



# 2008 Annual Action Plan for Housing & Community Development in Suburban Monroe County

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**Home Improvement Before**



**Home Improvement After**



**Seneca Place Rental Housing**

Public Comment Period  
May 14 - June 13, 2008



**Maggie Brooks**  
*County Executive*

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# Fourth Program Year Action Plan

The CPMP Fourth Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan 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.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted 06/16/08	16-6002563	<b>Type of Submission</b>	
Date Received by state	State Identifier	<b>Application</b>	<b>Pre-application</b>
Date Received by HUD	Federal Identifier	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
Monroe County		NY369055 MONROE COUNTY	
50 West Main Street		Organizational DUNS 079678249	
Suite 8100		Organizational Unit	
Rochester	New York	Department of Planning and Development	
14614	Country U.S.A.	Community Development Administration	
<b>Employer Identification Number (EIN):</b>		Monroe County	
16-6002563		8/1	
<b>Applicant Type:</b>		<b>Specify Other Type if necessary:</b>	
Local Government: County		Specify Other Type	
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Project Titles Various Project Titles		Description of Areas Affected by CDBG Project(s) Monroe County	
\$CDBG Grant Amount \$1,900,483	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income \$ 300,000 (Section 108 \$ 266,026)		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s)			
<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles Various Project Titles		Description of Areas Affected by HOME Project(s) Monroe County	
\$HOME Grant Amount \$ 1,282,304	\$Additional HUD Grant(s) Leveraged	Describe	

\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income \$ 50,000		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Shelter Grants Program</b>		14.231 ESG	
ESG Project Titles Various Project Titles		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount \$ 84,834	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of: 25, 26, 28 and 29		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Program has not been selected by the state for review
Person to be contacted regarding this application			
Patricia	A.	Stevens	
Community Dev. Manager	585-753-1003	585-753-2000	
pstevens@monroecounty.gov	www.monroecounty.gov	Other Contact	
Signature of Authorized Representative		Date Signed	
Judy Seil, Director Department of Planning & Development			

# Narrative Responses

## GENERAL

### Executive Summary

The Executive Summary is optional, but encouraged. If you choose to complete it, please provide a brief overview that includes major initiatives and highlights that are proposed during the next year.

Program Year 4 Action Plan Executive Summary:

1) Mission Statement:

To improve the quality of life for low to moderate-income families, seniors and persons with special needs in suburban Monroe County by financing public facilities improvements, creating and retaining jobs, repairing and conserving existing housing, promoting affordable rental and homeownership opportunities, without discrimination, and providing public services that stabilize and enhance living conditions.

2) Purpose

The CDBG, HOME, ADDI and ESG programs will help Monroe County direct \$3.2 million into the suburban towns and villages that comprise the Monroe County Community Development Consortium in support of public works, housing, economic development, community services and homeless assistance programs that primarily benefit low to moderate-income households, seniors and persons with special needs.

Funding for these programs is provided through the U.S. Department of Housing and Urban Development (HUD). In order to remain compliant with the Consolidated Planning Regulations, which cover these federal allocations, Monroe County is required to complete an annual action plan for the 2008 program year, which addresses projects funded on an annual basis and new program initiatives for the program year.

This is the fourth action plan that the Community Development (CD) office has developed using the Consolidated Plan Management Planning (CPMP) Tool. Accomplishments are entered into CPMP, which aids in the compilation of information for the Consolidated Annual Performance and Evaluation Report (CAPER), published annually in September.

The purpose of Monroe County's 2008 Action Plan is to make a clear presentation of projects, programs, and new initiatives that CD intends to fund during the program year, the availability of federal dollars to complete those projects and to encourage public commentary in this endeavor. The Action Plan also serves as a reporting mechanism to HUD on the planning and evaluation of programs.

3) Consortium Membership

In 2008 the CDBG program will operate in 17 towns and 10 villages in suburban Monroe County. All municipalities in Monroe County are members of the consortium with the exception of the Towns of Greece and Irondequoit and the City of Rochester. By virtue of their populations, the Towns of Greece and Irondequoit are entitlement communities in their own right, and as such receive their own CDBG allocations. The HOME program includes the Towns of Greece and Irondequoit, bringing the HOME consortium membership to 19 towns and 10 villages. The City of Rochester receives its own CDBG, HOME, ADDI and ESG allocations.

The Urban County re-qualification will be completed during the 2008 program year for the 2009-2011 program years.

The upper quartile of eligible block groups, commonly known as Low Mod Areas (LMAs), consists of 60 block groups, which are eligible for funding for a broad range of projects. Public works projects in municipalities without eligible LMAs are more restricted in their project selection and tend to be limited to ADA and other accessibility enhancements in public facilities.

Municipalities with more than four eligible block groups are the Towns of Brighton, Chili, Gates, Henrietta, and the Villages of Brockport and East Rochester.

Municipalities with one to four eligible block groups are the Towns of Clarkson, Hamlin, Ogden, Penfield, Perinton, Pittsford, Riga, Sweden, Webster and the Villages of Fairport, Scottsville and Webster.

Municipalities with less than one eligible block group are the Town of Parma and the Village of Hilton.

The seven municipalities without any eligible block groups are the Towns of Mendon, Rush, and Wheatland and the Villages of Churchville, Honeoye Falls, Pittsford and Spencerport.

Should membership of the consortium change for any reason, HUD would re-calculate the eligible low-mod block groups to take effect for the following program year.

4) Allocation

Monroe County expects to receive an allocation of \$3,267,621 from HUD for the CDBG, HOME, ADDI and ESG programs. The County's CDBG allocation is \$1,900,483, a decrease of \$68,439; the HOME allocation is \$1,270,337, a decrease of \$45,403; the ADDI allocation is \$11,967, a decrease of \$17,650; and, the ESG allocation is \$84,834, a decrease of \$259. Estimated program income (interest on outstanding loans and other repayments) is expected to total \$300,000 for the CDBG program and \$50,000 for the HOME program. The level of program income is slightly more than 2007. The 2008 combined allocations are \$131,751 less than last year. Total resources available, including program income, is \$3,617,621.

Monroe County also expects to receive Section 108 loan repayments totaling \$266,026 during the 2008 program year. Monroe County does not intend to reprogram any funds remaining from previous program years for the 2008 program year. Monroe County and HUD are not bound by these estimates as they are subject to approval of the Action Plan submission to HUD.

Slightly more than \$2.2 million is available through all CDBG sources to fulfill \$2.5 million worth of requests. These are the primary programs and new initiatives that are addressed in the 2008 Action Plan.

5) Program Goals

CDBG, HOME, ADDI and ESG funds will be directed toward accomplishing the following primary program goals and objectives during 2008:

- 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) Provide essential utility infrastructure in lower income areas
- e) Provide job training and economic development opportunities for low to moderate-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

6) Citizen Participation

The first public notice in regard to the availability of funds and the first public hearing appeared in The Shopping Bag Advertiser (a free county-wide publication) and The Daily Record on December 19, 2007. The first public hearing in regard to the 2008 Annual Action Plan was held on January 9, 2008 in the Large Conference Room of the Ebenezer Watts Conference Center located at 49 South Fitzhugh Street in downtown Rochester. There were 25 people in attendance, including 5 CD staff members, which resulted in 1 comment from 1 community service agency. The Steering Committee meeting to start the program year was held on January 9, 2008 at the Watts Conference Center immediately following the public hearing.

CDBG project applications were due February 15, 2008. Preliminary award letters from the County Executive were sent out the week of May 12, 2008. The public notice listing the projects intended for funding and the second public hearing appeared in The Shopping Bag Advertiser and The Daily Record on May 14, 2008. The Annual Action Plan was made available to the public and filed with the Monroe County Legislature on May 12. The 30-day comment period is May 14 to June 13, 2008.

The second public hearing will be held on May 29, 2008.

7) CDBG and HOME Funded Programs

- a) Housing Rehabilitation

The Home Improvement Program (HIP) will receive a combined allocation of \$485,512 (\$100,000 from CDBG and \$385,512 from HOME), which will fund over 85 housing rehabilitation projects when combined with prior years funds. Continuation of this popular and essential program did not impact the funding available for other CDBG program categories. Currently, applications are processed on a first-come, first-served basis; however, emergency situations are given high priority. CD continues to monitor the volume of applications to determine the necessity of a wait-list at any given time. Income limits issued by HUD effective February 13, 2008 resulted in no change to the income limits that were in effect for the 2007 program year.

During the first eight months of the 2007 program year (through April 1, 2008), 69 HIP projects were completed and 67 active projects are in various stages of progress. Communities with the greatest number of program participants are Gates, East Rochester, Chili, and Webster.

Lead-based paint risk assessments and clearance tests are conducted under contract with Proway Management.

b) Home Ownership & First-Time Home Buyer Assistance

First-time home buyer assistance is provided free of charge to prospective home buyers through the Homeownership Program, which is administered under contract by Providence Housing Development Corporation. The contract with Providence, considered a public service, is funded through CDBG. Providence expects 30 clients to receive financial assistance to purchase their first homes during the program year. The direct home buyer subsidy is paid through HOME and ADDI. The 2008 ADDI allocation of \$11,967, as well as unexpended HOME and ADDI funds from prior years will be the primary sources of funds for direct home buyer subsidy.

During the first eight months of the 2007 program year (through April 1, 2008), 126 prospective first-time homebuyers have been counseled; 19 first-time home buyers have received down payment and closing cost assistance to purchase a home; and, 21 prospective first-time home buyers are in the process of purchasing a first home.

As indicated in previous Action Plans, CD has pursued the development of newly constructed houses for first-time home buyers through various partnerships and direct subsidy through the HOME program. CD budgeted \$250,000 for the new construction component in 2005, but has been unable to develop the program as intended. Site location, land costs and construction costs have negatively impacted the launch of this project. In 2008, CD committed \$150,000 of these funds to the Urban League of Rochester Economic Development Corporation (ULREDC) to provide up to \$15,000 each for 10 families to purchase newly constructed homes in two Monroe County suburban locations that ULREDC is currently developing. Incorporating new construction into the County's housing portfolio will complete the full spectrum of housing options that Monroe County seeks to offer low to moderate-income families, seniors and persons with special needs. By partnering with ULREDC on their current single family new construction projects, which already have necessary approvals and funding commitments, we will be able to offer the option of newly constructed housing to 10 families in 2008. The remaining \$100,000 of the new construction funding budgeted in 2005 will be applied to the First-Time Home Buyer Program to provide direct subsidy to low-income persons to purchase their first homes, either existing or newly constructed.

Monroe County and Providence planned to develop a rehabilitation component for the existing Home Ownership Program that would enable families to receive additional funding to address health and safety and structural repairs post-purchase. Further development of this program has been postponed due to FHA approval of buyer use of 203K mortgages as a source of rehab funds.

8) CDBG Funded Activities

a) Public Facilities Improvements

The need for public facilities improvements remains high in the suburban towns and villages, particularly in communities with greater concentration of low to moderate-income areas and/or aging infrastructure. Combined with the growing older adult population and persons with impaired mobility, the need for accessible public facilities remains a high priority. Twenty-two proposals totaling \$988,000 were received for public facilities improvements.

The largest portion of the CDBG program (33%) is public works projects in the towns and villages.

Proposals were not received from the towns of Parma, Perinton, Pittsford, Wheatland and the villages of Churchville and Spencerport. Due to limited funding, some municipalities may not receive the full amount requested and one municipality will not be included for funding in 2008. Proposed grant amounts for towns and villages range from a maximum of \$30,000 for municipalities with less than one LMA, a maximum of \$40,000 for one to four LMAs and a maximum of \$50,000 for more than four LMAs. Grants are targeted to those communities with the greatest concentration of low to moderate-income areas, which is consistent with prior program years.

Eight public works/facilities projects are proposed for LMAs; four are located in villages and four are located in towns. Additionally, two villages requested studies in LMAs, which will be funded, as required, through Planning and Administration.

During the first eight months of the 2007 program year (through April 1, 2008), 20 municipal public works projects were completed, 11 are underway, and the remaining 6 will start later this spring.

In addition, funds are set aside for the implementation of a Community-Wide Historic Preservation Program. Monroe County has funded historic preservation at the Susan B. Anthony House, but this initiative will give other entities the opportunity to access these critical funds.

b) Economic Development

The Economic Development Grant and Loan Fund is funded at \$470,589. This amount of funding should allow for grants and/or loans to at least four companies, and create 15 and retain 50 jobs, at least 51% of which will be for low to moderate-income persons.

During the first eight months of the 2007 program year (through April 1, 2008), 2 businesses received loans totaling \$198,750 through the ED Grant and Loan fund. These loans will create 37 jobs. Two additional loans are underway and may close before the end of the 2007 program year.

c) Public Services

Requests for public services totaled \$518,000, which greatly exceeds the allowable limit. Grant amounts in community services have been scaled back over the last few years in order to maintain priority housing related services and meet the regulatory spending cap for public services. Monroe County's public services are provided free of charge to program participants.

To meet jurisdictional requirements for Fair Housing Planning and Implementation as mandated by HUD's Office of Fair Housing and Equal Opportunity (FHEO), Anne S. Peterson, Fair Housing Consultant, has been commissioned to prepare a new Analysis of Impediments to Fair Housing (AI) Action Plan. As part of this Action Plan, Providence Housing is retained to administer the County's Home Ownership Program and The Housing Council is retained to provide comprehensive counseling in the following housing-related areas: Fair Housing Education and Outreach; Landlord/Tenant Counseling & Housing Hotline Services; and Foreclosure Prevention and Predatory Lending Counseling. Resources provided to The Housing Council were adjusted to double the County's Foreclosure Prevention efforts, while maintaining the Fair Housing and Landlord/Tenant services. The services of LifeSpan are retained to administer the Safety and Security for Seniors Program, which provides minor home and safety repairs that cannot be made through the Home Improvement Program for the suburban senior population.

Lifetime Assistance, Inc. will purchase and install additional equipment to expand the capacity of their Classified Shredding Services business and create new employment opportunities for individuals with developmental disabilities. Volunteers of America will provide business attire and employment supportive services to low income and/or previously homeless women.

Five public services are not recommended for funding this year. One entity received funds for a similar project last year. One applicant will be encouraged to participate in the Request for Proposals for the distribution of Emergency Shelter Grant funds to be held later this year. Another applicant requested the complete purchase and installation of an ADA elevator at their new Call Center. This applicant will be encouraged to apply again next year after other potential funding sources are explored. One agency requested funding for a job readiness program and will be encouraged to seek funds from other sources. A legal service agency requested funds for Fair Housing complaint investigation and testing. Monroe County applies substantial resources to The Housing Council to take proactive measures for education and counseling relative to Fair Housing, and determined that services to prevent housing discrimination are the best use of limited Public Services resources.

9) HOME Funded Activities

a) Affordable Housing

To ensure fair housing choice through the provision of affordable rental housing opportunities, Monroe County issued a request for proposals for the development of permanent affordable rental housing in December 2007. The deadline for submission to the County was January 11, 2008. CD received six proposals seeking \$2.1 million in HOME funds. Overall projected development costs are \$32,570,000 for the six proposed rental projects and requested funding amounts were higher than in past years due to increasing costs of construction materials and the implementation of revised Davis Bacon wage rates.

The County approved and committed HOME Program financing to five of the affordable housing proposals received. Four of the five project developers submitted applications to the NYS Division of Housing and Community Renewal through NYS's Low Income Housing/HOME/HTF/Homes for Working Families/Low Income Credit Programs. The deadline for submission of applications under the NYS DHCR 2008 Unified Funding Round was February 27, 2008. NYS funding announcements are expected to be made in July or August, 2008. If all five of the projects move forward, the proposed County financed projects will produce 135 (1 & 2 bedroom) apartments for older adults (age 55 and older) and single persons, 24 (2 & 3 bedroom) small family apartments with garages, and 18 (1 bedroom) supervised individual alternative apartment (IRA) units for developmentally disabled.

New 2008 (YR-17) HOME Rental Housing Production (RHP) funds in the amount of \$612,241, and new RHP-CHDO funds in the amount of \$190,551 will be combined with 2007 (YR-16) RHP-CHDO HOME funds designated for the development of affordable rental housing, but not obligated to specific CHDO projects, to fund the proposed rental projects. Listed below in descending order of financial commitment are the five (5) proposed affordable rental housing project applications that received Monroe County 2008 HOME funding commitments:

i) \$450,000 for Union Meadows II by Rochester's Cornerstone Group, Ltd. to construct 42 one, two and three-bedroom apartments with attached garages for single persons, well-elderly/older adults (age 55+) in the Town of Chili (This represents the second year that Monroe County has committed funds to this priority rental project);

ii) \$250,000 for Ogden Heights Senior Apartments by North Star Housing & Development Corporation and Edgemere Development, Inc. to construct 89 one and two-bedroom apartments for seniors/older adults (age 62+) in the Town of Ogden;

iii) \$200,000 for Blakes Landing by Rural Housing Opportunities Corporation (an affiliate of Rural Opportunities, Inc.) to construct 28 one and two-bedroom apartments for seniors/older adults (age 62+) in the Town of Clarkson;

iv) \$175,000 for Latona Road Accessible Housing by Lifetime Assistance Incorporated to construct 6 one-bedroom IRA apartments for individuals with developmental disabilities in the Town of Greece;

iv) \$100,000 for Westside Drive Accessible Housing by Heritage Christian Services to construct 12 one-bedroom IRA apartments for individuals with developmental disabilities in the Town of Chili.

10) Fair Housing Activities

To meet jurisdictional requirements for Fair Housing Planning and Implementation as mandated by HUD's Office of Fair Housing and Equal Opportunity (FHEO), the County will update the Analysis of Impediments to Fair Housing (AI) Action Plan in accordance with HUD's Fair Housing Planning Guide process. 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

11) 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 completion of a coordinated and equitable HUD Super NOFA process that will administer the 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 in on March 19, 2008. The homeless program section of the NOFA is expected to be issued by July or August of 2008. Regardless, 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 will be requiring electronic submissions for the first time under the 2008 SuperNOFA, which will dramatically change how the submission process will be conducted. Local 2007 applications were rated and ranked on May 8, 2007, which allowed homeless service organizations and developers sufficient time to prepare their applications for submission to HUD.

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 Homeless Management Information System (HMIS) has progressed over the past year and is almost at full HMIS 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.

CD staff was elected in August, 2007 to become the Chairperson of the CoC Team and 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.

## General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

Program Year 4 Action Plan General Questions response:

1. Geographic Areas in which Assistance Will Be Directed

Several community-wide public services will reach a broad array of residents in all consortium communities. These include community involvement in the development of a new Analysis of Impediments to Fair Housing (AI) Action Plan by Fair Housing Consultant, Anne S. Peterson. The Housing Council's programs provide landlord/tenant counseling and housing hotline services, foreclosure prevention and predatory lending counseling, and fair housing education, as well as the home ownership counseling provided by Providence Housing and the safety and security training provided by LifeSpan. Monroe County's public services are offered free of charge to suburban Monroe County residents.

Access to park playgrounds and facilities as part of the Monroe County Parks system and ADA improvements, will also positively impact a broad spectrum of County residents.

The Home Improvement Program will help 85 or more families from all geographic areas of the consortium. Some municipalities have more applicants per year than others, such as Gates, Henrietta, Chili and East Rochester, but residents from all parts of the County have participated in this long-standing program. Likewise, the Home Ownership Program will provide counseling to prospective home buyers and purchase subsidy to over 30 first-time home buyers from the entire consortium area. First-time homebuyers may settle in any town or village, but purchase most frequently in the Towns of Greece, Irondequoit, Gates and Henrietta. Since Brighton and East Rochester became eligible for funds in 2005, residents of both municipalities continue to be active participants in the housing rehab and home ownership programs.

Eight of 19 public works projects are planned for LMAs: 4 located in towns; 4 located in villages. Two villages also proposed to conduct studies in LMAs that will most likely result in public works projects in coming program years. Projects specifically targeted for LMAs include: sidewalks in front of a park in Brighton, sidewalk improvements in Gates, Town Hall improvements in Hamlin, sidewalk improvements in the Town of Henrietta, park improvements in East Rochester, facade improvements in Fairport, sidewalk and parking improvements in Scottsville, and water main improvements in Webster Village. In addition, the two study projects in Brockport for Clinton Street Revitalization and in Hilton for the Sanitary Sewer Needs Assessment are also located in low-mod areas.

Projects to enhance access to public facilities and recreation areas are planned for the remaining towns and villages because over half of the consortium municipalities have one or fewer LMA's.

Funding commitments for affordable rental housing developments were made to projects in Chili, Clarkson, Ogden, Greece and Irondequoit as part of the HOME RFP process earlier this year.

## 2. Basis for Allocating Funding and Assigning Priority

The rationale for assigning funding priorities is consistent with the evaluation criteria set forth in the Strategic Plan. Monroe County administers a competitive application process for all CDBG and HOME-funded programs. The 2008 CDBG application requires additional information on funding sources to more closely evaluate the leveraging of public and private funds. CD does not administer multi-year contracts; therefore all municipalities and sub-recipients are required to apply for funds on an annual basis. While this may create budgetary challenges for sub-recipients, it affords CD flexibility while facing inconsistent CDBG resources. While maximizing available funds, Monroe County's objective is to fund CD's core programs and services to the greatest extent possible, particularly programs and services that could not be administered by another department or funding source. Maximum municipal grant amounts are as follows: >4 LMAs = \$50,000 maximum; 1-4 LMAs = \$40,000 maximum; <1 LMA = \$30,000 maximum.

Public facilities improvements will also take place in one County Park, as well as ADA Entrance Doors at the Seneca Park Zoo Eco Center. The ED Grant and Loan Fund will receive a substantial allocation, and the popular Home Improvement Program will receive CDBG and HOME allocations. Public services, which are subject to a 15% cap, will round out the County's housing program through counseling services provided by The Housing Council, Providence Housing and LifeSpan.

### 3. Actions to Address Obstacles to Meeting Underserved Needs

The greatest obstacle to meeting underserved needs is the lack of stable funding levels and the threat of future funding reductions. With a best case scenario of status quo funding for CDBG, it becomes increasingly difficult to fund new community services initiatives. As a result, the actions taken will be that fewer programs will be funded and limited service expansions are under consideration.

Projects covering all program areas that could not be funded due to lack of funds available for public services are the Salvation Army Food Storage Project, ABVI Goodwill ADA Elevator Project, Togetherness In Love Community Job Readiness Program, Partners in Community Development Neighborhood Enrichment Program and Monroe County Legal Assistance Fair Housing Enforcement Project. All applicants are encouraged to seek CDBG funds in the future and participate in other grant opportunities that may be available through the division and elsewhere.

## Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 4 Action Plan Managing the Process response:

1. Lead Agency

Monroe County is the lead agency that oversees the Action Plan through the six-person Community Development (CD) Division of the Department of Planning and Development. Programs are administered by the CD staff with assistance from the three other divisions of the Planning and Development Department, as well as municipal consortium members and private sector subrecipients. CD staff administer the Home Improvement Program and contracts with towns, villages, subrecipients and first-time homebuyers. The Economic Development (ED) Division of the Department administers the CDBG-funded ED Grant and Loan Fund, the Section 108 Loan Guarantee Program and a wide variety of County business incentive programs. The Planning Division evaluates municipal planning and development activities including CDBG infrastructure projects and HOME-funded affordable rental developments. The Workforce Development Division of the Department serves as a resource for programs and other funds that address employment and training needs of the unemployed and underemployed.

Non-profit subrecipients responsible for administering programs covered by the Action Plan include The Housing Council, Providence Housing Development Corporation, and LIFESPAN.

## 2. Significant Aspects of Plan Development and Other Participants

County inter-departmental consultation and collaboration with municipal members of the Monroe County Community Development Consortium and related public and private-sector agencies, boards and committees is vital to the development of the action plans. (Specific agencies, groups and organizations are identified below.) The process began in January 2008 at the Steering Committee meeting in order to begin gathering input from committee members on long-term community development needs. Further input was obtained at the January 2008 public hearing. The Action Plan was developed based on the priorities identified by the Steering Committee. Projects were reviewed for eligibility within the Department and by the County Executive. The Action Plan is then presented to the public, the Steering Committee and the County Legislature for a thirty-day comment period. A public hearing is held during this time to gather further input. The matter will be reviewed by at least two standing committees of the Legislature and later by the full Legislature on June 10, 2008. Each of these entities plays a key role in the formulation of projects, integration of community-wide goals and objectives and overall program development.

## 3. Consulting Agencies

Affordable Housing Needs and Strategies: United Way of Greater Rochester, Greater Rochester Housing Partnership, The Housing Council, Bishop Sheen Ecumenical Housing Foundation, Rochester Housing Authority, Urban League of Rochester, Habitat for Humanity, Fair Housing Coalition, County/City Community Choice Advisory Committee, Greater Rochester Association of Realtors, Rochester Home Builders Association, Conifer Realty, The DiMarco Group.

CHDOs Providing Input on Housing Issues: Rural Housing Opportunities Corporation, Housing Opportunities, Inc., Heritage Christian Services, ISLA Housing and Development Corporation and Providence Housing Development Corporation.

Homeless Issues: County/City Homeless Continuum of Care (CoC) Team, Monroe County Department of Human Services (MCDHS), the primary consultant and provider of services, MC Office for the Aging, MC Office of Mental Health, Rochester/Monroe County Youth Bureau, Salvation Army, The Housing Council, Rochester Housing Authority (RHA), Unity Health, Catholic Family Center and United Way.

Elderly Needs and Strategies: MC Office for the Aging, MC Health Department, Lifespan, MC Council of Elders and affordable housing developers (listed above).

Lead-Based Paint Hazards: MC Health Department, Environmental Protection Agency and environmental consulting firms.

Disabled Needs and Strategies: Regional Center for Independent Living, Center for Disability Rights, Lifetime Assistance, Inc., Continuing Developmental Services, Inc., Rochester Rehabilitation Center, Monroe Community Hospital, The Housing Council, MCDHS.

Persons with AIDS: AIDS Rochester and Monroe County Health Department.

Economic Development and Employment Issues: Rochester Business Alliance, Small Business Administration, Rochester Works, Inc., County of Monroe Industrial Development Agency (COMIDA) and Greater Rochester Enterprise (GRE).

## **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

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

Program Year 4 Action Plan Citizen Participation response:

### 1. Summary of Citizen Participation Process

CD followed the Citizen Participation Process outlined in the 2005-2010 Strategic Plan to formulate the 2008 Action Plan. The first public notice in regard to the availability of funds and the first public hearing appeared in The Shopping Bag Advertiser (a free county-wide publication) and The Daily Record on December 19, 2007. The first public hearing in regard to the 2008 Plan was held on January 9, 2008 at 9:30 a.m. at the Watts Conference Center, located at 49 South Fitzhugh Street in downtown Rochester. The Steering Committee meeting to start the program year planning process was held immediately following the Public Hearing at 10:00 a.m. on January 9, 2008 at the Watts Conference Center.

One comment received from a speaker at the first public hearing is summarized below.

The public notice announcing the projects intended for funding and the second public hearing appeared in The Shopping Bag Advertiser and The Daily Record on May 14, 2008. Preliminary award letters were sent to all prospective grant recipients and declination letters were sent to all entities not intended for funding the week of May 12, 2008. The 30-day comment period is May 14 - June 13, 2008. Copies of the proposed plan were provided to the Steering Committee, elected and public officials, and interested community development and housing agencies throughout Monroe County. It was also posted on the County's website, [monroecounty.gov](http://monroecounty.gov).

Monroe County used the CPMP Tool again in 2008 to provide a cohesive, efficient plan for public review and information dissemination. The time period for the action plan development process was also condensed, resulting in a coordinated notification process again in 2008. The Steering Committee, the County Legislature and the general public now review and comment on projects at the same time.

## 2. 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 will be held on May 29, 2008 to obtain public comments and input on the planning process. The meeting will be held at the Webster Town Hall, 1000 Ridge Road, in Webster, which is ADA accessible. The hearing will be videotaped and available to the public upon request. Patricia A. Stevens, Community Development Manager, will conduct the hearing. The Public Comment Period is May 14 – June 13, 2008

### 3. Efforts to Broaden Public Participation

The proposed Action Plan is sent to all consortium members, program sub-recipients and interested community development agencies. The Plan is available free of charge in paper copy or CD format from the Community Development Office of the Department of Planning and Development. The document is also posted on the County's website at [www.monroecounty.gov](http://www.monroecounty.gov). The notice of funding availability and notice of projects proposed for funding are published in The Daily Record and Shopping Bag Advertiser when the Plan is released in May for public comment.

The FONSI/IRROF is another public notice that will be published in August for public commentary. It describes the County's intent to request the release of funds from HUD and lists projects that have received negative environmental declarations.

CD will continue to provide promotional materials to educate residents on CD-funded programs. [Monroecounty.gov](http://Monroecounty.gov) provides interested persons with immediate access to program materials. Information is also disseminated at municipal offices and local housing agencies to reach special populations of low-mod income, elderly and disabled residents. Notices are issued to allow reasonable and timely notification of local meetings and encourage citizen participation throughout all stages of the program.

Staff participation in the housing development module of the County's training sessions for planning and zoning board members is critical to expanding community-wide understanding of the development of affordable housing. This 3-hour evening session includes CD staff, a property manager and a housing agency executive director, and also includes fair housing as it pertains to housing development.

Technical assistance is provided upon request to housing, economic and community development agencies and community task forces and committees for elderly, disabled and homeless persons. Outreach and assistance is also available to low-mod residents of public housing facilities. CD sponsors workshops for low-mod income suburban residents on the Home Improvement Program, lead-based paint issues and available housing services.

#### 4. Comments Not Accepted

First Public Hearing: The County chose not to fund the Genesee Country Village and Museum for a fourth consecutive year due to limited funds. This facility is an authorized County agency and also receives funds from Monroe County on an annual basis.

## Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 4 Action Plan Institutional Structure response:

### 1. Actions to Develop Institutional Structure

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 communicates with RHA periodically in regard to the Section 8 Program, Shelter Plus Care and other services provided by RHA.

Staff participation in the CoC expanded to include the Executive Committee, Monitoring Subcommittee, Homeless Management Information Systems (HMIS) Subcommittee, the Subcommittee to End Homelessness in 10 Years, and the Severe Weather Plan Subcommittee. In addition, a CD staff member has been elected to become the Chairperson of the CoC Committee Team; a two-year term. 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 and expand outreach to entities that may be eligible for the Emergency Shelter Grants program.

ED Staff will coordinate 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 (TEN) that offers intensive training and mentoring for high-tech entrepreneurs and PTAC that connects vendors to procurement opportunities with the federal government.

## Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 4 Action Plan Monitoring response:

### a) CDBG Project Monitoring and Compliance

The CDBG Program is monitored using standard Monroe County financial practices and federal program regulations to measure fiscal, regulatory and programmatic performance and compliance of all activities with local, state and federal regulations. Policies establish project eligibility compliance with primary and national objectives. Detailed contracts between Monroe County and the sub-grantee specify project goals and objectives, as well as agreed upon costs and services.

Uniform financial procedures scrutinize the legitimacy and appropriateness of project costs. Sub-grantees submit claim vouchers with progress reports and statistical data to obtain reimbursement. Voucher materials are project specific to include invoices for materials purchased, personnel records for labor involved, a detailed scope of services performed, and other data to evidence project costs. Narrative documentation includes program status reports, a description of services performed, and a breakdown of project beneficiaries by income, age, residence, ethnic background and disability.

Eight public service projects will be funded in 2008. Five involve housing services, one project provides minor home modifications for seniors, one project is an equipment purchase for a special needs agency, and one will provide business attire and employment interviewing services for low income and/or homeless women.

In-house reviews will be conducted with all sub-recipients to evaluate contracts, progress reports, vouchers and financial materials. Monitoring visits are conducted to insure that services are provided in compliance with federal regulations. Sub-recipients are given specific monitoring forms to record activities in progress and to identify project beneficiaries by income, age, residence, ethnic background and disability. Staff monitors performance and effectiveness in reaching target recipients, program objectives and compliance with regulations, formulate monitoring strategies and recommend appropriate follow-up actions. In-depth project reviews will be conducted annually to insure compliance.

Nineteen public works and facility improvement projects will be funded in 2008. During the eligibility analysis on these projects, beneficiaries are projected by number, income, age, residence, ethnic background and disability. All construction projects are evaluated to insure that the proper HUD Procurement method is used.

For public bid projects, CD staff will meet with project engineers and municipal project managers to ensure that contract agreements, bid documents and public bid notices comply with federal regulations, specifically labor standards provisions, as they relate to Davis Bacon Wage Rates, EEO, M/WBE plan, funding clauses, Section 3 provisions and applicable federal, state and local certifications. All contractors and subcontractors will be reviewed against the federal lists of suspended and debarred contractors and must also sign a County Debarment Certification to verify that they are not listed on any other suspended or debarred list.

Staff will attend pre-bid and bid openings, pre-construction conferences and other progress meetings. Projects are monitored with an initial inspection to verify that federal notices are posted and to verify the site prior to construction. Progress inspections will be conducted to verify that work billed to the County has been completed. One employee of each contractor and sub-contractor is interviewed in accordance with HUD guidelines. Final inspections are performed with the project engineer to verify the satisfactory completion of the project, evidenced by photos.

For construction projects performed by municipal work forces, CD staff will meet with municipal staff to execute contracts between municipalities and the County and describe the force account process. Reimbursable items are materials purchased, the cost of labor and fringe benefits for municipal workers and the cost of any equipment rented to accomplish the project.

The ED Grant & Loan Fund, uses HUD guidelines as a framework for financially underwriting and selecting eligible businesses to receive assistance. HUD's public benefit standards are used to insure compliance. Eligible businesses must demonstrate that the assistance is appropriate and commit to making 51% of full-time new or retained jobs available to low-mod income persons and provide training as needed. Businesses must list permanent jobs created or retained, jobs available to low-mod income persons, jobs requiring special skills or education, part-time jobs, and actions taken to insure first consideration of low-mod income persons. For job retention, evidence that jobs would be lost without funding is needed. Businesses must also provide documents to evidence compliance with the income benefit requirements for all beneficiaries.

The CAPER and IDIS are effective monitoring resource documents that contain the financial status and performance measures for funded activities. Other records are Monroe County internal audit and sub-recipient audit reports, Public Service Monitoring Visit reports, construction inspection documents and project contracts.

#### b) HOME Program Monitoring and Compliance

To ensure HOME Program compliance, the minimum number of monitoring visits to be conducted will remain at two visits for each type of rental housing project (disabled, elderly and family). During 2007, five family and five elderly rental housing project monitoring visits were conducted. Family, elderly and disabled rental projects are scheduled to be conducted during the spring-summer-fall of 2008.

All rental housing projects will continue to be monitored to determine compliance with Housing Quality Standards (HQS) and federal regulations (24 CFR 92) to verify that the project owner maintains the appropriate mix of low-income tenants throughout the compliance period; collects the required information and annually determines the income eligibility of tenants in the assisted units; collects rents that do not exceed the HOME maximum rents, and maintains the units in accordance with HQS.

Prior to construction, staff will assist developers with construction bid documents to ensure inclusion of federal regulations and attend bid openings and pre-construction meetings to assure compliance with HUD requirements. During construction, staff attends frequent on-site meetings and performs periodic inspections and employee interviews. After completion of construction, staff conducts inspections of a sufficient sample of units to ensure that the owner maintains units in compliance with Section 8 HQS. The CAPER and other records will continue to be kept this year to verify income certification, rent levels, ethnic groups served, family size, type of unit, and sales price of unit to insure compliance with program regulations and the housing strategic plan.

The Home Improvement Program (HIP) will continue to be monitored using the existing system. Program applications are taken on a first-come, first-served basis with priority given to health and safety related emergencies. The selection criteria is: household income at or below 80% AMI, cash or liquid assets below \$20,000, property ownership for at least 1 year with all taxes paid. In December 2007 a program change was implemented whereby prior HIP grant recipients may apply for one repeat grant ten (10) years after completion of their first project, and are only allowed one repeat grant. The only exclusion to the revised repeat grant policy is owners of mobile homes, where no repeat grants are allowed. General contractors, selected by the homeowner, provide direct supervision of all rehabilitation work. Rehab staff conducts eligibility inspections prior to funding, environmental reviews, prepares work specifications, assists homeowners in obtaining estimates, and verifies that completed improvements meet or exceed federal HQS. Lead-based paint federal regulations apply most to this program and were implemented in 2000. Housing staff prepares program grant and loan agreements and monitors projects during the required recapture period by recording liens against each property.

#### c) Compliance with Match Requirements

Match contributions will be made from non-federal resources and will be in the form of one or more of the sources permissible under Section 92.220. The match contributions will total no less than 25 percent of the funds drawn from the County's HOME Investment Trust Fund Treasury account in the fiscal year. The statutory requirements of the American Dream Downpayment Initiative (ADDI) establish that FY 2003 ADDI funding is subject to HOME match requirements. All projects allocating 2003 ADDI funds were included in Monroe County's match calculations and documentation. Match requirements do not apply to the 2004-2008 ADDI allocations. Monroe County maintains records demonstrating compliance with HOME match requirements, including a running log and project records documenting the type and amount of match contributions by project. Match funds earned in 2006 exceeded match requirements and allowed the County to carry forward \$1,766,846 in match for the 2007 program year. Monroe County is currently carrying forward \$1,694,846 in available match.

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; other state, federal and local housing and community development programs and foundations.

## Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families.

Program Year 4 Action Plan Lead-based Paint response:

1. Actions to Evaluate and Reduce Housing Units Containing Lead-Based Paint Hazards

In 2008, the CD Division will continue 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 are expected to make up 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 Rochester 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

### Specific Housing Objectives

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

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 4 Action Plan Specific Objectives response:

1. Priorities and Objectives

The specific objectives developed to expand the provision of affordable housing opportunities and ensure fair housing choice are as follows:

- i) Develop additional rental units for low to moderate income elderly and handicapped/disabled households (with supportive services) and families.
- ii) Continue and enhance programs to assist low to moderate-income elderly, family and disabled homeowners to repair and maintain their homes, including accessibility improvements for those with disabilities.
- iii) Provide home ownership opportunities through the County's First-Time Home Buyer Program, including assistance to access the single family housing market for low to moderate-income families, particularly single headed households.
- iv) Educate and counsel residents to facilitate homeownership and housing stability.
- v) Assist homeless persons, in accordance with the Homeless CoC Plan, to secure supportive housing (emergency, transitional and permanent) and services necessary to achieve independent living.

In addition, private and non-profit developers are encouraged to set aside rental units in proposed projects that are affordable to households in the 0-30% AMI income level. To achieve this objective, it may be necessary to increase the number of proposed units in a project to allow fixed costs for management and maintenance to be more widely spread in project operating budgets. Also, it may be possible to reduce debt service and increase equity in such projects through creative financing (i.e. increasing loan terms and combining various financial sources to provide increased funding amounts). In addition to serving households at and below 30% AMI, proposed affordable rental housing project applications that provide additional handicap accessible and/or adaptable units would enhance the potential to obtain County support and/or financial assistance. To contribute to the long-term sustainability of affordable housing, developers are also encouraged by HUD and the County to submit mixed-income rental housing projects. Mixed-income projects are comprised of housing units with differing levels of affordability, typically consisting of some market-rate housing and some below market-rate housing that is available to low-income occupants.

## 2. Resources to Address Housing Needs

- a) Housing rehabilitation will be addressed with \$385,512 from HOME and \$100,000 from CDBG to provide grants to homeowners for rehabilitation of substandard, single-family owner-occupied homes through the Home Improvement Program. The grants will provide health and safety related repairs, accessibility improvements, structural and major systems repairs as well as energy conservation improvements to at least 85 low to moderate-income homeowners.
- b) Home ownership will be addressed through three funding sources. The CDBG program will fund the Home Ownership Program provided by sub-recipient Providence Housing Development Corporation (\$85,000). This program will provide pre- and post-purchase counseling to prospective first-time home buyer families. Downpayment, closing cost and principal reduction assistance will be provided through prior years' HOME funds designated for home ownership, as well as current (\$11,967) and prior years' allocations of ADDI funds. The 2008 ADDI allocation should provide direct assistance to 2 first-time home buyers.

c) Affordable Rental Housing Development will use \$190,551 in HOME RHP-CHDO set-aside (15%) funds and \$612,241 in HOME RHP funds for the development of rental housing for low to moderate-income elderly, families and persons with special needs, as described below.

To ensure fair housing choice through the provision of affordable housing opportunities, the HOME Consortium, including Monroe County and the Towns of Greece and Irondequoit, works with both non-profit development corporations and for profit private corporations to expand the development of affordable housing projects.

During the 2007-2008 application round, the County approved and committed HOME Program financing to five (5) of the six (6) affordable housing proposals received. Four of the proposed project developers submitted applications to the NYS Division of Housing and Community Renewal through the NYS Low Income Housing Trust Fund/HOME/Homes for Working Families/Low Income Credit Programs. The deadline for submission of NYS DHCR HTFC 2008 Unified Funding Round applications was February 27, 2008. Final funding determinations are expected to be announced in July or August 2008.

If all four County HOME funding commitment project applications are also approved and financed by NYS, the proposed County financed projects will produce 135 (1 & 2 bedroom) apartments with supportive services for older adults (age 55 and older) and single persons in the Towns of Chili and Ogden, 24 (2 & 3 bedroom) small family apartments with garages in the Town of Chili, and 12 (1 bedroom) supervised individual alternative apartment (IRA) units for developmentally disabled persons in the Town of Chili. The fifth proposed County financed project will be financed in part through the NYS Office of Mental Retardation and Developmental Disabilities (OMRDD) to provide six (1 bedroom) supervised individual alternative apartment (IRA) units for developmentally disabled persons in the Town of Greece.

HOME 2007 (YR-16) RHP-CHDO funds and this year's HOME RHP & CHDO funds designated for the development of affordable rental housing, but not obligated to a specific project, will be used to fund one or more of the proposed rental projects detailed below. Descriptions of the five proposed affordable rental housing project applications that received Monroe County 2008 HOME funding commitments are listed below. Information regarding the number of accessible and adaptable units is provided by project developers.

Project Name: Union Meadows II

- Proposed Funds: HOME - \$450,000 Loan
- Developer: Rochester's Cornerstone Group, Ltd.
- Description: 1, 2 and 3-bedroom apartments (new construction)
- 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: Ogden Heights Senior Apartments

- Proposed Funds: HOME - \$250,000 Loan
- Developer: North Star Housing & Development Corporation
- Description: 1 and 2-bedroom apartments (new construction)
- Location: 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: Blakes Landing

- Proposed Funds: HOME - \$200,000 Loan
- Developer: Rural Housing Opportunities Corporation
- Description: 1 and 2-bedroom apartments (new construction)
- 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, and 3 2-bedroom, and 4, 3-bedroom)
- Accessible Units: 28
- Adaptable Units: 0
- Total Project Cost: \$4,228,074

Project Name: Latona Road Accessible IRA Housing

- Proposed Funds: HOME - \$175,000
- Developers: Lifetime Assistance Incorporated
- Description: 1-bedroom IRA apartments (new construction)
- Location: 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

- Proposed Funds: HOME - \$100,000
- Developers: Heritage Christian Services
- Description: 1-bedroom IRA apartments (new construction)
- Location: 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

A map of the 2008 proposed HOME-funded affordable housing projects appears in the Appendix.

## Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 4 Action Plan Public Housing Strategy response:

### 1. Addressing Needs of Public Housing

Please refer to the following sections provided by the Fairport Urban Renewal Agency (FURA) and Rochester Housing Authority (RHA):

#### a) RHA Public Housing Located in Suburban Monroe County

Number of Units (Occupied and Unoccupied) - To date, only one (1) suburban Monroe County public housing rental project is maintained by RHA outside of the City of Rochester. This project, Antoinette Blackwell Estates, is located in the Town of Henrietta. Antoinette Blackwell Estates was developed prior to a legal opinion stating that RHA is prohibited from owning property outside of the City of Rochester and consists of 100 units (1-Bdrm) for elderly households. In March 2008, occupancy reports indicated that all 100 units are occupied (100% occupancy rate).

Physical Condition - None of the units are classified as substandard.

Restoration and Revitalization Needs - RHA has determined that approximately \$60,000 annually is necessary to rehabilitate the units at Antoinette Blackwell Estates.

#### b) RHA Public Housing Located in the City of Rochester

Number of Units (Occupied and Unoccupied) - The need for public housing continues to be significant. A steady demand for family public housing units continues, while there is a good supply of affordable public housing located in the City of Rochester for the elderly. As of February 2008 the total units available in the City totaled 2,521. The new higher unit total includes 15 units at Anthony Square and 70 units between the recently constructed Carlson Commons and Olean Kennedy. Occupancy rate in the City public housing units is at 99% with the number of vacant units at 22.

As mentioned above, all of the 100 units at Antoinette Blackwell Estates located in suburban Monroe County are also occupied which brings the total RHA public housing units to 2,621 with a total of 2,599 units occupied in both the City and County. The overall program occupancy rate is 99% for the 2,621 public housing units located in the Rochester/Monroe County area.

## Public Housing Waiting List

Significant demand exists for public housing as evidenced by the waiting lists. There is nearly two and a half times the demand for family housing compared to the demand for elderly housing. Annually, the demand for elderly housing continues to grow and it increased substantially in 2007. For families, the greatest demand continues to be for two bedroom units. The number of families/households on the public housing waiting list as of March 2008 was 1,718, which represents an increase of approximately seventy-two percent (72%) in one year. The Section 8 waiting list is currently at 2,756.

RHA is currently accepting applications for public housing. The Section 8 waiting list is closed. In the near future, RHA plans to eliminate the Section 8 lottery system and will consolidate the public housing and Section 8 waiting lists. Applicants will have the opportunity to select which of the housing subsidy types they need. After meeting income criteria, prospective applicants are selected according to the date of application and the availability of a unit appropriate for the applicant's household.

Designated elderly housing is public housing exclusively available to persons age 50 and older. Non-designated elderly housing is available to either the elderly or individuals below age 50 who are disabled or handicapped. Currently, RHA has designated 899 units exclusively for elderly occupancy, and 477 non-designated elderly housing units for occupancy by either the elderly or persons with disabilities totaling 1,376, 0 and 1-bedroom units.

### c) Physical Condition (Restoration and Revitalization Needs)

None of the occupied or unoccupied units located in the City are classified as substandard. The physical condition of RHA's public housing units located in the City of Rochester and Suburban Monroe County is very good, as evidenced by HUD's overall assessment score for RHA of 85%.

The restoration and revitalization needs of RHA public housing are detailed in RHA's five-year Capital Comprehensive Fund Programs (CFP) plan which is produced annually on an overlapping basis.

The CFP five-year spending plan is established for physical improvements, management improvements and supportive services for public housing residents. Each year RHA will receive an annual formula allocation to address identified needs. Under the most recent FY-2007 CFP Plan totals, RHA will receive approximately \$4.7 million. The approved plan covers Federal Fiscal Years 2007-2011. The CFP plan is based upon a complete evaluation of the public housing units that are included in RHA's inventory. Presented in the plan is a physical needs assessment for each of RHA's 26 project locations and its scattered sites. The plan also identifies activities to improve management and to provide support services to residents.

### Management and Operations

RHA is proposing \$400,000 (CFP 50105) in management/operational improvements through the CFP for FY 2007. Management improvements assist in enhancing property management operations and services, while expanding tenant involvement in property management. Management improvements for FY 2008 include:

- Provide additional maintenance staff training
- Continue water management program
- Update computer software and provide related staff training

A complete copy of the CFP plan may be reviewed at the following location:

Rochester Housing Authority  
Executive and Administrative Offices  
675 West Main Street  
Rochester, New York 14611

## SECTION 8 HOUSING PROGRAM

### Suburban Monroe County

In 2000, HUD approved the transfer of the Irondequoit, Penfield and Greece Section 8 Programs to RHA. This reduced the number of Section 8 Programs in the Rochester/Monroe County area from five to two. RHA and the Fairport Urban Renewal Agency (FURA) administer the two existing Section 8 Programs. RHA currently administers the City/County Program and FURA administers the Fairport Program. The transfer of the three Section 8 Programs resulted in the consolidation of Section 8 Certificates and Vouchers, and the expansion of RHA's inventory in 2000 to 6,667, which included 225 vouchers from Greece, 199 from Irondequoit, and 355 from Penfield (including the 294 from Penbrooke Meadows Apartments). In 2006 an additional 504 vouchers were added to RHA. In 2008 another 192 vouchers were added to the inventory bringing the current count to 7,363.

A centralized waiting list currently exists in the Rochester/Monroe County area, with the exception of the Fairport program, as a result of the transfer of programs to RHA. In addition the RHA program includes over 500 Shelter Plus Care Households.

The FURA Section 8 Program increased from 368 to 393 vouchers effective September 30, 2002 through the Fair Share Section 8 Program. The FURA Section 8 Program territory encompasses the Town of Macedon within Wayne County and the eastern part of Monroe County, excluding the Town of Irondequoit and the City of Rochester. In addition, the FURA administers ten (10) Section 8 Project-Based units in the 21 unit Fairport Crosman Senior Apartments project located in the Village of Fairport.

### FURA Tenant-Based (Section 8) Waiting List Program

In addition to the 393 vouchers for tenants receiving tenant-based assistance in privately owned units included in the FURA Housing Authority's Section 8 inventory, as of April 1, 2008, there were 380 families/households on the FURA Section 8 waiting list. FURA re-opened the waiting list April 1, 2005 after being closed for one year. Even after being closed for one year, and continually purging older non-responsive applications, the wait for families to be assisted still remains between 1½ to 3 years. The demand for Section 8 for families with extremely low-income (below 30% AMI) is the greatest at 73% of the waiting list, and continues to grow substantially each year. In 2006, extremely low-income family households represented 55% of the waiting list. The rest of the demand is for higher income families, but not over 50% AMI. The current applicant makeup of the waiting list is 18% elderly, 25% disabled with those remaining being families with children.

FURA also administers the Family Self Sufficiency Program to promote families becoming economically self-sufficient. In addition, the FURA Housing Authority has also prioritized mobility and de-concentration, and has developed 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.

#### RHA Program Participants Residing in Suburban Monroe County

Current RHA Section 8 and Shelter Plus Care household participants by Town include: Brighton, Chili, Clarkson, East Rochester, Gates, Greece, Hamlin, Henrietta, Irondequoit, Mendon, Ogden, Parma, Penfield, Perinton, Pittsford, Riga, Rush, Sweden, Webster and Wheatland.

#### RHA Tenant-Based (Section 8) Waiting List

Currently, there are a total of 7,363 vouchers for tenants receiving tenant-based assistance in privately owned units included in the Rochester Housing Authority's Section 8 inventory. As of March 2008, there were 2,756 families/households on the RHA Section 8 waiting list. As in the case of public housing, the demand for Section 8 one or two bedroom units is the greatest at 67%. The demand for one bedroom units, however, now exceeds the demand for two bedroom units by 32%.

Currently, 91% of all RHA program participants and applicants have incomes below 30% of the AMI. RHA is required to target 75% of Section 8 assistance to households below 30% of the AMI. Of all of RHA's program participants, 70% reside within the City limits, 2% less than reported last year. The Section 8 waiting list was last opened in November 2006 and is now closed. RHA plans to eliminate the waiting list lottery system and will permanently open the waiting list. This will be a combined public housing and Section 8 waiting list.

In April 2004, RHA was awarded 365 Enhanced Vouchers in conjunction with a Housing Conversion action at the English Village Apartment Complex in the Town of Greece. As a result of this March 1, 2005 conversion, 185 additional vouchers were awarded to RHA. As previously mentioned, 504 vouchers were added in 2006 as a result of the Rochester Highlands conversion. In 2008, an additional 192 vouchers were added as a result of the St. Simons conversion. There are a number of projects that are now looking into the conversion option as existing agreements are scheduled to expire.

Subsequent to implementing exception rents in most of the suburban towns in 1998 for one and two bedroom units, RHA has used its discretionary authority to set the one, two, three and four bedroom Section 8 Payment Standards at 110% of the Fair Market Rent (FMR) in all suburban towns. Additionally, based upon previous HUD approval, ten towns (Brighton, East Rochester, Henrietta, Irondequoit, Ogden, Penfield, Perinton, Pittsford, Webster and Wheatland) have payment standards ranging between 110% and 120% of the FMR.

RHA recently initiated a Section 8 Home Ownership Program using Section 8 funds, which HUD approved. This program is designed to promote and support home ownership for “first-time” home owners. Through this program, eligible families are allowed to purchase a home with Section 8 payments being used to facilitate the transition from rental to home ownership. The Home Ownership Program has produced forty closings. Approximately fifty percent of the forty Home Ownership Program properties are located in suburban Monroe County (Chili, East Rochester, Gates, Greece, Henrietta, Riga, Irondequoit and Brockport). Those that purchased in the suburbs also received subsidies through Monroe County's First-Time Home Buyer Program.

#### Public Housing Agency's Strategies

RHA has been engaging in a multi-faceted approach to serve the needs of family households. These efforts currently include the administration of:

- Project-Based (Section 8) Voucher Program
- Self-sufficiency home-ownership programs administered out of RHA's Family Investment Center
- Investigating the use of RHA's bonding capacity to fund private housing developments with the assistance of not-for-profit organizations

#### Public Housing Agency Plans

In accordance with the Quality Housing and Work Responsibilities Act (QHWR) of 1998, beginning with funding received in Federal Fiscal Year 2000, the RHA and FURA were both required to prepare a five-year plan and annual plans. As described in detail in the Public Housing Strategy of the five-year Strategic Plan, the Public Housing Agency Plans cover tenant-based assistance (Section 8) operations for both RHA and FURA public housing authorities, and also RHA's public housing operations.

A complete copy of the respective above referenced Agency Plans may be reviewed at the following locations:

Rochester Housing Authority  
Executive and Administrative Office  
675 West Main Street  
Rochester, New York 14611

Fairport Urban Renewal Agency  
Fairport Village Hall  
31 South Main Street  
Fairport, New York 14450

#### PUBLIC HOUSING RESIDENT INITIATIVES

Tenant Associations/Self Sufficiency Activities

The composition of the Resident Advisory Board is comprised of 16 public housing residents. The Resident Advisory Board reviews and provides input into tenant related policies and RHA's Agency Plan. Resident councils continue to develop and organize recreational and community activities for RHA residents. RHA provides staff support, facilities and financial assistance to encourage and support resident initiatives.

#### Living Environment

RHA continues its activities to improve the living environment of RHA residents through its Resident Services Department. Enrichment activities are available to youth and adults. The following is a listing of activities provided:

#### Youth Programs

- a) Educational: After school and evening tutorial programs in conjunction with the City School District (Schools Nos. 2, 4, 6, 9 and 50) and the Urban League of Rochester
- b) Recreational: RHA Bowling League; Upstate Housing Authority Basketball League; Resident Summer Camp; City Recreational Programs
- c) Senior Citizen Programs: Consortium on Elderly Substance Abuse; Nutrition Centers (at 5 locations); RSVP Program; Visiting Nurse Service/Monroe County Health Department; Grocery Shopping Bus Service
- d) Crime Prevention: Security Consultant Services; Crime prevention lectures, displays, security surveys, and patrols; Resident Crime Prevention Organizing/Tenant Security Programs; High-rise Guard Stations
- e) Other Counseling/Support Services: HIV/AIDS Support Group; Enriched Housing Program (at 3 locations); Catholic Family Center; Eviction Prevention Counseling; Social Services Counselor; Resident Council; and Resident Advisory Board
- e) Additional activities of the Resident Services Department include case management, education, training and employment services for residents to reach self-sufficiency and economic stability. Examples of some of the programs are: Employment (skills assessment, job search assistance and job placement); Training (computer skills, construction trades, child care provider, financial assistance for other training opportunities and job readiness training); Education (computer-assisted GED classes, scholarship assistance, post-GED math and reading review); Business Start-Up (small business development workshop and financial assistance for business start-up/micro-loan); Skilled Trades Training (homebuyer seminars, budgeting and household finances, time management, family support, financial counseling services, credit restoration and money management); and Support Groups (barriers to success, mental wellness, nutrition and values clarification)

## Section 8 Program - Home Ownership Opportunities

HUD issued the final regulations on September 12, 2000 authorizing the use of Section 8 housing subsidies to encourage home ownership opportunities. RHA operates two Section 8 home ownership programs; one a tenant-based (Section 8 voucher holder) program and the other, a public housing tenant based program. Clients enroll in the RHA's Family Investment Center program to prepare for home ownership opportunities.

Under RHA's Section 8 Home Ownership Program, 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 and RHA are working together to provide Section 8 Home Ownership Program opportunities. Since 2001, the Home Ownership Program has produced forty closings. Of the forty home owners, approximately fifty percent are located in suburban Monroe County (Chili, East Rochester, Gates, Greece, Henrietta, Riga Irondequoit and Brockport).

## Rochester Housing Authority – Community Choice Initiatives

Two of the eighty-one strategies described in the 1996 Fair Housing Community Choice Action Plan and identified as priorities in the April Action Plan – Phase I, specifically recommend the participation of RHA in facilitating suburban Monroe County housing opportunities. The status of these two Community Choice Action Plan strategies are described in the five-year Strategic Plan. Please refer to the outcome that has been updated for one of the two RHA strategies as follows:

### Strategy #31

Investigate RHA's ability to participate in owning, managing or increasing affordable housing units throughout Monroe County, particularly for very low-income households, e.g., providing project-based Section 8 certificates to enhance project feasibility. Section 8 project-based units are available to households with incomes at or below 30% of the AMI under the RHA Section 8 Project-Based Certificate and Voucher Programs.

Outcome: As a result of various RFP's, RHA recently approved the following Project Based Assistance commitments, for two County priority projects; Seneca Place Apartments, Village of Honeoye Falls (Family/Disabled Rental - 8 Section 8 PBA of 40 units) which was constructed in 2007 and is in full operation, and St. Salome Apartments, Town of Irondequoit (Elderly Rental – 8 PBA of 39 units), which began construction in April 2008. In addition, RHA has committed Section PBA to three of the County's 2008 priority rental projects which are in various stages of approval; Union Meadows II (10 PBA), Ogden Heights Senior Apartments (8 PBA), and Blakes Landing (7 PBA). The Blakes Landing project has also received a commitment of 10 PBA from the NYS Section 8 Program.

2. N/A

## Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 4 Action Plan Barriers to Affordable Housing response:

1. Actions to Remove Barriers to Affordable Housing

The Analysis of Impediments to Fair Housing Choice 2005 (AI) was completed by The Housing Council in December 2005 and submitted to HUD in January 2006. As indicated in the Strategic Plan, the AI report is a review of impediments to fair housing choice in the public and private sector. Funding for the Community Choice Advisory Committee expired at the end of the 2003 program year. With the completion of the 2005 AI, Monroe County CD, along with the AI's additional sponsors, the towns of Greece and Irondequoit, solicited community input and recommendations through focus groups conducted by The Housing Council.

The AI analysis involves:

- An assessment of conditions, both public and private, affecting fair housing choice for all protected classes
- A comprehensive review of the jurisdiction's laws, regulations, and administrative policies, procedures and practices
- An assessment of how those laws, etc. affect the location, availability and accessibility of housing
- An assessment of the availability of affordable, accessible housing in a range of unit sizes

The AI is available at both The Housing Council and the Community Development Office of the Department of Planning and Development. The AI is also available on The Housing Council website, [www.thehousingcouncil.org](http://www.thehousingcouncil.org).

The City of Rochester is in the process of completing its AI, currently in draft form. The County looks forward to opportunities for coordinated partnerships with the City of Rochester and continued progress toward expanding fair housing.

To meet jurisdictional requirements for Fair Housing Planning and Implementation as mandated by HUD's Office of Fair Housing and Equal Opportunity (FHEO), the County will update the AI Action Plan in accordance with HUD's Fair Housing Planning Guide process. 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. The key objective for developing this Action Plan is to coordinate with Greece and Irondequoit to draft a new Action Plan to address and implement recommendations contained in the 2005 AI to overcome the effects of any impediments identified in the AI. Additional actions may include, but are not limited to, conducting interviews of housing professionals; convening a focus group of representative community stakeholders; conducting a series of workshops with jurisdiction representatives to identify and address short and long-term goals.

## HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
  - a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 4 Action Plan HOME/ADDI response:

1. Other Forms of Investment  
N/A
2. Resale/Recapture Guidelines for Home Buyers

Monroe County provides conditional grants to eligible applicants in the First-Time Home Buyer Program to reduce the cost of purchasing eligible single-family properties. At the time that an applicant enters into a Purchase Agreement on an eligible property, the applicant accepts the amount, terms and conditions of the grant by execution of a Buyer's Agreement.

At the time of closing, a Note and Mortgage is executed by each home buyer and recorded, securing the total grant funds awarded for the purchase, and obligating the applicant to recapture provisions if they fail to reside in the purchased property for the requisite affordability period. This HUD-approved practice will continue in effect for all future home ownership activities, including the subsidies provided through HOME and ADDI.

3. Refinancing Guidelines

N/A

4. American Dream Down Payment Initiative (ADDI) Narratives

a. Planned Use of 2008 ADDI Funds

Monroe County's ADDI 2008 allocation is \$11,967. This funding will be administered in concert with the County's existing First-Time Home Buyer Program, which is operated under contract by Providence Housing Development Corporation. ADDI subsidy will be primarily targeted to families with incomes at or below 50% AMI, and those with disabilities. It is anticipated that an additional two (2) families will be assisted with the 2008 ADDI allocation. Prior years' ADDI funds are proposed to serve 46 families, for a total of 48 families assisted with ADDI subsidy. Subsidies will be allocated based on the buyer's need, with a minimum of \$1,000 and maximum of \$10,000 per family. The existing First-Time Home Buyer Program will continue to provide HOME subsidy to program participants with incomes between 50% and 80% AMI.

Monroe County has been operating the First-Time Home Buyer Program for over fourteen years. Families below 50% AMI and those with accessibility needs typically require larger subsidies to enable them to purchase homes and maintain long-term affordability. The ADDI funds will be used to reduce the mortgage amounts needed by these families, and where appropriate, lower their interest rates enabling them to receive maximum benefit on a long-term basis.

Providence Housing Development Corporation will administer the ADDI and HOME funds under the existing CDBG-funded Home Ownership Program, and will provide the same activities relative to outreach, counseling, education, subsidy packaging and referrals free of charge to program participants.

Providence has also partnered with the Rochester Housing Authority (RHA) to administer the Section 8 Home Ownership Program in Monroe County. It is anticipated that ADDI funds will be allocated to some of these program participants who wish to purchase homes in suburban Monroe County.

b. Outreach Plan

Providence Housing Development Corporation will continue and expand on its existing marketing and outreach efforts under the Home Ownership Program. Direct mailings of program information are sent to municipal offices, public housing complexes, mobile home parks, churches, recreation facilities and other non-profit agencies. Program staff is also responsible for administering the Section 8 Home Ownership Program in Monroe County, and will utilize ADDI funds when appropriate to provide assistance to participant families. To ensure increased outreach to disabled individuals, program materials are distributed to all service agencies in Monroe County that serve this population. Staff participates in forums, meetings and other networking functions in the community.

All public notices and citizen participation activities of the County incorporate the ADDI allocation, including the direct mailing of notices and Plans to municipal offices and other interested agencies.

c. Actions to Ensure Program Participant Suitability

Under the Monroe County Homeownership Program, participants are provided with extensive one-on-one and group counseling and education. Providence staff has extensive training and certifications in housing counseling, homebuyer education and housing finance. All program participants will receive:

- personal one-on-one credit and household financial counseling
- pre-purchase financial assessments and homeownership education
- development of a personalized work plan, discussion of mortgage products
- eight-hour educational workshop tailored to the first-time homebuyer, including a home maintenance component
- guidance throughout the entire home buying process
- packaging of all available program subsidies
- post-purchase follow up counseling

Monroe County's existing Homeownership Program resale/recapture provisions will also apply to recipients of ADDI funds, specifically the recording of a five-year Note and Mortgage on each property receiving subsidy allocations. This ensures that notification is received when families are intending to sell, transfer or refinance their home during the five-year affordability period. All requests for release or subordination of these mortgages will initiate contact between the homeowners and program counselors to ensure that they are making prudent financial decisions and maintaining the long-term affordability of their homes.

## HOMELESS

### Specific Homeless Prevention Elements

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

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 4 Action Plan Special Needs response:

1. Sources of Funds

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 (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 Housing, 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, which is also available at [www.homelesservicesrochesterny.org](http://www.homelesservicesrochesterny.org)
- Began implementation of Phase I of the above referenced Ten-Year Plan, "Housing Options for All - A Strategy to End Homelessness in Rochester/Monroe County" 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 of 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.

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 and included in the Appendix of this Plan, identified 79 individuals as being chronically homeless; 24 less individuals than reported in the Point in Time Survey that was conducted on 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 organizing 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

Described in detail in the Homelessness Prevention section of the Strategic Plan are the specific planned action steps that remain in effect for the 2008 program year, 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 detailed in the Strategic Plan.

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

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 4 Action Plan 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. Monroe County will conduct a separate request for proposals (RFP) to determine the recipients of these 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. 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. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 4 Action Plan Community Development response:

#### 1. Priority Non-Housing Community Development Needs

Monroe County's non-housing Community Development needs for this program year generally align with the overall needs outlined in the Strategic Plan: improve access to and quality of public facilities; provide essential utility infrastructure in lower income areas; provide job training and economic development opportunities for low to moderate-income persons and persons with special needs; provide essential public services, particularly those that promote homeownership, fair housing and housing stability; and revitalize neighborhoods.

By eligibility category, Monroe County's priority community development needs are as follows:

Public Facilities and Improvements - general (03); senior center improvements (03A); neighborhood facilities (03E); parks and recreation facilities (03F); water/sewer improvements (03J); flood drain improvements (03I); sidewalks (03L)

Projects in these categories include:

(03) General: Clarkson Fitness Center Expansion, Sweden Fitness Center

(03A) Senior Center Improvements: Ogden Senior Center

(03E) Neighborhood Facilities Improvements: Penfield Community Center

(03F) Parks & Recreation Facilities: Monroe County Parks ADA, Chili Davis Park, Hamlin Recreation Center ADA, Riga Sanford Park ADA, Rush Recreation ADA, Webster North Ponds Park ADA, East Rochester Edmund Lyon Park, Honeoye Falls Rotary Park ADA, Scottsville Johnson Park

(03J) Water/Sewer Improvements: Webster Village Water Main

(03L) Sidewalks: Brighton Sidewalks, Gates Sidewalks, Henrietta Sidewalks, Pittsford Village Sidewalks, Scottsville Sidewalks

Housing - construction of housing (12); direct homeownership assistance (13); rehab single-unit residential (14A); rehab multi-unit residential (14B); rehabilitation administration (14H)

Projects in these categories include:

(12) Affordable Rental Housing Development

(13) First-Time Homebuyer Program (subsidy funded through HOME)

(14A, B, H) Home Improvement Program

Each of these program areas is detailed fully in the Housing section of the Action Plan.

Public Services - general (05); senior services (05A); handicapped services (05B); fair housing activities (05J); tenant/landlord counseling (05K); homeownership assistance - not direct (05R)

Projects in this category include:

(05) Volunteers of America Working Wardrobe

(05A) Safety and Security for Seniors Program by LifeSpan

(05B) Lifetime Assistance Classified Shredding Services

(05J) Fair Housing Education and Outreach by The Housing Council and AI Action Plan Development by Anne Peterson

(05K) Landlord/Tenant Counseling by The Housing Council

(05R) Home Ownership Program by Providence Housing and Foreclosure Prevention and Predatory Lending by The Housing Council

Neighborhood Revitalization – Rehab publicly or privately owned commercial/industrial (14E); non-residential historic preservation (16B)

(14E) Fairport Facade Improvement Program

(16B) Monroe County Community-Wide Historic Preservation Program

Economic Development - ED direct financial assistance (18A); ED technical assistance (18B)

Projects in this category create and retain local jobs and include:  
(18A) ED Grant and Loan Fund  
(18B) ED Technical Assistance

Planning - (20)

Projects in this category include: Brockport Clinton Street Revitalization Study and Hilton Sanitary Sewer Needs Assessment

Monroe County defines, analyzes and assigns priority to community needs using many reliable data sources and input from the community as a whole. These factors help CD determine the priority of a project -- absolute need, relative need, availability of other funds, local preference and spending cap by category.

Composition of the consortium expanded in 2005 to include Brighton and East Rochester. HUD re-calculated the eligible block groups, commonly known as Low Mod Areas (LMA's), to include these municipalities. Currently, there are 60 block groups which are eligible for funding in Monroe County's upper quartile. Neighborhoods targeted for public improvements are located in eligible census tracts and block groups where the highest percentages of low/mod income residents are located. These statistics geographically define a concentration of residents in need of programs and services.

CD staff works closely with several County Departments that provide health and social services. These partnerships provide valuable assistance in identifying the needs of County residents. Monroe County's Office for the Aging has provided three resource documents in the last six years to assist in analyzing community needs for elderly persons. These include the 1999 Elderly Housing Study, the 2000 Aging Well Report and most recently, the 2004 Senior Action Plan. These documents contain statistical data, analysis and recommendations to substantiate elderly needs and strategies.

The Department of Human Services provides the annual Homeless Services Report, which is used to identify trends and needs of the homeless population and is included in the Appendix of this Plan. Other valuable data was obtained from the County's Economic Development Strategy Team and the Budget Advisory Team, two committees convened by County Executive Maggie Brooks to evaluate current programs and resources and develop a comprehensive approach to providing business assistance and cost savings opportunities, respectively.

Consultation with primary community agencies listed in the Strategic Plan helps to identify local trends, gaps in services and needs of special population groups, including senior citizens, persons with special needs and homeless persons.

The Steering Committee continues to help shape the community development needs analysis through the input of municipal members at semi-annual meetings. Members also participate in focus groups that result in the identification of current and future suburban needs and services. Local preference continues to be a strong determining factor in assigning priority.

Public commentary, provided by County residents through the Citizen Participation Process, provides valuable insight into community needs. Many public suggestions are incorporated into Monroe County's needs analysis and strategic plan and are funded in the Action Plan.

Staff participation on local committees and boards involved in public service issues provides added input on community needs as well as an opportunity to merge resources for programs that meet identified needs. Involvement on the Homeless CoC Team, Greater Rochester Housing Partnership Board of Directors and the United Way Building Community Impact Team are a few examples of community participation that have been beneficial in this regard.

Many needs identified as medium and low priority are activities that may be more readily funded by other sources, more appropriate to a city than an urban county, or activities requested less frequently (medium priority) or infrequently (low priority) by project applicants. Monroe County does not reject applications for funding solely because the project may be of low priority. Low priority activities are considered for funding, provided the request is for an eligible activity.

## 2. Long-Term and Short-Term Community Development Objectives

The greatest challenge to meeting long and short-term goals is unpredictable CDBG resources. Monroe County's grant decreased substantially during the period of 2003–2005, funding was consistent for 2006 and 2007, but has decreased again in 2008. Program income (interest on outstanding loans and other repayments) has declined since 2002; limiting the funds Monroe County has available for eligible CDBG activities. Increased competition for resources has limited Monroe County's ability to seek funds from other sources. Lastly, more applicants are seeking community development funds than ever before, creating increased competition. As previously referenced, applicants seeking \$2.6 million were competing for \$2.2 million in available CDBG funds.

Strategies to address the CD objective of decent housing:

In the 2008 program year, the Home Improvement Program (HIP) will continue services to suburban residents. HIP helps low to moderate-income residents finance home repairs to correct serious housing deficiencies. In 2004, CD took steps to expand the program by increasing the grant income limit to homeowners with incomes at or below 60%. Grants, rather than loans, are available to households at or below 60% AMI, instead of 50% AMI. For households with incomes at 61-80% AMI, CD offers a grant that pays half of project costs. The grant can be used in partnership with a 50% homeowner contribution in the form of homeowner funds, funds from another source or a low-interest loan from the home improvement revolving loan fund. Project amounts above \$7,500 continue to be reviewed on a case-by-case basis. Program requirements for disability grants have not changed. Households with a disabled member with incomes at or below 80% AMI are eligible for a grant of up to \$2,500 for accessibility improvements. The 2008 income limits are the same as the 2007 and 2006 limits, which means the pool of eligible homeowners will remain the same.

In addition, the Home Ownership Program and the subsidy provided to income eligible first-time home buyers in the form of down payment and closing cost assistance will continue to expand access to decent housing. Monroe County's home ownership counseling is free to program participants, which allows low to moderate income homebuyers to put more of their resources toward the home purchase.

Strategies to address the objective of providing a suitable living environment:

Improve the safety and livability of neighborhoods by providing utility infrastructure and neighborhood improvements in low to moderate-income areas by utilizing CDBG funds to provide municipal public works projects, as proposed by municipalities according to their needs. The suburban towns and villages continue to list new construction or replacement of utility infrastructure as a priority because of the age and deterioration of sidewalks, sanitary sewers, waterlines and drainage utilities.

For the 2008 program year, these include the replacement of an undersized water main in a Village of Webster LMA to provide an adequate supply of water to residential areas, neighborhood businesses and industrial districts. To improve pedestrian safety in Brighton and Henrietta LMAs, new sidewalks will be constructed. Street and sidewalk reconstruction will occur in Gates and Scottsville LMAs.

Municipal officials prioritize the need for ADA improvements because the elderly, mobility impaired and disabled populations have increased substantially in the past decade and continue to increase. Many facilities need initial ADA alterations and some facilities need further accommodations to comply with current ADA construction codes.

To increase access to quality public and private facilities and services, Monroe County will fund the following ADA facility improvements in 2008: Park improvements include installation of ADA playgrounds at Monroe County's Durand Eastman Park and Honeoye Falls Rotary Park, construction of ADA restroom facilities at the Chili Davis Park, Hamlin Recreation Center and Rush Recreation Center, construction of ADA fitness stations and bridges in the Town of Webster North Ponds Park, the expansion of a fitness room for ADA at the Sweden/Clarkson Community Center, replacement of a walkway at the Edmond Lyon Park in the Village of East Rochester and ADA entrance doors at the Seneca Park Zoo.

Public services are necessary to provide a suitable living environment, particularly for low to moderate-income families, seniors and disabled persons. Maximizing public services with limited Community Development dollars and within the 15% funding threshold for public services is a long-term objective. Activities funded this year will improve the quality of life and foster self-sufficiency and independence for low to moderate-income, elderly and disabled populations.

Projects funded in 2008 promote fair housing, housing stability and home ownership. The County has commissioned Anne S. Peterson, Fair Housing Consultant to develop a new Action Plan 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. The Housing Council provides invaluable fair housing education through its housing hotline, education presentations on housing issues and referral to other programs. Foreclosure prevention, predatory lending and landlord/tenant counseling services promote housing stability among our most vulnerable residents. The CDBG-funded Home Ownership Program will continue in its provision of credit-repair counseling, education, referral and financial assistance to low and moderate-income persons wishing to purchase homes in suburban Monroe County. The long-term credit repair component of this program enables some of the County's lowest income residents to become eligible for homeownership.

Public services that address the safety and security aspect of housing stability for the growing number of senior citizens and disabled persons in suburban Monroe County will be addressed by a continued CDBG commitment to a public service administered by Lifespan that provides minor home repairs and security improvements that are not addressed by the Home Improvement Program.

Strategies to address the community development objective of economic opportunity require adequate resources and incentives for business retention, expansion and relocation necessary to encourage new jobs and protect existing jobs; and the need for more programs with expanded services that offer employment training and development, especially for displaced workers, unemployed and underemployed residents and persons with special needs. To address the needs of unemployed low income and/or homeless women, the Volunteers of America Working Wardrobe Program will provide business attire and job interviewing education services.

A special needs public service funded this year will allow Lifetime Assistance to purchase additional equipment to expand their Classified Shredding Services business, which will provide economic opportunity to their clients.

The most effective business development strategy available through CDBG is the Economic Development Grant and Loan Fund. The fund provides low-interest loans or grants to local companies for equipment acquisition, infrastructure and leasehold improvements, real estate and working capital activities involved in business start-ups, expansions and relocations. Funds are combined with other public resources to leverage private capital investments, including the CDBG Section 108 Loan Guarantee authority, COMIDA, New York State's Urban Development Corporation and the SBA 504 Program. To stabilize and expand small businesses, the ED Division will continue to work with the Small Business Administration in regard to the SBA 504 Program.

## **Antipoverty Strategy**

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 4 Action Plan Antipoverty Strategy response:

## 1. Actions to Reduce the Number of Poverty Level Families

Following the Office of Management and Budget's (OMB's) Directive 14, the Census Bureau uses a set of money income thresholds that vary by family size and composition to detect who is poor. If the total income for a family or unrelated individual falls below the relevant poverty threshold, then the family or unrelated individual is classified as being "below the poverty level."

The poverty status of a household is determined by whether or not their "total income" falls above or below the Poverty Income threshold for the number of people in their household. Total income is the sum of the amounts reported separately for wages, salary, commissions, bonuses or tips; self-employment income for own non-farm or farm businesses, including proprietorships and partnerships; interest, dividends, net rental income, royalty income or income from estates and trusts; Social Security or Railroad Retirement income; Supplemental Security Income (SSI); any public assistance or welfare payments from the state or local welfare office; retirement, survivor or disability pensions; and any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony.

The guidelines for poverty level are different than another commonly used income threshold of 30% of Area Median Family Income. Listed below is the 2008 Poverty Guidelines issued by the US Department of Health and Human Services (HHS) and 30% of AMI by household size for 2008 for comparison purposes. It should be noted that the established poverty guideline has remained the same for the past two (2) years and that the established AMI has remained the same for the past three (3) years:

Household Size: Poverty Guideline (2007 & 2008) / 30% AMI (2006, 2007 & 2008)

- 1: \$10,210 / \$13,500
- 2: \$13,690 / \$15,400
- 3: \$17,170 / \$17,350
- 4: \$20,650 / \$19,250
- 5: \$24,130 / \$20,800
- 6: \$27,610 / \$22,350
- 7: \$31,090 / \$23,850
- 8: \$34,570 / \$25,400

Strategies in 2008 include continuation of existing programs that promote a stable living environment, reduce dependency and poverty primarily caused by unemployment, underemployment, housing condition and cost burden. Programs that address a stable living environment include the Home Improvement Program, Home Ownership Program, each of the programs administered by The Housing Council and the Volunteers of America Working Wardrobe Program. Lifespan's program for seniors will continue to provide minor home repairs and safety training to help elderly persons to remain in their homes. In addition, many of the public facilities projects promote a stable living environment by reducing the cost burden placed on municipalities to make these improvements and the costs do not have to be passed on to local taxpayers. Collectively, these programs help prevent homelessness, financial hardship, institutionalization and poverty.

MCDHS is the primary provider of public assistance benefits for poverty level persons and therefore has the greatest capacity to reduce the number of poverty level

families. Housing efforts, particularly emergency housing, are coordinated with the Homeless Continuum of Care and other community-wide affordable housing agencies.

Programs that will provide job opportunities and reduce poverty include the ED Grant and Loan Fund, which targets job creation to low/mod residents, and non-CDBG funded County programs that provide incentives to businesses that employ local labor, tax credit incentives for companies that increase jobs through the Empire Zone Program, The Entrepreneurs Network that offers training and mentoring for high-tech entrepreneurs, and programs provided at job centers operated by Rochester Works, Inc. The CDBG ED Grant & Loan Fund will provide \$470,589 in 2008 to encourage business expansion and relocation with resulting job creation and retention. COMIDA will also continue to provide business development incentives and resources for companies that create and retain jobs.

To improve the cost of living, the County has kept property taxes stable, streamlined social services, enhanced economic development incentives for businesses, created more job centers, and offers a prescription drug discount plan free to all County residents.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### Non-homeless Special Needs (91.220 (c) and (e))

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

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 4 Action Plan Specific Objectives response:

1. The list below outlines the non-homeless special needs populations' priority needs (H/M/L) and funding source identified in the 5-Year Strategic Plan

Special Needs Category

Elderly

Housing – H (HOME & CDBG)

Supportive Services – Y (CDBG)

Frail Elderly

Housing – M (HOME & CDBG)

Supportive Services – Y (CDBG)

Persons w/ Severe Mental Illness

Housing - M

Supportive Services - N

Disabled (Developmental or Physical)  
Housing – M (HOME)  
Supportive Services - N

Alcohol/Other Drug Addicted  
Housing - H  
Supportive Services - N

Persons w/HIV-AIDS  
Housing - L  
Supportive Services - N

Public Housing Residents  
Housing – L  
Supportive Services – N

To help fund those needs identified as medium and high priorities, Monroe County is funding the following programs to serve the populations identified.

Elderly and Frail Elderly Housing: Home Improvement Program, Affordable Rental Housing Development

Elderly and Frail Elderly Supportive Services: LifeSpan Safety and Security for Seniors

Disabled Housing: Home Improvement Program and Home Ownership Program

Disabled Supportive Services: Lifetime Assistance Classified Shredding Services

2. Monroe County has CDBG and HOME resources available for the housing and supportive services identified above. Other Federal resources, such as the HUD Super NOFA, and other State resources, such as HHAP, OMRDD, VESID, and OASAS are more readily available for the housing and supportive services for which Monroe County is not able to reserve resources in this Action Plan.

## **Housing Opportunities for People with AIDS**

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

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.

4. Report on the accomplishments under the annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 4 Action Plan HOPWA response:

N/A

### **Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 4 Specific HOPWA Objectives response:

N/A

### **Other Narrative**

Include any Action Plan information that was not covered by a narrative in any other section.

The table on the next two pages is a complete list of projects and programs proposed for funding through the CDBG, HOME, ADDI and ESG programs for the 2008 program year (August 1, 2008 – July 31, 2009).

<b>Proposed CDBG Projects for 2008 Program Year</b>		
<b>Public Works and Facility Improvements:</b>		
Town of Brighton	Buckland Park Sidewalks	\$36,000
Town of Chili	Davis Park ADA Restroom	\$35,000
Town of Clarkson	Clarkson/Sweden Fitness Room Expansion	\$40,000
Town of Gates	Sidewalk Improvement Project (15 Streets in 3 CTs)	\$50,000
Town of Hamlin	Town Hall ADA Improvements	\$40,000
Town of Henrietta	Henrietta Sidewalk Construction (3 Streets in 2 CTs)	\$50,000
Town of Ogden	Senior Center Improvements	\$10,000
Town of Penfield	Baird Road Community Center ADA Improvements	\$40,000
Town of Riga	South Sanford Road Park ADA Improvements	\$40,000
Town of Rush	Recreation ADA Improvements	\$30,000
Town of Sweden	Sweden/Clarkson Fitness Room Expansion	\$40,000
Town of Webster	North Ponds Park ADA Improvements	\$31,513
Village of East Rochester	Edmund Lyon Park Improvements	\$50,000
Village of Fairport	Facade Improvement Program	\$40,000
Village of Honeoye Falls	Rotary Park ADA Playground	\$25,000
Village of Pittsford	Schoen Place ADA Sidewalks	\$27,803
Village of Scottsville	Main Street and Johnson Park ADA Improvements	\$40,000
Village of Webster	Donovan Park Water Main Improvements	\$40,000
Monroe County Parks	ADA Playground Equipment Durand Park, Seneca Park Zoo Eco Center ADA Improvements	\$50,000
Monroe County	Community-wide Historic Preservation Program	\$65,000
Shaded = Project is located within a low to moderate-income area (LMA)		
<b>Community-Wide Public Services:</b>		
Home Ownership Program (Providence Housing)		\$85,000
Landlord/Tenant Counseling, Housing Hotline (The Housing Council)		\$38,500
Foreclosure Prevention & Predatory Lending Counseling (The Housing Council)		\$90,000
Fair Housing Education & Outreach (The Housing Council)		\$45,500
Analysis of Impediments Action Plan Development (Anne Peterson, Consultant)		\$5,000
Safety and Security for Seniors Program (Lifespan)		\$50,000
Lifetime Assistance Shredding Services Baler System Equipment Purchase		\$35,481
Volunteers of America Working Wardrobe Program		\$10,000
<b>Community-Wide Housing Programs:</b>		
Home Improvement Grant Program		\$100,000
<b>Community-Wide Economic Development:</b>		
Economic Development Revolving Grant & Loan Fund		\$470,589

<b>Planning and Capacity Building Activities:</b>	
General Administration	\$420,187
Economic Development Technical Assistance	\$25,000
Housing Rehab Program Delivery	\$25,000
Village of Brockport Clinton Street Revitalization Study	\$8,760
Village of Hilton Sanitary Sewer Needs Assessment Study	\$11,150
<b>Proposed HOME Categories for 2008 Program Year</b>	
Home Improvement Grant Program	\$385,512
Rental Housing Development (non-CHDO)	\$612,241
Rental Housing Development (CHDO)	\$190,551
General Administration	\$132,033
<b>Proposed ADDI Categories for 2008 Program Year</b>	
First-Time Homebuyer Program	\$11,967
<b>Proposed ESG Allocation for 2008 Program Year</b>	
Emergency Shelter Grants Program	\$84,834