. The Non Profit Coalition held workshops to discuss the ongoing financial challenges of local non-profits. The lack of financial support is stressing many of our local non-profits and is impacting their ability to provide services.

On April 27, 2011, the first of two summits on poverty in Solano County was held in Fairfield. Non-profit social services agencies, government providers, and educators came together to brainstorm new ways of working together and sharing resources to ameliorate local poverty. Another follow-up summit will be scheduled to continue the collaborations.

Activity Name	Program	Approved
Heather House Emergency and Transitional Housing	PS	\$31,617

Mission Solano Bridge to Life Center has built a 150-bed transitional housing facility. This \$10 million dollar development is being built in multiple phases and as funding becomes available. Once the women's shelter and kitchen has been built, 208 beds will be available for the homeless. There are currently 27 beds at full capacity at the 740 Travis Community Outreach location, however, this center will be demolished in the next several months.

Lift3 Support Group is the only Domestic Violence Transitional Housing Shelter in Fairfield and has 18 beds available to woman and their children who are victims of Domestic Violence. CDBG funding was provided for the salary and benefits of on-call trained domestic violence employees.

The major obstacle to meeting underserved housing and community development needs in the City of Fairfield is a lack of sufficient resources to address all of the needs that exist. For example, a high priority exists in Fairfield for affordable rental housing that can accommodate disabled individuals. The City continues to encourage the creation of affordable rental housing for the disabled. However, in this area, the City is primarily dependent on others, and the best success will be future development that includes a partnership between the City, HUD, non-profit housing developers, and private developers.

**Non-homeless Special Needs**

*\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.*

*Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).*

*CAPER Non-homeless Special Needs response:*

The following activities were funded during the past fiscal years in response to enhance and improve the lifestyle and quality of life.

Laurel Gardens Apartments provides rental housing assistance to homeless persons with disabilities. This development opened in early 2006 and has 30 affordable housing units specifically designed for persons with disabilities. Laurel Gardens is the first permanent supportive housing project in Solano County for the homeless and mentally disabled, thereby filling a critical gap in the continuum of mental health residential services in Solano County.

The City sold the Senior Manor Apartment complex to a non-profit developer and helped secure funding to do a substantial rehabilitation of the apartments and the parking area and landscaping. The rehabilitation of the 84 units, which were built in 1979, has increased the long-term viability of affordable housing for seniors and the rehabilitation will allow more units to be ADA compliant. The City maintains a ground lease and right of first refusal to reacquire the property.

The rehabilitation of Signature at Fairfield (93 units) includes an increased number of ADA compliant apartment units available to low- and moderate-income residents.

**Other Narrative**

*Include any CAPER information that was not covered by narratives in any other section.*

*CAPER Other Narrative response:*

The following Exhibits provide additional supporting documentation.

## Exhibit A – Funding Award

### CA-FY15 Allocations

KEY	CNSRTKEY	NAME	STA	CDBG15	HOME15	ESG15
060012		Alameda	CA	\$1,039,953	\$0	\$0
060030		Alhambra	CA	\$791,498	\$324,545	\$0
060032		Aliso Viejo	CA	\$214,814	\$0	\$0
060078		Anaheim	CA	\$4,222,188	\$1,012,156	\$377,598
060102		Antioch	CA	\$748,610	\$0	\$0
060108	06C226	Apple Valley	CA	\$564,460	\$501,578	\$0
060228		Bakersfield	CA	\$3,198,138	\$1,004,842	\$285,348
060234		Baldwin Park	CA	\$952,636	\$230,309	\$0
060288		Bellflower	CA	\$972,360	\$277,070	\$0
060324		Berkeley	CA	\$2,450,327	\$562,305	\$222,546
060450		Buena Park	CA	\$714,312	\$0	\$0
060456		Burbank	CA	\$905,042	\$320,487	\$0
060516		Camarillo	CA	\$285,078	\$0	\$0
060564		Carlsbad	CA	\$511,394	\$0	\$0
060594		Carson	CA	\$685,146	\$0	\$0
060624		Cathedral City	CA	\$526,093	\$0	\$0
060654		Cerritos	CA	\$229,244	\$0	\$0
060684		Chico	CA	\$728,038	\$368,659	\$0
060708		Chino	CA	\$486,851	\$0	\$0
060709		Chino Hills	CA	\$320,753	\$0	\$0
060720		Chula Vista	CA	\$1,769,214	\$571,833	\$153,270
060726		Citrus Heights	CA	\$556,979	\$0	\$0
060756		Clovis City	CA	\$635,650	\$0	\$0
060804		Compton	CA	\$1,486,880	\$417,789	\$136,865
060810		Concord	CA	\$895,384	\$0	\$0
060828		Corona	CA	\$1,114,379	\$274,942	\$0
060846		Costa Mesa	CA	\$1,028,141	\$327,658	\$0
060906		Cupertino City	CA	\$293,549	\$0	\$0
060930		Daly City	CA	\$928,745	\$236,757	\$0
060942		Davis	CA	\$581,874	\$294,022	\$0
060960		Delano City	CA	\$652,009	\$0	\$0
061032		Downey	CA	\$1,059,461	\$334,592	\$0
061116		El Cajon	CA	\$1,159,843	\$404,864	\$0
061122		El Centro	CA	\$501,991	\$0	\$0
061146		Elk Grove	CA	\$819,263	\$0	\$0
061152		El Monte	CA	\$1,724,092	\$479,445	\$161,354
061212		Encinitas	CA	\$282,231	\$0	\$0
061230		Escondido	CA	\$1,503,249	\$428,182	\$0
061266		Fairfield	CA	\$702,594	\$0	\$0
061332		Fontana	CA	\$1,903,423	\$405,440	\$166,238
061380		Fountain Valley	CA	\$258,343	\$0	\$0
061404		Fremont	CA	\$1,098,952	\$0	\$0
061410		Fresno	CA	\$6,279,643	\$1,663,214	\$559,850
061416		Fullerton	CA	\$1,307,423	\$367,505	\$0



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**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	702,594.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	207,407.20
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	84,002.36
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	994,003.56

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	506,048.29
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	506,048.29
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	150,455.95
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	656,504.24
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	337,499.32

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	506,048.29
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	506,048.29
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

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

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	106,336.07
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	106,336.07
32 ENTITLEMENT GRANT	702,594.00
33 PRIOR YEAR PROGRAM INCOME	126,685.54
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	829,279.54
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	12.82%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	150,455.95
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	150,455.95
42 ENTITLEMENT GRANT	702,594.00
43 CURRENT YEAR PROGRAM INCOME	207,407.20
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	910,001.20
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.53%



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**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

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

Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	6	447	5921093	Neighborhood Revitalization	03	LMA	\$31,490.59
2013	6	447	5934297	Neighborhood Revitalization	03	LMA	\$13,579.51
2013	6	447	5938224	Neighborhood Revitalization	03	LMA	\$12,270.22
2014	1	467	5841616	Affordable Housing Support	03	LMA	\$18,580.00
2014	1	472	5841616	Neighborhood Revitalization	03	LMA	\$22,044.45
2014	1	472	5869920	Neighborhood Revitalization	03	LMA	\$7,365.54
2014	1	472	5897997	Neighborhood Revitalization	03	LMA	\$608.54
2014	1	472	5911527	Neighborhood Revitalization	03	LMA	\$10,063.20
					<b>03</b>	<b>Matrix Code</b>	<b>\$116,002.05</b>
2015	2	477	5869920	Heather House	03T	LMC	\$31,617.00
					<b>03T</b>	<b>Matrix Code</b>	<b>\$31,617.00</b>
2015	2	483	5911527	Meals on Wheels	05A	LMC	\$10,539.00
					<b>05A</b>	<b>Matrix Code</b>	<b>\$10,539.00</b>
2014	2	463	5841616	The Leaven	05D	LMC	\$1,115.05
2014	2	466	5869920	Youth Activity Fee Assistance Program	05D	LMC	\$6,962.02
2015	2	479	5897997	The Leaven	05D	LMC	\$2,428.63
2015	2	479	5911527	The Leaven	05D	LMC	\$2,562.77
2015	2	479	5921093	The Leaven	05D	LMC	\$2,666.78
2015	2	480	5869920	Fun on the Run	05D	LMC	\$15,808.00
2015	2	482	5869920	Youth Activities Fee	05D	LMC	\$11,456.53
2015	2	482	5897997	Youth Activities Fee	05D	LMC	\$3,981.62
2015	2	482	5911527	Youth Activities Fee	05D	LMC	\$2,163.25
2015	2	482	5938224	Youth Activities Fee	05D	LMC	\$1,174.75
					<b>05D</b>	<b>Matrix Code</b>	<b>\$50,319.40</b>
2014	2	460	5841616	Archway Work Re-Entry Program	05F	LMC	\$492.64
2014	2	460	5869920	Archway Work Re-Entry Program	05F	LMC	\$1,581.93
2014	2	460	5897997	Archway Work Re-Entry Program	05F	LMC	\$385.60
2014	2	460	5934297	Archway Work Re-Entry Program	05F	LMC	\$69.10
2015	2	478	5934297	Archway Recovery	05F	LMC	\$792.40
					<b>05F</b>	<b>Matrix Code</b>	<b>\$3,321.67</b>
2015	2	481	5897997	LIFT 3	05G	LMC	\$6,841.15
2015	2	481	5911527	LIFT 3	05G	LMC	\$1,304.93
2015	2	481	5921093	LIFT 3	05G	LMC	\$1,942.01
2015	2	481	5934297	LIFT 3	05G	LMC	\$450.91
					<b>05G</b>	<b>Matrix Code</b>	<b>\$10,539.00</b>
2012	1	423	5877276	Housing Rehabilitation RLF	14A	LMH	\$142.32
2012	1	423	5900230	Housing Rehabilitation RLF	14A	LMH	\$10,173.43
2012	1	423	5900232	Housing Rehabilitation RLF	14A	LMH	\$18,990.97
2012	1	423	5911527	Housing Rehabilitation RLF	14A	LMH	\$44,172.32
2012	1	423	5921093	Housing Rehabilitation RLF	14A	LMH	\$63,803.72
2012	1	423	5938224	Housing Rehabilitation RLF	14A	LMH	\$480.21
					<b>14A</b>	<b>Matrix Code</b>	<b>\$137,762.97</b>
2014	1	468	5841616	Housing Rehabilitation Administration	14H	LMH	\$26,588.74
2014	1	468	5869910	Housing Rehabilitation Administration	14H	LMH	\$12,738.62
2015	1	474	5869912	Housing Rehabilitation Administration	14H	LMC	\$14,077.70
2015	1	474	5877276	Housing Rehabilitation Administration	14H	LMC	\$9,604.58
2015	1	474	5911527	Housing Rehabilitation Administration	14H	LMC	\$46,386.50



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	1	474	5921093	Housing Rehabilitation Administration	14H	LMC	\$6,373.62
2015	1	474	5934297	Housing Rehabilitation Administration	14H	LMC	\$11,865.03
2015	1	474	5938224	Housing Rehabilitation Administration	14H	LMC	\$12,253.55
					<b>14H</b>	<b>Matrix Code</b>	<b>\$139,888.34</b>
2009	6	378	5841616	ECONOMIC DEVELOPMENT RLF	18A	LMJ	\$30.00
2009	6	378	5844056	ECONOMIC DEVELOPMENT RLF	18A	LMJ	\$0.80
2009	6	378	5898003	ECONOMIC DEVELOPMENT RLF	18A	LMJ	\$6,020.36
2009	6	378	5900230	ECONOMIC DEVELOPMENT RLF	18A	LMJ	\$7.70
					<b>18A</b>	<b>Matrix Code</b>	<b>\$6,058.86</b>
<b>Total</b>							<b>\$506,048.29</b>

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	2	477	5869920	Heather House	03T	LMC	\$31,617.00
					<b>03T</b>	<b>Matrix Code</b>	<b>\$31,617.00</b>
2015	2	483	5911527	Meals on Wheels	05A	LMC	\$10,539.00
					<b>05A</b>	<b>Matrix Code</b>	<b>\$10,539.00</b>
2014	2	463	5841616	The Leaven	05D	LMC	\$1,115.05
2014	2	466	5869920	Youth Activity Fee Assistance Program	05D	LMC	\$6,962.02
2015	2	479	5897997	The Leaven	05D	LMC	\$2,428.63
2015	2	479	5911527	The Leaven	05D	LMC	\$2,562.77
2015	2	479	5921093	The Leaven	05D	LMC	\$2,666.78
2015	2	480	5869920	Fun on the Run	05D	LMC	\$15,808.00
2015	2	482	5869920	Youth Activities Fee	05D	LMC	\$11,456.53
2015	2	482	5897997	Youth Activities Fee	05D	LMC	\$3,981.62
2015	2	482	5911527	Youth Activities Fee	05D	LMC	\$2,163.25
2015	2	482	5938224	Youth Activities Fee	05D	LMC	\$1,174.75
					<b>05D</b>	<b>Matrix Code</b>	<b>\$50,319.40</b>
2014	2	460	5841616	Archway Work Re-Entry Program	05F	LMC	\$492.64
2014	2	460	5869920	Archway Work Re-Entry Program	05F	LMC	\$1,581.93
2014	2	460	5897997	Archway Work Re-Entry Program	05F	LMC	\$385.60
2014	2	460	5934297	Archway Work Re-Entry Program	05F	LMC	\$69.10
2015	2	478	5934297	Archway Recovery	05F	LMC	\$792.40
					<b>05F</b>	<b>Matrix Code</b>	<b>\$3,321.67</b>
2015	2	481	5897997	LIFT 3	05G	LMC	\$6,841.15
2015	2	481	5911527	LIFT 3	05G	LMC	\$1,304.93
2015	2	481	5921093	LIFT 3	05G	LMC	\$1,942.01
2015	2	481	5934297	LIFT 3	05G	LMC	\$450.91
					<b>05G</b>	<b>Matrix Code</b>	<b>\$10,539.00</b>
<b>Total</b>							<b>\$106,336.07</b>

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	3	471	5844056	CDBG Administration	21A		\$20,752.25
					<b>21A</b>	<b>Matrix Code</b>	<b>\$20,752.25</b>
2015	3	485	5869920	CDBG Administration	21D		\$132,405.79
2015	3	485	5905775	CDBG Administration	21D		(\$84,002.36)
2015	3	485	5911527	CDBG Administration	21D		\$42,027.33
2015	3	485	5921093	CDBG Administration	21D		\$5,703.84
2015	3	485	5934297	CDBG Administration	21D		\$10,603.72
2015	3	485	5938224	CDBG Administration	21D		\$22,965.38



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
 PR26 - CDBG Financial Summary Report  
 Program Year 2015  
 FAIRFIELD, CA

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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
<b>Total</b>					21D	Matrix Code	<u>\$129,703.70</u>
							<u>\$150,455.95</u>

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**Exhibit C – City Financial Reconciliation**

COMMUNITY DEVELOPMENT BLOCK GRANT  
PROJECT STATUS  
FY 2015-16

Project Name	1	2	3	4	5	6	7	8	9	Total Drawdown
	Report Date 11/19/15 Drawdown	Report Date 11/30/15 Drawdown	Report Date 1/31/16 Drawdown	Report Date 3/23/16 Drawdown	Report Date 5/31/16 Drawdown	Report Date 4/26/16 Drawdown	Report Date 5/31/16 Drawdown	Report Date 6/23/16 Drawdown	Report Date 6/30/16 Drawdown	
CDBG Admin	132,405.79			(83,799.20)	42,027.33	5,703.84	10,603.72	22,965.38	6,044.76	135,951.62
Affordable Housing Support-Habitat for Humanity & Casa Nova Wall	10,173.43	142.32	18,990.97		44,172.32	63,803.72	-	480.21	24,600.00	24,600.00
COF Housing Rehabilitation Program	26,816.32	9,604.58			46,386.50	6,373.62	11,865.03	12,253.55	420.64	138,183.61
COF Housing Rehabilitation Program Administration	7.70		6,020.36						6,439.02	119,738.62
Economic Development Fund	1,581.93		385.60						1,807.78	7,835.84
Archway Housing and Work Re-entry Program	7,365.54		608.54		10,063.20	31,490.59	13,579.51	12,270.22	1,955.00	92,677.60
Neighborhood Revitalization	15,808.00									15,808.00
Fun on the Run	31,617.00									31,617.00
Heather House Interfaith Council of Solano County					10,539.00					10,539.00
Meals on Wheels					2,562.77	2,666.78			2,880.82	10,539.00
Phoenix Drive Tutoring Center (the Leaven Tutoring Center)			2,428.63		1,304.93	1,942.01	450.91			10,539.00
Turning Point (LIFT 3 Support Group)			6,841.15							10,539.00
Youth Activities Fee Assistance Program - FY14/15 4th Quarter										
Youth Activities Fee Assistance Program	11,456.53		3,981.62		2,163.25			1,174.75	2,301.85	21,078.00
<b>Total amount available including CDBG Reserves</b>	237,232.24	9,746.90	39,256.87	(83,799.20)	159,219.30	111,980.56	37,360.67	49,144.11	63,749.87	623,891.32
<b>Less: Revolving Loan (RL) Program Income (PI)</b>	(10,181.13)	(142.32)	(25,011.33)		(44,172.32)	(63,803.72)		(480.21)	(2,228.42)	(146,019.45)
<b>Net Amount of Draw</b>	227,051.11	9,604.58	14,245.54	(83,799.20)	115,046.98	48,176.84	37,360.67	48,663.90	61,521.45	477,871.87

## Exhibit D - Resolution

Approved Reso to be placed here

# Exhibit E – CDBG Timeliness Test

IDIS - PR56

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Integrated Disbursement and Information System

DATE: 07-08-16  
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Current CDBG Timeliness Report  
Grantee : FAIRFIELD, CA

PGM YEAR	PGM START DATE	TIMELINESS TEST DATE	CDBG GRANT AMT	UNADJUSTED	LETTER OF CREDIT BALANCE --- UNADJUSTED	ADJUSTED FOR PI	DRAW RATIO UNADJ	ADJ	MINIMUM DISBURSEMENT TO MEET TEST UNADJUSTED	ADJUSTED
2015	07-01-15	05-02-16	702,594.00	1,299,776.31	1,637,957.23	1.85	2.33			
2016	07-01-16	05-02-17	UNAVAILABLE	1,213,751.74	1,565,115.08	*****	*****	*****	*****	*****

GRANT UNAVAILABLE FOR CALCULATION

## Exhibit F – Public Comments

Thursday, September 8, 2016

There were 10 attendees present at the Public Meeting. The majority of attendees expressed concern about escalating rents and the lack of affordable housing. It was mentioned that many renters cannot afford to pay 3 times the rent to be able to live in a decent and safe neighborhood. Many attendees talked about the lack of affordable housing and some of the apartments in Fairfield that may be affordable are in areas that do not appear to be safe or are less desirable. They also gave appreciation for the City's former Quality Neighborhood Team (QNT) and their demonstrated passion for improving the neighborhood and developing personal relationships with the community in low-income areas.

There was also a great amount of discussion about homelessness. Many of the attendees believe that the homeless problem should be the responsibility of Solano County. They were in agreement that if the City invested into our youth that the next generation of citizens would not end up in a position of joblessness and eventually homelessness.

Crime was the next issue discussed. It was mentioned that many areas in Fairfield need to be improved; such as the intersection of Dover and East Tabor, Parkway Gardens and Crowley Lane. They suggested a QNT-type program be created there. San Marco was mentioned as an example of a previously bad neighborhood that was improved with the help of the QNT Program.

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## Exhibit G – Public Notices

### PUBLIC NOTICE

**City of Fairfield**  
**Community Development Block Grant Program (CDBG)**  
**Public Comment Period and Public Hearing**  
**Consolidated Annual Performance Evaluation Report (CAPER) FY 2015-2016**

The City of Fairfield hereby notifies the general public of its intent to submit the Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). The report outlines the accomplishments of the CDBG program for the period of July 1, 2015, through June 30, 2016. This document will be available for a 30-day public comment period beginning August 21, 2016, at the following locations:

- Fairfield Housing Authority, 823-B Jefferson St, Fairfield, CA,
- Fairfield City Clerk's office, 1000 Webster St, 4<sup>th</sup> floor, Fairfield, CA
- Fairfield Civic Center Library, 1150 Kentucky St, Fairfield, CA
- Fairfield Transportation Center, 2000 Cadenasso Dr, Fairfield, CA
- City of Fairfield website, [www.fairfield.ca.gov](http://www.fairfield.ca.gov)

Interested parties are encouraged to make comments on the CAPER at a public hearing at the Fairfield City Council meeting scheduled for Tuesday, September 20, 2016. The meeting is located at City Hall, at the Fairfield City Council Chamber, 1000 Webster St., Fairfield, CA 94533. Written comments can be submitted to City of Fairfield, Attn: Sandie Valentine, 1000 Webster St., 2nd Floor, Fairfield, CA 94533. This report may be translated into Spanish or in a format accessible to persons with disabilities upon request to Sandie Valentine at 707-428-7729.

**TO BE PUBLISHED ON: August 21, 2016**

# Exhibit H- De-concentration of Low-income Residents

An assessment of the de-concentration of Housing Choice Voucher families reflects an adequate distribution of assisted tenants in all areas of Fairfield. Housing Choice Voucher families are lower income and higher racial minority mix than the general population. Each dot on the map represents a Housing Choice Voucher leased property. There is higher concentration of Housing Choice Voucher units in the census tracts with more affordable rents, but the distribution throughout the City reflected does not show pattern of red-lining or discrimination.

