



Program Year 2020

Consolidation Annual Performance Evaluation Report (CAPER)

May 1, 2020 to April 30, 2021

CR-05 - Goals and Outcomes

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

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

The 2020 Consolidated Annual Performance and Evaluation Report (CAPER) provides an assessment of the City of Waukegan's progress towards achieving the goals and objectives stated in the 2020-2024 Consolidated Plan and Annual Action Plan for the program period of May 1, 2020 to April 30, 2021. The City of Waukegan's CDBG allocation was used to support various public services programs including those providing services to seniors, the homeless, children of victims of domestic violence, food pantries, legal services to affirmatively further fair housing and disabled persons and at risk youth. Other activities included emergency and substantial housing rehabilitation, code enforcement, and public facilities improvements. The City continues to partner with the Lake County Consortium to enhance the CDBG funding application process.

Due to COVID-19, illness, restrictions, and the lack of staff; several programs were funded but not completed. The 50/50 Homeowner Sidewalk Program was cancelled and the funding was reallocated toward activity programming for the 2021 program year annual Action Plan. The Façade Improvement Program, the Microenterprise Small Business Loan Program, and the Victory Park project will continue into the 2021 program year as activities in the annual Action Plan.

The City has partnered with and awarded funding to StudioGWA to administer the Facade Improvement Program. This program provides funding for new or existing businesses in the 1400 block of Washington Street between Butrick and Maple Street to rehabilitate deteriorating commercial building exteriors in order to develop a cohesive and unified appearance to that location. The City also partnered with and awarded funding to the Waukegan Park District to construct and develop a gathering and activity space assisting people with disabilities by having a public open space with an ADA restroom, ADA paths and ADA parking in coordination with the Victory Park and Vista hospital location. The Microenterprise Small Business Loan Program is a financing product designed to benefit small business owner-operators with low or moderate income households with five (5) or fewer employees and addresses disparities in minority lending and business ownership in Waukegan.

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.

Due to COVID-19, illness, restrictions, and the lack of staff; several programs were funded but not completed. The Façade Improvement Program, the Microenterprise Small Business Loan Program, and the Victory Park project will continue into the 2021 program year as activities in the annual Action Plan. The 50/50 Homeowner Sidewalk Program and One Hope United Program were cancelled and the funding was reallocated toward activity programming for the 2021 program year annual Action Plan.

The Public Service activities other than low/moderate income housing benefit for program year 2020 produced the following outcomes: The Prairie State Legal Services - Fair Housing activity addressed fair housing cases that implicated the Fair Housing Act for 9 Waukegan residents. Their Disability Advocacy program provided legal advice for 25 disabled individuals. A Safe Place Children program provided service to 93 persons seeking safety from domestic violence. CASA Lake County provided legal advocacy for 249 youth in foster care or DCFS. Catholic Charities provided emergency food assistance to 9,304 Waukegan residents. ElderCare provided 112 elderly or disabled residents with transportation to medical appointments and the grocery store. The Little City Foundation program provided an opportunity for 23 intellectual and developmental disabled individuals work and engage in activities to become more independent. The Northern Illinois Food Bank delivered 978 food boxes to 87 Waukegan seniors. PADS Lake County provided 314 homeless persons with emergency overnight hotel stays. The UMMA Center Education Empowerment program served 57 students. The Waukegan Township HOME Sweet Home program provided snow removal and grass cutting for 481 seniors. Youth Conservation Corp served 21 students. YouthBuild Lake County provided services to 7 students. The Zacharias Center provided counseling services to 21 children.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AM-1 Overall Coordination	Administration, Planning, and Management	CDBG: \$	Other	Other	10	0	0.00%	2	0	0.00%
CD-1 Community Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	0	0.00%	3005	0	0.00%
CD-2 Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	17655	112	0.63%	3531	112	3.17%

CD-2 Public Services	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	2480	0	0.00%			
CD-3 Accessibility	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
ED-1 Employment	Economic Development	CDBG: \$	Jobs created/retained	Jobs	0	0				
ED-2 Redevelopment	Economic Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	5	0	0.00%	1	0	0.00%
ED-2 Redevelopment	Economic Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				
HO-1 Housing	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	2000	0	0.00%			
HO-1 Housing	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		400	0	0.00%
HO-2 Operation/Support	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
HS-1 Housing Support	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0				

HS-2 Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	1	2.00%	10	1	10.00%
HS-2 Housing Rehabilitation	Affordable Housing	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	0	0		10	0	0.00%
HS-2 Housing Rehabilitation	Affordable Housing	CDBG: \$	Other	Other	50	0	0.00%	10	0	0.00%
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
SN-2 Social Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				

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

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

The high priority goals identified in the 2020-2024 Consolidated Plan included Housing Support & Rehabilitation, Homeless Housing & Operation/Support, Special Needs Housing & Social Services, Community Facilities and Infrastructure, Public Services & Accessibility, Economic Development Employment & Redevelopment, and Program Administration, Planning & Management. Due to COVID-19, illness, restrictions, and the lack of staff, the City did not meet their goal of completing ten owner-occupied rehabilitation projects. However, the City completed three emergency rehabilitations, two substantial rehabilitations, and one exterior rehab for a total of six housing rehabs during the program year. The City was not able to complete its 50/50 Homeowner Sidewalk Program but the funding was reallocated toward activity programming for the 2021 program year annual Action Plan. The Code Enforcement Program inspected and/or addressed eleven properties that were interested in receiving emergency rehab or participated in the Housing Rehabilitation Program. There were various public service activities which

included programs that provided services such as overnight shelter for homeless persons, counseling for children of domestic abuse victims, emergency food distribution, senior transportation and independence services, job readiness training for at-risk youth, legal advocacy for youth, and a planned park renovation near the community hospital.

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	3,714
Black or African American	3,825
Asian	20
American Indian or American Native	3
Native Hawaiian or Other Pacific Islander	0
Total	7,562
Hispanic	3,737
Not Hispanic	3,825

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

Narrative

During the 2020 program year, activities implemented with CDBG funds benefited approximately 10,823 people. The beneficiaries based on area benefit are not accounted for in the chart above. In addition, the total number of families assisted does not include the programs that were funded by the CARES Act (CDBG-CV) allocation. The numbers are not calculating and populating correctly in the IDIS system. The numbers entered account for only 7,562 people in which 3,233 other multi-racial category and 19 black & white race category are missing from the chart above that were served in the City of Waukegan through various programs that are identified in the 2020 annual Action Plan.

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	\$799,200	\$479,263

Table 3 - Resources Made Available

Narrative

CDBG funds were used to support 15 public service agencies, the City's Housing Rehabilitation Program, Code Enforcement, Public Facility Improvement Programs and Program Administration. The total projects cost were \$7,779,191 with CDBG contributing \$479,262.93 in entitlement funds and program income. Due to the COVID-19 pandemic, the City received \$470,215 in CARES Act (CDBG-CV) funding in which we amended the 2019 Annual Action Plan to address the immediate needs of the community. However, the \$470,215 of CARES Act (CDBG-CV) funding was invested into HACES Rent & Utility Assistance program, United Way of Lake County 211 program, PADS Lake County Emergency Shelter program, the Black Chamber of Commerce Lake County Small Business Grant program, and Program administration to provide management and oversight. To date \$292,281.83 of the \$470,215 amended funds have been expended to meet those needs and provide direct essential services.

During the application process, all applicants are required to identify and provide at least 25% of the project costs as leverage or match. All recipients exceeded this requirement. Waukegan's leverage policy of the 25% or greater assures agencies and projects are not completely dependent on CDBG funding.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide Low-Mod	100	100	Entire are of the City

Table 4 – Identify the geographic distribution and location of investments

Narrative

None.

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.

Many sources of funding including the City budget, local lenders, private industry, corporate, foundation and government grants and citizen contributions as well as other sources helped make the various projects and the activities undertaken possible and ensured the benefit of those projects to Waukegan residents. All projects are required to demonstrate at least 25% leverage.

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 11 – 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	0	0
Number of households supported through Rehab of Existing Units	10	6
Number of households supported through Acquisition of Existing Units	0	0
Total	10	6

Table 12 – Number of Households Supported

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

During this program period, the goal was to provide housing rehabilitation for 10 owner-occupied homeowners. However, the Housing Rehabilitation Program continues to struggle with challenges such as the delay in allocation distribution, the City's procurement process, an available pool of contractors and the lack of qualified contractors. The Housing Rehabilitation Program currently has 81 residents awaiting rehabilitation. City staff continues to market the program to contractors to build a pool of qualified contractors for the procurement process.

Discuss how these outcomes will impact future annual action plans.

The City had implemented enhanced policies and procedures that will ensure positive and productive future outcomes. Due to COVID-19, illness, restrictions, and the lack of staff, the anticipated improved outcomes were not realized due to the delay in the allocation distribution, shut downs and restrictions of the State made it impossible to progress forward in a timely manner. With the implementation of these enhanced procedures future actions plans will realize improved outcomes.

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	1	0
Low-income	6	0
Moderate-income	0	0
Total	7	0

Table 13 – Number of Households Served

Narrative Information

During the program period, 6 owner-occupied households benefited from Housing Rehabilitation Program assistance. The City completed 3 emergency rehabilitations, 2 substantial rehabilitations, and 1 exterior rehab for a total of six housing rehabs during the program year. The chart above represents the income levels of the household served with emergency and substantial assistance. Currently, there are over 81 Waukegan homeowners waiting to receive assistance from the program. The list continues to grow every year throughout the program years.

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

Waukegan received requests and provided funding from agencies that provide supportive housing services. A Safe Place provides transitional housing for battered women and their children; PADS delivers shelter & supportive service to help stabilize individuals and families who are homeless or at risk of being homeless. These agencies provide supportive services which assists clients with transitional housing, emergency shelter and supportive services. During the program year in order to meet the immediate needs of the community due to the coronavirus pandemic, the City partnered with public service agencies that provided rental and utility assistance, emergency food and other assistance to respond to COVID-19.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Lake County Community Development Division and City of Waukegan staff are active members of the Lake County Coalition for the Homeless and continues to maintain a strong relationship and meet regularly with homeless service providers, human service agencies, other local governments, and community representatives in an effort to provide effective and appropriate services to the homeless in Lake County. This gathering presents the opportunity to determine the needs of the homeless population and create a priority list for funding opportunities. The lead decision-making entity in this process is known as the Lake County Coalition for the Homeless (LCCH), which brings the expertise and experience of the groups listed above together. LCCH's relationship with the Community Development Commission (CDC) shows the tiered nature of the planning process, which helps to ensure that limited funds and other resources will be used in an appropriate manner.

The Lake County Coalition for the Homeless works on multiple levels to strengthen Lake County's Continuum of Care through the following:

- ongoing needs assessment and analysis;
- provision of technical assistance;
- increased stakeholder participation;
- development of strategies for addressing identified needs;
- monitoring of progress toward strategic objectives and action steps;
- coordination of various organizational structures related to homelessness; and
- coordination of the annual HUD CoC NOFA application.

Lake County continues to use Emergency Solutions Grants, Continuum of Care Grants, and Community

Development Block Grant funds to support new and ongoing operations of critical community homeless services. An account of how those funds have been spent throughout this Program Year can be found in the latest CoC Application.

The complete Lake County Continuum of Care (CoC) strategy can be obtained from the Lake County Office of Planning and Development, 500 W. Winchester Road, Unit 101 Libertyville, IL 60048, (847) 377-2331.

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

The City partners with PADS Lake County which delivers shelter and supportive services to help stabilize individuals and families who are chronically homeless or at risk of being homeless. Collaboration with Prairie State Legal Services provides Waukegan residents facing discrimination negotiation/dispute resolution assistance where discrimination has been identified and confirmed through investigation and or testing to ensure there is no violation of the Fair Housing Act. The Fair Housing Act prohibits discrimination in the sale, rental, and financing of housing based on race, color, national origin, religion, sex, familial status, and disability. The act has two main purposes—prevent discrimination and reverse housing segregation. In addition, Prairie State Legal Services’ Disability Advocacy Program serves extremely low income disabled persons who have legal issues that impact the ability of the household to meet their basic human needs for adequate housing including need-based government benefits such as Social Security Insurance and Medicaid. In addition to also ensure children with disabilities access the appropriate educational services to which they are entitled. Homeless prevention is addressed by partnering with various public service programs to address individuals who often face difficulties in maintaining self-sufficiency.

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

As members of the Lake County Coalition for the Homeless, the City of Waukegan staff along with other member agencies have participated in ongoing efforts by the Coalition to assist the homeless population and address the issues they face.

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

Actions taken to address the needs of public housing

The actions to address the needs of public housing include the collaboration of both entities, the City of Waukegan and the Waukegan Housing Authority to focus on issues and solutions necessary to address the existing housing stock as it relates to low income families within the community. Throughout the years, the City of Waukegan has completed various facility improvement projects in conjunction with the Waukegan Housing Authority. The City is currently partnering with the Waukegan Housing Authority on the Barwell Manor renovation. The project is the redevelopment of a housing project originally constructed in 1963 into 120 unit mixed income housing complex. The approximate cost is \$45,000,000, with the City contributing \$711,603 of HOME funds to the project. The anticipated completion date is 2023. The Waukegan Housing Authority has 874 housing choice vouchers and upon completion 120 mixed income units at the Barwell Manor site; 328 public housing units of which 25 are scattered sites throughout the City of Waukegan. In addition, the City funds Prairie State Legal Services to ensure that low income and disabled residents are not denied public housing due to any form of discrimination.

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

The Waukegan Housing Authority maintains a Resident Council to encourage resident involvement in management. Each site has a Resident Council which acts as a liaison between the Housing Authority and the residents, voicing the concerns of the residents to the Housing Authority. There is a resident commissioner on the Board of Commissioners for public/citizen representation and involvement.

The Housing Authority encourages homeownership through the Family Self-Sufficiency Program. The Family Self-Sufficiency Program (FSS) is an employment and savings incentive program for low income families receiving assistance from the Housing Voucher Choice Program or Public Housing Program. The program offers case management services to help participants pursue and maintain educational, career and financial independence. An incentive component of the program includes an interest bearing escrow savings account which is established for the participants in which the participants rental increases are deposited over the five year contract period. The advantages to participation in the program are employment, financial and career education, child care, credit repair and escrow savings. Upon successful completion of the program, participants may withdraw funds from the escrow account achieving self-sufficiency. As tenants move through the program and show potential for homeownership, they are moved to the Housing Authority's scattered sites, where they obtain home maintenance experience. Upon completion of the Family Self-Sufficiency Program residents are referred to several partner agencies for homeownership opportunities.

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)

The City of Waukegan has supported several agencies that provide affordable housing options for its residents. Agencies such as Community Partners for Affordable Housing (CPAH) have been partners on developments that provide the various affordable housing options within the City. The City's public policy does not hinder the development of the affordable housing. The barrier to affordable housing in Waukegan is sufficient available funding sources. The City continues to seek partnerships that would foster the development of housing options. The City continues to administer the Housing Rehabilitation Program for qualified owner occupied homeowners to address code violations and life safety repairs.

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

Lack of sufficient funding is the primary obstacle to addressing underserved needs when it comes to public services and the 15% cap compulsory by HUD. Waukegan's CDBG office typically receives requests for up to four times the amount of funding that is available in a given year. Many qualified agencies are already in existence throughout Lake County, and calls are received each year from individuals who are interested in starting various types of social service agencies to meet specific needs. These individuals are added to our distribution list for notification of funding availability and training opportunities by the Consortium; thereby, informing them of the process Waukegan adheres to and allowing them the opportunity to apply for grants in the future. There are various existing agencies that help serve underserved needs; although, they do not receive funding from CDBG.

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

The City distributes the handout booklet "Protect Your Family from Lead in Your Home" to every participating household of the Housing Rehabilitation Program. CDBG staff has created a sign-off sheet for the file as proof of delivery of the booklet. Since January 1, 2003, a certified lead risk assessor has been used to analyze lead level on every substantial rehab project for the City of Waukegan. Currently, lead inspections are performed during the environmental review process of the housing rehabilitation programs and any issues discovered are addressed during the emergency or substantial rehabilitation project.

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

In an effort to reduce the number of families living below the poverty level, the City of Waukegan funds several public service agencies aimed at helping households become or remain self-sufficient. Prairie

State Legal Services' Disability Advocacy Program provides legal advice and representation to persons with disabilities who have been wrongfully denied or threatened with loss of disability, Medicaid or housing benefits. By providing these services, the cases that are won will allow that individual and their family to become self-supporting citizens. Waukegan Township provided year-round lawn care and snow removal to over 481 Waukegan seniors on fixed incomes to assist them with aging in place. Christ Church Elder Care Program provided escorted transportation to medical appointments, friendly visits and grocery shopping aid to low income, homebound elders in an effort to help 112 Waukegan seniors remain self-sufficient. The UMMA Center Education Empowerment program offered GED classes, Microsoft training, the CareerLink programming to assist individuals to enter into the workforce with knowledge, skills, and abilities necessary to receive gainful employment to support themselves and families to 58 Waukegan residents. The Youth Conservation Corp and YouthBuild Lake County Programs offers an 8-10 month career training opportunity serving 17-24 year old at-risk youth. They provide GED/high school diploma attainment, case management services, stipend-paid training, service learning opportunities, workforce preparation, post-secondary education initiatives, and leadership development necessary to become productive individuals in society thereby, reducing the chances of living in poverty. The two program combined provided provided theses services to 28 at-risk Waukegan youth.

The food pantry program provided by Catholic Charities and others in the community provide its beneficiaries assistance with emergency food for individuals and families in need of food. This service includes access to an Supplemental Nutrition Assistance Progam (SNAP) application. The City also partnered with Northern Illinois Food Bank to address the increased need for food; and agencies to provide rental and utility assistance due to the loss of income of a large population of Waukegan residents due to the COVID-19 pandemic.

By funding various community services which play a valuable role in providing a broad array of opportunities and collaborating with affordable housing programs, the City continues its efforts to reduce the number of families in poverty.

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

The City relies on various methods to overcome gaps in the City's institutional structure and enhance coordination of service delivery. The City works throughout the year to increase institutional structure, with partner agencies and other City departments. The CDBG Department will meet with various City departments and with outside agencies to gain input on the annual needs, enhance coordination of services, prevent duplication of service, and resolve issues within the interagency institutional structure. Staff members provide technical assistance when requested on grant preparation and management. The City continues to utilize a Stakeholder Participation Panel (SPP) to review and make recommendations on public service grants. The CDBG staff works closely with the Building, Public Works and Planning and Zoning Departments throughout the year on various projects.

This Comprehensive Plan is the City's roadmap, which details a longterm vision and a policy agenda for critical issues including: land use, redevelopment, housing, economic development, infrastructure,

transportation, parks and recreation, natural resources and more. Ultimately, the Plan answers the question, "What should Waukegan look like in 10 to 20 years and how do we get there?"

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

When funding is available, with the City's support, we fund Community Partners for Affordable Housing First Time Homebuyers Program. This program enables future low-income homeowners an interest-free federal loan as well as an opportunity to learn about the various components of purchasing and owning a house by attending the homebuyer's classes. Pre-purchase counseling helps to alleviate some of the risk that low and very low-income home buyers may experience as they purchase their first home. This counseling includes budgeting, home purchase, and home maintenance. There are more clients receiving this counseling than the number of recipients receiving down payment interest-free loans. Also, local lending institutions match the Community Partners for Affordable Housing's down payment amount with the same or greater match which enables more families to participate in the program.

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

In partnership with Prairie State Legal Services(PSLS), the City has addressed the following actions to overcome the identified impediments to fairing housing. PSLs provided education and outreach, counseling and referrals, investigation and testing, negotiation and legal services, communication, marketing, and fundraising. During the program period, the agency received 9 cases involving housing discrimination; conducted 24 housing tests, trained 13 new testers, and there are 37 active testers within PSLs volunteer pool to assist with future testing; provided 8 presentations to a total of 174 individuals on how to identify potential discrimination and understand rights and responsibilities; and distributed a total of 450 English and 50 Spanish fair housing brochures. The agency also maintains social media sites such as Facebook and Twitter as a means of distributing information to the public. Most of the posts this program year dealt directly with the pandemic and its effects on fair housing.

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 CAPER reflects the accomplishments and status of the City of Waukegan's activities under the CDBG program and other information concerning the state of Waukegan. CDBG funds are awarded by the U.S. Department of Housing and Urban Development (HUD) on a formula basis to entitlement communities. These communities carry out a wide range of community development activities directed toward neighborhood revitalization and the provision of improved community services and facilities. Entitlement communities develop their own programs and funding priorities but must give maximum feasible priority to activities which benefit low and moderate income persons or aid in the prevention or elimination of slums and blight. Activities may also be carried out which the community certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. Activities, which do not meet one of the three National Objectives, may not be undertaken with CDBG funds.

Contact by phone, emails, as well as on-site and virtual assistance has been provided to correct errors, and in an effort to ensure future compliance and timeliness. Due to COVID-19, we would normally do onsite monitoring visits, however a minimum of one virtual visit was completed for a sample of agencies during program year 2020. Virtual monitoring visits were made to agencies and they were found to be in compliance with spending, meeting program objectives, however due to COVID, some agencies were not able to serve as many clients as projected during the program year.

Since 2003 the Consortium, Lake County, City of North Chicago, and the City of Waukegan teamed up to monitor agencies that are common to each entity; thereby, being more thorough and more efficient and less time consuming for both the Grantee and each subrecipient. The entities this year were able to monitor some agencies as a team.

CDBG staff keeps close contact with agencies receiving funds for projects and programs and steps are taken to ensure compliance with CDBG regulations. Upon receiving agreements for funding, CDBG staff coordinates with subrecipients on the frequency of status reports. Quarterly reports are required. Information to be provided in these reports include the accomplishments toward goals set prior to program or the project for the specified period as well as any difficulties, problems, delays or obstacles encountered and what actions were taken to overcome them. In addition to the reports, agencies are required to document demographic information pertaining to the clients they are serving. These are then reviewed and compared to information provided by the initial application to ensure compliance with CDBG regulations and that there are no inflated goals in order to receive funding.

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

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

The City of Waukegan held several meetings throughout the program year including committee meetings, council meetings, Stakeholder Participation Panel (SPP) meetings, and public hearings in 2020. These meetings were publicized through newspaper advertisements, various social media outlets, and the City of Waukegan CDBG website. Citizen comments throughout the year have been very supportive of the efforts made to distribute funding appropriately. Participation in the Consortium public hearings was also very positive from funded agencies. Technical assistance is available and has been used regarding grant applications and grant management.

The City of Waukegan CDBG Program continues to maintain a panel of volunteers, the Stakeholders Participation Panel (SPP), composed of Waukegan residents whose purpose is to assist the CDBG office in identifying community assets and needs and finding ways to capitalize on the community's assets to meet the identified priority needs. Additionally, the SPP has helped CDBG staff with focus groups and public hearings.

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.

The City continues to work to improve systems and processes to administer and maximize the benefit of the CDBG allocation for its residents.

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-45 - CDBG 91.520(c)

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