

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Each year, the City of Savannah receives federal funds from the U.S. Department of Housing and Urban Development (HUD) in the form of entitlement grants under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) programs. In order to receive these annual grants, the City must submit a five-year Consolidated Housing and Community Development (HCD) Plan and Annual One Year Action Plan to HUD for approval.

The City of Savannah's 2018-2022 Consolidated Housing and Community Development (HCD) Plan is a comprehensive plan addressing the City's housing, homelessness, human services, and non-housing community development needs for the five-year period. The plan contains goals, performance outcome objectives, and implementation strategies for each of the plan's elements. The plan describes the activities the City will fund, implement, and/or support using its annual federal allocations.

The City's 2018-2022 HCD Plan builds upon existing plans and initiatives already in place and approved by local authorities. These include the 2013-2017 HCD Plan, the City of Savannah's 2017 Assessment of Fair Housing, the Chatham Savannah Authority for the Homeless 2016-2020 Strategic Plan, the current Housing Authority of Savannah Consolidated Plan, and multiple redevelopment plans for priority neighborhoods and commercial corridors.

The plan complies with regulations issued by the U.S. Department of Housing and Urban Development (HUD) in 1995 and the performance measurement guidelines issued in 2006. The plan was developed using HUD's e-Con Planning Suite in IDIS. HUD requires entitlement communities such as Savannah, to consolidate its planning, application, and reporting requirements for most HUD programs. If needed, the five year plan can be updated each year, adopted by City Council and submitted to HUD prior to the beginning of the City's fiscal year.

The following document is the City of Savannah's second year Action Plan which describes the activities that will be funded and implemented in 2021 using CDBG, ESG, and HOME funds. The 2021 One Year Action Plan outlines how the City of Savannah will address housing, homelessness, and non-housing community development needs during the second year in the five-year HCD Plan.

The 2021 One Year Action Plan highlights four core areas: Housing, including quality and affordable housing, Fair Housing and Special Needs; Homelessness; Economic Development, including Business Development, Workforce Development, and Corridor Revitalization; and Public/Human Services, including poverty reduction. The plan identifies a Community Development Block Grant Local Target Area and Neighborhood Revitalization Strategy Area (NRSA). Finally, the plan serves as the basis for the City of Savannah's annual One-Year Action Plan submission to the U.S. Department of Housing and Urban Development beginning with fiscal year 2021.

The City's plan for allocating its entitlement grants is similar to that of previous years. Total funding from grants and program income is expected to be \$4,110,542. The main program areas are:

Human Services (\$526,639 – CDBG and ESG)

Housing Rehabilitation (\$2,673,667 – CDBG and HOME)

Economic Development (\$394,907 – CDBG)

Administration and Planning (\$515,329 – CDBG)

Following our approved Citizen Participation Plan, the required public hearings, publication and comment period for the Action Plan was completed in October. There were no comments received from the public for consideration in the development of the 2021 One Year Action Plan.

2. Summarize the objectives and outcomes identified in the Plan

Overview

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Plan Objectives and Outcomes

In order to address the needs identified in the 2018-2022 HCD Plan, the City of Savannah, through a collaborative planning process, has developed the following goals and measurable objectives to be achieved in coordination with community partners from 2018-2022:

- Quality, Affordable Workforce Housing - To seek a city with ample housing in good condition for low-and-moderate income households by: creating 350 units of new, quality, affordable housing through infill construction, vacant property renovation, and/or adaptive reuse; substantially improving 518 existing, occupied housing units, assisting 350 low and moderate income households in achieving home ownership; and assisting 500 low and moderate income households in addressing financial, credit, debt load or legal issues affecting their ability to purchase, rent or retain a home.
- Fair Housing and Special Needs Housing - Housing goals in the areas of fair housing and special needs housing are to seek a city in which housing is accessible and available to all persons, including those with special needs, and is compliant with the Fair Housing Act by: conducting I) four fair housing workshops annually; II) providing access to households needing to file a fair housing complaint through a Housing Discrimination Complaint Portal; III) performing home modifications to increase accessibility for the elderly and persons living with disabilities, and IV) providing supportive or assisted housing services to 250 persons living with HIV or AIDS over a 3-year period (2017-2020).
- Homelessness - To achieve a community free of homelessness by: providing outreach services, sheltering and housing assistance to 5,000 persons who are homeless or at risk of

homelessness; providing supportive housing for 200 homeless persons with long-term problems or special needs annually; assisting 250 homeless persons access permanent housing, increase incomes and/or attain self-sufficiency; and assisting 300 low and moderate income households in retaining or securing affordable rental housing.

- Public/Human Services – To seek a city with public and human services that meet the needs of the community, assist families in becoming economically stable, and enhance the quality of life for all citizens by: assisting 670 residents in addressing individual or family needs and/or increasing capacity to become economically stable through educational advancement, job training, employment, financial education, and asset-building.
- Business Development - To foster a local business economy that is inclusive and provides opportunities for all enterprises by: facilitating the creation or expansion of at least 100 small businesses, inclusive of minority and women-owned businesses; and providing technical assistance, business development training assistance and referral services to 500 existing and prospective entrepreneurs.
- Corridor Revitalization - To establish physically attractive and economically viable commercial corridors in targeted CDBG neighborhoods by implementing corridor improvement projects along at least four targeted commercial corridors.
- Workforce Development - To develop and sustain a skilled workforce linked to a diverse group of industries by: developing job skills, work readiness and soft skills among 375 low and moderate income residents; creating 200 full-time jobs for low-and- moderate income persons through City-funded loan programs; and creating traditional and non-traditional learning opportunities for 200 low-and-moderate income persons.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Savannah is currently in its third year of the 2018-2022 Five-Year HCD Plan. Outcomes for year one 2019 will be included in the 2019 Consolidated Annual Performance and Evaluation Report.

The investment of approximately \$2.9 million in public funding leveraged approximately \$71.8 million in private, local and other federal, non-entitlement funds in 2018. A list of major accomplishments is cited below:

- 55 non-homeless households provided affordable housing units.
- 474 households supported through rental assistance.
- 500 households supported through production of new units.
- 149 households supported through rehab of existing units.
- 45 households supported through acquisition of existing units.
- Provided 17 small business loans and micro-business loans to facilitate business development.

- 13 jobs created for low-and-moderate income persons through small business loans, micro-business loans and city-funded loan programs.
- Enhanced the job readiness and workforce skills of 896 unemployed or underemployed low-and-moderate income persons, including out-of-school youth, persons with disabilities, the homeless and persons with a history of substance abuse or incarceration.
- Fair housing education and enforcement provided to 281 low-and-moderate income persons.
- Shelter and supportive services provided to 35 persons with special needs/long-term problems through the HOPWA program.
- Shelter, supportive services and case management provided to 273 persons with special needs/long-term problems through the Continuum of Care program.
- Street outreach contact made with 1,009 persons experiencing homelessness; shelter provided to 1,554 persons.

4. Summary of citizen participation process and consultation process

Summary from citizen participation section of plan.

The 2021 One Year Action Plan has been developed through a collaborative effort of various City of Savannah departments, other governmental authorities, human service agencies, and civic and resident organizations and other citizens. The Plan process is a citizen-oriented effort. The citizen participation and consultation process included two public hearings and a public comment period prior to plan adoption. The first public hearing was held Tuesday, July 14, 2020 and the second public hearing was held Thursday, October 8, 2020. The required public hearings, publication and comment period for the 2021 Action Plan was completed in August and September.

City staff consulted with the lead agency for the Continuum of Care (CoC), the Chatham-Savannah Authority for the Homeless, in preparing the Homeless element of the 2021 One Year Action Plan. Staff received updated information on the homeless count, and information on changes in the provision of services to the homeless, chronic homeless and Housing Opportunities for Persons with AIDS (HOPWA).

Participating Organizations

In addition to receiving input during public meetings, the City of Savannah also consulted with the following agencies and/or residents or resident organizations:

- Chatham County-Savannah Land Bank Authority
- Chatham County-Savannah Metropolitan Planning Commission
- Chatham-Savannah Authority for the Homeless
- City of Savannah Economic Development Department
- City of Savannah Housing Department
- City of Savannah Moses Jackson Advancement Center (MJAC)
- Coastal Empire Habitat for Humanity

- Community Housing Services Agency (CHSA)
- Housing Authority of Savannah
- Inner City Night Shelter
- Family Promise of Greater Savannah, Inc.
- Small Business Assistance Corporation
- Union Mission, Inc.
- WorkSource Coastal

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The First Public Hearing on the City's 2021 One Year Action Plan was held on July 14, 2020. Minutes from this hearing are included as an attachment to this Plan. The 2021 One Year Action Plan was published in the local newspaper on August 29, 2020 and made available for public review and comment at the City's Human Services Department and the City's website for the comment period of August 29, 2020 to September 29, 2020. No comments were received during the 30-day public comment period. The Second Public Hearing on the 2021 One Year Action Plan was held on October 8, 2020.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments/questions were received from the public during the planning process.

7. Summary

The City of Savannah followed its approved Citizen Participation Plan to encourage public participation in the development the 2021 One-Year Action Plan. Various methods of communication were used to inform the public about the hearings. Notices were placed in the local newspaper, and on the City of Savannah's website, mailings to individuals, organizations and neighborhood associations were sent at least ten days prior to the hearings.

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Patricia Waye	City of Savannah Human Services Department
HOME Administrator	Patrece Grant	City of Savannah Housing and Neighborhood Services Department
ESG Administrator	Patricia Waye	City of Savannah Human Services Department

Table 1 – Responsible Agencies

Narrative

The Lead Agency for preparing the 2021 One Year Action Plan is the City of Savannah's Human Services Department. The department is also responsible for the administration of the Community Development Block Grant and Emergency Solutions Grant programs and preparation of federal reports. The City of Savannah Housing and Neighborhood Services Department is responsible for administering the HOME Investment Partnership Grant and reporting program data to the City of Savannah Human Services Department.

The plan addresses four broad concerns: Housing, Homelessness, Economic Development, and Public/Human Services. The major public and private agencies that assist in the implementation of eligible activities under the above grant programs covered by the consolidated plan are the following:

Housing:

- A. City of Savannah Housing and Neighborhood Services Department
- B. Community Housing Services Agency (CHSA)
- C. Housing Authority of Savannah (HAS)
- D. Neighborhood Improvement Association (NIA)
- E. Mercy Housing Southeast
- F. Habitat for Humanity
- G. Savannah-Chatham County Land Bank Authority
- H. Union Mission
- I. Family Promise of Greater Savannah, Inc.

Homelessness:

- A. Chatham-Savannah Authority for the Homeless (CSAH)
- B. Family Promise of Greater Savannah
- C. Union Mission

D. Inner City Night Shelter (ICNS)

Economic Development:

- A. City of Savannah Economic Development Department
- B. Small Business Assistance Center (SBAC)
- C. WorkSource Coastal

Public/Human Services:

- A. City of Savannah Moses Jackson Advancement Center
- B. Step Up Savannah
- C. Union Mission
- D. Chatham-Savannah Authority for the Homeless

Consolidated Plan Public Contact Information

For questions regarding the City of Savannah's Consolidated Housing and Community Development Plan, contact the City of Savannah, Human Services Department at 912-651-6520; Kerri Reid, Director, Human Services Department, City of Savannah, Post Office Box 1027, Savannah, GA 31402.

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

City staff consulted with various agencies throughout the One Year Action Plan process. Local agencies, organizations and City departments provided valuable feedback through participation in public hearings, community needs surveys, and public comment periods. Multiple public input sessions were held with partner agencies and departments, and the general public concerned with the issues of quality and affordable housing, homelessness and human services, fair housing and special needs, economic and workforce development, corridor revitalization, and public facilities and services.

The anticipated outcomes of the consultation process were to identify any community needs or issues not previously identified and to discuss possible goals and strategies that could be used to respond to the identified needs and concerns.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

City staff consulted with agencies who represent economic development, business, social services, health, and housing through large meetings and community needs assessments, and with the City's Housing Department on lead-based paint hazards and the process to address children who have been identified as lead-poisoned are addressed. Staff also work with resident/interest groups to identify needs and services, and coordinate goals and strategies for low and moderate income individuals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

City staff consulted with the lead agency for the Continuum of Care and received updates on the homeless count, changes in services provided to homeless, chronic homeless and HOPWA clients. The City did not exclude any agency-type in the consultation process for CoC, ESG and HOPWA programs and services.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The City of Savannah and the Chatham-Savannah Authority for the Homeless (CSAH) collaborate to address the challenges of homelessness. Performance standards are established for all ESG agencies which are evaluated and reported monthly and annually in the ESG Consolidated Annual Performance Report. The Chatham Savannah Authority for the Homeless was originally created in 1987 by the Georgia General Assembly due to concerns about growing homelessness in Chatham/Savannah and the need to work with various stakeholders to solve these concerns. CSAH founding goals include the following priorities:

- Develop a comprehensive plan for public and private agencies to deal effectively with problems of homeless people in Savannah and Chatham County,
- Coordinate, evaluate, and provide administrative services and assistance in implementing the plan; and,
- Contract with public and private agencies to provide programs and services developed in the plan.

While elements of these goals are seen in the work of CSAH today, much has also changed. Some of these changes are HUD driven. Others are also captured via research-based best practices and commitment of community stakeholders. And finally, some changes have occurred as a result of strategic planning and entrepreneurial approaches to serving this population.

Today, the Continuum of Care continues to see a stronger emphasis in the application of Harm Reduction and Housing First. CSAH also plays a much larger role in advocacy through public speaking, last year's creation of the Chatham Savannah Housing Coalition and the development and distribution of fact-based materials designed for the broader public. Most recently material relate to the crisis around lack of affordable housing. This is particularly acute among our homeless population with needs for rental units in the range of \$250 to \$500 per month.

CSAH remains an umbrella agency responsible for the coordination of services for homeless people in Chatham County. They continue to educate and work to build more effective collaborative efforts to reduce our homeless population.

Two major accomplishments for the CoC include 1) the traction and support gained via the Chatham County Housing Coalition, and 2) the dialogue among stakeholders on the need for affordable housing is occurring regularly and often. Newly elected City of Savannah Council members voice strong support for affordable housing. Twenty-three units of very affordable housing were added to our CoC this year via the Tiny House Project. Phase 1 of the project is complete and now houses 23 chronically homeless veterans and three spouses. The project also provides on-site medical support for residents and nutrition classes. Additional life skills classes will also be held throughout the year based on resident requests.

As in prior years, the CoC does not support the development of new shelters (unless to replace aging/problematic facilities). Emphasis remains on special populations (including youth) and encouragement to build housing such as Single Room Occupancy (SRO) units, a critical need. The Coordinated Entry System (CES) continues to assess and house chronically homeless individuals despite the current housing market.

CSAH provides the lead and coordination of the Homeless Management Information System (HMIS) among nonprofit agencies using the Department of Community Affairs' (DCA) sponsored system. This includes orientation and training of CoC agency HMIS staff, ensuring the data is accurate, solving HMIS technology related issues and making recommendations for better utilization of the system. The City

of Savannah requires its homeless services agencies to use the designated CoC HMIS system. However, the CoC has experienced inconsistent utilization of HMIS among service providers and resistance by service providers to pay the DCA mandated fees to use/support the system (ClientTrack). We are confident that local funders (coming together), could address these issues by tying program funding support to the requirement that HMIS be utilized by all those serving the homeless population.

A City of Savannah staff representative attends the monthly CoC Board meetings. These meetings address larger policy issues and concerns. The CSAH/CoC board of directors addresses a range of policy issues facing the CoC and when necessary addresses performance concerns with the nonprofit CoC service provider group. Recent interest by some stakeholders to form a separate CoC board is supported by the CSAH board and staff leadership. This would be the second attempt to form and maintain a separate board. At present, a HUD Technical Assistance Team is working with our CoC to determine if such a change is possible to implement and maintain.

Finally, on the ground, case managers throughout the community, provide a range of direct services as well as referrals to our homeless population for a range of services and if available, housing. Case managers are also responsible for data entry of client information into HMIS.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
City of Savannah Housing Department	Housing Other government - Local	Housing Need Assessment Lead-based Paint Strategy Market Analysis
Chatham County-Savannah Land Bank Authority	Housing Other government - County Other government - Local	Housing Need Assessment Market Analysis
Community Housing Services Agency (CHSA)	Housing	Housing Need Assessment Market Analysis
Housing Authority of Savannah	PHA	Public Housing Needs
Union Mission, Inc. (Savannah)	Services-Families with children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
City of Savannah Economic Development Department	Other government - Local	Non-Housing Community Development Assets Market Analysis
WorkSource Coastal	Other government - Regional	Non-Housing Community Development Assets Market Analysis

Chatham County-Savannah Metropolitan Planning Commission	Other government – Local and Regional	Housing Needs Non-Housing Community Development Assets
Georgia Legal Services Program	Services – Fair Housing Services – Persons with Disabilities	Housing Needs Non-Homeless Special Needs
Inner City Night Shelter	Services-Homeless	Homelessness Strategy Homeless Needs
Moses Jackson Advancement Center	Services – Children Services – Elderly Persons Services – Health Services – Education Services – Employment	Anti-Poverty Strategy
Pennsylvania Avenue Resource Center	Services – Children Services – Elderly Persons Services – Health Services – Education Services – Employment	Anti-Poverty Strategy
Small Business Assistance Corporation	Small Business Development	Economic Development Market Analysis
Neighborhood Organizations (Various)	Civic Leaders Neighborhood Organization	Housing Need Assessment Non-Homeless Special Needs Economic Development Non-Housing Community Development Needs

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The purpose of the 2021 One Year Action Plan process is to:

- encourage persons with low- and moderate-incomes and persons living in blighted and/or low- and moderate-income neighborhoods to participate in the development of the One-Year Action Plan;
- encourage persons of all races and ethnic backgrounds to participate in the planning process;
- encourage residents of Housing Authority of Savannah neighborhoods to provide input in the Plan; and
- encourage local residents with disabilities or special needs to participate in the planning effort.

Various methods of communication were used to inform the public of the One-Year Action Plan process. Special emphasis was placed on soliciting participation from people who live in blighted and/or low- and moderate-income neighborhoods. City staff solicited input from local agencies, organizations and City departments through public input opportunities. These sessions were open to the general public and were attended by agency representatives and residents concerned with the issues of housing, homelessness, economic and workforce development, and human/public services.

The First Public Hearing for the 2021 One Year Action Plan was held on July 14, 2020, at 5:30 pm, in the Savannah Civic Center Mason Room. The hearing marked the beginning of the 2021 One Year Action Plan process. The hearing was advertised in the local newspaper of general circulation—the Savannah Morning News – on June 26, 2020. Invitations were circulated directly to individuals representing housing and social service providers, academic institutions, economic development agencies and bankers, city departments, local elected officials, and neighborhood groups. At the hearing, citizens were informed of the City’s intent to develop the 2021 One Year Action, HCD plan priorities, recent accomplishments and upcoming planning activities. Public hearing attendees were also invited to respond to a community needs survey.

To broaden citizen participation, staff attends neighborhood association meetings in low and moderate income areas to inform residents of the City of Savannah services and to solicit feedback on community and household needs. City staff also solicited input from other public agencies and municipalities in Chatham County through meetings and written letters. Other methods of communication included postings to the City of Savannah’s website and Human Services Department website, and providing timely information to local news media.

The 2021 One Year Action Plan was published in the local newspaper on August 29, 2020; and the plan has been available for public review and comment on the City’s website for the comment period of

August 29th to September 29, 2020. The Second Public Hearing on the 2021 One Year Action Plan was held on Thursday, October 8, 2020 during the regularly scheduled City Council meeting.

Community input on the 2021 One Year Action Plan directly impacts goal-setting by providing a clearer assessment of local needs and identifying feasible goals, objectives and strategies to address the needs of low and moderate income individuals and neighborhoods in Savannah.

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
	Public hearing	Non-targeted/ broad community	The First Public Hearing on the City's 2021 One-Year Action Plan was held on July 14, 2020. Eleven individuals representing housing and social service providers, economic development agencies, city departments, local elected officials, neighborhood groups, and faith-based organizations attended.	Minutes for the meeting are included as an attachment to the 2021 One Year Action Plan.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
	Public hearing	Non-targeted/ broad community	The Second Public Hearing on the City's 2021 One-Year Action Plan was held on October 8, 2020 during the regularly scheduled City Council meeting. This was after the conclusion of the 30-day public comment period. The purpose of the Second Public Hearing was to provide citizens the opportunity to comment on the proposed five year plan as well as the budget recommendations for use of 2021 federal entitlement funds. No comments were provided for the record. No written comments were received during the 30-day public comment period.	No comments were received.	N/A	

Table 4 -Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The table below shows other sources of funds that the City expects to have available and administer for housing and community development activities in 2021. It includes capital expenditures, grants to other agencies, housing rehabilitation, and economic development. It does not include funds shown in prior years' HCD Plans, although several multi-year grants awarded in previous years are still being drawn down. Nor does it show the City's annual operating costs for maintaining services that are vital to the Plan, such as Leisure Services and Community Services.

CDBG, ESG, and HOME funds play a vital role in leveraging these funds, including private funding for housing rehabilitation. CDBG and HOME funds are used to leverage large amounts of volunteer efforts in housing repair and construction programs carried out in partnership with organizations such as World Changers, Group Work Camp, and Habitat for Humanity.

The 25% anticipated HOME match requirement is expected to be met with in-kind contributions of land, materials, services and waived fees for HOME-eligible housing development. The HOME statute provides for a reduction of the matching contribution requirement under three conditions: 1) fiscal distress; 2) severe fiscal distress; and 3) for Presidentially-declared major disasters covered under the Stafford Act. The City's HOME match requirement was waived by HUD for 2020.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements	2,287,739	288,907	0	2,576,646	5,113,345	Funds will be used for Housing activities, Public Service Programs and Economic Development activities.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	841,623	500,000	0	1,341,623	3,129,128	Down payment assistance, construction financing

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con Plan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re- housing (rental assistance) Rental Assistance Services Transitional housing	192,273			192,273	349,434	Homeless sheltering, street outreach, homeless prevention, HMIS, and administration
LIHTC	public - federal	Other	0	0	0	0	0	City housing activities will support development of approximately 6- LIHTC units per year, valued at approximately \$150,000 per unit. Non-federal resources include public infrastructure development, city-owned land, CDFI and commercial bank loans.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In 2011, the City of Savannah established the Savannah Affordable Housing Solutions Fund (SAHSF), a revolving loan fund, to provide short-term financing for development and rehabilitation of workforce and low-income housing. Other sources of leveraged funds for City of Savannah Housing Programs include commercial banks, housing foundations, CDFIs and the Federal Home Loan Bank.

- Down payment assistance: HOME funds for down payment assistance to low-income households are leveraged with permanent mortgages and employer grants to homeowners.
- Infill construction for home ownership: HOME funds are leveraged with construction financing from the SAHF and commercial bank financing for new housing development. Additional resources qualified as matching funds for housing programs include in-kind contributions of labor, materials and professional services. The City of Savannah waived fees for water and sewer taps for HOME eligible infill construction of single-family dwellings, in addition to municipal infrastructure investment for housing development.
- Owner occupied home repair and rental improvement programs: CDBG funds are leveraged with substantial volunteer labor, SAHF, and private grants for critical repairs to maintain housing in safe, habitable condition.
- Emergency Solutions Grant Subrecipients are required to match 100 percent of their grant requests, which can include cash resources provided any time after the start date of the contract. Match contribution must meet all requirements that apply to ESG funds, and must be expended in accordance with the regulatory guidance. Matching requirements must be documented and reviewed by City staff during financial monitoring visits.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Chatham County/City of Savannah Land Bank Authority acquires vacant, blighted and tax delinquent properties directly in support of community housing and neighborhood revitalization goals identified during the urban redevelopment plan process. CHSA Development, Inc., a community development organization, provides prepared sites for infill development of affordable housing as an equity investment.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Public/Human Services	2018	2022	Non-Housing Community Development	CDBG TARGET AREA	Public/Human Services	CDBG: \$334,366	Public service activities other than Low/Moderate Income Housing Benefit: 214 Persons Assisted
Homelessness	2018	2022	Homeless	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Homelessness	CDBG: ESG: \$192,273	Persons Assisted Homeless Person Overnight Shelter: 865 Persons Assisted Homelessness Prevention: 400 Persons Assisted
Quality Housing	2018	2022	Affordable Housing	CDBG TARGET AREA	Quality Housing	CDBG: \$1,300,444 HOME: \$669,300	LIHTC Rental units constructed: 60 Infill Construction of Single Family Housing: 10 Owner Occupied Housing Repaired: 100

Affordable Housing	2018	2022	Affordable Housing	CDBG TARGET AREA	Affordable Housing	CDBG: \$31,600 HOME: \$672,323	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted Direct Financial Assistance to Homebuyers: 60 Households Assisted
Business Development	2018	2022	Non-Housing Community Development	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Business Development	CDBG: \$165,500	Businesses assisted: 15 Businesses Jobs created/retained:17 Jobs

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public/Human Services
	Goal Description	Assist 214 residents in addressing individual or family needs and/or increasing capacity to become economically stable through educational advancement, job training employment, financial education, and asset-building. Poverty Reduction and Special Purpose programs less Fair Housing and Homebuyer Education.
2	Goal Name	Fair Housing
	Goal Description	<ul style="list-style-type: none"> • Conduct 4 fair housing resource and/or information workshops annually
3	Goal Name	Homelessness
	Goal Description	<ul style="list-style-type: none"> • Provide outreach services, sheltering or housing assistance to 865 persons who are homeless or at risk of homelessness • Assist 400 homeless person in accessing permanent housing, increasing incomes and /or attaining self sufficiency
4	Goal Name	Quality Housing
	Goal Description	<p>CDBG Housing Development programs will improve 100 existing, occupied housing units to correct code violations, maintain habitability and reduce neighborhood blight.</p> <p>Add 10 units of energy-efficient single-family housing for home ownership by income-qualified households.</p> <p>Add 60 new rental units to be constructed for persons/households at or below 60% Area Median Income.</p>
5	Goal Name	Affordable Housing
	Goal Description	<ul style="list-style-type: none"> • Assist 60 first time home buyers acquire homes with down payment assistance.

6	Goal Name	Workforce Development
	Goal Description	<ul style="list-style-type: none"> • Develop job readiness and workforce skills among 160 unemployed and underemployed residents. • Create 17 full-time jobs for low and moderate income persons through City funded loan programs. • Facilitate 130 job placements for unemployed and underemployed residents

Table 3 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

- 60 Rental units constructed for households with 80% AMI or less.
- 10 New single family homes constructed for households with 80% AMI or less.
- 100 Households with 80%, 50% and 30% AMI or less to be assisted with housing repairs.
- 60 households with 80% AMI or less to be assisted with down payment for acquisition of existing single family homes.

AP-35 Projects – 91.220(d)

Introduction

The following chart lists the projects to be funded in 2021 and shows how they address City and HUD defined objectives, and whether they will impact the Neighborhood Revitalization Strategy Area. A key to the objectives is given at the end of the table.

The majority of the federal CDBG funds will be spent on housing programs to foster and maintain an adequate supply of affordable housing in standard condition, one of the City's primary community development goals. These volunteer and owner occupied home improvement grant and loan programs are administered directly by the City of Savannah to provide emergency repairs for very low income home owners, both directly and through volunteer programs such as World Changers, Group Work Camp, YouthWorks, Mission Serve, and Rebuilding Together Savannah.

HOME funds will be expended to develop high-quality, energy-efficient single family dwellings for affordable home ownership by income-qualified families in the City of Savannah. Down payment assistance enables income-qualified families to acquire standard quality housing throughout the city, thereby increasing access to areas of economic opportunity.

The Georgia Department of Community Affairs requires LIHTC development to meet Southface Earthcraft sustainable development standards.

Projects

#	Project Name
1	Moses Jackson Advancement Center
2	Pennsylvania Avenue Resource Center
3	Chatham-Savannah Authority for the Homeless
4	Small Business Assistance Corporation
5	Section 108 Loan Repayment
6	Planning and Grants Administration
7	Code Compliance and Safety Improvements Program
8	Loan Processing
9	Volunteer and Special Purpose Improvements
10	Community Housing Services Agency (CHSA)
11	Housing Project Delivery
12	HOME - Dream Maker-Down Payment/Closing Cost Assistance
13	HOME - Development of Vacant/Infill Housing
14	HOME - Non-profit Projects
15	HOME-CHDO Operations
16	HOME-CHDO Reserve-Development Projects
17	City HSG: Home Program Administration
18	ESG20_Savannah

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Savannah 2021 One Year Action Plan builds upon existing priorities approved by local authorities which include Public Safety, Infrastructure, neighborhood revitalization, and economic strength and poverty reduction.

Since 2007, public services CDBG funding has been targeted towards poverty reduction in the Community Development Block Grant target Census Tracts. Under the City of Savannah’s Poverty Reduction Initiative, all agencies/programs funded through the CDBG program under the Public Services category are required to undertake comprehensive efforts aimed at removing the barriers to economic sustainability faced by their clients.

Projects

AP-38 Project Summary

Project Summary Information

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
Moses Jackson Advancement Center	CDBG TARGET AREA	Public/Human Services	Public/Human Services	CDBG: \$186,256
Pennsylvania Avenue Resource Center	CDBG TARGET AREA	Public/Human Services	Public/Human Services	CDBG: \$70,000
Chatham-Savannah Authority for the Homeless	CDBG TARGET AREA	Homelessness	Homelessness	CDBG: \$78,110
Small Business Assistance Corporation	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Business Development Workforce Development	Business Development	CDBG: \$165,500
Section 108 Loan Repayment	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Business Development	Business Development	CDBG: \$104,500
Code Compliance and Safety Improvements Program	CDBG TARGET AREA	Quality Housing	Quality Housing	CDBG: \$18,362
Planning and Grants Administration	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Public/Human Services Homelessness Fair Housing & Special Needs Business Development	Public/Human Services Homelessness Fair Housing and Special Needs Business Development	CDBG: \$515,329
Loan Processing	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Affordable Housing	Affordable Housing	CDBG: \$31,600

VOLUNTEER AND SPECIAL PURPOSE IMPROVEMENTS	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Quality Housing	Quality Housing	CDBG: \$432,869
COMMUNITY HOUSING SERVICES AUTHORITY (CHSA)	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Quality Housing	Quality Housing	CDBG: \$49,749
HOUSING PROJECT DELIVERY	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Quality Housing	Quality Housing	CDBG: \$635,464
HOME-Dream Maker - Down Payment/Closing Cost Assistance	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Affordable Housing	Affordable Housing	HOME: \$377,996
HOME - Vacant/Infill Housing Program	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Quality Housing	Quality Housing	HOME: \$168,936
HOME - Non Profit Projects	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Quality Housing	Quality Housing	HOME: \$41,225
HOME -CHDO Operations	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Quality Housing	Quality Housing	HOME: \$43,061
HOME-CHDO Reserve-Development Projects	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Quality Housing	Quality Housing	HOME: \$126,243

CITY HSG: HOME Program Administration	CITY OF SAVANNAH NRSA CDBG TARGET AREA	Quality Housing	Quality Housing	HOME: \$84,162
ESG20_Savannah	CDBG TARGET AREA	Homelessness	Homelessness	ESG: \$192,273

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Nearly all planned activities are located within and targeted to residents of the City’s predominantly low-and-moderate income census tracts. Compared with the city as a whole, the local target area has a significantly older housing stock, a greater population of renter households, a higher percentage of low to moderate income households, generally low adult education levels, more racially or ethnically concentrated areas of poverty, higher poverty rates and disproportionate housing needs, and higher percentages of non-family households or individuals living alone. In addition to a high level of identified need, these areas have a high level of opportunity for rehabilitation, reinvestment, and revitalization.

Geographic Distribution

Target Area	Percentage of Funds
CITY OF SAVANNAH NRSA	86
CDBG TARGET AREA	14

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Savannah strives to improve its use of CDBG, HOME and ESG housing and community development funding to ensure both short-term and long-term improvement within the city and in compliance with HUD regulations.

The basis for allocating funding is to address and, if possible, permanently alleviate dire economic need within the poorest areas of the city. The City of Savannah focuses its CDBG and HOME program funds on programs within our CDBG Local Target Area. The Local Target Area consists of Census Tracts in which 51% of the households are of low income (80% or below Area Median Income). The Local Target Area was developed using 2011-2015 American Community Survey (ACS) income data. In this data set, 80% of the Savannah MSA median household income was \$40,494. The city will continue to use the ACS 5-Year Estimates for determining inclusion in the target area. All money expended outside of the target area conforms to all HUD regulations.

Investments within the geographical area are aligned with housing, homelessness, and economic development needs, and blight reduction. Fifteen percent of HUD funds are directed towards human services that address poverty elimination. In 2017, the Mayor and Aldermen of Savannah established Economic Strength and Poverty Reduction as a strategic priority. The five Census Tracts with the highest concentration of poverty in the 2015 ACS data (CTs 1, 12, 15, 101.01 and 113) have been made the focus area for the 15% human services funding. Only programs that assist families in moving out of poverty may receive allocations from CDBG. In order to receive funding for public service projects, agencies must enter into a competitive process scored by Human Services Department staff. Applicants with the highest point total, as scored by staff, are recommended for funds. Final awards are

determined by City Council.

Sixty-five percent (65%) of HUD funding is dedicated to providing services in the areas of Housing, Economic Development, Neighborhood Improvement, and 15% for Public Services. Administration costs receive the remaining 20% of HUD funding.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Savannah is committed to providing services for its homeless and other special needs population. Several agencies will receive funding to assist with preventing homelessness among our low-income residents. Assistance with rent and utility payments are provided by non-profit agencies using ESG funds.

One Year Goals for the Number of Households to be Supported	
Homeless -	304
Non-Homeless	230
Special-Needs	
Total	534

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	304
The Production of New Units (Rental & Ownership)	70
Repairs to Existing Owner Occupied Units	100
Acquisition of Existing Units (Down payment Assistance)	60
Total	534

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

HOME Homeownership Value Limits

Section 215(b) of the National Affordable Housing Act (NAHA) requires that the initial purchase price or after-rehabilitation value of homeownership units assisted with HOME funds not exceed 95 percent of the area median purchase price for single family housing, as determined annually by HUD.

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned and included in the City's Consolidated Plan are the actions planned by the Housing Authority of Savannah.

Actions planned during the next year to address the needs to public housing

The implementation of the housing strategies developed in the East Savannah Gateway Transformation Plan continues to move forward. The Housing Authority and its development partner Hunt Companies, continue their efforts to revitalize the East Savannah Gateway sites. Demolition of residential units and administration buildings has vacated land on the former Fred Wessels Homes and Edgar Blackshear Homes sites (now River Pointe I and II), and master planning is ongoing to determine the right mix of new residential units and amenities in the area. Infill development plans are also underway for available land in the former Robert Hitch Village site, now that Phases I and II of The View at Oglethorpe are constructed and 100% leased as a mix of affordable and market rate units.

HAS is also revitalizing a large portion of its public housing real estate portfolio under HUD's new national Rental Assistance Demonstration Program (RAD). RAD is a central part of HUD's rental housing preservation strategy, which works to preserve the nation's stock of deeply affordable rental housing. RAD will allow public housing authorities to convert the existing public housing ACC-based subsidy stream, operating and capital funding to a new subsidy stream. So far, HAS has converted four of its public housing communities to RAD, with Single Family Homes being the most recent community to undergo conversion.

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

In 2003, HAS initiated its homeownership program under its HOPE VI grant and added a Homeownership Specialist to the staff to work with individuals who met certain eligibility requirements and were interested in purchasing a home.

HAS staff works to promote the Family Self-Sufficiency (FSS) Program to public housing and voucher participants. The FSS Program allows participants to establish an interest-bearing escrow account during the five-year program which includes job training, employment counseling, case management services, household skill training, and homeownership counseling. Upon fulfillment of the program, families receive the funds in the escrow account which may be used to purchase housing through the Homeownership Program.

The Homeownership Program is a federally funded program that allows families with a Housing Choice Voucher to use the voucher as part of their monthly mortgage payment to purchase a home rather than rent. The Homeownership Program is for first time homebuyers, a person who does not own a home or has not owned a home during the past three years.

Since the inception of the program in May 2003, 148 families have purchased homes. To date, no homebuyer has defaulted on their mortgage. The program's success is due to the homeownership specialist who works closely with the prospective homebuyer through every step of the process and provides post-counseling to ensure the homebuyer remains in good standards with their mortgage lenders and maintains their homes. This program will continue to guide prospective homebuyers towards homeownership.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HAS does not have a troubled designation; therefore, it is not necessary to provide financial or other assistance to remove such a designation during the next year.

Discussion

The Housing Authority of Savannah will continue to conduct five year planning and annual planning to meet the needs of HAS residents.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Savannah and the Homeless Continuum of Care (CoC) through various contracts, support efforts to address homelessness and special needs populations. A primary focus of our permanent supportive housing (PSH) projects is ensuring those in housing remain in housing (Housing First). A High eviction rates in our community exacerbates the inflow and outflow of repeat clients in the Emergency Shelter system. Active PSH projects include; City 54 - a 54-unit scattered site program, Dutchtown - a single site 48-unit project managed by Union Mission, and a tenant-based rental voucher program managed by the Housing Authority of Savannah. The Tiny House Project, serving 23 residents, was developed by CSAH using only private dollars. As a result, this project has more flexible policies and approaches in meeting with Housing First practice.

Youth are served for short-term periods by Park Place Outreach. A significant focus on growing youth programming is built into year 2 of CSAH's five-year strategic plan (2020-2025). Our CoC continues to focus on PSP as primary. The CoC dissuades efforts to build transitional housing given concerns about those clients returning to Emergency Shelter when their time has elapsed in a transitional program.

The Chatham Savannah Authority for the Homeless (CSAH) is the lead agency (Designated Applicant) for the homeless Continuum of Care in Chatham County, Georgia. The mission of CSAH is 'To lead the effort to build and sustain community practices to end homelessness.' An essential element of this work is to ensure appropriate and accurate data collection of homeless counts and services within the CoC. The Chatham Savannah CoC partners with the Department of Community Affairs (DCA) to ensure this data collection occurs via the Homeless Management Information System (HMIS) called Client Track. This new system was implemented in 2017.

CSAH HMIS data collection/reporting/training responsibilities include:

1. Ensuring direct service providers in the CoC consistently use the HMIS (Client Track),
2. Ensuring member CoC agencies collect a range of required data such as case management, food options, shelter options, mental health and substance abuse services and other referrals,
3. Providing training and support of CoC member agency staff using the HMIS system to ensure quality of data,
4. Partnering with DCA to ensure changes/upgrades to the HMIS system does not negatively impact the data collection system, and
5. Ensuring agencies have the capacity to collect data including staffing and equipment capacity.
6. CSAH continues to work with CoC nonprofit agencies to strengthen best practices and encourage collaboration. This year, CSAH has asked two agencies to take leadership on elements of the HUD process including Project Ranking and exploration of the re-development of a CoC Advisory board. While unsuccessful in the past, complaints about the lack of the Advisory Board has spurred CSAH's interest in encouraging other CoC providers to lead in this area.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

1. Provide street outreach, shelter and housing assistance to persons who are homeless or at risk of homelessness,
2. Prioritize chronically homeless individuals and families for permanent supportive housing,
3. Assist homeless persons in accessing permanent housing, utilize diversion efforts, support efforts to increase incomes and attain self-sufficiency,
4. Assist low and moderate income households in retaining or securing affordable rental housing.

The City of Savannah provides critical annual financial support to the CSAH to ensure operations are sustained and other homeless service providers receive adequate support.

A substantial system of street outreach, emergency shelter, feeding sites, clothing distribution sites and to a lesser degree mental health and substance abuse services exist. The Assertive Community Treatment (ACT) program targets the chronically hard to serve mentally ill population. ACT is one option to homeless program staff to address emergency mental health cases. The most consistent component of the system for homeless individuals is access to food. Other services mentioned are based on availability and are not guaranteed given substantial and growing numbers of homeless persons in the community. An increase of 443 persons was verified as homeless occurred between 2017 and 2018. Our 2018 CoC's Annual Service Count of homeless persons (unduplicated, one person using one service on one day) was 4,641 persons. In this number, 678 persons are verified as chronically homeless and 919 were new or showed up for the first time in our CoC.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City's Emergency Solutions Grant funds are used to assist emergency shelters and transitional housing programs. Transitional housing options are available at Union Mission (Grace House), Inner City Night Shelter, and Old Savannah City Mission. The ultimate goal of these programs is to move persons into permanent housing. Our CoC continues to face challenges with very limited affordable housing options for community members and especially those persons leaving transitional housing programs.

Agencies receiving CDBG and/or ESG funds provide the needed support services to assist these persons in maintaining their independence after they have moved into permanent housing.

The following elements are in process to address the emergency shelter needs of homeless persons:

1. The CoC supports the Housing First Model to ensure individuals are quickly housed.
2. The single point of entry, Coordinated Entry System (CES) has been in place since January 2018. The CES prioritizes chronically homeless persons for housing. To date:
 - 513 Assessments have been completed (this does not include 232 children)
 - 157 have been identified as chronically homeless, including 61 children
 - 106 have been identified as Veterans

- Non-chronically homeless housed is 82, of which 47 were children
- Total homeless clients housed is 239; 66% were chronically homeless
- Four vouchers have also been issued and clients are identifying units
- The Cove at Dundee (Tiny House Project) has completed Phase 1. Twenty-three formerly homeless veterans and 3 spouses are now permanently housed at the project.

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

The CoC community's success remains limited due to the significant shortage of affordable housing units. The following supports are in place to aid homeless agency staff in accessing housing:

- CSAH staff are available Monday-Friday all day to meet with walk-in clients. Individuals receive available services and are encouraged to get on the Housing Authority of Savannah housing wait list. Other CoC agencies also accept walk-ins including Union Mission, Salvation Army, Inner City Night Shelter and Old Savannah City Mission.
- CSAH holds monthly 'Case Conference' meetings for Continuum of Care (CoC) organizations. Case Conference is attended by all CSAH case managers (some who are outplaced at agencies) and case managers from other CoC agencies. The purpose of Case Conference is for sharing of ideas, problem solving of challenging cases and resource sharing related to housing access. Participants also address strategies for keeping individuals in their current housing.
- CSAH holds quarterly CoC Provider Leadership meetings (attended by agency Executive Directors) to address larger policy issues and concerns. Recent work has addressed concerns about HMIS fees and the need for new facilities for three of our agencies. We continue to address concerns about medical drop offs at shelters without advance notice.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City uses a portion of its ESG funds for homeless prevention programs. ESG is intended to target persons facing housing instability to include individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention). ESG funds help program participants pay for rent, utilities, security deposits and rent in a new unit, and other financial costs or services as described in the ESG Notice.

CSAH staff work with hospital and jail personnel on discharge planning for individuals who are homeless. A significant emphasis is to help discharge personnel understand the affordable housing market and very limited affordable housing options for clients' release. We stress securing aid from family/friends as primary preferred options for housing for these individuals.

Discussion

The City of Savannah and its partners will continue to provide services for its homeless and other special needs populations.

One year goals for the number of households to be provided housing through the use of HOPWA for:

- Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
- Tenant-based rental assistance
- Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
- Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds

Total number of households provided housing services through HOPWA -

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	35
Tenant-based rental assistance	
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	20
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	55

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The cost of housing and incentives to develop, maintain and improve affordable housing are all affected by market conditions, housing finance, and public policies. The City’s Housing Department created an Affordable Housing Task Force which identified barriers to and solutions for affordable and workforce housing in the City of Savannah. The report addressed possible solutions to regulatory barriers in the community—as well as at the state and federal levels. Specific barriers and needs identified by the Affordable Housing Task Force include:

- Financing for affordable housing.
- Zoning and subdivision regulations.
- A shortage of safe, decent rental property for moderate and low income households.
- Affordable Multi-Family Housing Property tax rates disproportionately burden owners of affordable rental property. Affordable housing developed with public subsidy is taxed at the market rate values. This creates a disproportionate tax compared to the property income.
- Cloudy Title Heirs Property – Savannah’s high rate of vacant, abandoned and blighted housing is related to cloudy title and inheritance issues preventing heirs from maintaining or selling a property.

Additionally, a county-wide coalition of housing stakeholders convenes monthly to identify housing policy recommendations to increase the supply of housing affordable to low wage workforce employed in Savannah’s hospitality and tourism sector and other housing strategies to overcome barriers to affordable housing production and retention.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Recommendations from the City of Savannah’s 2017 Strategic Plan and from the Affordable Housing Task Force continue to guide the City’s affordable housing strategy for development, retention and occupation of affordable housing. A comprehensive zoning update was adopted in 2019 with provisions for smaller minimum lot areas and increased opportunities for Accessory Dwelling Units (ADUs).

The growth of the Savannah Affordable Housing Solutions Fund (SAHSF) has depended on annual allocations from the City’s general fund. Several sources for sustainable, long-term funding were identified by the SAHSF Advisory Committee have been considered, including a portion of Hotel/Motel Tax revenue growth or housing linkage fees related to new development. The SAHSF also leverages private investments from banks, employers and other sources. CHSA, Inc., a non-profit housing organization that manages the SAHSF, is building capacity as a Community Development Financial Institution (CDFI) to leverage new CDFI investments for the SAHSF.

Cloudy title related to “heirs’ property” is a barrier to improving, repairing, or redeveloping a substantial portion of historic housing in the City of Savannah. The City worked with the Georgia State Legislature to

revise the eminent domain law in 2017, once again enabling use of eminent domain as a tool for clearing cloudy title. The City began use of eminent domain in 2019 and also continue to explore other options including working with Georgia Legal services to help heirs clear title and to help living property owners prepare wills. The City will also work with the local Land Bank Authority to clear title and sell tax delinquent property for redevelopment with affordable single-family housing.

Fair Housing and Special Needs Housing –

Housing goals in the areas of fair housing and special needs housing are to seek a city in which housing is accessible and available to all persons, including those with special needs, and is compliant with the Fair Housing Act.

The City will fund and/or support activities that:

- Educate landlords, tenants, and property managers on the benefits of the Housing Choice Voucher program and the obligations and responsibilities of tenants, landlords and the public housing authority.
- Provide fair housing enforcement services.
- Establish a portal on the City's website for registration of fair housing discrimination complaints.
- Incorporate fair housing education into first time homebuyer education sessions, including information on how to identify and avoid predatory loan products.
- Conduct an informational forum on housing and accessibility modifications in partnership with local organizations that provide services to persons with disabilities.
- Provide training on fair housing accessibility issues to local code enforcement officials, design professionals and property owners.
- Monitor fair housing legislation at the state level for potential impacts on the City's fair housing activities.

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

Meeting the needs of those in poverty remains a City Council priority as evidenced by the development of the City of Savannah’s 2018-2025 Strategic Plan, Savannah Forward. Economic Strength and Poverty Reduction is identified as one of five Council priorities in the plan which addresses the needs of underserved residents [to] break the intergenerational cycle of poverty...”

Job training and better employment opportunities for underserved populations is a need in our community. Poverty reduction programs such as the Moses Jackson Advancement Center (MJAC), Pennsylvania Avenue Resource Center (PARC), and Step Ups’ Chatham Apprentice Program (CAP) are being funded by the City’s general fund, which provide employment services, life skills training, work training, and job placement services to low-moderate income persons.

MJAC and PARC are multi-purpose training and development facilities designed to assist individuals in improving their opportunities for advancement through ongoing training and development. Programs and services are made available on-site through partnerships with multiple local educational institutions, business partners, and area non-profits. Partners, such as Step Up Savannah, provide services at MJAC and PARC which alleviates several obstacles for underserved populations by bringing the services to their community.

In 2021, Step Up will participate in the City of Savannah’s strategic plan – Savannah Forward by providing community services for Poverty Reduction & Economic Strength in three specific areas: Workforce Development/Training, Financial Security, and Community Collaboration among government and other social service providers:

Workforce Development/Training:

Step Up Savannah’s Chatham Apprentice Program (CAP) is a workforce training program which partners with employers, government leaders, and social services providers to provide a holistic approach to employability training. The class consists of an intensive four-week training that includes individual and facilitated group work covering topics such as effective communication, interview skills, conflict resolution, and professionalism. All participants receive one-on-one coaching which includes working with both the employee and the employer to ensure long-term success after employment. CAP partners with Consumer Credit Counseling Services for financial education, Heads Up Guidance Services for behavior counseling, and Georgia Legal Services Program for record restriction assistance.

In addition to the employability training, Step Up Savannah CAP matches eligible participants with hard skills training (forklift safety, customer service) to provide entry into career fields with higher starting wages, an opportunity for career advancement and to be more competitive in the workforce. In addition to the Transportation Worker Identification Credentials card, forklift safety training and jockey truck training certifications, in 2018, Step Up Savannah CAP incorporated customer service training and

worked with local unions to increase participant's skills. The program also offered these additional trainings in partnership with Savannah Technical College and the Department of Labor. In 2021, the CAP Program will begin launching expanded certification and training opportunities in order to tailor programming that addresses the poverty rate more effectively with increased placements and meet employer demand. The largest demographic living in poverty are Females 25 - 34, followed by Females 18 - 24 and then Males 18 - 24. New programming will include Microsoft Office Training, ServSafe, and a more customized critical employability skills training. CAP will also be hosting customized hiring events and increasing the use of technology in its program.

Financial Security:

Currently Step Up's Financial Security services focuses on coordinating and promoting workplace and workforce development program-based financial education, working to increase access to budget and credit counseling, Supplemental Nutrition Assistance Program (SNAP) outreach and enrollment, increasing access to safe and affordable bank accounts (and other financial products) through the Bank on Savannah program, and promotion of homeownership resources.

In 2021, we will be expanding education and outreach by launching an **Assets Building Program** model that will include our current financial security programming but will move the existing program model to a more nationally based best practice. Asset Based Community Development builds on the assets that are found in the community and mobilizes individuals, associations, and institutions to come together to realize and develop their strengths. This distinguishes it from the more traditional Deficit-Based approaches that focus on identifying and servicing needs. Step Up will be hiring an **Asset Building Coordinator** to aid in the development and implementation of this new framework for this program innovation.

Community Collaboration Among Government and Other Social Service Providers

Step Up Savannah has partnered with the City of Savannah for the last thirteen years – receiving over 2.8 million in general fund support. As Savannah's poverty reduction collaborative, Step Up has over 130 community partners from four segments of the community – policy makers, business leaders, neighborhood leaders and social service providers. The City of Savannah's investment combined with Step Up's collaborative approach has received national recognition and positioned our community to participate in innovative poverty reduction initiatives. In its commitment to remain on the forefront of offering relevant community-based programming and outreach, Step Up will also begin offering **Bridges Out of Poverty** training to communities and professionals across the city and region in conjunction with its poverty simulations and other advocacy work.

The City of Savannah's general fund contribution to social service agencies, Community Partnership program strives to align local resources with strategic priorities to support a variety of programs that meet the needs of youth, seniors, families and special populations such as those living in homelessness or with special needs.

Actions planned to foster and maintain affordable housing

Recent legislation on eminent domain now enables the city to obtain clear titles on “heirs properties” that are blighted, abandoned or vacant and return it to productive use with new or rehabilitated single family housing. The City implemented a pilot case with revised eminent domain law in 2018 and has identified other vacant and blighted properties to be targeted for redevelopment. The City expects to redevelop 1000 properties over the next ten years as a long-term revitalization strategy in neighborhoods with severe blight, disinvestment, and concentrated poverty.

The City has initiated a neighborhood revitalization program to target distressed areas with a comprehensive multi-agency effort that engages all city departments to work collaboratively with neighborhood leaders to target cost-effective measures at neighborhood problems. Programs supporting owner-occupied affordable housing assist increased home-ownership with down payment assistance and minor home repairs to housing throughout the Neighborhood Revitalization Strategy Area. The rental repair program is a targeted program strategy for improving the quality of existing rental properties occupied by low-income households.

Actions planned to reduce lead-based paint hazards

The City of Savannah supports the development of new housing affordable to moderate and low income households. Most housing in the City of Savannah was built before 1978 and may have lead based paint (LBP). Savannah’s housing stock is more prone to LBP hazards because of the following conditions – older units built before 1960, in poor condition, or unsafe renovation or maintenance. All Housing Quality Inspections of dwellings constructed prior to 1978 screen for potential hazards from Lead Based Paint.

The actions associated with the Georgia Lead Hazard Control Program implementation represent the largest single source of funding and therefore remediation of lead-based paint hazards to which the City has had access, to date. Housing with children identified as having Elevated Blood Levels of lead (EBLs) were prioritized in the program. However, an estimated 7,178 households with children occupy dwellings built before 1978.

The City of Savannah Housing Department programs have integrated compliance with HUD Lead Safe Housing Rule 24 CFR 35 in department policies and procedures. Application materials distributed to the public include lead safety information and each applicant for assistance acknowledges reading an EPA document titled “Protect Your Family from Lead in Your Home,” LBP warning statement in contracts, testing for Lead Based Paint on all homes built before 1978, and disclosure of known LBP hazards.

Housing Department rehabilitation specialists are trained and maintain certification for Lead-based Paint inspection and clearance. Lead Safe Work Practices are required for all paint-disturbing repair and rehabilitation activities to housing built before 1978 where LBP may be present or has not been tested.

Actions planned to reduce the number of poverty-level families

The City of Savannah adopted Savannah Forward on August 21, 2017, a five year strategic plan designed to produce results which align with the identified needs of Savannah residents. The citizen input received informed City Council's strategic priorities for 2018-2022. As in past, Poverty Reduction remained one of the five City Council priorities.

In 2021, the City of Savannah plans to host another "Connecting the Dots" event. Since 2018, these events have served as a catalyst to mobilize non-profit agencies, and faith communities, with the intent to inform and connect residents to a wide array of area services especially those living in poverty.

Community Development Block Grant public service dollars have been ear-marked since 2007 to fund programs which take comprehensive efforts to remove the barriers to economic sustainability many Savannah residents face. Efforts planned in 2021 to reduce the number of poverty-level families include partnering with area non-profits organizations and community partners such as WorkSource Coastal to provide workforce events and supportive services at City of Savannah Resource Centers (Moses Jackson Advancement Center and the Pennsylvania Avenue Resource Center) to include: Both centers are identified in the One Year Action Plan to provide an array of training and advancement programs to meet the needs of those living in poverty:

- Soft skills or work readiness training classes;
- GED remediation and preparation classes;
- Referrals to regional workforce development partners (WorkSource Coastal).

The City of Savannah's general fund contribution to social service agencies, Community Partnership program strives to align local resources with strategic priorities to support a variety of programs that meet the needs of youth, seniors, families and special populations such as those living in homelessness or with special needs. The Chatham Apprentice Program (CAP), operated by Step Up Savannah, is one such program available to persons living in poverty to improve their living conditions. The Neighborhood Improvement Association and Step Up Savannah, with the City, promote the use of the federal Earned Income Tax Credit through its VITA program.

The City of Savannah will continue to support and fund initiatives which address barriers faced by low-income individuals as well as provides options for individuals, organizations, and businesses to improve the economic mobility of all of Savannah's residents.

Actions planned to develop institutional structure

There are no anticipated changes to the institutional structure planned in 2021.

Actions planned to enhance coordination between public and private housing and social service agencies

As grantee and recipient of Emergency Solution Grant funds, the City of Savannah, through its sub-recipients assists individuals at risk of homelessness by providing financial assistance for rent, moving expenses and utility assistance. The City also coordinates its efforts with the local Public Housing Authority and social service agencies to provide services that allow individuals access to permanent housing and the assistance they need to achieve self-sufficiency.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	288,907
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	
3. The amount of surplus funds from urban renewal settlements	
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	
5. The amount of income from float-funded activities	
Total Program Income	288,907

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	97.88% 2017, 2018, 2019

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City will use its HOME funds as prescribed in 24 CFR 92.205(b) to increase the supply of quality, affordable housing and down payment assistance to income-qualified households, including:

1. Infill Development of single-family housing affordable to households earning 80% of the Area Median Income (AMI).
2. Down Payment Assistance - to households with a combined gross income at, or below 80% of the AMI. Applicants are solicited through community partners and are funded based on an assessment of employment, credit worthiness and the size of gap financing needed. Detailed

information about the program is made available on the City's website, through housing partners and by phone. The City does not limit beneficiaries or give preference to a particular segment of the low-income population.

3. CHDO Operating Assistance, Capacity Building, and/or Project Pre-development Loans.

The City will not use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds and will not use HOME funds for Tenant Based Rental Assistance.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City of Savannah will use the recapture option for homebuyer activities. The requirements below are included in the City's Single-Family House Purchase Loan Agreement.

Repayment Triggered by a Transfer of Title During Affordability Period:

The Shared Net Proceeds model is used when determining the amount of the HOME funds, if any, that are subject to recapture during the Affordability Period when title to the house is transferred as the result of a sale, foreclosure, transfer in lieu of foreclosure, assignment of an FHA insured mortgage to HUD, or other approved and legal method of title transfer.

Positive Net Proceeds:

If upon title transfer during the Affordability Period there are Net Proceeds but the Net Proceeds are not sufficient to recapture the entire HOME funds provided plus enable the homebuyer to recover their down payment and any documented, City approved, investment in the form of capital improvements made by the homebuyer to the property since purchase, the City and homebuyer may share the Net Proceeds.

Net Proceeds are funds available, if any, after subtracting the repayment of loans superior to HOME loans and associated legal, closing, and/or realtor costs from the sale price of the property at the time of title transfer. Net Proceeds, if any, will be divided proportionately as set forth in the following mathematical formulas:

$$\text{HOME Investment} / \text{HOME Investment} + \text{Homeowner Investment} \times \text{Net Proceeds} = \text{HOME amount to be recaptured}$$

$$\text{Homeowner Investment} / \text{HOME Investment} + \text{Homeowner Investment} \times \text{Net Proceeds} = \text{Amount due Homeowner}$$

If there are positive Net Proceeds the HOME loan(s) will be repaid in accordance with the Promissory Note. HOME funds recaptured along with associated interest and penalties, if any, will not exceed those amounts outlined in the Promissory Note.

Zero or Negative Net Proceeds:

If there are zero or negative Net Proceeds, and the homebuyer has complied with the terms of their HOME loan and this Agreement, the homebuyer will not have to repay any of their HOME loan.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The requirements below concerning affordability of units acquired with HOME funds are included in the City's Single-Family House Purchase Loan Agreement.

The homebuyer must maintain ownership and reside in this property as the homebuyer's primary residence from the date of the recording of the deed until the end of the Affordability Period.

Direct HOME Subsidy and Affordability Period

<\$15,000 - 5 Years

\$15,000 to \$40,000 - 10 Years

>\$40,000 - 15 Years

Noncompliance with Residency Requirement:

Noncompliance by the homebuyer with regard to the principal residency provision of the HOME program during the Affordability Period may constitute a default in the HOME mortgage and may nullify any HOME loan forgiveness unless the default is corrected in a timely manner under a plan approved by the City. In the event a principal residency default is not satisfactorily cured in a timely manner, the City will hold the homebuyer responsible for repayment of all HOME loans and associated penalties. To ensure that homebuyers do not default on principal residency requirements, homebuyers must not permanently move from or lease their principal residence purchased with the assistance of HOME loans during the Affordability Period.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City will not use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The Emergency Solutions Grant (ESG) is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly gain stability in permanent housing after experiencing a housing crisis and/or homelessness. The City of Savannah's written standards are included in the 2021 One Year Action Plan as an attachment.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Savannah-Chatham County area is currently serviced by the United Way of the Coastal Empire's 211 Information and Referral line. The 211 service offers information about food, housing,

employment, childcare, transportation, health services, senior services and more. Our CoC has operated a Coordinated Entry System since January 2018.

The CES is fully operational with a single point of entry at DFCS/Savannah-Chatham County CoC 's Wheaton Street in Savannah. For client screening, the CES uses the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT). This triage tool quickly assesses the health and social needs of homeless persons and matches them with the most appropriate support and housing interventions that are available. The CoC uses the Georgia HMIS system, ClientTrack to capture homeless persons or those at risk of homelessness. Data collection includes an accurate count of its homeless population, comprehensive client history's, provides a mechanism for referrals, and prevents service duplication. Statewide, about 450 agencies and 1,350 end users utilize the system. The VI-SPDAT tool is configured in the Management Information system to meet the needs of the local community and agencies continue to work together to further refine this process.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The City of Savannah is the recipient of an annual allocation of ESG funding from the United States Department of Housing and Urban Development. As grantee, the City issues notices of funding availability/requests for proposals as part of its annual Housing and Community Development One Year Action Plan process for awarding ESG funds to eligible sub-recipients. Agencies will provide assistance related to the housing of persons at risk of becoming homeless and housing persons that are currently homeless, as well as provide housing relocation and stabilization services. All funded agencies are required to follow federal guidelines in the implementation of their ESG programs.

Grant Applications. Requests for funding are made via an online grant application portal and are carefully reviewed and evaluated. Points are given for 15 criteria, covering community need, program effectiveness, agency capacity, and track record. Staff recommendations for funding are based on the resulting scores. Ineligible projects are screened out prior to the start of the evaluation process.

Applications must include a detailed description of an agency's qualifications for managing the proposed program. There must be program staff that has experience managing a program similar to that for which ESG funds are being requested. There must also be experience on staff or on the board for providing financial management of grant funds as required by the City in its reporting to HUD.

Proposed Performance Objectives. Applications must list proposed service goals and objectives. Objectives must be measurable, with outcome indicators that directly affect the problem that the service was designed to address; not simply a count of numbers served. Each proposed objective should have at least one measurable indicator. Applications must meet one or more of the goal and objectives in the 2018-2022 HCD Plan. Evaluation results or the success in meeting goals and measures will be a key determinant when considering renewal of funding for the next ESG funding cycle.

Contractual Agreements. The City enters into a two-part contractual grant agreement with each sub-recipient. Part I of the agreement describes the tasks to be performed with the grant funds, the results to be achieved, and other conditions specific to the project. Part II lists all federal standards with which the agency must comply. Each funded activity is assigned to city staff to ensure compliance.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The local CoC bylaws states, at least one of the members, appointed under paragraph (8) of subsection (a) shall be a homeless person or a person who has been homeless. The Board of Directors of each participating agency in the CoC is also required to have homeless participation. Therefore, the City will disseminate an annual survey to the appointed homeless representative on each partner agency's Board of Directors. A summary of the survey results will be provided to each respondent and provided to the CoC and the results will be taken into consideration as priorities are established for the planned use of ESG funds.

The local Continuum of Care Board of Directors also has a formerly homeless individual on its board.

5. Describe performance standards for evaluating ESG.

Program performance for the Emergency Solutions Grant Program will be evaluated annually for each sub-recipient program approved in the Annual Action plan. Department Analysts regularly review each project to verify that it is proceeding in the manner set forth in the grant agreement and in accordance with applicable laws and regulations.

On-Site Performance Evaluations. On-site Performance evaluations or monitoring visits are a structured review conducted by HS Analysts at the locations where project activities are carried out or project records are maintained. The on-site monitoring visit is normally conducted during the course of a project. The review considers all available evidence of conforming to the approved program, substantial progress toward program goals, compliance with laws, and continued capacity to carry out the approved program. For each sub-recipient, program files are maintained which consist of the following:

- Basic program information.
- Onsite programmatic monitoring documentation and reports.
- Onsite financial monitoring documentation and reports.
- Review of the agency's annual CPA audit.
- Monthly financial reports and draw requests for the sub-recipient.
- Monthly programmatic reports.
- Correspondence and notes of significant telephone conversations.

Each program will receive two formal onsite monitoring visits per year. A monitoring visit will

consist of a single programmatic or financial visit. Technical assistance visits will be conducted separately or in conjunction with a programmatic or financial visit based on the results of the initial risk determination.

Desk Performance Evaluation

Desk monitoring is an ongoing process in which the Analyst responsible for overseeing the project uses all available information on hand to review the subrecipient's performance in carrying out the approved project. Desk monitoring is generally to occur on a monthly basis but at a minimum it should occur at each performance report submittal and fund drawdown request.

The desk monitoring review process enables the Human Services Analyst to identify problems requiring immediate attention and to schedule projects for on-site monitoring. Materials used for this review include but are not limited to:

- Amendments/extensions to the grant agreement;
- Project Status Reports;
- Requests for Reimbursement/Draw-down of Funds Forms;
- Other supporting documents.

Discussion: