



Fifth Program Year CAPER

The CPMP 2009 Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

GENERAL

GRANTEE: Neenah, WI
CON PLAN PERIOD: 2005 to 2009

Executive Summary (92.220(b))

The Executive Summary is required. Provide a brief overview that includes major initiatives and highlights how activities undertaken during this program year addressed strategic plan objectives and areas of high priority identified in the consolidated plan.

PY 2009 Action Plan Executive Summary:

The City undertook a program of activities in 2009 that mainly benefited low and moderate income households through the support of public services, including those that benefit homeless persons and those at risk of homelessness. Programs also supported property acquisition, rehabilitation, and first-time homebuyer assistance programs that will produce new housing opportunities, rehabilitate existing owner and rental property, and increase homeownership by low and moderate income households. In addition, historic preservation activities were conducted, and improvements to facades of central business district buildings were made. All of these projects addressed strategic plan objectives of primarily assisting low and moderate income households with housing and other needs to promote more independent living, supporting economic development in the community, and revitalization of neighborhoods.

Summary of Resources and Distribution of Funds

- 1) Provide a description of the geographic distribution and location of investment (including areas of low-income and minority concentration).

You are encouraged to include maps in this description. Specifying census tracts where expenditures were concentrated and the percentage of funds expended in NRSAs or local target areas may satisfy this requirement

PY 2009 CAPER #1 response:

Investment of CDBG funds was primarily located in the central city business and residential districts, north of Cecil Street.

General CAPER Narratives:

2) Assessment of Three to Five Year Goals and Objectives

- a) Describe the accomplishments in attaining the goals and objectives for the reporting period.
- b) Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.

**If not using the CPMP Tool: Use Table 2A, 2B, 3B, 1C, 2C, 3A*

If using the CPMP Tool: Use Needs Tables, Annual Housing Completion Goals, Summary of Specific Annual Objectives. **(Use of these tables is sufficient, additional narrative is not required.)*

- a. and b. Accomplishments and Resources

2009 Community Development Block Grant Funds (CDBG) (City of Neenah administered)

The 2009 Community Development Block Grant allocation was \$217,612, revolving loan fund repayments were \$62,919.40, and the CDBG-Recovery allocation was \$57,622.

State and Local -- The City of Neenah did not receive state or local funds for the Community Development programs it administers. Revolving funds supported the Housing Rehabilitation program.

Accomplishments and funding details are described in the Housing, Homeless, Monitoring and Community Development sections of the report.

- c) If applicable, explain why progress was not made towards meeting the goals and objectives.

PY 2009 CAPER General Questions #2c response:

Progress was made towards meeting the goals and objectives.

3) Affirmatively Furthering Fair Housing

- a) Provide a summary of impediments to fair housing choice.

PY 2009 CAPER General Questions # 3a response:

Potential and existing barriers to fair housing in the City of Neenah can be categorized as political, economic, or social.

Political: The City's fair housing ordinance protects the same classes as the Wisconsin Statutes, and exceeds those of federal law.

Economic: Review of housing problems according to the 2000 Census by income and racial and ethnic minority indicates disparity in comparison to the overall rates of housing problems in the community.

A tighter economy in the City and in the area, with layoffs and fewer new manufacturing jobs, is likely to have an effect on the ability of persons of protected classes to have full housing choice. There are fewer rental and owner properties that are available to low- income persons, and those available may be in poorer condition.

Social: Racial and ethnic minorities, non-traditional households and households needing accommodations for disabled persons are a growing part of the community. The data that is available on the rate of incidents of discrimination against protected classes indicates a low level of reported discrimination. It would likely be expected that these incidents would increase because of the faster rate of demographic change in the community.

- b) Identify actions taken to overcome effects of impediments identified in the jurisdiction's Analysis of Impediments.

PY 2009 CAPER General Questions # 3b response:

In an effort to overcome effects of impediments, resources were made available in all areas of the City, for the benefit of low and moderate-income households. The majority of program benefit occurs in the older, central parts of the City (Census Tracts 31, 33, and 34) where the majority of racial and ethnic minority households are located.

The City of Neenah continues to fund and cooperate with the Fair Housing Center of Northeast Wisconsin for the purpose of providing ongoing education and investigation services. The Fair Housing Center conducted 1 intake for a fair housing complaint during the CDBG year, with disability being the basis of complaint.

In addition to the fair housing complaint intake, 37 persons received other types of housing referrals, 2 fair housing educational presentations were made, and 27 contacts were made as part of community outreach and education. Center staff also participated in interagency meetings, and provided 6 instances of technical assistance to housing providers. Fair housing trainings to rental housing providers were conducted as part of a collaborative effort with the Cities of Appleton and Oshkosh, with one training hosted by the City of Neenah. A total of 38 rental housing providers received training.

Continued joint efforts were planned as a result of conference with the Metropolitan Milwaukee Fair Housing Council and the Cities of Appleton, Neenah and Oshkosh held during the 2009 program year.

4) Address Obstacles to Meeting Underserved Needs

- Identify actions taken to address obstacles to meeting underserved needs.

PY 2009 CAPER General Questions # 4 response:

CDBG funding was reprogrammed and expended for the purpose of blight elimination in a central city residential neighborhood (Neighborhood Improvement – Franklin Avenue.)

5) Foster and Maintain Affordable Housing

Identify actions taken to foster and maintain affordable housing.

PY 2009 CAPER General Questions # 5 response:

The City of Neenah fostered and maintained affordable housing through housing rehabilitation, acquisition for rehabilitation and new construction, and assistance to first-time homebuyers.

6) Leveraging Resources

- a) Identify progress in obtaining "other" public and private resources to address needs.

PY 2009 CAPER General Questions # 6a response:

No other public or private resources were obtained except where project guidelines required matching funds.

- b) Describe how Federal resources from HUD leveraged other public and private resources.

PY 2009 CAPER General Questions # 6b response:

The Façade Improvement Program required investment of private funds in projects in addition to CDBG funds, and the Small Business Loan Program required Small Business Administration guarantees, with financing through a local lender.

- c) Describe how matching requirements were satisfied.

PY 2009 CAPER General Questions # 6c response:

There were no matching requirements in the CDBG program.

7) Citizen Participation

- a) Provide a summary of citizen comments.

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

PY 2009 CAPER Citizen Participation # 7a response:

Citizen comments to be included in submittal of the CAPER to HUD.

- b) Describe how consideration was given to comments or views of citizens, received in writing or orally at public hearings, in preparing the CAPER.

PY 2009 CAPER Citizen Participation # 7b response:

8) Institutional Structure

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

PY 2009 CAPER Institutional Structure # 8 response:

No gaps had been identified in the institutional structure. However, efforts continued to improve the coordination of project delivery among local jurisdictions and nonprofit agencies.

8) Monitoring

a) Describe actions taken to monitor the jurisdiction's performance in meeting objectives and outcomes set forth in its strategic plan.

PY 2009 CAPER Monitoring # 9a response:

The plan and expenditures undertaken to implement the plan were reviewed periodically to monitor performance in meeting objectives and outcomes.

b) Describe how and the frequency with which you monitored your activities, including subrecipients (including sponsors or administering agents).

PY 2009 CAPER Monitoring # 9b response:

Ongoing public service activities are monitored through review of reports while rehabilitation and projects resulting in new construction are inspected during the course of work.

c) Describe the results of your monitoring including any improvements made as a result.

PY 2009 CAPER Monitoring # 9c response:

Monitoring resulted in determination that activities were operating as planned.

d) Describe actions taken to insure compliance with program requirements, including requirements involving the timeliness of expenditures.

PY 2009 CAPER Monitoring # 9d response:

Program compliance was accomplished through establishing guidelines for activities, developing agreements with subrecipients, site visits, monitoring of records, and review of required reports.

e) Describe steps/actions taken to ensure long-term compliance with housing codes, including any actions or on-site inspections undertaken during the program year.

PY 2009 CAPER Monitoring # 9e response:

Housing rehabilitation projects require building and mechanical permits and on-site inspections. Ongoing housing code enforcement is also undertaken through the Department of Community Development.

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- f) What is the status of your grant programs?
 - i) Are any activities or strategies falling behind schedule?
 - ii) Are grant disbursements timely?
 - iii) Do actual expenditures differ from letter of credit disbursements?

PY 2009 CAPER Monitoring # 9f response:

i) Activities are generally operating on schedule, subject to factors such as availability of property, qualified applicants, matching funds, and grantee and subrecipient capacity.

ii) Grant funds are disbursed according to agreements made for each activity according to performance and expenditures.

iii) Actual expenditures reconcile with letter of credit disbursements.

iii) Antipoverty Strategy

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

PY 2009 CAPER Antipoverty Strategy #10 response:

The City assisted households living below the poverty level through housing rehabilitation grants and loans, and provided CDBG funds to assist households below the poverty level with housing and services through the North East Wisconsin Fair Housing Center, Winnebago Conflict Resolution Center, Advocap Nutrition Program, Fox Cities Community Health Center, Emergency Shelter, Christine Ann Domestic Abuse Services, Reach Counseling Services, Financial Information and Service Center, Best Friends of Neenah-Menasha, LEAVEN, Housing Partnership of the Fox Cities, Advocap, Winnebago County Housing Authority, and Habitat for Humanity of the Greater Fox Cities Area.

Self-Evaluation

- iv) Provide an evaluation of accomplishments. This evaluation must include a comparison of the proposed versus actual outcomes of each outcome measure submitted with the strategic plan and explain, if applicable, why progress was not made toward meeting goals and objectives.**

****If not using the CPMP Tool: Use Table 1C, 2C, 3A***

****If using the CPMP Tool: Use Summary of Specific Annual Objectives.***

(The following IDIS Reports will be reviewed to determine satisfaction of this requirement: PR03, PR06, PR23, PR80, PR81, PR82, PR83, PR84, PR85)

Consider the following when providing this self-evaluation:

- a. Describe the effect programs had in solving neighborhood and community problems.**
- b. Describe the progress made in meeting priority needs and specific objectives.**
- c. Describe how activities and strategies made an impact on identified needs.**

d. Identify indicators that best describe the results of activities during the reporting period.

e. Identify barriers that had a negative impact on fulfilling the strategic and overall vision.

v) Identify whether major goals are on target and discuss reasons for those that are not on target.

vi) Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

PY 2009 CAPER Self-Evaluation # 11, 12, 13 response:

- a. The programs supported by the CDBG have the effect of supporting low and moderate income households in their efforts to function independently, live in the community on an affordable basis, purchase and maintain homes, and maintain and build businesses.
 - b. Progress was made in achieving the 2005-2010 Strategy and the 2009 one-year goals and objectives during the reporting period. The priority needs of assisting low and moderate income households were met in that households were able to access public services that meet basic needs, projects enabled households to own or occupy their homes affordably, and assisted the community in preventing blighting conditions and support economic development.
 - c. Acquisition and rehabilitation of housing, support of public services, rehabilitation of commercial buildings and the development of businesses which provide jobs meet the needs of providing and maintaining affordable housing, assisting households with services that meet basic needs, and minimizing blight and promoting economic development.
 - d. Indicators of the results are that residential property values are maintained, affordable and appropriate housing units are available within the community, residents are able to function in a more successful and healthy manner, the community is eliminating blight, and residents are able to support their households and find economic opportunity.
 - e. The limited number and capacity of local redevelopment agencies somewhat restricts strategy implementation. Inadequate funding and considerable administrative requirements are also barriers to fulfilling plan strategies and the overall vision. No adjustments or improvements to strategies and activities were identified.
- v) Major goals are on target. Homebuyer projects are increasing after a period of slowed activity.
- vi) No adjustments or improvements to strategies and activities were identified.

HOUSING

Affordable Housing

- vii) Evaluate progress in meeting its specific affordable housing objectives, including:
 - a. Comparison of proposed numeric goals (from the strategic plan and annual plan) with the actual number of extremely low-income, low-income, and moderate-income renter and owner households assisted during the reporting period.

***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)

***If using the CPMP Tool:** Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.

PY 2009 CAPER Affordable Housing # 14a response:

- 1. and 2. Priority #1 Very low and low-income renters and owners
First-time homebuyers with children

The Housing Partnership completed rehabilitation of 129 E. Franklin Avenue with \$29,331.94 of 2007 Community Development Block Grant funds. The two units will be occupied in the 2010 CDBG program year.

Habitat for Humanity purchased properties on Second and Fifth Streets, with construction of single-family homes to be undertaken in a future year.

Properties previously purchased by Habitat for Humanity on Reed Street, E. Cecil Street were developed into single family homes and occupied as follows:

Race/Ethnicity	Female-Headed Household	Income Category
White/non-Hispanic	no	51-80% MFI
White/Hispanic	no	51-80% MFI

Priority #2 Low-income renters and owners

Funds were budgeted from revolving fund repayments, CDBG Lead Hazard Reduction funds, Homebuyer funds and CDBG-Recovery funds for owner occupied and homebuyer housing rehabilitation, available to qualified low-income households in all City locations. The Department of Community Development administers the program, which expended \$68,611.20 for housing rehabilitation and homebuyer assistance during the reporting period. The goal was to assist 10 homeowners with housing rehabilitation, and 8 households were assisted during the year.

- b. Report the number of households served meeting the Section 215 requirements of affordable housing (essentially meeting the definitions in 24 CFR 92.252 and 92.254 for renters and owners, respectively).

***If not using the CPMP Tool:** Use Table 3A

***If using the CPMP Tool:** Annual Housing Completion Goals

(Use of this table is sufficient no additional narrative is required)

- c. Describe efforts to address worst case needs (defined as low-income renters with severe cost burden, in substandard housing, or involuntarily displaced).

PY 2009 CAPER Affordable Housing # 14c response:

The City's Housing Code enforcement program addresses worst case needs.

- d. Description of efforts to address the accessibility needs of persons with disabilities.

PY 2009 CAPER Affordable Housing # 14d response:

The Housing Rehabilitation Program, Habitat for Humanity, Housing Partnership and Rebuilding Together Fox Valley address the accessibility needs of persons with disabilities through renovation and accessible new construction.

Public Housing Strategy

- viii) Describe actions taken during the last year to improve public housing and resident initiatives.

PY 2009 CAPER Public Housing #15 response:

The Winnebago County Housing Authority manages public housing improvements and resident initiatives.

Barriers to Affordable Housing

- ix) Describe actions taken during the last year to eliminate barriers to affordable housing.

PY 2009 CAPER Barriers to Affordable Housing #16 response:

The City of Neenah participated in the Fox Cities Housing Coalition in order to better coordinate affordable housing efforts and eliminate barriers.

Lead-based Paint

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

PY 2009 CAPER Lead-based Paint #17 response:

The City cooperates with local physicians in a program to test all Neenah children for blood lead levels at 1 year of age. The Neenah Health Department follows up with paint testing, assessment and abatement supervision. In 2009, 1 case of elevated blood lead level was required to be followed by the Health Department. CDBG funds were expended to assist the household abate the lead hazard.

All housing rehabilitation applicants are notified regarding lead-based paint hazards. In the 2009 CDBG year, the Department of Community Development expended funds for lead paint testing and assessment, and lead paint hazard reduction through grants and loans.

HOMELESS

Homeless Needs

- xi) Identify actions taken to address needs of homeless persons.

PY 2009 CAPER Homeless Needs #18 response:

Funds in the amount of \$6,625 from the 2009 CDBG program were expended during the reporting period for the purpose of assisting homeless families and individuals through the Emergency Shelters, Inc. program. The 2009 CDBG program also expended a total of \$5,465 for the shelter and counseling of Christine Ann Domestic Abuse Services clients. There were a total of 235 adults and children with current or previous Neenah addresses that were provided shelter and/or services.

- xii) Identify actions to help homeless persons make the transition to permanent housing and independent living.

PY 2009 CAPER Homeless Need #19 response:

Case management services funded through these programs as well as public service activities help homeless persons make the transition to permanent housing and independent living.

- xiii) Identify actions taken to implement a continuum of care strategy for the homeless and new Federal resources obtained during the program year, including from the Homeless SuperNOFA.

****If not using the CPMP Tool: Use Table 3B, 1C***

****If using the CPMP Tool: Use Needs/Homeless, Needs/Non-Homeless, Annual Housing Completion Goals, Summary of Specific Annual Objectives.***

PY 2009 CAPER Homeless Needs #20 response:

Elements of the continuum of care strategy were supported by the Community Development Block Grant through support of emergency shelter and domestic abuse shelter, public services available to the homeless, and permanent owner and renter housing. No new Federal resources were obtained, including from the Homeless SuperNOFA.

Specific Homeless Prevention Elements

- xiv) Identify actions taken to prevent homelessness.

PY 2009 CAPER Specific Homeless Prevention #21 response:

The CDBG program funds case management services through Emergency Shelter and Christine Ann Domestic Abuse Services to prevent persons and families from becoming homeless. The public service activities address basic needs and promote self-sufficiency, which help prevent homelessness. The CDBG program also maintained the affordable housing stock and provided additional affordable housing units through the funding of acquisition and rehabilitation.

Emergency Shelter Grants (ESG)

- xv) Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).

PY 2009 CAPER ESG # 22 response:

NA

- xvi) Assessment of Relationship of ESG Funds to Goals and Objectives
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.

**If not using the CPMP Tool: Use Table 2A, 3B, 2B, 1C, 2C, 3A)*

**If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

PY 2009 CAPER ESG Evaluate Progress # 23a response:

NA

- b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.

PY 2009 CAPER ESG # 23b response:

NA

- xvii) Matching Resources
 - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.

PY 2009 CAPER ESG # 24 response:

NA

- xviii) State Method of Distribution
 - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.

PY 2009 CAPER ESG # 25 response:

NA

- xix) Activity and Beneficiary Data
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESG expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.

PY 2009 CAPER ESG # 26a response:

NA

- b. Homeless Discharge Coordination
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
 - ii. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

PY 2009 CAPER ESG # 26b response:

NA

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Refer to the Non-homeless Special Needs Table in the Needs.xls workbook or Table 1C.

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

PY 2009 CAPER Non-homeless Special Needs #26 response:

There were no projects funded in the 2009 CDBG program year to address supportive housing needs.

COMMUNITY DEVELOPMENT

Community Development Block Grant

- xxi) Assessment of Relationship of CDBG Funds to Goals and Objectives

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- a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.

***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)

***If using the CPMP Tool:** Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.

PY 2009 CAPER CDBG Assessment # 28a response:

In addition to activities that benefited low and moderate income households, CDBG funds were used to support economic development priorities through the improvement of commercial building facades in the central business district, and assist one small business start-up in the central business district.

- b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.

***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)

***If using the CPMP Tool:** Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.

PY 2009 CAPER CDBG Progress Evaluation # 28b response:

Progress was made toward meeting goals for providing affordable housing using CDBG funds. The priority needs of assisting low and moderate income households were met in that households were assisted in the purchase or occupancy of affordable housing. The number and types of households assisted are addressed in the Housing section.

- c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

PY 2009 CAPER CDBG LMI Benefit # 28c response:

All CDBG funds were used for activities that benefited extremely low income, low income, and moderate income persons, except for the Landmark Nomination, Façade Improvement projects, Neighborhood Improvement – Franklin Avenue project, and program administration.

xxii) Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

PY 2009 CAPER CDBG #29 response:

There were no changes in program objectives.

xxiii) Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.

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- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

PY 2009 CAPER CDBG # 30 response:

- a) Use of funds, progress toward meeting goals, and low and moderate income benefit is described under the Housing and Homeless headings. In addition, in economic development activities, the Façade Improvement program assisted 3 central business district projects, in the total amount of \$13,815.80.
- b) Requests for certifications of consistency are reviewed to determine whether the goals of the project are consistent with the goals of the Consolidated Plan.
- c) Consolidated Plan implementation was not hindered, as planned activities were undertaken.
- xxiv) For Funds Not Used for National Objectives
- a. Indicate how use of CDBG funds did not meet national objectives.
- b. Indicate how use of CDBG funds did not comply with overall benefit certification.

PY 2009 CAPER CDBG #31 response:

NA

- xxv) Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.

PY 2009 CAPER CDBG # 32a response:

Activities involving acquisition, rehabilitation or demolition did not displace households, businesses or nonprofit organizations.

- b. Describe steps taken to identify households, businesses, farms or nonprofit organizations that occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.

PY 2009 CAPER CDBG # 32b response:

Activities involving acquisition, rehabilitation or demolition did not displace households, businesses or nonprofit organizations.

- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

PY 2009 CAPER CDBG # 32c response:

NA

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- xxvi) Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.

PY 2009 CAPER CDBG # 33a response:

There were no economic development activities undertaken where jobs were made available but not taken by low- or moderate- income persons.

- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.

PY 2009 CAPER CDBG # 33b response:

The jobs created were manager and 2 servers, all made available to low and moderate-income persons.

- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

PY 2009 CAPER CDBG # 33c response:

NA

- xxvii) Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of who are low- and moderate-income.

PY 2009 CAPER CDBG # 34a response:

All Low/Mod Limited Clientele activities fell into one of the categories of presumed limited clientele low and moderate income benefit.

xxviii) Program income received

- a. Detail the amount repaid on each float-funded activity.**

PY 2009 CAPER CDBG # 35a response:

NA

- b. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.**

PY 2009 CAPER CDBG # 35b response:

Small Business Loans: \$12,490.00

Housing Rehabilitation: \$27,854.72

Homebuyer Assistance: \$22,574.68

c. Detail the amount of income received from the sale of property by parcel.

PY 2009 CAPER CDBG # 35c response:
NA

xxix) Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:

a. The activity name and number as shown in IDIS;

PY 2009 CAPER CDBG # 36a response:
NA

b. The program year(s) in which the expenditure(s) for the disallowed activity (ies) was reported;

PY 2009 CAPER CDBG # 36b response:
NA

c. The amount returned to line-of-credit or program account; and

PY 2009 CAPER CDBG # 36c response:
NA

d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

PY 2009 CAPER CDBG # 36d response:
NA

xxx) Loans and other receivables

a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.

PY 2009 CAPER CDBG #37a response:
NA

b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.

PY 2009 CAPER CDBG #37b response:

Small Business Loan Program
Loans Outstanding: 3
Principal Balance: \$58,396.10

Housing Rehabilitation Program
Loans and Grants Outstanding: 78

Principal Balance: \$522,656.00

Homebuyer Program

Loans and Grants Outstanding: 57

Principal Balance: \$272,357.90

c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.

PY 2009 CAPER CDBG #37c response:

Deferred or Forgivable Loans and Grants: 98 / \$631,292.13

Grants: If the grant recipient occupies the home for 5 years, the grant is forgiven in full. Each year, 20% of the grant is amortized.

Deferred payment loan: Housing rehabilitation deferred loan recipients have a deferral period followed by a review of income; homebuyer deferred loans are due in full at the end of a 15 year deferral period. Loans are due in full at sale of property.

d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

PY 2009 CAPER CDBG #37d response:

Three loans in the total amount of \$18,882.50 were written off due to foreclosure during the reporting period.

e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

PY 2009 CAPER CDBG #37e response:

NA

xxxi) Lump sum agreements

a. Provide the name of the financial institution.

PY 2009 CAPER CDBG #38a response:

NA

b. Provide the date the funds were deposited.

PY 2009 CAPER CDBG #38b response:

NA

c. Provide the date the use of funds commenced.

PY 2009 CAPER CDBG #38c response:
NA

d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

PY 2009 CAPER CDBG #38d response:
NA

NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA)

xxxii) Jurisdictions with HUD-approved neighborhood revitalization strategy must describe progress against benchmarks for the program year.

PY 2009 CAPER NRSA # 38 response:
NA

HOME/ADDI

HOME/ American Dream Down Payment Initiative (ADDI)

NA

xxxiii) Assessment of Relationship of HOME Funds to Goals and Objectives
a. Assess the use of HOME funds in relation to the priorities, needs, goals, and specific objectives in the strategic plan, particularly the highest priority activities.

***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)

***If using the CPMP Tool:** Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.

PY _____ CAPER HOME Assessment # 40a response:

b. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.

***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)

***If using the CPMP Tool:** Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.

PY _____ CAPER HOME Progress Evaluation # 40b response:

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- c. Indicate the extent to which HOME funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

PY _____ CAPER HOME # 40c response:

xxxiv) HOME Match Report

- a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

xxxv) HOME MBE and WBE Report

- a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

xxxvi) Assessments

- a. Detail results of on-site inspections of rental housing.

PY _____ CAPER HOME Rental # 43a response:

- b. Describe the HOME jurisdiction's affirmative marketing actions.

PY _____ CAPER HOME # 43b response:

- c. Describe outreach to minority and women owned businesses.

PY _____ CAPER HOME/ADDI # 43c response:

HOPWA

Specific HOPWA Objectives

xxxvii) Assessment of Relationship of HOPWA Funds to Goals and Objectives.

- a. Assess the use of HOPWA funds in relation to the priorities, needs, goals, and specific objectives in the strategic plan, particularly the highest priority activities.

***If not using the CPMP Tool:** Use Table 2A, 1C, 2C, 3A)

***If using the CPMP Tool:** Use Need/Housings, Summary of Specific Annual Objectives.

PY _____ CAPER Specific HOPWA Objectives # 43 response:

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- b. Evaluate progress made towards meeting the goals of providing affordable housing using HOPWA funds, including the number and types of households served.

***If not using the CPMP Tool:** Use Table 2A, 1C, 2C, 3A)

***If using the CPMP Tool:** Use Need/Housings, Summary of Specific Annual Objectives.

PY _____ CAPER Specific HOPWA Objectives # 43 response:

To report progress under the general and HOPWA specific requirements, the grantee may integrate the HOPWA elements in their standard CAPER report or establish a HOPWA-specific narrative by completing the following information. IDIS Report PR80 has useful financial and accomplishments information for end of year reporting.

HOPWA EXECUTIVE SUMMARY

- xxxviii) Provide an executive summary (1-3 pages) and a specific objectives narrative which address the following:
- a. Grantee and Community Overview.
 - i. A brief description of the grant organization, the area of service, the name of the program contact(s), and a broad overview of the range/type of housing activities, along with information on each sponsor by name, main project site by zip code and related organization information.
 - b. Annual Performance under the Action Plan
 - i. 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.
 - ii. Evaluate the progress in meeting the project's objectives for 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.
 - iii. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
 - iv. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan. Report the number of stewardship units of housing which have been created through acquisition, rehabilitation or new construction with any HOPWA funds.
 - v. Describe any other accomplishments recognized in the community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.

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- vi. 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 Strategic Plan.
- c. Barriers or Trends Overview
 - i. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement;
 - ii. Describe any expected trends facing the community in meeting the needs of persons with HIV/AIDS, and provide any other information important in providing services to persons with HIV/AIDS.
 - iii. Note any evaluations, studies, or other assessments of the HOPWA program available to the public.
 - d. Project Accomplishment Data:
 - i. Complete and submit CAPER Performance Chart 1 Planned Goals and Chart 2 Actual Performance;
 - ii. Complete and submit CAPER Performance Chart 3 for Housing Stability Outcomes, HOPWA Outcomes on Access to Care and Support in conjunction with HOPWA-funded Housing assistance, Monthly Household Income in conjunction with HOPWA-funded Housing Assistance, and HOPWA Outcomes on Access to Care and Support not in conjunction with HOPWA-funded Housing Assistance.

PY _____ CAPER HOPWA Executive Summary response:

OTHER NARRATIVE

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

PY 2009 CAPER Other Narrative response:

NA