

2007-2008

CONSOLIDATED ANNUAL  
PERFORMANCE AND EVALUATION  
REPORT (CAPER)  
FOR HOUSING & COMMUNITY  
DEVELOPMENT IN SUBURBAN  
MONROE COUNTY

Department of Planning and Development  
Judy A. Seil, Director  
Community Development Office  
Patricia A. Stevens, Manager

8100 CityPlace, 50 West Main Street  
Rochester, New York 14614  
Phone: 585-753-2000 ▪ Fax: 585-753-2028  
monroecounty.gov

October 30, 2008



**Maggie Brooks**  
*County Executive*





# Third Program Year CAPER

The CPMP Third Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

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

## GENERAL

### Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 3 CAPER Executive Summary response:

The Consolidated Annual Performance and Evaluation Report (CAPER) is prepared for four federal grants to Monroe County: the Community Development Block Grant (CDBG), the HOME Investment Partnerships Program, which includes the American Dream Downpayment Initiative (ADDI) and the Emergency Shelter Grant (ESG). The CAPER includes program performance and accomplishments for the 2007-2008 program year, which began August 1, 2007 and ended July 31, 2008.

The purpose of Monroe County's CAPER is to communicate accomplishments to County residents of progress on community development and housing needs, the use of federal dollars to meet those needs and our intent to encourage public commentary on these efforts. The CAPER also serves as a reporting mechanism to HUD on the progress of various programs.

The CAPER provides an opportunity for Monroe County to describe success in meeting the community development objectives of the CDBG and ESG Programs and the affordable housing objectives of the HOME Program for the 2007 program year. The CDBG and ESG Programs cover 17 towns and 10 villages in suburban Monroe County. All municipalities in Monroe County are members of the Monroe County Community Development Consortium with the exception of the towns of Greece and Irondequoit, and the City of Rochester. The towns of Greece and Irondequoit are members of the HOME Program consortium only, bringing the HOME consortium membership to 19 towns and 10 villages. The towns of Greece and Irondequoit apply directly to HUD and receive their own CDBG grants each year. The City of Rochester also receives its own HUD allocations for these programs.

Monroe County's 2007 Community Development allocation was \$3,399,372 for the CDBG, ESG and HOME Programs, including ADDI funds. Program income was \$354,208 for all programs. Funds were directed toward accomplishing the following primary program goals and objectives:

- a. Develop affordable rental and homeownership opportunities for all low to moderate-income residents, without discrimination
- b. Repair and conserve existing housing stock
- c. Improve access to and quality of public facilities
- d. Replace deteriorated infrastructure with safe utilities
- e. Provide job training and economic development opportunities for low-mod income persons and persons with special needs
- f. Provide essential public services, particularly those that promote homeownership, fair housing and housing stability
- g. Revitalize deteriorated neighborhoods to eliminate crime and economic decay

## General Questions

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
  - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
  - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
  - a. Identify progress in obtaining "other" public and private resources to address needs.
  - b. How Federal resources from HUD leveraged other public and private resources.
  - c. How matching requirements were satisfied.

Program Year 3 CAPER General Questions response:

1. a. & b. Assessment of Goals and Objectives

EXPENDITURES BY OBJECTIVE AND NEED (Program - \$ Assistance)

A. Repair and conserve existing housing stock

Home Improvement Program (CDBG - \$145,923, 24 completed projects)  
Home Improvement Program (HOME - \$607,569, 82 completed projects)  
Lead Paint Assessment Program (CDBG - \$5,680)  
Project Delivery HIP (CDBG - \$25,000)

B. Develop affordable rental and homeownership opportunities for all low to moderate-income residents, without discrimination

ADDI First-Time Homebuyer Program (ADDI - \$100,000, 16 Homebuyers)  
First-Time Homebuyer Program (HOME - \$114,000, 22 Homebuyers)  
First-Time Homebuyer New Construction Program (HOME - \$45,000, 3 Homebuyers)  
Homeless Continuum of Care (Technical Assistance)  
Home Ownership Assistance Program (CDBG - \$117,509)  
Rental Housing Development (HOME - \$190,884)  
Suburban Landlord/Tenant Counseling and Housing Hotline (CDBG - \$59,914)

C. Replace deteriorated infrastructure with safe utilities

Brighton Sewer (CDBG - \$45,000)  
Brockport Sewer (CDBG - \$35,000)  
Brockport Sidewalks (CDBG - \$8,000)  
Chili Sidewalks (CDBG - \$15,656)  
East Rochester Sidewalks (CDBG - \$39,851)  
Gates Sidewalk (CDBG - \$50,000)  
Hilton Sidewalks (CDBG - \$25,000)  
Penfield Sidewalk (CDBG - \$40,000)  
Pittsford Sidewalk (CDBG - \$20,000)  
Scottsville Sidewalks (CDBG - \$30,000)  
Sweden Sidewalks (CDBG - \$34,777)

D. Improve access to and quality of public facilities

Chili ADA Playground at Davis Park (CDBG - \$32,000)  
Gates ADA Parking (CDBG - \$36,978)  
Hamlin Park Improvements (CDBG - \$20,632)  
Honeoye Falls ADA (CDBG- \$12,253)  
Ogden ADA (CDBG - \$1,798)  
Penfield ADA Community Center (CDBG - \$18,929)  
Parma ADA Parking Improvements (CDBG - \$25,000)  
Riga Sanford Road Park (CDBG - \$35,000)  
Sweden ADA Parking (CDBG) - \$40,000  
Webster Finn Park ADA Improvements (CDBG - \$11,867)  
Wheatland Town Hall ADA (CDBG - \$55,000)  
Genesee Country Museum ADA Improvements (CDBG - \$20,00)  
Monroe County ADA Playgrounds (CDBG - \$100,000)

E. Provide essential public services, particularly those that promote homeownership, fair housing and housing stability, and fill gaps in public services

- Fair Housing

Fair Housing Outreach and Education Program (CDBG - \$68,096)  
Foreclosure Prevention Program (CDBG - \$45,134)  
Mortgage Relief (CDBG - \$14,123, 4 grants)

- Crime Prevention & Security Training for Elderly Persons

Lifespan's Home Safety & Security for Seniors (CDBG) - \$48,159)

- Provide Homeless Assistance

Homeless Continuum of Care (Technical Assistance)  
Genesis House ADA Parking (CDBG) - \$20,000

F. Provide job training and economic development opportunities for low-mod income persons and persons with special needs

- Create and Retain Jobs for Lower Income Persons  
Laico Employment Project (CDBG - \$1,280)  
ED Grant & Loan Fund (CDBG - \$198,750, 2 loans)  
Section 108 Loan Guarantee Authority (CDBG)

- Revitalize Neighborhoods  
Fairport Façade Improvements (CDBG - \$27,631)  
Partners in Community Development (CDBG - \$6,000)

- Provide Job Training & Business Services  
Section 108 Loan Guarantee Authority (CDBG)  
ABVI Employment Project (CDBG) - \$15,000

G. Transportation Services  
Chili Senior Van (CDBG - \$21,135)

## 2. Program Changes

The Urban County re-qualification was completed during the 2007 program year (June 2008), which resulted in no change to the Urban County Consortium for the 2009-2011 program years. All municipalities in Monroe County have chosen to remain in the Consortium.

Updated income limits for the Home Improvement Program and the First-Time Homebuyer Program took effect on April 12, 2008. While the area median income declined slightly, the income limits for these programs remained the same.

## 3. Affirmatively Furthering Fair Housing

The County will update the Analysis of Impediments to Fair Housing (AI) Action Plan in accordance with HUD's Fair Housing Planning Guide process to meet jurisdictional requirements for Fair Housing Planning and Implementation as mandated by HUD's Office of Fair Housing and Equal Opportunity (FHEO). This Action Plan shall describe the appropriate actions, including short and long-term goals, to overcome and eliminate the effects of any impediments identified through the Analysis of Impediments to Fair Housing Choice 2005 that was completed in December 2005 by The Housing Council and submitted to HUD in January 2006. To formalize the necessary steps required to develop and implement a new AI Action Plan, the County has commissioned Anne S. Peterson, Fair Housing Consultant, to prepare a new Action Plan. As part of the process that will be implemented to develop the new AI, Monroe County and the Towns of Greece and Irondequoit shall:

- Ensure that diverse groups in the community are provided a real opportunity to take part in the development process
- Create the structure for the design and implementation of the actions

- Define a clear set of Fair Housing planning objectives that are directly related to the conclusions and recommendations contained in the AI
- Establish a set of goals for each objective, i.e. the completion of one or more discrete actions, or a set of actions, which serve as milestones toward achieving each objective
- Establish measureable results intended for each defined objective
- Determine the time period for completion of the Action Plan
- Identify public and private resources (local, State, Federal agencies or programs, financial institutions, nonprofit, and other organizations) to finance and/or support fair housing actions
- Identify individuals, groups and organizations to become involved in each action and define their responsibilities
- Set priorities; schedule actions for a time period which is consistent with the Strategic (Consolidated) Plan cycle and that utilizes a phasing process in order to coordinate with various schedules of other private and public funding sources, programs, and community, state and federal partners

#### 4. Homeless Continuum of Care (CoC)

Several Monroe County departments, including CD, remain very active in the Homeless Continuum of Care Team. As in prior years, the primary activity during the 2008 program year will be the implementation and administration of a coordinated and equitable HUD Super NOFA CoC application process for local applicants; review and rank eligible Super NOFA applications per CoC priorities and update the CoC Super NOFA Exhibit I for submission to HUD. In 2007, this process resulted in \$7.9 million that will flow into the community for various housing and supportive service programs for the homeless, which exceeds the 2006 funding level of \$6.7 million.

The Fiscal Year 2007 CoC Super NOFA was issued by HUD on March 13, 2007, with a submission date of June 8, 2007 to Washington. Unlike previous years, only the general section of the 2008 Fiscal Year 2008 Super NOFA was issued on March 19, 2008. The homeless program section of the NOFA was published on July 10, 2008 to reduce the incidence of homelessness and assist homeless individuals and families to become self-sufficient and move to permanent housing. Regardless of the delay in issuing the 2008 CoC NOFA, the 2008 Super NOFA Applicant Workshop was held in April to provide information pertaining to the changes in the 2008 NOFA, and instructions for the local application and new electronic submission process. HUD required electronic submissions for the first time under the 2008 Super NOFA, which dramatically changed how the submission process was conducted. Therefore, local 2008 applications were rated and ranked on June 24, 2008 (prior to the anticipated NOFA publication date) to allow homeless service organizations and developers sufficient time to prepare their applications for electronic submission to HUD prior to the due date of September 15, 2008.

As required by HUD, the implementation of the Homeless Management Information System (HMIS) as a tool of gathering accurate information about the homeless

population is in place in Monroe County. The CoC sponsors have entered into a Memorandum of Understanding with Catholic Family Center that covers the implementation and maintenance of the HMIS system. The HMIS vendor is Service Point, and training for the system began in the 2004 program year. Implementation of the HMIS has progressed over the past year and is almost at full implementation.

After careful review and recommendation of the Public Policy Committee of the United Way of Greater Rochester (UW), the Ten-Year Plan to End Chronic Homelessness was selected by vote of the UW Board of Directors at the September 2006 meeting, to become one of three Public Policy priorities for 2007-08. UW has provided staff to further CoC Ten Year Planning efforts and has assumed a key role as a catalyst in the development and implementation of the community's Ten-Year Plan to end chronic homelessness.

A CD staff member was elected in August 2007 to become the first Chairperson of the CoC Team. CD Staff will continue to participate on all of the six CoC Subcommittees: Executive Committee; HMIS Advisory Committee; Ten-Year Plan to End Homelessness Committee; Project Monitoring Committee; Nominating/Membership Subcommittee and the Monitoring Subcommittee during the 2008 program year.

#### 5. a. & b. Leveraging Resources

The Department of Planning and Development makes maximum use of its financing tools and continues to develop programs that pool Community Development funds together with other departmental resources for initiatives that serve low and moderate-income persons in Monroe County. CDBG, particularly the ED Grant and Loan Fund, HOME funds and COMIDA financing are often blended together to provide accommodations for business start-ups, expansions and relocations from other areas or used to finance affordable housing developments that may qualify for bond financing.

The Towns of Greece and Irondequoit administer their own CDBG Program, therefore, the HOME Program is the only program administered by the County on behalf of the Towns of Greece and Irondequoit. In addition to securing other federal and state funds to complement Community Development funds, Monroe County pools resources with the following non-profits in the development of affordable housing: United Way of Greater Rochester, Greater Rochester Housing Partnership, Bishop Sheen Ecumenical Housing Foundation, Rochester Housing Authority, Housing Opportunities, Inc., Rural Opportunities, Inc., Urban League of Rochester, Habitat for Humanity, ISLA Housing and Development Corp., Providence Housing Development Corporation and Lifetime Assistance Incorporated.

The HOME Program attracts substantial private and other public dollars into its funded projects. The potential sources of these leveraged funds (other than match funds) are many: investor equity, including tax credit syndications; homebuyer down payments; private rental and home ownership loans; and, other state, federal and local housing and community development programs and foundations.

c. Match Requirements

Monroe County carried forward \$1,441,818 in match from the 2006 program year. During the 2007 program year, Monroe County allocated \$1,057,453 in HOME funds. This allocation includes \$100,000 in ADDI funds, which do not have a match requirement, therefore, the HOME match liability is calculated on \$957,453 and equals \$239,363. During this period, Monroe County earned \$188,690 in match which, combined with the amount remaining from 2006, will allow the County to carry forward \$1,391,145 in match for the 2008 program year. (See attached Match Log for detailed information.)

## Managing the Process

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

Program Year 3 CAPER Managing the Process response:

The Annual Action Plan is prepared and implemented in compliance with HUD guidelines to encourage maximum coordination and participation from public and private sector leaders and agencies that play a critical role in carrying out Community Development activities. All aspects of the County's public participation plan were strictly followed to ensure compliance with program and comprehensive planning requirements. During the program year, Monroe County also took steps to continue the implementation of performance measures and associated changes to IDIS and the CPMP Tool.

Monroe County has developed good working relationships, regular communication, and shares a community vision with many non-profits, banks, private industry, government agencies at all levels, public institutions, local developers and private residents. Because CDBG and HOME activities require the endorsement, commitment and, in some cases, assistance from these agencies, extensive outreach is done to ensure their involvement, partnership and integration of goals. Monroe County's Citizen Participation Plan is a successful tool in the solicitation of constructive commentary from the community as a whole. Agencies respond in many different ways and forums such as municipal meetings including County Legislature sessions, submittal of funding applications from a variety of housing, public service and community agencies dedicated to meeting the needs of special population groups and other educational, health care and business/industrial institutions. Proposals are received annually from a variety of government agencies, housing advocacy groups, special interest agencies, contractors and developers, faith-based groups and private citizens. Community Development funds are used to leverage resources from other government programs, non-profit initiatives and private industry incentives in the implementation of programs to maximize program outcomes and increase the number of beneficiaries.

## Citizen Participation

1. Provide a summary of citizen comments.

2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

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

Program Year 3 CAPER Citizen Participation response:

### 1. Summary of Citizen Comments

The first public hearing on the development of the 2008 Action Plan was held on Wednesday, January 9, 2008 at 9:30 a.m. to obtain public comments and input on the planning process. The meeting was held at the Watts Conference Center, which is ADA accessible. The hearing was videotaped and is available to the public upon request. The hearing was held before the allocation amounts were released by HUD. Dawn Staub, former Community Development Manager, conducted the hearing and informed the public of the following:

Monroe County expects to receive an allocation of \$3.37 million from the U.S. Department of Housing and Urban Development (HUD) in 2008. This amount represents estimated allocations for the Community Development Block Grant (CDBG) in the amount of \$1,973,000, the HOME Investment Partnership Program (HOME) in the amount of \$1,320,000, and Emergency Shelter Grants Program (ESG) in the amount of \$84,834.

These amounts are comparable to the actual levels of funding provided for these programs in 2007. Program income for the CDBG and HOME Programs in 2008 is expected to make available an additional \$325,000, for a combined total of \$3.7 million.

Funds will be used to continue existing programs and to identify new housing and community development activities that principally benefit low to moderate-income individuals. Low to moderate-income persons are invited to participate in the Consolidated Plan process by proposing projects that serve community needs and by commenting on projects proposed by local Towns, Villages and community service agencies.

In accordance with federal regulations, a notice of funding availability was published in the December 19, 2007 issues of The Shopping Bag Advertiser and The Daily Record to solicit participation from the public in the planning process for 2008 and to encourage comments from private individuals, consortium members and community service agencies.

Community Development is accepting project proposals for grants that will be made available on or after August 1, 2008. CDBG project applications are due Friday,

February 15, 2008 at 5:00 p.m. Affordable rental housing applications are due on Friday, January 11, at 12 noon. [Project proposal forms were made available to attendees.]

Priority activities are those which develop affordable rental and home ownership opportunities for all low to moderate-income residents, without discrimination; repair and conserve existing housing stock; improve access to and quality of public facilities; replace deteriorated infrastructure with safe utilities; provide job training and economic development opportunities for low-mod income persons and persons with special needs; provide essential public services, particularly those that promote home ownership, fair housing and housing stability; and, revitalize deteriorated neighborhoods.

The program area for the CDBG Program includes all municipalities in Monroe County with the exception of the City of Rochester and the Towns of Greece and Irondequoit. The HOME Program area consists of all suburban towns and villages in Monroe County, excluding the City of Rochester. To be eligible for funding, projects must principally benefit low to moderate-income persons and comply with other regulations of the CDBG, HOME or ADDI Programs."

Twenty-five people, including speakers and CD staff members, attended the first hearing. There was one public speaker who expressed comments, which are summarized as follows:

Commenter #1: James Mossgraber, Senior Director of Development for the Genesee Country Village and Museum commented in regard to the importance of additional accessibility accommodations at the Village so that persons of limited mobility would be able to experience it. He also thanked Monroe County for past CDBG grants that have been used to make numerous ADA enhancements at the Museum as part of their "History for One and All" program. He believes this is a good use of CDBG funds and hopes that Monroe County will continue to fund this initiative.

The second public hearing on the development of the 2008 Action Plan was held on May 29, 2008 to obtain public comments and input on the planning process. The meeting was held at the Webster Town Hall, 1000 Ridge Road, in Webster, which is ADA accessible. The hearing was videotaped and is available to the public upon request. The Steering Committee meeting was held immediately following the Public Hearing at 2:00 p.m. on May 29, 2008 at the Webster Town Hall. Patricia A. Stevens, Community Development Manager, conducted the hearing and informed the public of the following:

"Thank you for attending the Public Hearing for 2008 on Monroe County's Annual Action Plan for Housing and Community Development in Suburban Monroe County. This forum is required by the U.S. Department of Housing and Urban Development (HUD). It includes the following programs: Community Development Block Grant, The HOME Investment Partnerships Program and the Emergency Shelter Grants Program

In 2008, Monroe County expects to receive an allocation of \$3.26 million from HUD. This amount represents allocations for CDBG in the amount of \$1.9 million, HOME in the amount of \$1.27 million, ADDI of \$11,967 and ESG in the amount of \$84,834. Estimated program income is \$300,000 for CDBG and \$50,000 for HOME. Thus the

combined estimated total program resources available for 2008 is \$3,617,621. This combined allocation is \$131,751 less than last year's total.

Funds will be used to continue existing programs and to identify new housing and community development activities that principally benefit low to moderate-income households.

Low to moderate income persons are invited to participate in the consolidated plan process by proposing projects that serve community needs and by commenting on projects proposed by local towns, villages and community service agencies and private non-profit developers.

In accordance with Federal regulations, a Notice of Funding Availability was published in the May 14, 2008 issues of The Shopping Bag Advertiser and The Daily Record to solicit participation from the public in the planning process for 2008 and to encourage comments from private individuals, consortium members and community service agencies.

Community Development accepted project proposals for grants and loans on February 15, 2008 for CDBG projects and January 11 for Affordable Rental Housing projects. Funds will be made available on or after August 1, 2008.

Monroe County appreciates your comments on these programs and thanks you for attending this afternoon."

There were two public speakers at the second public hearing.

Commenter #1: Dale Smith, resident of the Town of Ogden, questioned the proposed funding for the Sweden/Clarkson Fitness Room Expansion project. He is concerned that the County is providing funding for the towns to expand the facility while the towns are charging residents a fee to use the recreational facilities.

Commenter #2: Jackie Harrison from HOPE Ministry informed about the advocacy and support services that HOPE Ministry provides for low income Monroe County residents. The Ministry is hopeful that they will be able to access Emergency Shelter Grant funds when the County issues its Request for Proposals later this year.

The public is given an opportunity to review the Consolidated Annual Performance and Evaluation Report (CAPER), prepared in October of each year. The 2007 CAPER was made available to the public through the public participation process outlined in the 2005-2010 Strategic Plan. A summary notice was published in The Daily Record and Shopping Bag on October 15, 2008 and contained a 15-day public comment period which ended October 30, 2008. The public is encouraged to obtain a complete copy of the CAPER or view it in its entirety at our offices or on the Monroe County website. Comments may be submitted in writing or via email to [mcplanning@monroecounty.gov](mailto:mcplanning@monroecounty.gov). Monroe County did not receive any comments from the public in regard to the 2007 CAPER by the conclusion of the public comment period.

2. Monroe County's 2007 Consolidated Plan allocation was \$3,399,372 for the CDBG (\$1,968,922), HOME Programs (\$1,345,357), including ADDI funds and ESG (\$85,093). Program income was \$354,208 for all programs. CDBG and HOME funds were distributed throughout suburban Monroe County. Programatically, the most

housing rehabilitation projects were in Gates, Henrietta and East Rochester; new home buyers most frequently purchased in Greece and Irondequoit; programs administered by The Housing Council had participants from every town and village in suburban Monroe County; and, CDBG-funded public works projects were underway or completed in nearly every eligible municipality.

## **Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 3 CAPER Institutional Structure response:

CD will continue to work closely with all applicable public, private and government entities within Monroe County's organizational structure to further enhance collaboration and communication and improve program delivery. Toward this goal, County staff meets with RHA staff periodically to coordinate HOME funded affordable housing efforts through the Section 8 Program and other services provided by RHA. Organizational changes in 2006-07 temporarily prevented RHA from participating in the CoC. During special meetings with RHA, County staff and CoC members successfully conveyed the importance of RHA's continued role in the CoC. As a result, RHA management staff is once again assuming a leadership role in the CoC.

CD staff participation in the CoC continues to expand. In August 2007, a CD staff member became the first Chairperson of the CoC Team. During the 2008-09 program year, CD staff will continue to actively participate on all of the six (6) CoC Subcommittees: Executive Committee; Homeless Management Information System (HMIS) Committee; Ten-Year Plan to End Homelessness Committee; Project Monitoring Committee; Nominating/Membership Subcommittee and the Monitoring Subcommittee. In addition, CD staff participates on the Severe Weather Plan Subcommittee.

Staff continues to coordinate activities and outreach with the Manager of Monroe County's Office of Faith Based & Community Initiatives to effectively implement HUD guidelines for the equitable treatment of faith-based organizations.

ED Staff coordinates the CDBG funded Economic Development (ED) Grant and Loan Fund with new programs developed in the community and the agencies that administer them, including The Entrepreneurs Network that offers intensive training and mentoring for high-tech entrepreneurs.

## **Monitoring**

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems.
- b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
- d. Indicate any activities falling behind schedule.
- e. Describe how activities and strategies made an impact on identified needs.
- f. Identify indicators that would best describe the results.
- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
- h. Identify whether major goals are on target and discuss reasons for those that are not on target.
- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 3 CAPER Monitoring response:

1. and 2. CDBG and HOME Program Monitoring

Community Development's monitoring strategy for the CDBG and HOME Programs consists of the use of standard Monroe County financial practices together with the standards, systems and procedures derived from the federal regulations and objectives. These guide us in successfully measuring fiscal, regulatory and programmatic performance and compliance of all activities funded by the Consolidated Plan. Our policies are effective in establishing project eligibility compliance with primary and national objectives as well as compliance with other areas of grant administration. These policies also apply to the activities of the HOME Program to provide the most effective methods of reviewing, evaluating, and monitoring performance of all sub-grantees and project elements. The policies utilize methods such as risk analysis to guide the selection process and follow-up procedures such as progressive sanctions to effectively prevent and remedy problem areas.

CD staff administers the consolidated plan programs and maintains financial compliance by using uniform procedures that closely scrutinize the legitimacy and appropriateness of project costs. The system focuses on the training of sub-grantees in reporting fiscal and programmatic data simultaneously to achieve timely reimbursements. Sub-grantees submit claim vouchers with companion progress reports and statistical data to obtain payment of project costs or services performed. Materials which must accompany the vouchers are specific to each project but generally include invoices for project materials purchased, personnel records for labor involved, a detailed scope of services performed, and other official data needed to evidence project costs. Narrative documentation, which must accompany each voucher, includes program status reports, a description of services performed, and a breakdown of project beneficiaries by income, age, residence in our program area, ethnic background, and other appropriate data. After evaluation and staff approval, vouchers are sent to the Controller's Office for payment. Sub-grantees usually receive payment within 3 weeks through the County's bi-monthly payment schedule.

Monitoring of Specific Activities - The activities funded through the CDBG and HOME Programs consist principally of housing rehabilitation and new construction of affordable housing facilities, activities to prevent homelessness and direct homeless assistance projects, community services including fair and affordable housing counseling and technical assistance, public works and utility infrastructure, public facility improvements, particularly ADA alterations, economic development loans to businesses and grants for employment services and neighborhood revitalization, and community planning studies.

HOME Program Activities - Records for the CAPER are kept for all activities to insure compliance with program regulations and our housing strategies. These include income certification, rent levels, ethnic groups served, family size, type of unit, sales price of housing unit or other data needed to insure compliance. Prior to disbursement of funds, all activities must comply with housing priorities and strategies of the Consolidated Plan. The program is evaluated annually in this regard.

On-site inspections of HOME assisted rental units are conducted to determine compliance with the property Housing Quality Standards (HQS) of 24 CFR 92.251 and to verify that the information submitted by the owners is in accordance with the requirements of 24 CFR 92.252. Inspections must be based on a sufficient sample of units to ensure compliance with all Section 8 Housing Quality Standards at 24 CFR 92.504.

The purpose of the HOME Program's ongoing monitoring requirements for rental projects is to ensure that:

- the project owner maintains the appropriate mix of very low-income and low-income tenants throughout the compliance period;
- the project owner properly collects the required information and annually determines the income eligibility of tenants in the assisted units;
- the owner collects rents that do not exceed the HOME maximum rents, when adjusted for tenant-paid utility allowance; and
- the owner maintains the units in accordance with Housing Quality Standards (HQS).

Certifications of Consistency with the Consolidated Plan - All HUD proposed homeless and/or housing applications that require a Certification of Consistency with the Consolidated Plan must be reviewed prior to issuance of executed Certifications of Consistency. The County reserves the right to request updates on Consolidated Plan certified activities and/or conduct site visits to ensure consistency with the original proposed activities and long-term compliance.

Community Service Sub-recipients - Our comprehensive oversight system ensures that sub-recipients who perform services comply with all applicable federal regulations governing their administrative, financial and programmatic operations and to verify compliance with program delivery, performance objectives, schedules and budgets. We conduct several in-house reviews of project materials which include a complete evaluation of the project applications, contract agreements, progress reports, vouchers, and financial audit materials. Of particular concern is the sub-recipient's data on beneficiaries, which is described in detail in each progress report. Monitoring visits are conducted on sub-recipients to insure that services are provided in accordance with federal regulations. Most programs have specific

monitoring forms to record activities in progress and to identify the type and size of populations served. This provides us with the necessary data to evaluate performance and the project's effectiveness in reaching target recipients, achieve program objectives and compliance with regulations, to formulate monitoring strategies, and to recommend appropriate follow-up actions. In-depth project reviews are conducted annually to insure that all guidelines have been met. Future funding is contingent on the positive results of these reviews. Where the sub-recipient is developing and/or operating housing, records are reviewed to insure that income certification, rent levels and other requirements are met.

Construction Activities For Housing, Economic Development, Public Works Utility Infrastructure, and Facility Improvements - These projects are evaluated closely at the proposal stage for CDBG eligibility and environmental review clearance. Procurement standards generally require the use of the competitive public bid process and in some cases, the Request for Proposal (RFP) process, when municipal labor forces do not perform the project. Contract agreements between CDBG and sub-grantees are specific in citing compliance with federal regulations and are used as a monitoring resource document. All applicable federal acts and executive orders are referenced in these contracts, as well as in the construction bid documents. CD prepares all bid notices for publication in newspapers of general circulation to include general federal regulations, specifically labor standards provisions as they relate to Davis Bacon Wage Rates, EEO, the federal funding clause, and Section 3 provisions. CD staff ensures that the construction bid documents contain all necessary forms, regulations and requirements in a section titled "Special Conditions - Federal and State Requirements" (EEO, Labor Standards, federal certifications, M/WBE Plan, Section 3 Provisions, etc.) to make potential bidders aware of federal project funding and related requirements. This section is revised periodically to reflect the most current HUD forms available through the HUD website. We continue to include specific federal certifications that must be signed by bidders as part of the bid proposal, which now contains all state, federal and local certifications.

All contractors and subcontractors are reviewed by HUD prior to participation in projects to ensure that they are not listed on any federal lists of suspended and debarred contractors. In addition, our standard County contract now contains a Debarment Certification, in accordance with the Monroe County Law Department. This certification must be signed by each sub-grantee as part of the contract execution, which helps ensure that Monroe County is not contracting with a firm or agency that appears on any suspended or debarred list.

CDBG and HOME construction projects are monitored closely with multiple inspections and site visits, starting with an initial visit to verify the posting of HUD notices. Progress inspections are conducted to verify performance of the activity, particularly before voucher payments are processed. Employee interviews are conducted with an employee of each prime and subcontractor. Final inspections by CD staff are performed to verify the satisfactory completion of the project, evidenced by photos. More technical inspections are performed by project engineers to verify satisfactory completion.

Housing Rehabilitation Activities - The Home Improvement Program (HIP) funded by CDBG and HOME, is our primary housing rehab activity. Use of the following system enables us to operate this program effectively, efficiently and in compliance with federal regulations. Applications are taken on a first-come, first-served basis throughout the year with priority given only to health and safety emergencies.

Selection criteria for eligible households includes: income at or below 80% AMI, cash or liquid assets below \$20,000, and the property must be owner-occupied with all property taxes paid to date. The applicant must have owned the home for at least one year prior to applying for assistance. Improvements must be approved and evidenced as eligible before funding is committed. Notices of approval or denial are sent out immediately to inform applicants of their status, accompanied by referrals to other programs as appropriate.

The Housing staff provides all construction management services. Direct rehab supervision is provided by the general contractor, selected by the homeowner, with the oversight of the CDBG Rehabilitation Specialist. The Specialist performs initial, in-progress, and final inspections to determine that improvements are eligible prior to funding and in accordance with federal Housing Quality Standards (HQS). Upon completion, they must meet or exceed HQS requirements. The Specialist also performs preliminary environmental reviews on each project, inspects properties for lead-based paint hazards and alerts health officials of potential and existing threats, prepares work specifications, assists homeowners in obtaining estimates, and provides other technical assistance and problem resolution. The Lead Based Paint federal regulations have been in place since September 1, 2000. Of all CDBG and HOME activities, these regulations apply most to housing rehab projects.

The Housing staff prepares program grant and loan agreements and monitors projects during the recapture period by filing and recording mortgages against each property.

Economic Development Activities - The CDBG funded ED Revolving Loan component of the Economic Development Grant and Loan Fund is our principal resource for providing low interest loans to for-profit businesses for projects that create and retain jobs. The County has opted to use the HUD guidelines and objectives for evaluating project costs and financial requirements as a framework for financially underwriting and selecting projects for funding.

Monitoring procedures determine eligibility of the for-profit businesses by demonstrating that the assistance is appropriate. The process is more comprehensive because our written assistance agreements between the County and the businesses incorporate a detailed description of the documentation required for job creation and retention activities. These contracts include a commitment to make at least 51% of jobs, on a full-time equivalent basis, available to low-mod income persons and provide training for those jobs that require it; a listing by job title of permanent jobs to be created, identifying those jobs available to low-mod income persons, those requiring special skills or education and part-time jobs; a description of actions to be taken to insure first consideration of low-mod income persons for jobs; a listing by job title of permanent jobs filled, those available to low-mod income persons and a description of how first consideration was given. For job retention activities, similar data is included to evidence that in the absence of funding, the jobs would be lost.

The following documents to evidence compliance with the income benefit requirements are obtained, evaluated and recorded: the size and annual income of the assisted low-mod income person's family, or substitutions to evidence that the person qualifies for another program having criteria at least as restrictive, residence in an eligible low-mod income census tract, evidence of homeless status, or that the person is a referral from a government employment agency qualified to determine

the person's low-mod income status, or qualifies under the "limited clientele" criteria of the national objectives, or if the assisted person signs a certification stating that his income meets the HUD criteria.

Other activities eligible through the ED Grant and Loan Fund include job training, development, and placement services, neighborhood revitalization projects, technical assistance to Section 3 start-up businesses, and employment and training for persons with special needs. Because of the nature of these activities in providing community services through consultants, we use the same monitoring system used for community service sub-recipients, which is listed above.

#### Monitoring Tools

The CAPER and IDIS continue to be used as effective monitoring resource documents since they describe and document the financial status of all projects and programs. They serve as an accurate measure of performance in terms of eligible beneficiaries served, program target areas addressed, matching dollars with priority needs, identifying primary activities funded, and generally, in displaying information in a format from which data can be easily extracted.

Contract Agreements are developed by CD staff for each project and are used as a mechanism to insure compliance with County legal requirements, to provide guidance to sub-grantees on performing projects in accordance with national objectives and related federal, state and other applicable regulations, as a means of documenting data required by federal record keeping regulations, and subsequently as an important project resource document.

Cooperation Agreements are executed between Monroe County and town and village members of the Monroe County Community Development Consortium every three years to enable those members who wish to continue participating in the CDBG and HOME Programs to do so. Non-members, if any, are invited to join the consortium when these agreements are renewed every three years.

Town/Village Board Resolutions are required to accept CDBG grants for specific projects. In addition, the Monroe County Legislature must pass a resolution to approve the annual Consolidated Plan, together with CDBG and HOME annual action plans, prior to its submission to HUD.

Progress Reports and Voucher Payment Requests are required from all sub-grantees on special forms developed for tracking activity progress and reporting on income and ethnic data.

Other resource documents include Monroe County internal audits, independent financial audit reports of sub-recipients, Site Visit Reports on public service sub-recipients, Inspection Reports of construction projects, Construction Bid Documents and certifications contained in bid proposal sections, the Environmental Review Record File, the Procurement Documentation File and detailed project application forms and eligibility analysis files.

### 3. Self Evaluation

Projects from the 2007 CDBG and HOME Action Plans were selected for funding because they implemented the housing and community development strategies that

address our primary program goals and objectives in housing, economic development, community services and public works/facility improvements.

All major goals outlined in the 2007 Action Plan are on target, particularly public works/facilities improvements, community services and housing.

#### Economic Development Evaluation

The ED Loan Fund provided low-interest loans totaling \$198,750 to 2 local companies (Larfen Development, LLC and Cerion Energy) for equipment acquisition, infrastructure and leasehold improvements, real estate and working capital activities involved in business start-ups, expansions and relocations.

Our strategy continues to merge ED Loan funds with an array of other public resources in an effort to leverage private capital investments by existing and new businesses for job growth. ED Loan funds are used in conjunction with CDBG Section 108 Loan Guarantee authority, CDBG grants for utility infrastructure, financing from Monroe County's Industrial Development Agency (COMIDA), the New York State Urban Development Corporation and the SBA 504 Program. Another strategy involves enhancing ED Loan funds through CDBG participation and the use of resources from other County initiatives created to spur economic growth. They are: the GreatRate Interest Subsidy Program, the GreatRebate Program, the Enhanced Jobs Plus Property Tax Abatement, the Monroe Fund, the Empire Zone Program, and programs on foreign trade zone assistance.

The ED Grant component of the CDBG-funded Economic Development Fund supports projects that provide assistance to disadvantaged businesses that employ very low-income persons; job training and development activities for displaced workers, unemployed persons and under-employed residents; neighborhood revitalization and self-sufficiency initiatives; and grants to agencies that provide jobs for persons with special needs.

#### Employment Evaluation

The key to CDBG employment strategies lies in adopting and actively participating in Monroe County's economic development initiatives while identifying community resources to implement them. We have increased support for major employment efforts, which are integrated into the goals and objectives of the Economic Development Division and its resources. Staff concentrates on County programs designed to create and retain jobs.

#### Public Works and Facility Improvements Evaluation

At the close of the 2007 program year, twenty-two public works and facility improvement projects had been completed, with nine projects underway.

Utility Infrastructure - Neighborhood Improvements continue to be a high priority with our CDBG member communities because of the age of deteriorated infrastructure in suburban Monroe County. Our strategy to address these needs included nine sidewalk replacement or new construction projects with \$263,284 in CDBG funds to assist residents in the Towns of Chili, Gates, Penfield, Pittsford and Sweden and Villages of Brockport, Hilton, East Rochester and Scottsville. Also, two

sewer projects were completed during the program year in Brockport and Brighton for a total of \$80,000 in CDBG funds.

Handicapped Accessibility - CDBG funds have been used to retrofit public facilities with accessible restroom facilities and compliant parking improvements in accordance with the ADA. Consortium members prioritized the need for ADA improvements due to the growing elderly population; increase in number of mobility impaired residents; efforts to provide recreational and educational opportunities to the growing number of persons with disabilities; and general ADA compliance requirements.

Communities continue to focus on recreational facilities such as municipal parks, senior centers and community facilities that receive public use. In particular, public parks built adjacent to town and village offices are priorities. A total of seven parks and recreational facility projects in Chili, Gates, Hamlin, Webster, two Monroe County Parks and the Genesee Country Museum received more than \$222,000 in CDBG funds for improvements. These projects benefit elderly and mobility-impaired persons, as well as disabled children who will have access to ADA playgrounds and other compliant facilities that now provide safe access.

#### CDBG Housing Activities Evaluation

The CDBG Home Improvement Grant and Loan Program helped low to moderate-income residents finance home repairs to correct serious housing deficiencies. As indicated earlier in this report, 106 housing rehabilitation projects were completed during the program year throughout consortium member communities. There were 24 projects funded through CDBG and 82 funded through HOME.

CDBG strategies to provide affordable housing opportunities and promote housing stability for lower income persons are also addressed through projects such as the Housing Council's Fair Housing Education and Outreach program, Landlord/Tenant Counseling program, and the Foreclosure Prevention and Predatory Lending programs. Accomplishments for the three programs are detailed as follows:

Fair Housing Promotion, Education and Outreach Program - activities designed to promote and expand fair and affordable housing and suburban development opportunities, increase community acceptance of the benefits of diverse populations, and raise community awareness of fair housing. During the program year, forty-three housing education seminars were conducted with 532 workshop participants and ten Homebuyer Financial Education workshops were conducted with 98 workshop participants. The rental registry reached 3,169 people on a regular basis. In addition, 261 discrimination/fair housing inquiries came through the housing hotline, bringing the total number of suburban beneficiaries to 4,060 total participants.

Foreclosure Prevention and Predatory Lending Program - individualized counseling services to lower-income homeowners on foreclosure prevention, home equity conversion and predatory lending. Four predatory lending and five foreclosure prevention presentations had audiences of 76 participants. The program also included 60 foreclosure prevention cases, 11 predatory lending cases, 6 mortgage relief grants and 11 Home Equity Conversion Mortgage (HECM) counseling cases, bringing the total number of beneficiaries to 164.

Suburban Landlord/Tenant Counseling Program - seminars and one-on-one counseling sessions for suburban landlords to better educate them regarding lower income tenants in an effort to provide additional housing units for this income group. Includes housing counseling hotline services for landlords and tenants. 1,774 of the nearly 20,000 calls received on the housing hotline were from callers in consortium member communities regarding landlord/tenant and rental housing issues. Seven property management workshops were held with 85 attendees bringing the total number of beneficiaries to 1,859.

The Home Ownership Assistance Program, administered by Providence Housing Development Corporation, provides counseling, education, referral and financial assistance to lower-income persons of Monroe County, served over 275 families during the program year. The long-term credit counseling component enables some of the County's lowest income residents to become eligible for home ownership. In the past year, Monroe County provided purchase subsidy to 41 first-time homebuyers through this program. The total HOME subsidy provided was \$259,000 (\$114,000 HOME, \$100,000 ADDI and \$45,000 first time homebuyer new construction). Average subsidy was \$6,317 per first-time homebuyer. First-time homebuyers purchased homes throughout Monroe County, but Greece and Irondequoit remain very popular for first-time home buyers.

#### Community Services Evaluation

Our public service strategy is to provide essential public services that promote homeownership, fair housing and housing stability. Primary programs include the homeownership program, safety and security for seniors and the housing stability programs administered by The Housing Council, as outlined above.

##### a. Assistance to Elderly Persons

Home safety & security services continued through the Safety and Security for Seniors Program operated by LIFESPAN. Older adult volunteers provide home safety and security modifications to the homes of low-mod income seniors. Also provided is the "Don't Be Scammed" prevention, intervention and education program through presentations at senior centers where low-mod income suburban senior citizens were trained in the identification and avoidance of financial and other scams that often target vulnerable older adults. In addition, 238 senior homeowners participated in special home environmental/safety assessments and minor home repairs and/or modifications to make it possible to continue to reside independently in their homes. Thirty-four presentations were held at various locations for 1,152 seniors, plus 30 individual scam consultations were conducted for a total of 1,420 beneficiaries.

##### b. Assistance to Persons with Special Needs

LAICO Industries, a jobs program owned and operated by Lifetime Assistance, purchased shredding equipment to enhance their shredding business. Through this purchase, a total of 26 jobs were created for persons with special needs.

##### c. Assistance to Homeless Populations

CDBG funds were used to fund programs that primarily promote housing stability and therefore, homeless prevention. The programs administered by The Housing Council such as foreclosure prevention, landlord/tenant counseling and the housing

hotline, as well as the Home Improvement Program, all promote housing stability and help prevent the situations that can lead to homelessness.

CD staff remains actively involved in the City/County Homeless Continuum of Care Team, which secured nearly \$6.7 million in federal funds for homeless service agencies in the community.

d. Assistance to Low-Mod Income Families

Families continue to benefit from CDBG-funded housing rehabilitation, neighborhood improvements, public facility improvements and public services, including the first-time home buyer program.

Planning and Capacity Building Activities Evaluation

With our CDBG administration threshold of 20%, funds for this purpose are limited and no planning projects were funded in 2007. Municipalities do need assistance in developing master plans for parks and recreation, land use planning, economic development, downtown revitalization and housing issues. Our strategy to address these comprehensive planning needs targets technical assistance resources from the Planning Services Division of the Department of Planning and Development. CD staff assists this Division in helping local governments in setting, evaluating and achieving the long-term land use and conservation objectives of the community. This division provides technical assistance on planning, zoning and development matters; prepares the County's Six-Year Capital Improvement Program; and provides data on population, employment, land use and other social and economic factors. The Planning Division developed computer mapping capabilities using a Geographic Information System (GIS) and conducts an education program for local municipal board officials aimed at increasing their knowledge of planning and zoning issues.

## Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 3 CAPER Lead-based Paint response:

In 2007-2008, the CD Division continued to enforce actions specific to its housing programs in lead-based paint hazard identification, disclosure and reduction. Program changes made in 2004 increased the number of homeowners that are eligible for housing rehab assistance, many of whom require financial assistance in the remediation of lead-based paint hazards. Lead-based paint hazard reduction activities made up almost half of the repairs undertaken this year in the Home Improvement Program. Federal requirements for lead-safe work practices and contractor certifications have substantially increased the costs of home repairs, making it more difficult to accomplish all that is necessary to ensure that health and safety related deficiencies are corrected. For this reason, CD has again allocated substantial CDBG and HOME funds to the Home Improvement Program (HIP) for 2008.

Proway Management, a Rochester-based lead paint testing firm, is currently under contract to provide risk assessment and clearance inspection services for the Home Improvement Program.

All properties purchased through the County's First-Time Homebuyer Program must have inspections for lead-based paint hazards prior to final approval of applications for assistance. Purchase subsidies are only issued after receipt of inspection reports indicating that there are no lead-based paint hazards present at the time of purchase.

The Monroe County Department of Public Health is the lead agency in regard to lead poisoning prevention.

On November 1, 2006, the Monroe County Department of Public Health (MCDOPH) Lead Program was awarded and began another HUD Grant where they received \$2,998,283 to provide lead hazard control for 370 units in the City of Rochester. An estimated 850 children will be protected after the lead hazard control is completed. This grant runs through October 31, 2009. As of March 31, 2008, 187 units have been completed.

The Monroe County Department of Public Health Lead Program also received another \$100,000 healthy neighborhoods grant for outreach from the NYSDOH. The grant runs through September 2008. The focus of the grant is primary prevention for Tobacco Control, Fire Safety, Lead Prevention, Indoor Air Quality, General Housing Conditions and Asthma. Outreach workers will perform three hundred (300) initial visits in the City of Rochester within the following 3 Neighborhoods; 14621 South, North Marketview Heights and Beechwood. A total of 75 follow up visits are required. A room-by-room inspection and a survey form will be completed for each home. Topics covered will include; lead poisoning prevention (deteriorated paint, dust, cleaning, and nutrition), fire safety issues, carbon monoxide, general sanitation issues, code violations, electrical problems and mold. Referrals will be made to MCDOPH programs and other agencies when problems are identified.

Lead Safe Work Practices Training - All persons conducting lead hazard control work that is ordered in the "Notice and Demand," and participating in the HUD grant must successfully complete an approved 8-hour Housing and Urban Development "Lead Safe Work Practices" (LSWP) class. Prior to the commencement of lead hazard control work the recipient of the "Notice and Demand" and/or property owner must submit proof of LSWP training to the MCPHD for all such persons. The acceptable proof of training shall be the class certificate issued by the LSWP training provider. The purpose of this class is to provide workers with information they need to understand that lead-based paint can create health hazards and that using proper work practices can control hazards. The Cornell School of Industrial Relations is the EPA certified training provider again for 2008. This year the training is being paid for with funds from the 2006-2009 HUD Grant.

The Childhood Lead Poisoning Prevention Program received a Lead Poisoning Primary Prevention grant from the NYSDOH for \$387,125. This grant runs from October 1, 2007 through September 30, 2008. The County is partnering with the City of Rochester NET Office to provide money for additional inspections and lead dust wipe sampling in conjunction with the City's Lead Ordinance to remediate lead hazards in homes before a child becomes lead poisoned.

## HOUSING

### Housing Needs

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

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 3 CAPER Housing Needs response:

Monroe County's actions are targeted to provide more affordable housing options for suburban low-mod income families, senior citizens, residents at or below poverty, persons with special needs and homeless and "at-risk" homeless persons. Monroe County continued existing programs such as the Home Improvement Program, Home Ownership Assistance Program, the Housing Council's housing stability programs and the Rental Housing Development Program. Technical staff assistance to community-wide affordable housing and homeless committees and forums was also significant, including the City/County Homeless Continuum of Care Team, the Greater Rochester Housing Partnership Board of Directors and the City's Foreclosure Task Force.

The Housing Partnership Board intends to continue its efforts to seek out an acceptable trust fund model, including the possibility of a state-wide housing trust fund with a dedicated funding source, that could be implemented in the Rochester/Monroe County area.

Housing efforts were coordinated with local municipalities, non-profits, educational institutions and other private sector entities to address the need for affordable housing among low-mod residents. This included researching housing alternatives for all income levels of County residents, elderly and disabled persons. Homeless services were targeted to providing assistance to a variety of different homeless populations. County resources such as County of Monroe Industrial Development Agency (COMIDA) bond financing were also used for affordable housing projects that qualified.

### Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 3 CAPER Specific Housing Objectives response:

1. & 2. 2007 Affordable Rental Projects completed, under construction or proposed.

Project Name: Seneca Place Apartments (funded by NYS DHCR and Monroe County)

- New Construction (completed)
- HOME - \$300,000
- Developer: Conifer Realty, LLC
- Description: 1, 2 and 3-bedroom apartments
- Location: Village of Honeoye Falls
- Target Population: Families with incomes below 50 AMI; preference given to visually impaired
- Total Units: 40 (20, 1-bedroom and 12, 2-bedroom and 8, 3-bedroom)
- Accessible Units: 2
- Adaptable Units: 20
- Total Project Cost: \$5,267,967

Project Name: Ada Ridge Court II (funded by NYS DHCR and Monroe County)

- New Construction (underway)
- HOME - \$500,000
- Developer: Rural Housing Opportunities Corporation
- Description: 1-bedroom apartments
- Location: Greece
- Target Population: Elderly (Age 55+), with incomes below 50 and 30% AMI
- Total Units: 45
- Accessible Units: 7
- Adaptable Units: 38
- Total Project Cost: \$5,887,859

Project Name: St. Salome Apartments (funded by NYS DHCR and Monroe County)

- Redevelopment & New Construction (underway)
- HOME - \$450,000
- Developer: Providence Housing Development Corporation
- Description: 1-bedroom apartments and 2-bedroom townhouses
- Location: Irondequoit
- Target Population: Elderly (Age 55+) with incomes below 50 and 30% AMI
- Total Units: 45 (33 1-bedroom, 6 2-bedroom, and 6 2-bedroom townhouses)
- Accessible Units: 5
- Adaptable Units: 40
- Total Project Cost: \$8,789,579

Project Name: Goose Landing Senior Apartments (funded by HUD - Section 202 and Monroe County)

- New Construction (construction will be underway 2008-09)
- HOME - \$400,000
- Developer: Urban League of Rochester Economic Development Corporation
- Description: 1-bedroom apartments
- Location: Henrietta
- Target Population: Elderly (Age 62+) with incomes below 50% AMI
- Total Units: 20
- Accessible Units: 2
- Adaptable Units: 18
- Total Project Cost: \$2,607,100

Prior years' HOME funds designated for the development of affordable rental housing, but not obligated to a specific project, would have financed, in part, one or more of the proposed rental projects detailed below. Information regarding the number of accessible and adaptable units is from project developers. Descriptions of the five (5) 2007-08 (YR-16) HOME RHP-CHDO funding commitments are listed below.

Project Name: Ogden Heights Senior Apartments (funded by NYS HFA and Monroe County)

- New Construction (construction will be underway 2008-09)
- HOME - \$250,000
- Developer: North Star Housing & Development Corporation
- Description: 1 and 2-bedroom apartments
- Location: Town of Ogden
- Target Population: Elderly, including frail (Age 62+), with mixed-incomes below 90, 60 and 30% AMI
- Total Units: 89 (71, 1-bedroom and 18, 2-bedroom)
- Accessible Units: 14
- Adaptable Units: 76
- Total Project Cost: \$12,499,646

Project Name: Latona Road Accessible IRA Housing (funded by OMRDD and Monroe County)

- New Construction (construction will be underway 2009)
- HOME - \$175,000
- Developer: Lifetime Assistance Incorporated
- Description: 1-bedroom IRA apartments
- Location: Town of Greece
- Target Population: Developmentally Disabled with incomes below 50% AMI
- Total Units: 6
- Accessible Units: 6
- Adaptable Units: 0
- Total Project Cost: \$866,426

Project Name: Westside Drive Accessible IRA Housing (funded by NYS DHCR and Monroe County)

- New Construction (construction will be underway 2009)
- HOME - \$100,000
- Developer: Heritage Christian Services
- Description: 1-bedroom IRA apartments
- Location: Town of Chili
- Target Population: Developmentally Disabled with incomes below 40% AMI
- Total Units: 12
- Accessible Units: 12
- Adaptable Units: 0
- Total Project Cost: \$1,648,500

Project Name: Union Meadows II (not funded by NYS DHCR)

- New Construction
- HOME - \$450,000
- Developer: Rochester's Cornerstone Group, Ltd.
- Description: 1, 2 and 3-bedroom apartments
- Location: Town of Chili

- Target Population: Well Elderly (Age 55+), Disabled, Single Persons and Working Families with incomes below 60 and 50% AMI
- Total Units: 42 (18-1 bedroom, 20 2-bedroom, and 4, 3-bedroom)
- Accessible Units: 5
- Adaptable units: 18
- Total Project Cost: \$8,964,610

Project Name: Blakes Landing (not funded by NYS DHCR)

- New Construction
- HOME - \$200,000
- Developer: Rural Housing Opportunities Corporation
- Description: 1 and 2-bedroom apartments
- Location: Town of Clarkson
- Target Population: Elderly, including frail (Age 62+), with incomes below 55, 50, 40 and 30% AMI
- Total Units: 28 (25, 1-bedroom, 3, 2-bedroom and 4, 3-bedroom)
- Accessible Units: 28
- Adaptable Units: 0
- Total Project Cost: \$4,228,074

Also, please refer to the Home Improvement Program, First-Time Home Buyer and Foreclosure Prevention program accomplishments referenced earlier in this report.

3. Monroe County remains an active member on the Homeless Continuum of Care Team, which during the program year secured an award of nearly \$7.9 million in funding in December, 2007 for homeless programs and housing services in Rochester and Monroe County. Other worst case housing needs are addressed through the Home Improvement Program and the Foreclosure Prevention and Predatory Lending Program. Monroe County continues to partner with not-for-profit developers to address the housing needs of persons with disabilities, and provides home ownership counseling to prospective homebuyers through the Home Ownership Program.

## **Public Housing Strategy**

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 3 CAPER Public Housing Strategy response:

Coordination between the Rochester Housing Authority (RHA), the Fairport Urban Renewal Agency (FURA) Public Housing Authority, private and governmental health and mental health service agencies, is enhanced through the County and City's support of RHA's and FURA's social services programs and RHA's safety and security program. The County and City also support RHA's Family Self-Sufficiency Programs which links Section 8 tenants and public housing residents with local training and employment program related service agencies and FURA's Family Self-Sufficiency Program to promote families to be economically self-sufficient and programs to lessen the impediments for low-income families to move to higher income areas of its jurisdiction. These include the Project-Based Voucher, and Security Deposit Programs.

The County and City have assisted in revitalizing neighborhoods surrounding public housing developments in many areas. New schools and community centers have been built. Road reconstruction and street maintenance are conducted on a regular basis. Fire and police protection efforts are ongoing at high levels of service. Rochester Police Department works cooperatively with RHA in local drug elimination efforts and assisting in developing crime reduction strategies. RHA tenants regularly use nearby schools and recreation centers for educational needs and after school programs. The County and City economic development efforts are ongoing and touch upon many neighborhoods that public housing is located in. The City also supports RHA with the Olean/Kennedy public housing revitalization plan. In this plan, RHA has demolished two obsolete public housing developments to secure Low Income Housing Credit funds to develop new public housing, new homeownership units and a new infrastructure system.

The RHA also provides support services to its residents through their involvement with many agencies. As examples, services to elderly are coordinated with Monroe County Visiting Nurse Service and the Consortium on Elderly Substance Abuse; while school children are linked with tutorial programs at two agencies and the City School District.

#### Public Housing Delivery System Gaps

The need for Section 8 vouchers by low/mod income residents of the City of Rochester and suburban Monroe County far exceeds RHA's available resources, resulting in Monroe County's priority need for affordable rental housing. Those most in need of affordable rental housing are low/mod income families with many children, who are increasing in the suburbs together with poverty-level disabled persons and senior citizens.

Public housing resident initiatives are in place at Antoinette Blackwell Estates, a 100-unit elderly facility in the Town of Henrietta. It is the only suburban public housing project that is maintained by RHA outside of the City of Rochester. RHA encourages and supports tenant associations. Community space is made available and recreation and support services are offered to all residents. The programs vary and are ongoing throughout the year. RHA's Elder Source Program encourages self-sufficiency by assisting tenants with financial support, mental health and other services that help residents maintain their independence. RHA also offers van service to residents for shopping and other senior activities.

RHA has been engaging in a multi-faceted approach to serve the needs of family households through the administration of the Project-Based Section 8 voucher Program and self-sufficiency home-ownership programs administered out of RHA's Family Investment Center. In addition, RHA has been investigating the use of RHA's bonding capacity to fund private housing developments with the assistance of not-for-profit organizations.

Under RHA's HUD approved Section 8 Homeownership Program for first-time home buyers, the Section 8 participant's portion of the monthly housing payment is applied to a mortgage along with the Section 8 housing payment. The County, Providence Housing Development Corporation (PHDC) and RHA are working together to provide the Section 8 Homeownership Program to facilitate the transition from rental to home ownership opportunities. PHDC administers Monroe County's First-Time Home Buyer Program and provides additional subsidies thru Monroe County's HOME and

ADDI programs for Section 8 participants who purchase homes in suburban Monroe County.

## **Barriers to Affordable Housing**

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 3 CAPER Barriers to Affordable Housing response:

Monroe County's actions are targeted to provide more affordable housing options for suburban low-mod income families, senior citizens, residents at or below poverty, persons with special needs and homeless and "at-risk" homeless persons. Monroe County continued existing programs such as the Home Improvement Program, Home Ownership Assistance Program, the Housing Council's housing stability programs and the Rental Housing Development Program. Technical staff assistance to community-wide affordable housing and homeless committees and forums was also significant, including the City/County Homeless Continuum of Care Team, the Greater Rochester Housing Partnership Board of Directors and the City's Foreclosure Task Force.

The Housing Partnership Board intends to continue its efforts to seek out an acceptable trust fund model, including the possibility of a state-wide housing trust fund with a dedicated funding source, that could be implemented in the Rochester/Monroe County area.

Housing efforts were coordinated with local municipalities, non-profits, educational institutions and other private sector entities to address the need for affordable housing among low-mod residents. This included researching housing alternatives for all income levels of County residents, elderly and disabled persons. Homeless services were targeted to providing assistance to a variety of different homeless populations. County resources such as County of Monroe Industrial Development Agency (COMIDA) bond financing were also used for affordable housing projects that qualified.

The County is updating the Analysis of Impediments to Fair Housing (AI) Action Plan in accordance with HUD's Fair Housing Planning Guide process to meet jurisdictional requirements for Fair Housing Planning and Implementation as mandated by HUD's Office of Fair Housing and Equal Opportunity (FHEO). This Action Plan shall describe the appropriate actions, including short and long-term goals, to overcome and eliminate the effects of any impediments identified through the Analysis of Impediments to Fair Housing Choice 2005 that was completed in December 2005 by The Housing Council and submitted to HUD in January 2006. To formalize the necessary steps required to develop and implement a new AI Action Plan, the County has commissioned Anne S. Peterson, Fair Housing Consultant, to prepare a new Action Plan. As part of the process that will be implemented to develop the new AI, Monroe County and the Towns of Greece and Irondequoit shall:

- Ensure that diverse groups in the community are provided a real opportunity to take part in the development process
- Create the structure for the design and implementation of the actions

- Define a clear set of Fair Housing planning objectives that are directly related to the conclusions and recommendations contained in the AI
- Establish a set of goals for each objective, i.e. the completion of one or more discrete actions, or a set of actions, which serve as milestones toward achieving each objective
- Establish measurable results intended for each defined objective
- Determine the time period for completion of the Action Plan
- Identify public and private resources (local, State, Federal agencies or programs, financial institutions, nonprofit, and other organizations) to finance and/or support fair housing actions
- Identify individuals, groups and organizations to become involved in each action and define their responsibilities
- Set priorities; schedule actions for a time period which is consistent with the Strategic (Consolidated) Plan cycle and that utilizes a phasing process in order to coordinate with various schedules of other private and public funding sources, programs, and community, state and federal partners

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

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction's affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

Program Year 3 CAPER HOME/ADDI response:

1. Please refer to General Question 1 and Specific Housing Objective 1.
2. HOME Match Report (HUD-40107-A) is attached.
3. HUD Form 40107 is attached.

#### 4. Assessments

a. Monitoring Visits and On-site inspections of HOME-assisted rental units were conducted to determine compliance with the property Housing Quality Standards (HQS) of 24 CFR 92.251 and to verify that the information submitted by the owners is in accordance with the requirements of 24 CFR 92.252. Inspections were based on a sufficient sample of units to ensure compliance with all Section 8 Housing Quality Standards at 24 CFR 92.504.

Prior to the construction/redevelopment phase of projects, County Staff conduct the following: assist developers to ensure that construction bid documents and related technical and design specifications contain all applicable federal regulations; and, pre-construction meetings with the development team including the general contractor/subcontractors to assure compliance with all HUD federal requirements, including Section 3 Provisions, MBE/WBE, Davis-Bacon (if applicable), and HQS requirements before the project is bid.

During the construction/redevelopment phase of projects, County Staff conduct the following: attend monthly and final on-site construction meetings and inspections to assure compliance with all HUD federal requirements, including Section 3 Provisions, MBE/WBE, Davis-Bacon (if applicable), and HQS requirements during project construction phase.

After the project is completed/redeveloped and occupied, County Staff conduct the following: HQS inspections based on a sufficient sample of units to ensure that owner maintains units in compliance with Section 8 HQS; monitoring visits to ensure that project owner maintains the appropriate mix of very low-income and low-income tenants throughout the compliance period, that the owner properly collects the required information and annually determines the income eligibility of tenants in the assisted units, ensure that owner collects rents that do not exceed the HOME maximum rents when adjusted for tenant-paid utility allowance.

Monitoring visits are conducted on the following schedule: every three years for projects containing 1 to 4 units; every two years for projects containing 5 to 25 units; and every year for projects containing 26 or more units. All monitoring visits conducted during the 2007 program year had very positive outcomes with only minor concerns that were readily addressed by project management. The projects within Monroe County's HOME portfolio continue to be well run, maintained and managed.

#### b. Affirmative Marketing Strategy, Non-Discrimination and Equal Opportunity Policies and Procedures

Monroe County implements its HOME Program consistent with all statutory and implementing regulation requirements pertaining to affirmative marketing, discrimination and equal opportunity which are contained in CFR Part 92 of the HOME Investment Partnerships Program regulations. Measures to ensure this compliance include, but are not limited to the following:

1. Affirmative marketing policies and procedures and fair housing laws discussed with property owners and tenants directly;
2. A statement of the objectives, policies and procedures of the County pertaining to affirmative marketing and Federal Fair Housing Laws is included in all media

releases, advertisements, public notices and informational meetings as part of the program description. This statement and a description of the applicable fair housing laws is in the information provided to property owners and tenants, including using the Equal Opportunity logo, slogan or statement in all media announcements pertaining to the program;

3. Developers of County affordable housing projects are required to submit a comprehensive Affirmative Fair Housing Marketing Plan for review and approval and to adopt affirmative marketing procedures and requirements for all Monroe County assisted housing projects. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons from all racial, ethnic, and gender groups in the housing market area to the available housing. In developing the Marketing Plan, a determination is made on whether the proposed Plan includes actions that are appropriate for attracting the target group(s) and whether the actions are likely to achieve the objectives of the Plan. Monroe County ensures that the Plan is in compliance with HUD's handbook, Affirmative Fair Housing Marketing Requirements. This determines the effectiveness of the marketing program, the appropriateness of commercial media and brochures, other actions taken to attract the target group, the effectiveness of the proposed community contracts, and the training of staff and participants regarding the Fair Housing Act. Particular emphasis is placed on displaying the Equal Housing Opportunity logo and slogan on all advertising materials.

4. Each participating investor/owner is required to execute a certification to affirmatively market vacant units. This document assures the following items: owner agrees to include in all advertising, the Equal Opportunity logo or slogan, Equal Housing Opportunity, submit written vacancy notification to the appropriate public housing agency and to The Housing Council, advertise vacant units in alternate outlets, provide the booklet, Fair Housing - It's Your Right (HUD-1260-FHEO) to tenants and implementation of the Equal Employment Opportunity non-discriminatory hiring policy.

5. The County determines, based on the characteristics of the individual community, the appropriate steps necessary to reach those potential tenants and property owners least likely to participate. Examples that may be appropriate include the use of alternate-audience media, contacts with community organizations, churches, fair housing groups and housing and family counseling agencies. An existing contractual agreement to provide fair and affordable housing counseling services through The Housing Council is used frequently. The County has inserted an additional clause into the existing contract with The Housing Council that requires special Fair Housing public television and radio advertisements. Due to the diverse nature of the urban county consortium, the specific steps, facilities and racial/ethnic groups to be addressed will be analyzed and determined as projects are identified.

6. The property owner is required to report to the County the existence of all vacant units not filled by PHA referral. PHA referral itself is appropriate affirmative marketing action. The existing Section 8 Program is administered primarily in the City of Rochester, outside the program area, in an area which is much more ethnically varied than potential areas for HOME-funded projects. Property owners will report all racial, ethnic and gender characteristics concerning tenancy before and after rehabilitation and relocation data for displaced households. Applicants for tenancy will be defined as those potential tenants who personally inspect the units or

those who inquire in person, by telephone or by mail to the property owner or project rental office.

7. Counseling is offered to all existing and known potential tenants. This counseling includes subjects such as federal fair housing, equal housing opportunity laws, and tenant's and property owner's rights in all areas concerning non-discrimination and equal opportunity issues.

8. The HOME Program is incorporated into all existing non-discrimination, equal opportunity, fair housing, minority contractor and affirmative marketing procedures undertaken in the administration of the Booklet (HUD 1260-FHEO), posters and Fair Housing flyers are made available to municipalities, landlords and tenants. Such Fair Housing information and visual aids are also distributed at all County public meetings regarding the HOME Program.

9. To promote awareness of Fair Housing, the County joins with other agencies to promote Fair Housing Month each year. Local officials are asked to issue an appropriate proclamation and events will be planned to increase the community's understanding of what constitutes Fair Housing and how it can be advanced. Efforts are made to discuss Fair Housing in the media and in educational seminars. In addition, CD staff participates as a faculty member of the Planning Division's annual Residential Training Program for new and returning municipal board members, municipal officials and staff, agency personnel, attorneys, architects, landscape architects, engineers, planners, developers and citizens. This continuing education credited course, conducted at Monroe Community College, is designed to expand collaborative roles in assessing, facilitating and managing the development of fair and affordable housing opportunities.

10. The impact of property owner and County affirmative marketing activities are assessed continually and reviewed annually. A survey or equivalent analysis of existing census and community data is conducted to determine racial, ethnic and gender characteristics of the renter and property owner population of the neighborhoods where a HOME-funded project will be located. This information is compared to the data compiled through the HOME Program to assess the impact of affirmative marketing activities. Should deficiencies become apparent, the following actions shall be considered and if feasible, appropriate choices will be undertaken as corrective action: advertisements will be promulgated, within Monroe County, in areas of greater minority concentration, which encourage potential minority tenant participation; alternate-audience media will be utilized to encourage potential minority tenant and homeowner participation; direct contact will be made with community organizations, churches, fair housing groups and counseling agencies to promote participation in the program by areas least likely to be aware of the HOME Program.

c. Outreach to Minority and Women Owned Businesses

CD conducts targeted marketing to solicit minority and women owned contractors for the Home Improvement Program. General contracts associated with the development of affordable rental housing handle outreach to minority and women owned business as subcontractors.

## HOMELESS

### Homeless Needs

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

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 3 CAPER Homeless Needs response:

1. 2. & 3.

The total HUD CoC amount requested in 2007 to finance eighteen (18) local projects was \$7,688,587. In December 2007, HUD announced that all eighteen (18) Rochester-Monroe County CoC proposed projects received funding awards totaling \$7,930,010, which includes one through five-year project renewals. An adjustment was made by HUD to accommodate the increased fair market rents (FMR) for the Rochester Housing Authority's Tenant Rental Assistance Program. Described below are the 2007 Super NOFA proposed priority projects, which includes three (3) new projects, eleven (11) competitive renewal projects and four (4) Shelter Plus Care renewal projects that were selected by the CoC Team to fill a gap in the Rochester-Monroe County CoC system, which were funded by HUD:

Priority 1: Volunteers of America - Permanent Affordable Housing for the Chronically Homeless - \$615,000 Request & Award (3-Yr. Term - New Supportive Housing Program)

Priority 2: Sojourner House - Permanent Housing w/ Supportive Services - \$267,910 Request & Award (3-Yr. Term - Supportive Housing Program-Renewal)

Priority 3: Veterans Outreach Center - Richards House - \$228,383 Request & Award (3-Yr. Term - Supportive Housing Program-Renewal)

Priority 4: Spiritus Christi Prison Outreach - Jennifer House - \$240,000 Request & Award (3-Yr. Term - Supportive Housing Program-Renewal)

Priority 5: Sojourner House - Transitional Housing - \$406,920 Request & Award (3-Yr. Term - Supportive Housing Program-Renewal)

Priority 6: Rochester/Monroe County Youth Bureau - Homeless Youth Project - \$218,035 Request & Award (2-Yr. Term - Supportive Housing Program-Renewal)

Priority 7: Salvation Army - Project ReDirect - \$975,974 Request & Award (2 Yr. Term - Supportive Housing Program-Renewal)

Priority 8: Center for Youth Services - Transitional Living Program - \$386,372 Request / \$380,613 Award - (3-Yr. Term - New Supportive Housing Program)

Priority 9: Center for Youth Services - Independent Living Skills - \$99,753 Request/ \$99,754 Award - (3-Yr. Term - Supportive Housing Program-Renewal)

Priority 10: Mercy Residential Services - Families First/Project to Reunite Families - \$178,078 Request / \$178,077 Award - (1-Yr. Term - Supportive Housing Program-Renewal)

Priority 11: Catholic Family Center - Lafayette Housing - \$408,069 Request / \$401,679 Award - (3-Yr. Term - Supportive Housing Program-Renewal)

Priority 12: Monroe County Legal Assistance Center - Legal Services for the Homeless - \$96,000 Request / \$100,800 Award - (3-Yr. Term - New Supportive Housing Program)

Priority 13: YWCA of Rochester - Women in Transition - \$371,343 Request & Award - (3-Yr. Term - Supportive Housing Program-Renewal)

Priority 14: Catholic Family Center - Homeless Management Information System (HMIS) - \$246,941 Request & Award - (1-Yr. Term - Supportive Housing Program-Renewal)

Priority 15: NYS Office of Alcohol & Substance Abuse Services/Providence Housing Development Corporation - \$360,996 Request / \$404,448 Award - (1-Yr. Term - Shelter Plus Care-Renewal/Tenant Rental Assistance)

Priority 16: Rochester Housing Authority/Salvation Army - \$755,004 Request / \$738,828 Award - (1-Yr. Term - Shelter Plus Care-Renewal/Tenant Rental Assistance)

Priority 17: Rochester Housing Authority/Monroe County Dept. of Human Services - \$1,693,848 Request / \$1,898,472 Award - (1-Yr. Term - Shelter Plus Care-Renewal/Tenant Rental Assistance)

Priority 18: NYS Office of Mental Health/DePaul Community Services - \$140,052 Request / \$156,924 Award - (1-Yr. Term - Shelter Plus Care-Renewal/Tenant Rental Assistance)

## 2. Homelessness

The Rochester/Monroe County Homeless Continuum of Care 2008 "SuperNOFA Funding" Priorities are in ranked order as follows:

1) Increase the supply of permanent, affordable housing with support services for the chronically homeless. (This includes Shelter Plus Care and Housing First projects)

2) Increase the supply of permanent, affordable housing with support services for the homeless in general and targeted toward special needs populations:

- Older homeless youth; pregnant/parenting older homeless youth
- Homeless with criminal and poor credit histories
- Homeless with mental health and/or substance abuse issues
- Homeless families with children

- 3) Maintain current inventory of HUD funded homeless housing and services at current levels (renewal projects)
- 4) Transitional housing for homeless special needs populations
- 5) Support Services
  - Increase capacity and access to comprehensive case management services from entry into the homeless system through follow up services in permanent housing
  - Employment/Job Placement services for persons with little or no employment history
  - Improve access to and capacity of permanent, supportive housing programs
  - Outreach/Engagement services for the chronically homeless and frequent users of the homeless system

Only projects that meet the above referenced priorities and are eligible activities under the CoC SuperNOFA will be rated.

Renewal Applications: Must meet or exceed HUD's national performance measurements. These projects must clearly demonstrate that the services provided continue to be a need of the homeless in this community and are an essential component of the community's continuum of care.

In addition to the above Homeless CoC 2008 "SuperNOFA Funding" priorities, the Rochester/Monroe County Homeless Continuum of Care 2008 "Community" Priorities include the implementation of this community's Ten-Year Plan to End Homelessness: "Housing Options for All" and the following priorities which are not in any ranked order:

- Consistent, quality case management services available across the continuum
- Employment/Job Placement Services for special needs populations
- Improvements to and coordination of discharge planning processes and protocols
- Increase Homelessness Prevention services
- Community education and advocacy around issues of homelessness and housing
- Accessing mainstream services/systems advocacy
- Cross systems approach to meeting the needs of the homeless
- "Putting a face on Homelessness", decreasing NIMBYism

#### CoC Homeless Population and Subpopulations

The following sheltered and unsheltered homeless populations and homeless subpopulations were reported in the 2007 CoC Super NOFA-Exhibit I Homeless Population and Subpopulations Chart:

Homeless Population  
Sheltered in Emergency Housing

Number of Households with Dependent Children – 47

Total Number of Persons in these Households (adults & children) - 150  
Number of Households without Dependent Children - 241  
Total Number of Persons in these Households - 241

Total Persons = 391

#### Sheltered in Transitional Housing

Number of Households with Dependent Children – 40  
Total Number of Persons in these Households (adults & children) - 125  
Number of Households without Dependent Children - 86  
Total Number of Persons in these Households - 86

Total Persons = 211

#### Unsheltered

Number of Households with Dependent Children – 0  
Total Number of Persons in these Households (adults & children) - 0  
Number of Households without Dependent Children - 10  
Total Number of Persons in these Households - 10

Total Persons = 10

TOTAL - Sheltered in Emergency and Transitional Housing and Unsheltered = 612

#### Homeless Subpopulations Sheltered and Unsheltered

Chronically Homeless – Sheltered (in Emergency Shelter Only) - 71  
Chronically Homeless - Unsheltered - 10  
Total Chronically Homeless Sheltered & Unsheltered - 81

Severely Mentally Ill – Sheltered - 132; Unsheltered – 0; Total - 132  
Chronic Substance Abuse – Sheltered - 124; Unsheltered - 2; Total - 126  
Veterans – Sheltered - 39; Unsheltered - 0; Total - 39  
Persons with HIV/AIDS – Sheltered - 9; Unsheltered - 0; Total - 9  
Victims of Domestic Violence – Sheltered - 71; Unsheltered - 0; Total - 71  
Unaccompanied Youth (Under Age 18)–Sheltered-62; Unsheltered-0; Total 62

TOTAL Subpopulations Sheltered and Unsheltered = 520

### 3. Chronic Homelessness

The CoC Ten-Year Plan to End Chronic Homelessness Planning Committee has been meeting to develop the Rochester-Monroe County Ten-Year Plan. After careful review and recommendation of the Public Policy Committee of the United Way of Greater Rochester (UW), the community's CoC Ten-Year Plan to End Chronic Homelessness was selected by vote of the UW Board of Directors, at the September 2006 meeting, to become one of three UW Public Policy priorities for 2007-08. UW staff met with CoC members in 2007 to establish potential roles for UW to assume as

a catalyst in the development and implementation of the community's Ten-Year planning process to end chronic homelessness, which include the following:

- Raising community awareness of homeless issues in the community
- UW's unique ability to bring new partners to the table for the planning process
- Provide UW staff support in the planning process

Since UW adopted the community's public policy initiative in September 2006 to develop and implement an effective Ten-Year Plan to End Chronic Homelessness, the Ten-Year Planning Committee, which includes UW staff representatives, has been meeting regularly. Current activities of the Ten-Year Plan Planning Committee include the following:

- Gathering data on the chronic homeless to accurately assess this population
- Establish a cost analysis of services/resources to serve the chronic homeless
- Utilizing data from the Homeless Services Network (HSN) Homeless Needs Survey and Point-in-Time Survey conducted on January 29, 2008
- Conducting focus groups with the chronically homeless and the providers in the community that primarily serve this population
- Released the Ten-Year Plan to end homelessness in Rochester/Monroe County entitled "Housing Options for All - A Strategy to End Homelessness in Rochester/Monroe County" at the Homeless Services Network's Annual Western NY Homeless & Hunger Symposium on September 19, 2007 (also available at [www.homelesservicesrochesterny.org](http://www.homelesservicesrochesterny.org))
- Began implementation of Phase I of the above referenced Ten-Year Plan by contracting with an independent consultant, Creating Community Change, to develop a "Supportive Housing Production Implementation Plan" to be completed prior to July 2008 to include the following:

1. A comprehensive review of current emergency housing stock and inventory of existing and planned supportive housing available, including location, population served, services provided and financing sources for services in Rochester and Monroe County
2. Detailed assessment of housing gaps for specific subpopulations (special needs, chronically homeless, families and youth)
3. Appropriate mix of housing types and models to fill the overall need with focus on homeless populations with incomes less than 30% AMI
4. Identification of potential developers and service providers to facilitate the provision of supportive housing development
5. Detailed projections for the types and quantities of housing units required to fill the overall need
6. Short and long-term cost projections for the provision of supportive housing developments (i.e. Housing First model and permanent supportive housing)
7. Map of all available federal, state, local and private supportive housing development resources and highlight examples of projects with multiple financing sources
8. Review of appropriate case management services
9. Potential implementation timelines
10. Presentation of Implementation Plan to key community stakeholders

In 2006, research of other community Plans and successful models of Housing First projects was completed. The Committee's initial research found that such a Plan will

require the identification of additional resources, especially for ongoing operation of a Housing First model and/or for permanent supportive housing. Upon further analysis of planning efforts across the country, the Committee drafted a preliminary Plan outline and made the following recommendations in 2006:

- Include other homeless populations in this community's Plan, even though 10-Year Plans focus on the chronically homeless
- Developing additional units of affordable, permanent supportive housing is the solution to ending homelessness and therefore, should be a key component of this community's Ten-Year Plan
- Build on the strong infrastructure of homeless housing and services that currently exists in this community
- Identify potential new funding sources for implementation of the 10-Year Plan

Potential partner organizations and community leaders have been identified and a list of potential community stakeholders has been developed. Both the City of Rochester Mayor and the Monroe County Executive submitted letters supporting the ten-year planning initiative. As mentioned above, the Ten-Year Planning Committee released the Ten-Year Plan entitled "Housing Options for All - A Strategy to End Homelessness in Rochester/Monroe County" at the Homeless Services Network's Annual Western NY Homeless & Hunger Symposium on September 19, 2007.

#### Current Chronic Homelessness Strategy (2006-07-08)

Past strategies continue as a strong framework on which we can build, and they remain an integral part of our current strategy. We continue to provide strong support of the movement to serve the chronic homeless through our community's Shelter Plus Care programs that occurs mostly through non-traditional case management programs. The support services, in addition to the affordable permanent housing has allowed the chronically homeless to remain in permanent housing. All existing permanent housing programs for individuals are serving the chronically homeless, and we continue to encourage providers to designate a specific number of beds for the chronically homeless.

Objectives to end chronic homelessness and move families and individuals to permanent housing, including local action steps are described in the 2007 chart included in the Appendix of the 2008 Annual Action Plan for Monroe County.

The CoC Team has conducted monthly point in time surveys since February, 2002. In May 2003, the survey began asking shelter providers to provide numbers of individuals that fit either of the definitions of chronic homelessness to attempt to get an accurate picture of the number of chronic homeless. The Point in Time Survey conducted on January 29, 2008 identified 79 individuals as being chronically homeless; 24 less individuals than reported in the Point in Time Survey that was conducted on the January 27, 2005.

The CoC Team continues to monitor the CoC system to ensure that the chronically homeless are accessing mainstream financial entitlements and mainstream service providers in a timely manner.

The County, City, Red Cross, CoC Team and Poor People United developed and implemented a plan to assist the unsheltered homeless in accessing existing shelter beds and providing additional overflow beds during severe weather conditions

beginning in the winter of 2004. Nightly outreach efforts by a grassroots group, Poor People United, were conducted during the winter months to subway beds, bridges and parking garages to arrange for placements in shelters or hotels when no shelter beds were available. This plan has been updated annually and continues to be used during severe weather conditions.

The Special Needs Populations Committee of the HSN developed a list of resources and service providers available to homeless persons who are sanctioned or otherwise unable to access financial entitlement programs, many of whom are chronically homeless.

The Special Needs Populations Committee of the HSN worked with Coordinated Care Service, Inc. (CCSI) to develop discharge guidelines from public in-patient mental health programs to out-patient treatment. An addendum to the plan was made with specific protocols for discharge of persons who were in homeless shelters to ensure shelter providers have information on medications, out-patient treatment providers, etc.

#### 4. Homelessness Prevention

Specific planned action steps that remain in effect for the 2007-08 program year are described in detail in the Homelessness Prevention section of Monroe County's 2005-2010 Strategic Plan, particularly those designed for individuals and families with children at imminent risk of becoming homeless.

#### 5. Discharge Coordination Policy

The community continues to work toward the Discharge Coordination Policy, also detailed in the 2005-2010 Strategic Plan.

## **Specific Homeless Prevention Elements**

### 1. Identify actions taken to prevent homelessness.

Program Year 3 CAPER Specific Housing Prevention Elements response:

Monroe County's Department of Human Services (MCDHS), through its Division of Social Services Housing Unit, was established to serve the emergency needs of homeless and housing needs of low-mod residents. CDBG staff may provide assistance to some of the priority programs offered, as follows: the Housing Search Program to assist the homeless in locating permanent housing; the Homeless Outreach Program (formerly the Housing Demonstration Program), to provide outreach to the community's most difficult to serve homeless; the Homeless Intervention Program to provide ongoing counseling and assistance to homeless families; the Homeless Youth Project, funded through the Rochester-Monroe County Youth Bureau and HUD, to provide staff outreach to homeless youth; the Homeless MICA Program to assist homeless persons with mental health issues; the Safety Net Assistance Program funded by New York State OTDA, to provide ongoing mental health case management services; and the Eviction Prevention Program to assist families in danger of homelessness due to eviction. Many other programs are

provided by MCDHS to address homeless issues through landlord/tenant outreach. Other HUD-funded programs include the Family Unification Program to provide Section 8 vouchers to families with children in foster care, the Shelter Plus Care Program to provide low-mod income housing units to families who have a disabled member and the Welfare-to-Work Housing Assistance Program to provide Section 8 vouchers to families who are leaving public assistance (welfare rolls) for jobs.

## **Emergency Shelter Grants (ESG)**

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
  - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - b. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
  - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 3 CAPER ESG response:

For the first time in nearly ten years, Monroe County received an Emergency Shelter Grants (ESG) allocation in the amount of \$85,093 in 2007 and a second allocation of \$84,834 in 2008. Preparations are underway for Monroe County to conduct a separate request for proposals (RFP) to determine the recipients of the combined

2007-2008 funds totaling \$169,927. CD will consult with the Homeless Continuum of Care and the County's Office of Faith Based and Community Initiatives to ensure that a broad spectrum of homeless service providers are made aware of the RFP during the 2008 program year. In addition to the County's ESG allocation, the City of Rochester will receive an ESG allocation of \$425,305 in 2008.

## COMMUNITY DEVELOPMENT

### Community Development

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons

- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
- a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
- a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.

- c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
- a. Identify the type of program and number of projects/units completed for each program.
  - b. Provide the total CDBG funds involved in the program.
  - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 3 CAPER Community Development response:

1. Assessment of Goals and Objectives

a. See also General Questions 1a. Projects for Monroe County's 2007-2008 CDBG Program were selected for funding because they implemented the housing and community development strategies that address our primary program goals and objectives in housing, economic development, community services and public works/facility improvements.

b. Monroe County's CDBG funding strategy in regard to housing focuses on main objectives: counseling and providing financial assistance to first-time homebuyers; helping low-income, special needs and elderly persons maintain their homes through the Home Improvement Program; counseling those at risk of losing their homes to foreclosure; providing fair housing outreach and education throughout the community; and, supplementing HOME funded projects with eligible CDBG activities. The ability to meet the increasing affordable housing demands of moderate, low and very low-income households continues to be an ongoing challenge. Analysis of the affordable housing needs in suburban Monroe County continues to substantiate the need to work toward the provision of rental and homeownership opportunities for very low, low and moderate-income family households, elderly and special needs persons, while stabilizing the existing housing stock. The innovative affordable rental projects detailed in other sections of this Report are primarily funded through the HOME program. CDBG funds are used on a limited basis for off-site infrastructure improvements in conjunction with HOME funded rental projects.

c. All of Monroe County's CDBG program beneficiaries were of low to moderate-income.

2. There have been no changes in Monroe County's program objectives during the reporting period.

3. a., b. & c.

Throughout the program year, Monroe County has provided letters certifying consistency with the current, HUD-approved Consolidated Plan to agencies requesting them. Monroe County implemented the 2007 Action Plan at the start of the program year on August 1, 2007 and did not delay program implementation. Although funds were not received from HUD until November, this did not have a negative impact on the 2007 program.

4. a. & b.

All of the programs administered by Monroe County are used exclusively to meet the three national objectives.

5. There were no households displaced as a result of any activities undertaken by Monroe County during this program year. All anti-displacement policies adopted and set out in the five-year 2005-2010 Strategic Plan were strictly followed.

6. N/A

7. N/A

8. Program Income Received

a. Single-unit housing rehabilitation revolving loan fund account at M&T Bank - Program Income received in 2007 program year [\$24,385] - Account balance available for relending \$340,850

b. Float-funded activities [none]

c. Other loan repayments by category:

- Repayments of housing rehab grants [\$14,000]

- Payments on economic development loans [\$260,994]

d. Income received from sale of property [none]

9. N/A

10. Loans and Other Receivables

a. N/A

b. During the reporting period, there were 24 Economic Development Loans outstanding with principal balance of \$892,763 and 9 Housing Rehab Loans outstanding with principal balance of \$20,301.

c., d. & e. N/A

11. N/A

12. During the program year, Monroe County completed 24 CDBG-funded Home Improvement grant projects. Total CDBG funds expended for these rehabilitation activities was \$145,923.

13. N/A

## Antipoverty Strategy

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

Program Year 3 CAPER Antipoverty Strategy response:

The first component of Monroe County's anti-poverty strategy is housing stability. Each of the housing programs funded by Monroe County has a housing stability component and is designed exclusively for low to moderate-income residents, including residents with incomes less than 30% AMI. The Home Improvement Program, Home Ownership Program, Foreclosure Prevention, Landlord/Tenant Counseling and Fair Housing Education programs promote housing stability. Also significant is Monroe County's involvement in the development of affordable rental housing for families, seniors and persons with special needs. Our involvement goes beyond the use of HOME funds for the development of housing, and includes participation on the Greater Rochester Housing Partnership Board, City of Rochester Foreclosure Task Force and the Homeless Continuum of Care Team.

The second component of our anti-poverty strategy is job creation and retention. Through the use of the CDBG funded Revolving Economic Development Grant and Loan Fund, we are able to ensure the creation of jobs for low to moderate-income persons. This program, when combined with other County economic development resources, strengthen the overall economy, create jobs and reduce poverty.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

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

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

Program Year 3 CAPER Non-homeless Special Needs response:

Actions taken by Monroe County to address the special supportive housing needs of the elderly include the CDBG-funded Safety and Security for Seniors program by Lifespan.

The Home Improvement Program provides an additional \$2,500 for accessibility improvements, which may facilitate the elderly and persons with physical disabilities to remain in their homes and/or receive supportive services in their homes. Actions taken to address the supportive housing needs of persons with mental illness, HIV/AIDS, veterans, and persons with drug and/or alcohol dependency, are primarily addressed through Monroe County's participation on the Homeless Continuum of Care Team and the nearly \$7.9 million in projects funded through Exhibit I, including several shelter plus care programs administered jointly by the Rochester Housing Authority and Monroe County's Department of Human Services.

(See Homeless Needs section of this Report for specific projects.) The City of Rochester administers the ESG and HOPWA grants for this area. Monroe County will report on the ESG program in the 2008-2009 CAPER.

## Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
  
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
      - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance

programs, or other efforts that assist persons living with HIV/AIDS and their families.

- ii. Project Accomplishment Overview
  - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
  - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
  - (3) A brief description of any unique supportive service or other service delivery models or efforts
  - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
  - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
  - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
  - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
  - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
  - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 3 CAPER Specific HOPWA Objectives response:

N/A

## OTHER NARRATIVE

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

Program Year 3 CAPER Other Narrative response:

Program year accomplishments indicated in the various program year summary charts reflect the actual dollar amount of funds expended and actual number of units and/or projects completed during the program year. Totals do not include projects and/or units that are underway.