

CDBG

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (C.A.P.E.R.)



2023-2024

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CR-05 - Goals and Outcomes

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

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

Clearfield City's Consolidated Annual Performance and Evaluation Report (CAPER) covers the progress Clearfield has accomplished in carrying out the City's CDBG Program Year 2023 (FY23) Annual Action Plan (AAP). As a small entitlement community, Clearfield City received \$193,341.00, which is \$9,316.00 less than program year 2022.

- Public Services- \$29,001.15 (15%)
- Purchase a Vacate Lot- \$125,671.65 (65%)
- Administration- \$38,668.20 (20%)

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Program Administration	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%
Facility Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10000	44	0.44%			
Housing Affordability and Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	1		1	1	100.00%
Housing Affordability and Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	14	28.00%	1	1	100.00%
Housing Affordability and Rehabilitation	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	50	1	2.00%	1	0	0.00%
Public Services	Affordable Housing Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2880	1676	58.19%	400	807	201.75%
Public Services	Affordable Housing Homeless Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	6	60.00%			

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

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

This is the fourth year of the Five-Year Consolidated Plan (ConPlan), the City used CDBG funds to implement projects and programs that addressed the priorities and specific objectives identified in the ConPlan. Below is a breakdown of the 2023-2024 CDBG funded projects as well as the number of people served through each.

Open Doors- Circles Program

Clearfield City provided \$9,667.05 to Open Door- to pay for the salaries of employees. The Circle Program at Open Doors aids low-income individuals with job training and job retention skills, as well as assists participants with financial literacy and skills to help individual no longer depend on social services.

- Proposed to serve: 124
- Number of clients served: 75
- Female Head of Household: 13

• Individuals Reporting with a Disability	16
Individuals reporting without a Disability	59

Table 1 - Open Doors- Circle Program

Davis Community Learning Center

Clearfield City provided \$9,667.05 to Davis Community Learning Center to fund two (2) Family Support Specialists (FFS) at Holt and Wasatch Elementaries. Assistance was provided to connect families with monetary assistance, food assistance, and other resources.

- Proposed to serve: 60
- Number of clients served: 769
- Female Head of Household: 84

• Individuals reporting with a Disability	173
Individuals reporting without a disability	596

Table 2- Davis Community Learning Center

Safe Harbor

Clearfield City provided \$9,667.05 to Safe Harbor to help fund the needs of Clearfield City citizens that are victims of domestic violence. Safe Harbor offers a safe and secure shelter for up to 30 days, clothing, hygiene needs, food, medication and personal supplies.

- Proposed to serve: 100
- Number of clients served: 38
- Female Head of Household: 33

Individuals reporting with a Disability	12
Individuals reporting without a disability	26

Table 3 - Safe Harbor

CR-10 - Racial and Ethnic composition of families assisted.

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

91.520(a)

	CDBG
White	456
Black or African American	41
Asian	20
American Indian or American Native	22
Native Hawaiian or Other Pacific Islander	38
Total	577
Hispanic	279
Not Hispanic	516

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

Narrative

The table below is a breakdown of the families assisted.

	White	Black or African American	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	American Indian/Alaska Native & White	Black/African American & White	Balance reporting more than one race	Total
DCLC	388	24	18	20	35	55	0	282	769
Open Doors	38	17	2	1	3	6	4	10	75
Safe Harbor	30	0	1	0	0	2	0	5	38

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	193,341	173,709
Other	public - federal	1,800	1,800

Table 3 - Resources Made Available

Narrative

Resources and investments have been identified and made available during the 2023-2024 program year. The amount of \$175,509.35 has been spent. The remaining balance will need to be reprogrammed into current or future activities.

The following is a breakdown of the total amount allocated to each project.

Agency or Project Name	Allocated	Reimbursed	Balance
Davis Community Learning Center	\$ 9,667.05	\$ 9,667.05	\$ 0.00
Open Doors- Circle Program	\$ 9,667.05	\$ 9,667.05	\$ 0.00
Safe Harbor	\$ 9,667.05	\$ 9,667.05	\$ 0.00
Purchase of a vacant lot	\$ 125,671.65	\$ 107,840.00	\$ 17,831.65
CDBG Administration	\$ 38,668.20	\$ 38,668.20	\$ 0.00
TOTAL	\$ 193,341.00	\$ 175,509.35	\$ 17,831.65

As of August 1, 2024, 90.07% of the total funds have been expended as shown above.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide			N/A

Table 4 – Identify the geographic distribution and location of investments

Narrative

There are no identified target areas in the ConPlan or FY23 APP. The CDBG program invests heavily in LMI area's throughout the City. The public service sub-recipients activities are citywide.

Leveraging

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

CDBG funding has been a crucial piece of leveraging additional resources for city projects and subrecipient activities. City staff are tasked with maximizing resources to meet objectives/goals outlined in its five-year ConPlan. Many times, without these crucial funds, the city would have to forgo projects, delay projects, or limit the scope of the projects. The City utilizes resources with subrecipients as CDBG funds are combined with other Federal, State, and local funds to sustain the operations of these organizations. These vital and valuable partnerships assist individuals, households, and help expand affordable housing opportunities through the community. An example of leveraging resources includes the City working with Have a Heart, that provides labor, materials, etc., at little to no charge to create a new affordable home for an income qualifying household.

CR-20 - Affordable Housing 91.520(b)

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

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

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	1	0

Table 6 – Number of Households Supported

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

The City is working with Have a Heart to complete the new home and find a qualifying family.

Discuss how these outcomes will impact future annual action plans.

The City will reevaluate the goals in preparation of its 2025-2029 Consolidated Plan.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	580	0
Low-income	299	0
Moderate-income	3	0
Total	882	0

Table 7 – Number of Households Served

Narrative Information

The number of persons served include people served through the Davis Community Learning Center (769), Safe Harbor (38), and Open Doors-Circles Program (75) throughout the 2023-2024 program year.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Clearfield City's strategy is to reach out to the region's Continuum of Care, and the Balance of State Continuum of Care, to ensure participation in efforts that identify and assess the needs of homeless persons living in Clearfield City. In addition, Clearfield City is part of the Local Homeless Coordinating Committee (LHCC) which is a regional effort that brings multiple agencies including service providers, government agencies, and faith-based organizations together to discuss how to address homelessness and chronic homelessness. It also helps to ensure programs are not being duplicated; therefore, resources can be used to the greatest extent.

Addressing the emergency shelter and transitional housing needs of homeless persons

Clearfield City funded the only emergency shelter provider in Davis County. The emergency shelter is Safe Harbor/Davis Citizens' Coalition Against Violence that serves those who are victims of domestic violence and sexual violence. The project allowed Safe Harbor to offer a protective shelter, case management, psycho-educational groups, crisis services, safety planning, outreach services, children's services, food, clothing, and other necessary services designed to assist this vulnerable population.

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

Clearfield City consulted and coordinated with the Balance of State Continuum of Care, Davis County Local Homeless Coordinating Council, Safe Harbor, Davis Mental Health, County School District and Sheriff's Office, and Davis Community Housing Authority the most during the creation of the 5-Year Consolidated Plan for 2020-2024. These coordination efforts are important to continue to assist homeless persons make the transition to permanent housing and independent living. Clearfield City allocates funding to the Open Doors Circle's program to provide financial literacy courses to low-income individuals to help break the cycle of poverty.

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

Clearfield City worked with the Davis Community Housing Authority and Safe Harbor which provide resources and assistance to help homeless persons make the transition to permanent housing and independent living. Though Clearfield City continually works with service providers, Clearfield City did not allocate 2022-2023 funding toward this activity exclusively.

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

Actions taken to address the needs of public housing

There are currently no public housing facilities located within the City. Public housing for Clearfield City is provided by Davis County Housing Authority (DCHA).

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

Not applicable.

Actions taken to provide assistance to troubled PHAs

Not applicable.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In 2017, the Clearfield City Council approved and adopted the Clearfield City Downtown Small Area Plan as a part of a long-term strategy for revitalizing the downtown area of Clearfield. This regulatory change paved the way for new construction housing options, commercial space, and office space. The downtown area was rezoned to the Form Based Code zoning designations that will help to reduce, mitigate, and eliminate barriers to housing. The zoning that was implemented along the corridor allows for and encourages the mixing of uses and increases densities along the State Street (SR 126) corridor. In addition, Clearfield City continues to allow for high-density multi-family projects close to transit opportunities, and along major corridors, that include pedestrian and multi-modal components.

Clearfield City previously passed an Accessory Dwelling Unit ordinance to create additional housing options for its residents, has approved Flag Lot development and residential infill development, and is studying the ongoing best and highest use for residential infill.

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

Clearfield City partners, support, and fund many public service organizations serving the underserved in the community. Clearfield City CDBG program continues to fund the Davis Community Learning Center which provide resource coordinators at two Title 1 schools, Wasatch, and Holt Elementaries. The resource coordinators connect families in need or in crisis with various resources in the community. The coordinators then follow up with the clients to ensure they receive the services they need. Some of the services include tutoring, after-school programs, tutoring English Language Learners, Sub for Santa collection and distribution of coats, backpacks, school supplies, etc.

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

Clearfield City has a significant portion of its housing stock that was built prior to 1978. Therefore, lead-based paint hazards continue to be an issue for home renovation projects. Davis Community Housing Authority overseas the lead-based paint requirements/inspections for homes built prior to 1978. According to governing regulations, homes that do not meet lead-based paint criteria are ineligible for assistance.

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

Clearfield City funded three organizations that help reduce the number of poverty-level families. The first organization is Open Doors. Open Doors provides case management to at-risk and low-income families. The funding provided educational efforts that will help youth, elderly, and low-income

individuals escape poverty and homelessness.

Next, Clearfield City funded the Davis Community Learning Center to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch, and Holt Elementaries. The resource coordinators connect families in need or in crisis with various resources in the community. The coordinators then follow up with the clients to ensure they receive the services they need. Some of the services include tutoring, after-school programs, tutoring English Language Learners, Sub for Santa collection and distribution of coats, backpacks, school supplies, etc.

Clearfield city funded Safe Harbor staff to provide services to those who have left domestic violence and now face poverty. The staff assist those who come into the shelter with life skills and to find stable housing.

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

Clearfield City did not have a plan to develop the institutional structure in the 2023-2024 program year.

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

To achieve the requirement from HUD, Clearfield City actively participates in organizations that are committed to ending homelessness and providing transitional housing for low to moderate income families. One of the most active organizations Clearfield City works with is the Local Homeless Coordinating Committee ("LHCC"), which consists of entitlement jurisdictions, non-profit organizations including CDBG subrecipients: Open Doors, Davis Community Learning Center, and Safe Harbor.

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

Clearfield City continues to work towards the implements identified in the 2020 Analysis of Impediments to Fair Housing Choice (AI).

Conclusions and Action Plan of Analysis of Impediments to Fair Housing Choice are listed below:

Impediment 1: Limited English Proficiency

Clearfield City continues to provide citizens with consistent Spanish translation services.

Impediment 2: Large populations of minorities, disabled, low-income and other protected classes found in Clearfield.

Clearfield City continues to look for opportunities to collaborate with other cities and the county on housing, transportation, and employment issues. Through our relationships with Open Doors, Safe

Harbor, and Davis Community Learning Center; Clearfield City provides significant services to minorities, disabled, low-income and other protected classes. Clearfield City will continue to work with these agencies to provide support and resources.

Impediment 3: Lack of Accessible and Visitable Housing

Clearfield City has participated in planning training and gathering information/resources from AARP. Clearfield City will continue to endorse the “visitability” concept in all city-funded rehabilitation projects and promote this concept in the planning and permitting process. Specifically, the city reviews all proposed developments and building plans for construction within the city to ensure compliance with the Americans with Disabilities Act (ADA), and the building inspector ensures that all new required ADA access and development plans are implemented in accordance with the law.

Impediment 4: Job-Transit Connections

Clearfield City continues to implement the transportation goals listed in the City’s Transpiration Plan (2017) to increase bike and walkability of the community. On April 25, 2022, Clearfield City broke ground on the Clearfield Station Development Project (UTA Frontrunner Station). This project will include commercial space, office space, residential units, and community spaces (a park, xeriscape walkways, plaza, and trail connections).

Impediment 5: Lack Familiarity with Fair Housing Act

To gain familiarity with the Fair Housing Act, Clearfield City recently met with a Fair Housing and Equal Opportunity (FHEO) expert to discuss Clearfield City’s policies regarding the fair housing act as it relates to minorities, disabled, low-income, and other protected classes.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The CDBG program is administered within the Legal Department by the CDBG Coordinator for the year 2023-2024. This allows for a more comprehensive review and oversight of the program and helps to ensure long-term compliance with the requirements of the programs involved, including minority business outreach and the comprehensive requirements. Further, this ensures that projects funded with CDBG funds are implemented in conjunction with other comprehensive planning activities. Clearfield City's Legal Department staff works under the direction of the City Attorney who works under the Clearfield City Manager, Mayor and City Council.

Clearfield City works with a HUD representative out of the Denver Regional office who audits Clearfield City and its CDBG program. City staff works directly with CDBG grant sub-recipients to ensure the sub-recipients are aware of all program's policies and regulations. Clearfield City requires that the sub-recipients create a scope of work that outlines their project's accomplishments. This is then included in a signed agreement with Clearfield City. The agreement allows Clearfield City to conduct site inspections, review financial records and other records, and determine matters of compliance and environmental regulations. Clearfield City also conducts internal monitoring control checks as part of the annual budget and annual independent audit.

A HUD representative monitored the Clearfield CDBG program in June 2018 and compiled a report of seven (7) findings that needed to be corrected by the end of October 2019. Those findings have been corrected to the satisfaction of HUD. One of the findings was a lack of sub-recipient on-site monitoring. The CDBG Coordinator conducted on-site monitoring in January 2024.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Prior to the adoption of the Consolidated Plan, Clearfield City informed the public about the plan process, the amount of federal assistance expected from HUD and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income. This information was available in the Clearfield City Customer Service Center. Public notice was given on September 6, 2024. There were no comments, letters, or any other type of public feedback regarding the City's CAPER.

Clearfield City's Citizen Participation Plan provides for and encourages citizen participation. The plan provides citizens with the following: reasonable and timely access to local meetings; an opportunity to

review proposed activities and program performance provides for timely written answers to written complaints and grievances, and identifies how the needs of minorities, no-English speaking residents and person s with disabilities are accommodated.

Citizens were given the opportunity to review the 2023-2024 Consolidated Annual Performance Evaluation Report (CAPER) in Customer Service from September 6, 2023, to September 24, 2024.

CR-45 - CDBG 91.520(c)

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

There were no changes to Clearfield City's program objectives during the 2023-2024 year.

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

No

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

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

The city did not have any Section 3 qualified projects in 2023-2024.