

2011-2012

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

Department of Planning and Development  
Judy A. Seil, Director  
Community Development Division  
Kathi Gingello, Manager

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

October 30, 2012



Atwood Park Apartments - Senior Housing - Town of Gates



Ogden Gardens - Senior Housing - Town of Ogden



Home Improvement Program Project - Before



Home Improvement Program Project - After



Maggie Brooks  
County Executive



# Second Program Year CAPER

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

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

## GENERAL

### Executive Summary

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

Program Year 2 CAPER Executive Summary response:

The Consolidated Annual Performance and Evaluation Report (CAPER) is prepared for five federal grants to Monroe County: the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Shelter Grants Program (ESG) and two stimulus programs; CDBG Recovery Act (CDBG-R) and Homelessness Prevention and Rapid Re-Housing Program (HPRP). The CAPER includes program performance and accomplishments for the 2011-2012 Program Year, which began August 1, 2011 and ended July 31, 2012.

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

The CAPER provides an opportunity for Monroe County to describe success in meeting the community development objectives of the CDBG, CDBG-R, ESG and HPRP programs and the affordable housing objectives of the HOME Program for the 2011 program year. The CDBG, ESG, CDBG-R and HPRP programs cover 17 towns and 10 villages in suburban Monroe County. All municipalities in Monroe County are members of the Monroe County Community Development Consortium with the exception of the towns of Greece and Irondequoit, and the City of Rochester. The towns of Greece and Irondequoit are members of the HOME Program consortium only, bringing the HOME consortium membership to 19 towns and 10 villages. The towns of Greece and Irondequoit apply directly to HUD and receive their own CDBG grants each year. The City of Rochester also receives its own HUD allocations for these programs. The HPRP and ESG programs overlap both City and County and are operated cooperatively between the City of Rochester and Monroe County.

Monroe County's 2011 Community Development allocation was \$3,060,553 for the CDBG, ESG and HOME Programs. CDBG-R and HPRP funds of \$1,305,214 were allocated in 2009, and those funds continued to be expended during the 2011-2012 Program Year, therefore annual accomplishments are included in this report. The total program income received for all programs during the program year was \$435,236. Funds were directed toward accomplishing the following primary program goals and objectives:

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

- b. Repair and conserve existing housing stock
- c. Improve access to and quality of public facilities
- d. Replace deteriorated infrastructure with safe utilities
- e. Provide job training and economic development opportunities for low-mod income persons and persons with special needs
- f. Provide essential public services, particularly those that promote homeownership, fair housing and housing stability
- g. Revitalize deteriorated neighborhoods to eliminate crime and economic decay

## General Questions

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

Program Year 1 CAPER General Questions response:

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

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

### A. Repair and conserve existing housing stock

Home Improvement Program (CDBG - \$261,773, 29 completed projects)  
Home Improvement Program (HOME - \$559,462, 64 completed projects)  
Home Improvement Loan Program (CDBG - \$11,169, 3 loans issued)  
Lead Paint Assessment Program (CDBG - \$7,725)  
Project Delivery HIP (CDBG - \$25,000)

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

First-Time Homebuyer Program Subsidy (HOME - \$175,000, 56 Homebuyers)  
Homeless Continuum of Care (Technical Assistance)  
Home Ownership Assistance Program (CDBG - \$89,950)  
Rental Housing Development (HOME - \$504,135)

C. Replace deteriorated infrastructure with safe utilities

Brighton Sidewalk Replacement (CDBG - \$34,820)  
Brockport Sanitary Sewer Replacement (CDBG - \$50,000)  
East Rochester Sidewalks (CDBG - \$41,750)  
Gates Sidewalk/Gutter Replacement (CDBG - \$41,750)  
Henrietta Sanitary Sewer Improvements (CDBG - \$41,750)  
Hilton Sanitary Sewer Repairs (CDBG - \$25,050)  
Scottsville Sanitary Sewer Inspection (CDBG - \$24,207)

D. Improve access to and quality of public facilities

Churchville West Shore Trail ADA Improvements (CDBG - \$55,023)  
Clarkson Park ADA Improvements (CDBG - \$35,000)  
Clarkson Park ADA Improvements (CDBG - \$9,055)  
Cornell Cooperative Extension ADA Improvements (CDBG - \$4,060)  
Fairport ADA Sidewalk Improvements (CDBG - \$33,400)  
Honeoye Falls ADA Park Court (CDBG - \$25,000)  
Perinton ADA Walkway (CDBG - \$35,000)  
Perinton Park ADA Restroom (CDBG - \$35,000)  
Rush Town Hall ADA Improvements (CDBG - \$5,000)  
Scottsville Park ADA Improvements (CDBG - \$40,417)  
Sweden ADA Sidewalk Improvements (CDBG - \$25,000)  
Webster North Ponds Park ADA Improvements (CDBG - \$33,400)

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

- Provide Fair Housing, Housing Stability and Homeless Assistance (including Homeless Prevention)

Fair Housing Implementation Plan (CDBG - \$12,350)  
Expanding Housing Opportunities (Fair Housing Outreach and Education) (CDBG - \$84,000)  
Homeless Continuum of Care (Technical Assistance)  
Homelessness Prevention and Rapid Re-Housing (HPRP - \$453,203)  
Foreclosure Prevention and HECM Counseling Program (CDBG - \$90,000)  
Mortgage Relief Subsidies (CDBG - \$5,053, 2 grants)  
Homeless Shelter Operating Assistance (ESG - \$19,920)

- Center for Youth Services
- Catholic Family Center
- Open Door Mission

Homeless Shelter Operating Assistance (HESG - \$34,016)

- Alternatives for Battered Women
- Dimitri House
- Volunteers of America
- Wilson Commencement Park
- Catholic Family Center

Homeless Prevention Assistance (HESG - \$23,355)

- Dimitri House
- HOPE Ministry
- Wilson Commencement Park

- Crime Prevention & Security Training for Elderly Persons

Lifespan's Home Safety & Security for Seniors (CDBG - \$49,381)

- Provide other essential public services

Rochester Rehabilitation Center (CDBG - \$14,110)

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

- Create and Retain Jobs for Lower Income Persons

ABVI Manufacturing Equipment (CDBG \$15,000)  
Lifetime Assistance Shredding Truck (CDBG \$20,000)  
ED Grant & Loan Fund (CDBG - \$500,000, 6 loans)  
ED Project Delivery (CDBG - \$25,000)  
Section 108 Loan Guarantee Authority (CDBG)

- Provide Job Training & Business Services

ED Micro Enterprise Business Technical Assistance (CDBG \$62,000)  
Section 108 Loan Guarantee Authority (CDBG)

## 2. Program Changes

Due to the significant demand for program assistance and federal budget reductions to the CDBG and HOME programs, the County implemented changes to program guidelines for the Home Improvement Program (HIP), effective January 1, 2012. These changes will allow the program to continue to serve those residents most in need while maintaining the quality of program services and overall community benefits. Revised program guidelines include: Households with incomes between 0 and 60% of area median income (AMI) are eligible for a grant of up to \$10,000 for needed health and safety repairs. Those with incomes between 61 and 80% of AMI receive a grant for half of the project costs, with a maximum grant of \$5,000, and the opportunity to apply for a low-interest loan for the other half or may fund half of the project cost themselves. All households with incomes up to 80% of AMI with a disabled member continue to be offered an additional grant of up to \$2,500 for accessibility improvements. The allowable liquid asset limit for program participants was reduced to \$30,000. Repeat grants continue to be disallowed. All program changes went into effect for any applications processed after January 1, 2012, regardless of when they were received, and remained in effect throughout the program year. HUD issued slightly increased income limits which became effective on February 9, 2012.

## 3. Affirmatively Furthering Fair Housing

The Monroe County Department of Planning and Development and the towns of Greece and Irondequoit submitted the completed Analysis of Impediments to Fair Housing Choice in Monroe County in early 2006, leading to formulation of the Fair Housing Action Plan: Strategies for addressing Impediments to Fair Housing Choice in Monroe County, New York (FH Action Plan) in 2009. The Plan identifies specific actions designed to further enhance housing choice for county residents. Consistent with the findings of the AI, the FH Action Plan also meets jurisdictional requirements for Fair Housing Planning and Implementation to affirmatively further fair housing, as mandated by HUD's Office of Fair Housing and Equal Opportunity (FHEO).

The FH Action Plan establishes four basic priorities necessary to affirmatively further fair housing in our community:

- Provide Fair Housing Education and Outreach
- Increase the Supply of Assisted Housing
- Promote Sustainable Minority Home Ownership

- Expand Appropriate Housing Opportunities for Minorities, Seniors, Disabled and Homeless Populations

The FH Action Plan is designed to be implemented in phases three years in duration in recognition of the complex issues to be addressed, overlapping funding cycles and increasingly limited funding opportunities in our current economy. We have now completed implementation of the FH Action Plan and completed the first year of Phase I. The FH Action Plan has been implemented and we have completed the second year of Phase I.

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

The greatest obstacle to meeting underserved needs is limited funding for CDBG, HOME and ESG programs. The demand for resources is ever-increasing, particularly in the area of community services. In the 2011 program year, CDBG funding was provided to support Lifespan's Safety and Security for Seniors Program. Monroe County also provided ESG funds to support shelter operations at Women's Place shelter by the Catholic Family Center, Alternatives for Battered Women, Dimitri House, Volunteers of America and Wilson Commencement Park. ESG Homeless Prevention funds were also provided to Dimitri House, HOPE Ministry and Wilson Commencement Park.

Monroe County remains an active member on the Homeless Continuum of Care (CoC) Team. The CoC requested funding under the 2010-11 CoC Super NOFA to finance thirty-two (32) local projects. In December 2010, HUD announced that all of the twenty-four (24) "renewal" projects were funded in the amount of \$6,811,393.

Of the eight (8) new project submissions, all eight (8) were funded. Thirty-two (32) CoC projects/programs are funded in accordance with the Rochester-Monroe County CoC Team's 2010-11 policies. Our community will receive \$9,683,629. This funding announcement includes both new projects and one-year renewals.

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

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

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

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

c. Match Requirements

Monroe County carried forward \$701,274 in HOME match from the 2010 program year. During the 2011 program year, Monroe County allocated \$1,238,597 in HOME funds; therefore, the HOME match liability equals \$309,649. During this period, Monroe County earned \$271,000 in new match which, combined with the amount remaining from 2010, will allow the County to carry forward \$662,625 in match for the 2012 program year. (See attached Match Log for detailed information.)

**Managing the Process**

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

Program Year 2 CAPER Managing the Process response:

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

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

**Citizen Participation**

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

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

Program Year 2 CAPER Citizen Participation response:

### 1. Summary of Citizen Comments

The first public notice with regard to the availability of funds for the 2011-2012 Program Year and the first public hearing appeared in The Daily Record and the Messenger Post Newspapers on December 15, 2010. The first public hearing on the development of the 2011 Action Plan was held on Wednesday, January 12, 2011 to obtain public comments and input on the annual action plan. It was held at the Ebenezer Watts Conference Center, which is ADA accessible. Kathi Gingello, Community Development Manager, conducted the hearing and informed the public of the following:

"Monroe County expects to receive an allocation of about \$3.4 million from the U.S. Department of Housing and Urban Development in 2011. This amount represents allocations for the Community Development Block Grant in the amount of \$2 million, the HOME Investment Partnerships Program in the amount of \$1.3 million, and the Emergency Shelter Grants Program in the amount of \$84,000. These estimates are comparable to the actual levels of funding approved by HUD for these programs in Monroe County for the 2010 program year. Program income for the CDBG and HOME Programs in 2011 is expected to make available an additional \$380,000, for a combined total of about \$3.9 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.

In accordance with federal regulations, a notice of funding availability was published in the December 15, 2010 issues of The Messenger Post Newspapers and The Daily Record to solicit participation from the public in the planning process for 2011 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, 2011. CDBG project applications are due Friday, February 11, 2011 by 5:00 p.m. Affordable rental housing applications were due on January 7, 2011 and are currently being evaluated for funding recommendations. Applications for funding are available here today if you would like one or are also available via email upon request or on our website at [www.monroecounty.gov](http://www.monroecounty.gov). If you need any assistance completing an application, please contact the appropriate staff member listed in the instructions and we will be happy to assist you.

Priority activities are those that develop affordable rental and homeownership 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 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 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 ESG Programs.

Monroe County appreciates your comments on these programs and thanks you for attending this morning in spite of the challenging weather conditions."

Thirty-three people, including seven CD staff members, attended the first hearing. There was one public speaker who expressed comments.

Commenter #1: Diane Coleman, Director of Advocacy, Center for Disability Rights, Inc. – Ms. Coleman commented about the continuing need for accessible housing for people with disabilities. She encouraged Monroe County to use available funding to provide housing modifications to eliminate barriers. She also urged Monroe County to support housing that integrates, rather than segregates, seniors and people with disabilities.

CDBG project applications were due February 11, 2011. Preliminary award letters from the County Executive were sent out April 25, 2011. The public notice listing the projects intended for funding and the second public hearing appeared in The Daily Record and The Messenger Post Newspapers on April 20, 2011. The Annual Action Plan was made available to the public and filed with the Monroe County Legislature on May 11. The 30-day comment period was May 11 to June 10.

The second public hearing on Monroe County's draft Action Plan was held on Wednesday, May 11th at Chili Town Hall, which is fully accessible, beginning at 2:30 p.m. Kathi Gingello, Community Development Manager, conducted the hearing and informed those present of the following:

"The purpose of this hearing is to receive comments on the 2011 Annual Action Plan for Housing and Community Development in Suburban Monroe County, which was made available for public comment today.

Monroe County is still awaiting final grant allocation figures from HUD, but we are using estimates released in April to develop our Annual Plan. Monroe County expects to receive an estimated total allocation of \$3,093,390 for the CDBG, HOME and ESG programs. The County's anticipated CDBG allocation is \$1,736,758, a decrease of \$343,328; the HOME allocation is estimated at \$1,239,543, a decrease of \$158,000; and an ESG allocation of \$117,089, an increase of \$32,592. The 2011 estimated combined allocations are \$468,736 less than last year, an overall reduction of 13%.

Estimated program income, which is interest on outstanding loans and other repayments, is expected to total \$300,000 for the CDBG program and \$85,000 for the HOME program. The level of program income is slightly more than in 2010. The combined total of anticipated funding available for all programs, including program income, is \$3,478,390.

Monroe County also expects to receive Section 108 loan repayments totaling \$260,513 during the 2011 program year. Monroe County and HUD are not bound by these estimates as they are subject to the final release of appropriations from the OMB and final HUD approval of our Action Plan submission.

Eligible projects include housing programs, public works, public facility improvements, economic development and essential community services.

In accordance with federal regulations, Monroe County published a list of proposed program categories in The Messenger Post Newspapers and The Daily Record on April 20, 2011, to solicit participation from the public in the planning process for the program period and to encourage comments from private citizens, consortium members and agencies. There is a complete list of the projects proposed for funding available here today.

The 30-day public comment period begins today, May 11th and concludes on June 10th. You may contact the Community Development Division or submit written comments until June 10th. You may also submit comments by email to [mcplanning@monroecounty.gov](mailto:mcplanning@monroecounty.gov).

Monroe County will consider all comments for incorporation into the Action Plan, which will be sent to HUD on June 15th. We will respond to all comments received in writing."

Eleven people, including staff, attended the second public hearing. There was one speaker at the hearing and two written comments were received during the thirty-day public comment period. Comment summaries follow:

Commenter #1: Ernie Haywood, VP of Residential Services and Development, Lifetime Assistance, Inc. (LAI) thanked Monroe County for proposing CDBG funding of \$20,000 in the 2011 Action Plan for the purchase of a new truck for Classified Shredding Services and HOME funding in the amount of \$157,940 for the LAI South Avenue, Brockport, IRA project. Since 1997, Monroe County has provided LAI with HOME funds totaling more than \$990,000, providing homes for 44 individuals in 7 locations throughout Monroe County. CDBG funding of almost \$80,000 since 2005 has enabled LAI to purchase equipment to expand its Document Management business, which provides employment to 66 individuals with developmental disabilities. The proposed 2011 CDBG and HOME funds will help to expand and enhance employment and housing opportunities and LAI appreciates Monroe County's continuing support of Monroe County citizens of all abilities.

Written comments received during the thirty-day public comment period are summarized below:

Commenter #1: Jean Lowe, President, Greater Rochester Housing Partnership (GRHP) wrote: "GRHP has had the opportunity to partner with Monroe County on many developments that have created affordable rental housing outside of areas of concentrated poverty. GRHP is also committed to providing homeownership opportunities to low and moderate income residents. Our effort, known as Suburban Homeownership Opportunities Program (SHOP), to purchase foreclosed and vacant homes in suburban Monroe County is underway. The County Community Development support has been critical to the design of the program. Thank you for the opportunity to comment on the Monroe County Community Development Plan for 2011. We look forward to working with you on meeting the County's goals."

Commenter #2: Michael Hennessy, Interim Executive Director, Open Door Mission wrote: "We have received your letter which indicates the 2011 Annual action Plan does not list Open Door Mission's proposed ESG project for funding. We are extremely grateful for last year's award. Although we would like to continue this partnership through the next fiscal year, we appreciate that you have many worthy applications and we hope to re-connect next year or in the future."

The draft Consolidated Annual Performance and Evaluation Report (CAPER) for the 2011-2012 Program Year was made available for public review and comment for 15 days prior to submission. No public comments were received on the CAPER during the comment period of October 15-30, 2012.

## **Institutional Structure**

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

Program Year 2 CAPER Institutional Structure response:

Community Development (CD) continues 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.

CD staff continues to actively participate in the CoC. During the 2011-12 program year, CD staff continued to actively participate on three (3) of the CoC Subcommittees: Executive Committee; Monitoring Subcommittee; and the Structure Subcommittee.

Monroe County continues to strengthen and expand existing public and private sector coordination and to identify and build innovative partnerships throughout the local community.

Economic Development (ED) Staff coordinate the CDBG-funded Economic Development 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 Rochester Procurement Technical Assistance Center (PTAC) that connects vendors to procurement opportunities with the federal government.

CD continues to work closely with all public, private and government entities within Monroe County's organizational structure to further enhance collaboration and communication and improve program delivery. CD continues to become more involved in affordable housing through participation on the Greater Rochester Housing Partnership Board of Directors and the United Way Building Community Impact Team.

Monroe County continues to seek new avenues of inter-governmental, public and private partnership opportunities to improve efficiency and enhance delivery of services. The County's Council of Governments has proven to be an innovative mechanism for new collaboration among the towns and villages.

## Monitoring

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

Program Year 2 CAPER Monitoring response:

1. and 2. CDBG, HOME and ESG Program Monitoring

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

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

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

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

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

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

- maintains the appropriate mix of very low-income and low-income tenants throughout the compliance period;
- properly 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, when adjusted for tenant-paid utility allowance; and
- maintains the units in accordance with Housing Quality Standards (HQS).

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

Community Service Sub-recipients - Our comprehensive oversight system ensures that sub-recipients who perform services comply with all applicable federal regulations governing their administrative, financial and programmatic operations and verifies compliance with program

delivery, performance objectives, schedules and budgets. We conduct several in-house reviews of project materials, which include a complete evaluation of the project applications, contract agreements, progress reports, vouchers and financial audit materials. Of particular concern is the sub-recipient's data on beneficiaries, which is described in detail in each progress report. Monitoring visits are conducted on sub-recipients to ensure that services are provided in accordance with federal regulations. Most programs have specific monitoring forms to record activities in progress and to identify the type and size of populations served. This provides us with the necessary data to evaluate performance and the project's effectiveness in reaching target recipients, achieving program objectives and compliance with regulations, to formulate monitoring strategies and to recommend appropriate follow-up actions. In-depth project reviews are conducted annually to ensure that all guidelines have been met. Future funding is contingent on the positive results of these reviews. Where the sub-recipient is developing and/or operating housing, records are reviewed to ensure that income certification, rent levels and other requirements are met.

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

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

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

Housing Rehabilitation Activities - The Home Improvement Program (HIP) funded by CDBG and HOME, is our primary housing rehab activity. Use of the following system enables us to operate this program effectively, efficiently and in compliance with federal regulations. Applications are taken on a first-come, first-served basis throughout the year with priority given only to health and safety emergencies. Selection criteria for eligible households includes: income at or below 80% AMI, cash or liquid assets below \$30,000 and the property must be owner-occupied with all property taxes paid to date. The applicant must have owned the home for at least one year prior

to applying for assistance. Improvements must be approved and evidenced as eligible before funding is committed. Notices of approval or denial are sent out immediately to inform applicants of their status, accompanied by referrals to other programs, as appropriate.

The CD program staff provides all construction management services. Direct rehab supervision is provided by the general contractor, selected by the homeowner, with the oversight of the CD Rehabilitation Specialist. The Specialist performs initial, pre-construction, in-progress and final inspections to determine that improvements are eligible prior to funding and in accordance with federal Housing Quality Standards (HQS). Upon completion, they must meet or exceed HQS requirements. The Specialist also performs preliminary environmental reviews on each project, inspects properties for lead-based paint hazards and alerts health officials of potential and existing threats, prepares work specifications, assists homeowners in obtaining estimates and provides other technical assistance and problem resolution.

The CD program staff prepares program grant and loan agreements and monitors projects during the recapture period by recording mortgages against each property for the required affordability period.

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

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

The following documents to evidence compliance with the income benefit requirements are obtained, evaluated and recorded: the size and annual income of the assisted low to moderate-income person's family, or substitutions to evidence that the person qualifies for another program having criteria at least as restrictive, residence in an eligible low to moderate-income census tract, evidence of homeless status, or that the person is a referral from a government employment agency qualified to determine the person's low to moderate-income status, or qualifies under the "limited clientele" criteria of the national objectives, or if the assisted person signs a certification stating that their income meets the HUD criteria.

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

## Monitoring Tools

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

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

Cooperation Agreements are executed between Monroe County and town and village members of the Monroe County Community Development Consortium every three years to enable those members who wish to continue participating in the CDBG and HOME Programs to do so. Non-members, if any, are invited to join the consortium when these agreements are renewed every three (3) years.

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

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

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

## 3. Self-Evaluation

Projects from the 2011 Action Plan for CDBG, HOME and ESG were selected for funding because they implemented the housing and community development strategies that address our primary program goals and objectives in housing, economic development, community services and public works/facility improvements.

All major goals outlined in the 2011 Action Plan are on target, particularly public works/facilities improvements, community services and housing.

## Economic Development Evaluation

The ED Grant and Loan Fund provided economic development incentives totaling \$457,600 to 5 local companies (384 East Avenue Inn, Richards & West, Studco, Boundary Fence, LiDestri Foods) for equipment acquisition, infrastructure and leasehold improvements, real estate and working capital activities involved in business start-ups, expansions and relocations.

Our strategy continues to be to merge ED Loan funds with an array of other public resources in an effort to leverage private capital investments by existing and new businesses for job growth. ED Loan funds are used in conjunction with CDBG Section 108 Loan Guarantee authority, CDBG grants for utility infrastructure, financing from Monroe County's Industrial Development Agency (COMIDA), the New York State Urban Development Corporation and the SBA 504 Program.

Another strategy involves enhancing ED Loan funds through CDBG participation and the use of resources from other County initiatives created to spur economic growth. They are: the GreatRate Interest Subsidy Program, the GreatRebate Program, the Enhanced Jobs Plus Property Tax Abatement, the Monroe Fund, the Empire Zone Program and programs on foreign trade zone assistance.

The ED Grant component of the CDBG-funded Economic Development Fund supports projects that provide assistance to disadvantaged businesses that employ very low-income persons; job training and development activities for displaced workers, unemployed persons and under-employed residents; neighborhood revitalization and self-sufficiency initiatives; and grants to agencies that provide jobs for persons with special needs. In 2011, grant funds were allocated to Monroe County Finger Lakes Procurement Technical Assistance Center (PTAC) to provide training and technical assistance to micro enterprises. A total of nine (9) micro enterprise businesses received services during the program year.

#### Employment Evaluation

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

#### Public Works and Facility Improvements Evaluation

At the close of the 2011 program year, eighteen (18) CDBG and one (1) CDBG-R public works and facility improvement projects were completed, with one (1) CDBG project underway.

Utility Infrastructure - Neighborhood Improvements continue to be a high priority for our CDBG member communities due to the age and deterioration of infrastructure in suburban Monroe County. Our strategy to address these needs included the funding of five (5) CDBG sidewalk replacement or new construction projects with \$176,720 in CDBG funds to assist residents in Brighton, East Rochester, Fairport, Gates and Sweden. The remaining 2009 Recovery Act (CDBG-R) funding of \$52,982 was fully drawn in November 2011. This represented a road paving project in the Town of Brighton which was delayed because the Monroe County Water Authority needed to clean and cement line the water mains under the roads needing to be paved. Monroe County's CDBG-R funds are now fully expended and all projects funded have been completed. Three (3) sewer improvement projects in Brockport, Hilton and Scottsville were provided a total of \$99,257 in CDBG funds. One (1) CDBG Road Replacement project in Henrietta was funded for \$41,750.

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

Communities continue to focus on recreational facilities such as municipal parks, senior centers and community facilities that receive public use. In particular, public parks built adjacent to town and village offices are priorities. A total of six (6) parks, recreational facility and community facility projects in Clarkson, Honeoye Falls, Perinton, Scottsville, Webster and The Cornell Cooperative Extension received \$216,932 in CDBG funds for improvements. ADA improvements were also undertaken in the Town of Rush municipal building with \$5000 in CDBG funds expended. These projects benefit elderly and mobility-impaired persons who will have safe access to ADA-compliant facilities.

## CDBG Housing Activities Evaluation

The CDBG Home Improvement Grant and Loan Program helped low to moderate-income residents finance home repairs to correct serious housing deficiencies. As indicated earlier in this report, 93 housing rehabilitation projects were completed during the program year throughout consortium member communities. There were 29 projects funded through CDBG and 64 funded through HOME.

CDBG strategies to provide affordable housing opportunities and promote housing stability for lower income persons are also addressed through projects such as the Housing Council's Expanding Housing Opportunities Program and Foreclosure Prevention and HECM Counseling Program, and the Monroe County Homeownership Assistance Program. Accomplishments for these three programs are detailed as follows:

Expanding Housing Opportunities Program - activities designed to promote and expand fair and affordable housing and suburban development opportunities, increase community acceptance of the benefits of diverse populations and raise community awareness of fair housing. In addition, local, absentee and out-of-town landlords and property managers can go on-line to [www.ROCLandlord.com](http://www.ROCLandlord.com) for resources, including relevant federal, state and local governmental information and service providers to ensure that much needed affordable rental units are placed in the market in a timely manner. During the last year the Rental Registry, via the Housing Council website, was consolidated to include Fair Housing booklets and other related educational materials and publications that include fair housing information, such as "Tenant's Rights and Responsibilities". This Fair Housing information was accessed over 66,878 times during the program year. The Housing Council conducted 20 housing education seminars, attended by 339 participants, and 10 Homebuyer Financial Education workshops, with 177 participants. A total of 88 discrimination/fair housing inquiries came through the housing hotline, for a total of 604 suburban beneficiaries.

Foreclosure Prevention and HECM Counseling Program - individualized counseling services for lower-income homeowners on foreclosure prevention, home equity conversion and predatory lending. This program resulted in 134 foreclosure prevention cases (2 of which received mortgage relief subsidy grants) and 12 Home Equity Conversion Mortgage (HECM) mandatory counseling cases (resulting in all 12 cases being processed), bringing the total number of beneficiaries to 146.

The Home Ownership Assistance Program, administered by The Housing Council, providing counseling, education, referral and financial assistance to lower income persons of Monroe County, served over 281 families during the program year. The long-term credit counseling component enables some of the County's lowest income residents to ultimately become eligible for home ownership. In the past year, Monroe County provided purchase subsidy to 56 first-time homebuyers through this program. The total HOME subsidy provided was \$175,000. Average subsidy was \$3,125 per purchase. Program participants purchased homes throughout Monroe County, but the towns of Greece and Irondequoit remain very popular for first-time home buyers.

## Community Services Evaluation

Our public service strategy is to provide essential public services that promote homeownership, fair housing and housing stability. Primary programs include the Homeownership Program, Safety and Security for Seniors Program and the two housing stability programs administered by The Housing Council, as outlined above.

### a. Assistance to Elderly Persons

Home safety & security services continued through the Safety and Security for Seniors Program operated by LIFESPAN. Older adult volunteers provided home safety and security modifications to

the homes of 262 low-mod income senior homeowners to enable them to continue to reside independently in their homes. The "Don't Be Scammed" prevention, intervention and education program is also provided through presentations at senior centers where low-mod income suburban senior citizens were trained in the identification and avoidance of financial and other scams that often target vulnerable older adults. Presentations were held at various locations for 897 seniors, plus 21 individual scam consultations were conducted for a total of 1,176 beneficiaries.

b. Assistance to Persons with Special Needs

The Rochester Rehabilitation Center, a not-for profit agency, purchased a truck and equipment to enhance their ability to provide rehabilitation services for the elderly and disabled. Equipment was purchased in the 2009 program year and reimbursement took place in the 2010 program year for \$3,151. A truck was purchased in 2011 for \$12,974.50. This truck will tow an adaptive equipment trailer to different recreation sites in Monroe County providing inclusive recreation activities to over 600 persons with disabilities and their friends and families that live in the community. Additional adapted sports and recreation equipment was also purchased in the 2011 program in the amount of \$1,135.

Lifetime Assistance Inc. (LAI) is a comprehensive agency in the greater Rochester area serving adults with developmental disabilities. LAI operates Classified Shredding Services and Lifetime Document Management. Both enterprises have grown beyond the capacity of the two trucks in operation. Therefore, an additional shredding truck was necessary in order to allow the customer base to grow and provide continued employment opportunities for over 60 developmentally disabled individuals. LAI received \$20,000 towards the purchase of a 26 foot 2011 truck.

The ABVI-Goodwill provides services to support individuals that are blind and visually impaired in Monroe County. ABVI received \$15,000 toward the purchase of Heat Tunnels to facilitate shrink wrapping and Ergo Lifts that assist in the lifting of materials. ABVI-Goodwill currently employs approximately 80 people in its manufacturing operation, many of whom are blind or visually impaired. This investment will enable ABVI-Goodwill to maintain those jobs, create upward mobility for employees in the manufacturing department, improve productivity and create additional job opportunities.

c. Assistance to Homeless Populations

CDBG funds were used to fund programs that primarily promote housing stability and therefore, homeless prevention. The programs administered by The Housing Council such as foreclosure prevention, landlord/tenant counseling and the housing hotline, as well as the Home Improvement Program, all promote housing stability and help prevent situations that can lead to homelessness. CD staff also remains actively involved in the City/County Homeless Continuum of Care Team.

Monroe County provided 2011 Emergency Solutions Grants (HESG) funding to five (5) homeless shelter providers to support shelter operations at Catholic Family Center's Women's Place, Alternatives for Battered Women, Dimitri House, Volunteers of America and Wilson Commencement Park. Two (2) agencies, Dimitri House and HOPE Ministry, also received HESG funding to provide direct financial assistance for Homelessness Prevention.

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) Heading Home Program, which was implemented in November 2009 in conjunction with the City of Rochester, ended June 30, 2012. At the close of the program, Heading Home received 6,503 referrals (1,301 County) and assisted 2920 total households (584 County). Of the total Monroe County HPRP funds of \$773,514 allocated to the Heading Home program, \$379,413 was issued in financial assistance for homelessness prevention and \$214,528 was spent on Housing Relocation and Stabilization Services. In Homeless Assistance, \$54,184 was issued in financial assistance with \$99,710 spent for Housing Relocation and Stabilization. The balance was spent on administration and data

collection and evaluation. Monroe County has designated its second allocation of 2011 ESG funds to continue this program on a much smaller scale. The ESG Heading Home Program will operate from July 1, 2012 to December 31, 2012, or until all funds are expended. The County continues to work in concert with the City of Rochester and the CoC in administration of the Heading Home Program to maximize the impact of our limited program resources.

d. Assistance to Low-Mod Income Families

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

Planning and Capacity Building Activities Evaluation

With the CDBG administrative threshold of 20%, funds for planning and capacity building are extremely limited. There were no applications funded for planning or capacity building for the 2011-2012 Program Year.

Municipalities often need assistance in developing master plans for parks and recreation, land use planning, economic development, downtown revitalization and housing issues. Our strategy to address these comprehensive planning needs targets technical assistance resources from the Planning Division of the Department of Planning and Development. CD staff assists this division in helping local governments in setting, evaluating and achieving the long-term land use and conservation objectives of the community. This division provides technical assistance on planning, zoning and development matters; prepares the County's Six-Year Capital Improvement Program; and provides data on population, employment, land use and other social and economic factors. The Planning Division developed computer mapping capabilities using a Geographic Information System (GIS) and conducts an annual education program for local municipal officials aimed at increasing their knowledge of planning, zoning and land use issues.

**Lead-based Paint**

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

Program Year 2 CAPER Lead-based Paint response:

In 2011, the Community Development (CD) Division continued to enforce actions specific to its housing programs in lead-based paint hazard identification, disclosure and reduction. Lead-based paint hazard reduction activities continue to make up a significant proportion of the repairs undertaken in the Home Improvement Program (HIP). 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 again allocated substantial CDBG and HOME funds to the HIP for 2011.

Proway Management, a Rochester-based lead paint testing firm, is contracted 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 (MCDOPH) is the lead agency in regard to lead poisoning prevention.

The MCDOPH was awarded a 3-year, \$3,070,000 Lead Hazard Control Grant from the U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes & Lead Hazard Control. The grant will be administered from January 1, 2010 – December 30, 2012 and will increase the City of Rochester's lead safe affordable housing and reduce housing related health hazards in conjunction with lead hazard control activities. More than \$1.9 million will be devoted over three years to fund direct lead hazard control and healthy home interventions in 350 dwellings located in the high risk areas for childhood lead poisoning in the City of Rochester. As of April 2012, 318 units have been made lead-safe through this grant. Reimbursement Homeowner Grants of up to \$5500/unit are made available for units housing low- and very-low income residents. In an effort to increase the energy efficiency, all windows and doors requiring replacement will meet 2009 Energy Star requirements. Each unit will be evaluated for moisture/mold, need for integrated pest management, fire, carbon monoxide safety, general sanitation (as related to allergies/asthma) and housing safety issues such as adequate lighting. Up to \$200 of the \$5500 grant can be used for these "Healthy Home Interventions." Conditions that need to be addressed will be required in the Grant Work Plan.

The MCDOPH Lead Program also received another \$150,000 Healthy Neighborhoods grant for outreach from the NYSDOH, which runs through September 2012. 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 six hundred (600) initial visits in the 14609, 14611 and 14621 zip codes, which have well documented public health and housing issues. A total of 150 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 - After April 2010, the new federal law requires contractors to become EPA Lead Certified Renovators. The new Lead Renovation, Repair and Painting rule (LRRP) affects anyone who is paid to perform work that disturbs paint in housing and child-occupied facilities built before 1978. This would include residential rental property owners/managers, general contractors, maintenance personnel and trade contractors, including HVAC, painters, plumbers, carpenters and electricians. All persons conducting lead hazard control work that is ordered in a "Notice and Demand," and participating in the HUD grant must successfully complete an approved EPA Renovation, Repair & Painting initial 8-hour training. Prior to the commencement of lead hazard control work the recipient of the "Notice and Demand" and/or property owner must submit proof of this training to the MCDOPH for all such persons. The Cornell School of Industrial Relations is the EPA-certified training provider again for 2012 where a total of 23 classes will be conducted. This year the training is being paid for with funds from the Childhood Lead Poisoning Primary Prevention grant.

The Childhood Lead Poisoning Primary Prevention Program received another Lead Poisoning Primary Prevention grant from the NYSDOH for \$802,276. This grant runs from April 1, 2012 through March 31, 2013. Approximately 400 properties that house young children, pregnant women and refugees will be made lead safe and residents and owners of these properties will be educated in lead poisoning prevention and other environmental health hazards in their homes including asthma triggers, mold, pest infestation, fire safety and carbon monoxide poisoning prevention. A MCDOPH Lead Program Public Health Sanitarian (Lead Risk Assessor) will visit these homes. He/she will conduct a lead inspection and provide a healthy home inspection and education. Properties found to have conditions conducive to lead poisoning will be designated as an "Area of High Risk" under Public Health Law and have a Notice and Demand issued to the property owner. In addition, the program is partnering with the Child Care Council and DHS. MCDOPH Lead Risk Assessors will inspect properties upon referral, if deteriorated paint is found in a property by DHS or Child Care Council staff. A new pilot program with MCDOPH and DHS was initiated in June 2012. MCDOPH Lead Risk Assessors will inspect properties of DHS clients who have children aged 6 years or younger, where the City of Rochester cited hazards that were cleared

three or more years ago. The Program continues to expand the City of Rochester's existing Certificate of Occupancy activities and enhance efforts by performing additional lead visual inspections (2786) and lead dust wipe test sampling (1276).

## HOUSING

### Housing Needs

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

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

Program Year 2 CAPER Housing Needs response:

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

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

### Specific Housing Objectives

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

Program Year 2 CAPER Specific Housing Objectives response:

1. & 2. 2011 Affordable Rental Projects completed, under construction or proposed.

Project Name: LAI Individual Residential Alternative (IRA) – South Avenue, Brockport Supportive Housing

- Renovation (completed)
- HOME - \$157,940
- Developer: Lifetime Assistance Incorporated

- Description: 1 and 2-bedroom IRA supportive apartments
- Location: Brockport
- Target Population: Developmentally Disabled with incomes below 50% AMI
- Total Units: 8 (serving 10 individual households)
- Accessible Units: 3
- Adaptable Units: 0
- Total Project Cost: \$160,940

Project Name: Fairport Apartments

- Renovation (completed)
- HOME - \$250,000
- Developer: Perinton Churches, Rochester's Cornerstone Group, Ltd.
- Description: studio and 1 bedroom apartments
- Location: Town of Perinton
- Target Population: Elderly & frail elderly (Age 55+)
- Total Units: 104 (52, studio, 52, 1-bedroom)
- Accessible Units: 3 (1 visually/hearing impaired)
- Adaptable Units: 52
- Total Project Cost: \$15,111,915

Prior years' HOME funds designated for the development of affordable rental housing have financed the rental projects detailed below. These projects are being reported because either funding has been drawn or construction is underway during the 2011 program year. Information regarding the number of accessible and adaptable units is from project developers. Descriptions of the three (3) prior year HOME RHP-CHDO funding commitments are listed below.

Project Name: Rockwood Center at Brentland Woods

- New Construction (Proposed)
- HOME - \$300,000 Loan
- Developer: Episcopal Senior Life Communities and Rochester's Cornerstone Group, Ltd.
- Description: 1 and 2-bedroom apartments (new construction)
- Location: Town of Henrietta
- Target Population: Elderly (Age 62+, including frail, with incomes below 50 and 60% AMI)
- Total Units: 40 (36, 1-bedroom, and 4, 2-bedroom)
- Accessible Units: 6
- Adaptable Units: 40
- Total Project Cost: \$7,591,104

Project Name: Stonewood Village Apartments

- Renovation (completed)
- HOME - \$300,000
- Developer: Rural Housing Opportunities Corp (CHDO), PathStone Housing Action Corp.
- Description: 1 and 3-bedroom apartments
- Location: Henrietta
- Target Population: Elderly (Age 62+) and/or handicapped persons, and families with incomes below 60% AMI
- Total Units: 188 (64, 1-bedroom, 124, 3-bedroom)
- Accessible Units: 6
- Adaptable Units: 0
- Total Project Cost: \$31,639,116

Project Name: Monarch Senior Living (HUD Section 202)

---

- New Construction (completed)
- HOME - \$100,000
- Developer: Continuing Developmental Services (CDS), Rochester's Cornerstone Group, Ltd.
- Description: 1 and 2 bedroom apartments (new construction)
- Location: Town of Webster
- Target Population: Elderly & seniors with developmental disabilities (Age 55+)
- Total Units: 45 (38, 1-bedroom, 7, 2-bedroom)
- Accessible Units: 5 (visually/hearing impaired)
- Adaptable Units: 45
- Total Project Cost: \$8,763,000

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

3. The Continuum of Care (CoC) requested funding under the 2011-12 CoC Super NOFA to finance thirty-eight (38) local projects. In December 2011, HUD announced that all of the twenty-nine (29) "renewal" projects were funded in the amount of \$8,124,954. In March of 2012 HUD announced that all of the new project submissions (9) would be funded, for a total of \$1,983,050.

Other worst case housing needs are addressed through the Home Improvement Program and the Foreclosure Prevention and HECM Counseling Program. Monroe County continues to partner with not-for-profit developers to address the housing needs of persons with disabilities, and provides home ownership counseling to prospective homebuyers through the Home Ownership Program.

## Public Housing Strategy

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

Program Year 2 CAPER Public Housing Strategy response:

Coordination between the Rochester Housing Authority (RHA), the Fairport Urban Renewal Agency (FURA), private, governmental, health and mental health service agencies is enhanced through the County and City's support of RHA's and FURA's social services programs and RHA's safety and security program. The RHA and FURA Family Self-Sufficiency Programs link Section 8 participants and public housing residents and local agencies to provide job training, employment services, home ownership and educational opportunities. The goal of these programs is to promote families becoming more economically self-sufficient. Local government support for these programs has opened the doors for much greater success for both agencies, as more private partners are becoming involved in these programs, creating more opportunities for the participants.

Both public housing authorities offer programs to lessen the impediments for low-income families to move to higher income areas within Monroe County, such as Project-Based Vouchers, security deposit assistance, higher payment standards for low poverty areas, assistance in finding suitable housing and landlord outreach.

RHA provides support services to its residents through their involvement with many agencies. For example:

- RHA has collaborated with Anthony Jordon Health Center in a grant that provides medical and dental clinics within two RHA properties. These clinics will serve not only RHA residents but also other individuals in the surrounding community who have difficulty accessing healthcare. Transportation for those living at other locations is also available through an agreement with Jordan and Medical Motors to assist them in accessing these medical care facilities.

- RHA school children are linked with tutorial programs at two local agencies and through the City School District.

- RHA offers pre-employment training services for adults provided through Monroe County BOCES, multiple private businesses and other local agencies.

Through its various Family Self-Sufficiency initiatives, RHA's Resident Services department has partnered with Catholic Family Center to provide budget counseling for residents who need to learn some basic budgeting skills and develop a monthly household budget.

Financial Literacy counseling is provided to families by RethinkingDebt.org to teach, inspire and empower residents in their financial decisions in life. RHA's collaboration with NeighborWorks and Regional Center for Independent Living provides residents with homebuyer counseling so they are provided with the tools and resources to make informed home buying decisions. Families who require soft skills training or employment assistance are referred to RochesterWorks for assistance.

Resident Services staff provides families with on-going case management to help them achieve their goals of self-sufficiency. Barriers to achievement of those goals are identified and addressed through referrals to various community agencies that can help the family to improve or maintain their independence.

Using funding from Replacement Housing Fund Grants, the Capital Fund Program and local works, RHA is able to build three family townhouses at its Harriet Tubman Estates complex. These units will be two bedroom townhouses approximately 1,000 square feet in size.

Public housing resident initiatives are in place at Antoinette Blackwell Estates, a 100-unit elderly facility in the Town of Henrietta. It is the only suburban public housing project that is maintained by RHA outside of the City of Rochester. RHA encourages and supports their tenant associations. Community space is made available and recreation and support services are offered to all residents. The programs vary and are ongoing throughout the year.

#### Public Housing Delivery System Gaps

The need for housing by low to moderate-income residents of the region far exceeds local available resources, resulting in Monroe County's priority need for affordable rental housing. Those most in need of affordable rental housing are low to moderate-income families with many children, who are increasing in the suburbs, together with poverty-level disabled persons and senior citizens. Both local Public Housing Agencies have been active in trying to increase the number of housing choice vouchers available to help meet this need. In 2011-12, the two agencies combined have been awarded over 450 (only RHA figures) new enhanced vouchers from HUD and have awarded an additional 600 project based vouchers to local developments to assist in increasing the local affordable housing stock

In addition, RHA is administering six (6) new Shelter Plus Care grants that will bring an additional \$2 million dollars into the County over the next five years to assist homeless and disabled families.

RHA has been investigating the use of their bonding capacity to fund private housing developments, with the assistance of not-for-profit organizations, to improve the quality of existing housing and create new affordable housing. RHA is in the process of creating a non-profit organization which may be needed to assist with this effort and can also be used to enhance the quality of life of the Authority's current and future residents.

RHA has invested in two local development projects, F. Douglass Apartments and the Voters Block Community Project, to assist in the revitalization of the West Main Street corridor into downtown Rochester. The Voters Block project is completed and the units have been occupied by low income

households. RHA manages 45 units in scattered sites spread throughout the West Main corridor. Home Leasing, RHA's partner in the project is managing 75 units on West Main Street.

The County and City have assisted in revitalizing neighborhoods surrounding public housing developments in many areas. New schools and community centers have been built. Road reconstruction and street maintenance are conducted on a regular basis. Fire and police protection efforts are ongoing at high levels of service. The Rochester Police Department works cooperatively with RHA in local drug elimination efforts and assisting in developing crime reduction strategies. RHA tenants regularly use nearby schools and recreation centers for educational needs and after school programs. The County and City economic development efforts are ongoing and touch upon many neighborhoods where public housing is located.

## **Barriers to Affordable Housing**

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

Program Year 2 CAPER Barriers to Affordable Housing response:

The Analysis of Impediments to Fair Housing Choice in Monroe County, New York (AI) identified a complex series of issues frequently interacting with one another to limit housing choice for protected class members. Fair housing actions frequently take time to accomplish and cross over program years and funding cycles. Therefore, Action Plan implementation will be accomplished in a series of phases. Phase I began in 2010 and is expected to be completed over a three year period. We have currently completed Year Two of the Action Plan. The Fair Housing Action Plan was designed to eliminate barriers to fair housing choice by establishing four basic priorities and strategies within each priority in order to address these issues:

- Provide Fair Housing Education and Outreach
- Increase the Supply of Assisted Housing
- Promote Sustainable Minority Home Ownership
- Expand Appropriate Housing Opportunities for Minorities, Seniors, Disabled and Homeless Populations

The plan identifies specific actions and key partners and establishes performance measures for each action.

First steps in implementing the Fair Housing Action Plan included meeting with key partners, explaining the importance of affirmatively furthering fair housing, the role of the AI in determining actions needed to address identified barriers and describing their role in the initiative. Each action required a reporting mechanism that was specific to the actions taken by the organization. The consultant was available to answer questions and clarify reporting requirements as activities got underway.

Following is a brief summary of key actions taken to address priorities:

Priority One: Provide Fair Housing Education and Outreach

Priority One engaged the Greater Rochester Association of Realtors (GRAR). GRAR has a membership of over 3,000 agents, and well over 90% of all local sales are completed through a Realtor member. GRAR provided fair housing education to 232 member agents completing continuing education in fair housing to meet New York State license requirements. The Housing Council held fair housing education classes and made fair housing education a component of other classes. Total classes: 195. Total participants: 3,000. An additional 461 program participants received fair housing education as a component to internet tenant training.

Priority Two: Increase the Supply of Affordable Housing

Affordable housing projects funded in part by Monroe County continue to be surveyed to determine whether the demographic profile of residents reflected the demographics of the larger community. Surveys of a sample of census tracts of residents' last address were completed to determine if low-income minority residents coming from high poverty areas were able to access affordable housing in a variety of suburban locations. Results documented high success levels in housing choice for low-income minority residents of the Monroe County area.

Priority Three: Promote Sustainable Minority Home Ownership

HomesteadNet, owned by the GRAR, is the primary internet source for detailed information on properties listed for sale in the greater Rochester and Finger Lakes region. GRAR continues to take steps to advertise HomesteadNet broadly and have added the ability for home buyers to get contact information for individual Realtors based on language, thus enhancing housing choice for buyers with limited English proficiency. GRAR is committed to inclusive advertising practices and uses diverse human models to reflect the diversity of this community. Other initiatives include target marketing of foreclosure prevention services by the Housing Council in order to reach out to minority homeowners faced with foreclosure. The Fair Housing Action Plan is also designed to increase and sustain first time home buyers in the private market, with particular attention to increasing minority home ownership. In Year Two of the Action Plan activities, the Monroe County Home Ownership Program, formerly housed at Providence Housing, now at the Housing Council, helped eleven (11) minority households purchase their own home for the first time.

Priority Four: Expand Appropriate Housing Opportunities for Seniors, Disabled and Homeless Populations

Through the HUD sponsored HPRP Heading Home Program, funded through the Recovery Act sponsored by a partnership between Monroe County and the City of Rochester, the Housing Council helps homeless and at-risk individuals stabilize existing housing or find appropriate permanent housing. The Housing Council has assisted over 2,900 individuals in securing or maintaining safe, affordable permanent housing in approximately two and a half years. Sixty-four percent of households served through HPRP Heading Home were minority households. Today, HUD ESG funding continues this partnership on a smaller scale.

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

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

Program Year 2 CAPER HOME/ADDI response:

1. Please refer to General Question 1 and Specific Housing Objective 1.
2. HOME Match Report (HUD-40107-A) is attached.
3. HUD Form 40107 is attached.
4. Assessments
  - a. Monitoring Visits and On-site inspections of HOME-assisted rental units were conducted to determine compliance with the property Housing Quality Standards (HQS) of 24 CFR 92.251 and to verify that the information submitted by the owners is in accordance with the requirements of 24 CFR 92.252. Inspections were based on a sufficient sample of units to ensure compliance with all Section 8 Housing Quality Standards at 24 CFR 92.504.

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

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

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

Monitoring visits are conducted on the following schedule: every three years for projects containing 1 to 4 units; every two years for projects containing 5 to 25 units; and every year for projects containing 26 or more units. All monitoring visits conducted during the 2011 program year had very positive outcomes with only minor concerns that were readily addressed by project management. The projects within Monroe County's HOME portfolio continue to be well managed and maintained.

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

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

1. Affirmative marketing policies and procedures and fair housing laws discussed with property owners and tenants directly;
2. A statement of the objectives, policies and procedures of the County pertaining to affirmative

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

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

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

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

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

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

8. The HOME Program is incorporated into all existing non-discrimination, equal opportunity, fair housing, minority contractor and affirmative marketing procedures undertaken in the administration of the booklet (HUD 1260-FHEO), posters and fair housing flyers are made available

to municipalities, landlords and tenants. Such fair housing information and visual aids are also distributed at all County public meetings regarding the HOME Program.

9. To promote awareness of Fair Housing, the County joins with other agencies to promote Fair Housing Month each year. Local officials are asked to issue an appropriate proclamation and events are planned to increase the community's understanding of what constitutes Fair Housing and how it can be advanced. Efforts are made to discuss Fair Housing in the media and in educational seminars.

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

c. Outreach to Minority and Women Owned Businesses

CD conducts targeted marketing to solicit and encourage participation by minority and women-owned contractors in the Home Improvement Program. General contractors associated with the development of affordable rental housing handle outreach to minority and women owned businesses as subcontractors. Affordable housing contractors are encouraged to solicit the participation of qualified and NYS certified small and minority and women-owned business enterprises (M/WBE) for all federally financed and assisted construction projects administered by Monroe County. This includes placing M/WBE on solicitation lists for subcontractors or suppliers. CD staff work with contractors in making good faith efforts to include M/WBE in projects and provide information on source material containing M/WBE firms. The results of these efforts are reflected in the Contractor and Subcontractor Activity Report (HUD 2516 form) submitted annually.

## HOMELESS

### Homeless Needs

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

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

Program Year 2 CAPER Homeless Needs response:

1. 2. & 3.

On May 20, 2009, President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance programs. The bill was included as part of the Helping Families Save Their

Homes Act. The McKinney-Vento reauthorization provisions are identical to those included in two bills introduced earlier this year, both known as the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

Under the HEARTH Act, HUD has developed new regulations for homeless service providers. These regulations include a new definition of homeless. The bill modifies the definition of homelessness and also allows grantees to use some Continuum of Care funding for people who are not homeless under HUD's definition, but are homeless under definitions of homelessness used by other federal agencies.

HUD's existing definition of homelessness includes people living in places not meant for human habitation (the streets, abandoned buildings, etc), living in an emergency shelter or transitional housing facility, and-although it is not specifically described in the McKinney-Vento statute-facing the loss of housing within the next seven days with no other place to go and no resources or support networks to obtain housing.

The HEARTH Act adds to this definition, situations where a person is at imminent risk of homelessness or where a family or unaccompanied youth is living unstably. Imminent risk includes situations where a person must leave his or her current housing within the next 14 days with no other place to go and no resources or support networks to obtain housing. Instability includes families with children and unaccompanied youth who: 1) are defined as homeless under other federal programs (such as the Department of Education's Education for Homeless Children and Youth program), 2) have lived for a long period without living independently in permanent housing, 3) have moved frequently, and 4) will continue to experience instability because of disability, history of domestic violence or abuse, or multiple barriers to employment.

A community can use up to 10 percent of its Continuum of Care (CoC) funding to serve families with children and unaccompanied youth who are homeless because they are living unstably (as described in the previous paragraph) or meet the definitions of homelessness used by the Department of Education or any other federal agency. Communities with low rates of homelessness-those with fewer than 0.1 percent of their population homeless in their most recent point-in-time count-can use more of their funding to serve families with children and unaccompanied youth who meet the definition of homelessness used by the Department of Education or another federal agency. Approximately 20 percent of CoC's, mostly rural and suburban, had homelessness rates below 0.1 percent in 2005.

Among other changes, the HEARTH Act consolidated the three separate McKinney-Vento homeless assistance programs (Supportive Housing program, Shelter Plus Care program, and Section 8 Moderate Rehabilitation SRP program) into a single grant program known as the Continuum of Care (CoC) Program. The CoC Program is designed to assist individuals (including unaccompanied youth) and families experiencing homelessness and to provide the services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability. More broadly, the program is designed to promote community-wide planning and strategic use of resources to address homelessness; improve coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness; improve data collection and performance measurement; and allow each community to tailor its program to the particular strengths and challenges within that community.

The Continuum of Care (CoC) requested funding under the 2011-12 CoC Super NOFA to finance thirty eight (38) local projects. In December 2011, HUD announced that all of the twenty-nine (29) "renewal" projects were funded in the amount of \$8,124,954. In March of 2012 HUD announced that all nine (9) of the new project submissions would be funded.

New projects were funded as follows: Legal Assistance – Resolving Credit Issues Program - \$47,250; Tempro Development - \$81,774; Spiritus Christi - \$46,444; Recovery House - \$44,452;

Providence Housing - S+C - \$616,500; Common Grounds - \$359,100; Frederick Douglass – S+C - \$149,400; Housing Council Permanent Housing Placement - \$167,250; Andrews Hall – S+C – 470,880.

Thirty-eight (38) CoC projects/programs were funded in accordance with the Rochester-Monroe County CoC Team's 2011-12 policies. Our community will receive \$10,108,004. This funding announcement includes both new projects and one-year renewals.

Below are the twenty-nine (29) proposed priority "renewal" projects that were selected by the CoC Team to fill a gap in the Rochester-Monroe County CoC system that were funded by HUD:

- Reunite Families - \$51,030 Award (Supportive Housing Program)
- Supportive Housing Cornerstone - \$73,115 Award (Supportive Housing Program)
- Lafayette Housing - \$133,879 Award - (Supportive Housing Program)
- Providence Housing Development Corporation - \$418,356 Award - (Shelter Plus Care)
- OMH/DePaul S+C - \$163,372 Award (Shelter Plus Care)
- S+C3 - \$875,172 Award (Shelter Plus Care)
- SPC 10 Sojourner 2009 - \$207,540 Award (Shelter Plus Care)
- SPC 5 - \$2,254,272 Award (Shelter Plus Care)
- SPC 7 Unity - \$721,284 Award (Shelter Plus Care)
- SPC VOC - \$80,808 Award (Shelter Plus Care)
- Strong Ties- \$185,700 Award (Shelter Plus Care)
- Nielsen House- \$94,500 Award (Supportive Housing Program)
- Jennifer House - \$80,000 Award (Supportive Housing Program)
- Suburban Supportive Housing Initiative - \$126,622 Award (SHP)
- Project ReDirect - \$293,290 Award (Supportive Housing Program)
- WCP Supportive Housing Initiative - \$139,025 Award (SHP)
- Richards House - \$76,127 (SHP)
- Women in Transition - \$123,781 (SHP)
- HMIS - \$246,941 (SHP)
- Transitional Living Program - \$126,871 (SHP)
- Independent Living Skills - \$33,251 - (SHP)
- Legal Services for the Homeless - \$33,600 (SHP)
- Transitional Housing - \$135,640 (SHP)
- Support Services in Permanent Housing - \$89,273 (SHP)
- S+C12 – \$445,824 Award (Shelter Plus Care)
- Permanent Housing for Chronically Homeless – \$205,000 (SHP)
- Health Care for the Homeless - \$311,196 (SHP)
- Safe Haven - \$249,270 (SHP)

## 2. Homelessness

The Rochester/Monroe County Homeless Continuum of Care 2011 "Super NOFA Funding" Priorities are in ranked order as follows:

- 1) Increase the supply of permanent, affordable housing with support services for the chronically homeless (this includes Shelter Plus Care and Housing First projects.)
- 2) Increase the supply of permanent, affordable housing with support services for the homeless in general and targeted toward special needs populations:
  - Older homeless youth; pregnant/parenting older homeless youth
  - Homeless with criminal and poor credit histories
  - Homeless with mental health and/or substance abuse issues
  - Homeless families with children
  - Veterans and their families

- Transgender

3) Maintain current inventory of HUD-funded homeless housing and services at current levels (renewal projects)

4) Transitional housing for homeless special needs populations (see above)

5) Support Services:

- Increase capacity and access to comprehensive case management services from entry into the homeless system through follow up services in unsupported permanent housing
- Employment/Job Placement services for persons with little or no employment history (including child care and transportation)
- 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 Super NOFA 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 2011 "Super NOFA Funding" priorities, the Rochester/Monroe County Homeless Continuum of Care 2011 "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

Point in Time (PIT) is a count of all sheltered homeless individuals taken at the same date and time by all homeless providers in Rochester and Monroe County. The following PIT reflects the sheltered homeless populations at midnight on January 1, 2012 (unsheltered homeless populations were not required by HUD to be counted in 2012):

Homeless Population

Sheltered in Emergency Housing

- Number of Individuals - 273
- Number of Households with Dependent Children – 64
- Total Number of Persons in these Households (adults & children) - 192
- Number of Households with only Children (parenting teens and unaccompanied youth) = 6
- Total number of Persons in these Households = 6
- Total Persons = 471

Sheltered in Transitional Housing (does not include Safe Haven)

---

- Number of Individuals - 75
- Number of Households with Dependent Children – 51
- Total Number of Persons in these Households (adults & children) - 130
- Number of Households with only Children (parenting teens and unaccompanied youth) = 10
- Total Number of Persons in these Households = 12
- Total Persons = 217

#### Homeless Subpopulations

##### Sheltered

- Chronically Homeless – Sheltered (in Emergency Shelter and Safe Haven) - 77
- Total Chronically Homeless Sheltered – 77
  
- Severely Mentally Ill – Sheltered - Total - 66
- Chronic Substance Abuse – Sheltered - Total - 130
- Veterans – Sheltered - Total - 53
- Persons with HIV/AIDS – Sheltered - Total - 4
- Victims of Domestic Violence – Sheltered - Total - 56
- Unaccompanied Youth (Under Age 18) – Sheltered - Total 18
- TOTAL Subpopulations Sheltered = 393 (This is a duplicative number - a person could be included in multiple categories)

### 3. Chronic Homelessness

Working with a loaned executive from Xerox, the CoC is in the process of updating *Housing Options for All*, The community's Ten-Year Plan to end Homelessness. The update includes interviews with both HUD-funded and non HUD-funded providers; employment and legal services; developers, funders, and other community supporters and stakeholders. The revisions will reflect the impact of the HEARTH Act and CoC Program Interim Rule requirements; new affordable housing developed since the original document was written; the scope of current support services. The impact of recent HPRP prevention services will also be considered.

Historically, the CoC Ten-Year Plan to End Chronic Homelessness Planning Committee met 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 to become one of three UW Public Policy priorities for 2007-08, which continued to be a priority in 2011. UW staff participates as an active CoC sponsor member. As such, potential roles were established 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
- Assist in the assessment of future organizational structure planning options

Since UW adopted the community's public policy initiative to develop and implement an effective Ten-Year Plan to End Chronic Homelessness, the Ten-Year Planning Committee, which included 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 26, 2011

- Conducting focus groups with the chronically homeless and the agencies in the community that primarily serve this population
- Revision of the annual Super NOFA rating/ranking review process
- 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", which is available at [www.homelesservicesrochesterny.org](http://www.homelesservicesrochesterny.org) or the Monroe County CD office
- Began implementation of Phase I of the Ten-Year Plan, by contracting with an independent consultant to develop a 2008-2017 "Supportive Housing Production Implementation Plan" (SHPI) which was completed in February 2009. The SHPI study included the following research components:

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 below 30% AMI
4. Identification of potential developers and service providers to facilitate the provision of supportive housing development
5. Detailed projections for 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 with highlighted examples of projects having multiple financing sources
8. Review of appropriate case management services
9. Potential implementation timelines
10. Presentation of Implementation Plan to key community stakeholders

- Identify potential new funding sources for implementation of the Ten-Year Plan

The SHPI Plan recommends the simultaneous pursuit of three (3) major components in ending homelessness:

1. Prevention
2. Comprehensive Support Services
3. Affordable Permanent Housing\*

*\* Affordable permanent housing is a means to address all three of the major components noted above to serve people who are most likely to be homeless repeatedly or for long periods of time.*

This SHPI Plan is designed to build on the existing foundation of the current 698 supportive housing units in Monroe County and to provide guidance and ideas for increasing the availability of supportive housing over the ten-year period.

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 Ten-Year Plans focus on the chronically homeless
- Developing additional units of affordable, permanent supportive housing is the solution to ending homelessness and should, therefore, 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 Ten-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.

Current Chronic Homelessness Strategy (2006-10) - 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 for 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, have allowed the chronically homeless to remain in permanent housing. All existing permanent housing programs for individuals are serving the chronically homeless and providers are encouraged to designate a specific number of beds for the chronically homeless. HMIS data elements include several questions that provide the number of chronically homeless persons in a given time period, length of time homeless, number of homeless episodes, prior living situation and disability.

The Point-in-Time Survey conducted on January 25, 2012 identified 66 individuals as being chronically homeless; 10 less individuals than reported in the Point-in-Time Survey conducted on January 26, 2011.

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

The Special Needs Populations Committee of the Homeless Services Network (HSN) worked with Coordinated Care Services, Inc. (CCSI) to develop guidelines for discharge from public in-patient mental health programs to outpatient 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, outpatient treatment providers, etc.

## **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 2 CAPER Specific Housing Prevention Elements response:

On February 26, 2009 the CoC facilitated the first meeting of a community Rapid Re-Housing (RRH) Committee to develop a RRH model to reduce the amount of time households are homeless and to prevent them from returning to homelessness. The model includes a general intake system and common assessment tool process. Planning efforts of the RRH Committee have been prioritized to facilitate the development of a Homelessness Prevention and Rapid Re-Housing (HPRP) model to prevent homelessness and stabilize households. To ensure that program participants are linked to ongoing assistance such as Section 8 housing vouchers, intensive care management or assertive community treatment, the RRH model coordinates closely with other community resources.

The joint City/County Heading Home Program was established under Title XII of the American Recovery and Reinvestment Act of 2009 (ARRA) to provide financial assistance and services to prevent individuals and families from becoming homeless and to help those who are experiencing homelessness to be quickly rehoused and stabilized. HPRP has proven successful in providing integrated services through outreach, financial assistance and monitoring to ensure individuals and families remain stably housed. At program close, 6,344 total (1,269 County) referrals have been received; 2,920 (584 County) households have been accepted into the program and received

services for a total of 6,503 (1,301 County) persons. Of those served, \$747,835 of County HPRP funds have been paid to CCSI for financial assistance for rental arrears, utilities and security deposits, among other services. As anticipated, funds for financial assistance were expended prior to the end of the third year.

See the included HPRP Activity Report under the tab entitled "Activity Summary Reports."

Monroe County's Department of Human Services (MCDHS), through its Division of Social Services Housing Unit, was established to serve the emergency needs of the homeless and housing needs of low-mod residents. CDBG staff may provide assistance to some of the priority programs offered, as follows: the Housing Search Program to assist the homeless in locating permanent housing; the Homeless Outreach Program (formerly the Housing Demonstration Program) to provide outreach to the community's most difficult to serve homeless; the Homeless Intervention Program to provide ongoing counseling and assistance to homeless families; the Homeless Youth Project, funded through the Rochester-Monroe County Youth Bureau and HUD, to provide staff outreach to homeless youth; the Homeless MICA Program to assist homeless persons with mental health issues; the Safety Net Assistance Program funded by New York State OTDA, to provide ongoing mental health case management services; and the Eviction Prevention Program to assist families in danger of homelessness due to eviction. Many other programs are provided by MCDHS to address homeless issues through landlord/tenant outreach. Other HUD-funded programs include the Family Unification Program to provide Section 8 vouchers to families with children in foster care, the Shelter Plus Care Program to provide low-mod income housing units to families who have a disabled member and the Welfare-to-Work Housing Assistance Program to provide Section 8 vouchers to families who are leaving public assistance (welfare rolls) for jobs.

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

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

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

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

The Emergency Shelter Grants Program (ESG) has been renamed Emergency Solutions Grants (HESG), signifying its shift to funding homelessness prevention and re-housing, as well as emergency shelter. Eligible activities include the traditional shelter and outreach activities of the previous ESG program, but also include more prevention and re-housing activities – short or medium term rental assistance, housing relocation or stabilization services such as housing search, mediation, or outreach to property owners, legal services, credit repair, security or utility deposits, utility payments, final months’ rental assistance, and moving costs or other relocation or stabilization activities. These prevention activities are similar to those previously funded under Homelessness Prevention and Rapid Re-Housing Program (HPRP) as part of the American Recovery and Reinvestment Act. Prevention and re-housing activities can serve people who are homeless or at risk of homelessness, including people who have less than 30 percent of the area median income (AMI) and move frequently for economic reasons, live doubled up, are facing eviction, live in a hotel or motel, live in severely overcrowded housing, or are exiting an institution. Anyone considered homeless by other federal statutes can also be served with prevention and re-housing assistance. Funding for HESG increased to 20 percent of the amount available for homeless assistance. This is a significant increase over the previous allocation for ESG. At least 40 percent of HESG funds are dedicated to prevention and re-housing activities, although there is a hold-harmless provision that ensures that HESG grantees do not have to reduce funding for traditional shelter and outreach activities. In most communities, the amount of funding for emergency shelter and outreach will remain similar to current levels, but there will be much more funding for prevention and re-housing.

Program Year 2 CAPER ESG response:

1. HESG applications were solicited at the same time as the CDBG application cycle in January 2011. Eleven (11) applications were received, totaling over \$271,000, with an allocation in 2011 of \$84,273.

Of the eleven proposals submitted, six projects were funded in the 2011 program year:

- Alternatives for Battered Women - \$14,420 – Domestic Violence Residential Operations
- Catholic Family Center - \$13,724 - Women's Place Emergency Shelter Operations
- Dimitri House - \$14,400 – Shelter Operations and Homeless Prevention Assistance
- HOPE Ministry - \$14,400 – Homeless Prevention Assistance
- Volunteers of America - \$8,715 – Emergency Family Shelter Operations
- Wilson Commencement Part - \$14,400 – Shelter Operations and Homeless Prevention Assistance

2. The nine (9) ESG projects that expended funds during the 2011 program year addressed homeless prevention needs and goals by utilizing funds for the operation of emergency shelters (for men, women and families) as well as programming designed specifically to reduce the number of individuals and families needing these types of services on a recurring basis. For detailed figures on the number of individuals served, see the IDIS ESG CAPER section of this Report.

3. Emergency Shelter Grant (ESG) and Emergency Solutions Grants (HESG) Programs regulations require a minimum one to one match for all grant allocations. To ensure compliance with match requirements, Monroe County requires that funded agencies provide at least equal match for any funds requested through the program.

There were three (3) agencies awarded 2010 ESG funds and another six (6) awarded 2011 ESG funds, that expended funds during the 2011 program year. Below are the amounts and sources of eligible program match for all ESG and HESG expenditures during the 2011 program year:

- Open Door Mission (2010) - Project completed. 2011 Expenditure - \$4,624. Match contribution: \$20,675 - Sources: Private donations
- Catholic Family Center – Women’s Place (2010) - Project Completed. 2011 Expenditure - \$3,775. Match contribution: \$19,100 - Sources: Government grants, foundations, contributions, other
- Center for Youth Services (2010) - Project Completed. 2011 Expenditure - \$11,521. Match contribution: \$25,349 - Source: United Way, private funds, etc.
- Alternatives for Battered Women (2011) – 64% completed at the end of the program year. 2011 Expenditure - \$9,209. Match contribution: 913,994 – Sources: Government grants
- Catholic Family Center (2011) - 81% completed at the end of the program year. 2011 Expenditure - \$11,145. Match contribution: \$42,285 - Sources: Government Grants and private fundraising
- Dimitri House (2011) - 92% completed at the end of the program year. 2011 Expenditure - \$10,848. Match contribution: \$122,347 - Sources: United Way, private fundraising, government grants
- HOPE Ministry (2011) - Project Completed. 2011 Expenditure - \$14,400. Match contribution: \$83,468 - Sources: donations, fundraising and memorials to HOPE Ministries
- Volunteers of America (2011) - Project Completed. 2011 Expenditure \$8,715. Match contribution: \$463,960 – Sources: Government grants and private fundraising
- Wilson Commencement Park (2011) – 82% completed at the end of the program year. 2011 Expenditure - \$11,769. Match contribution: \$236,172 – Sources: Government grants

4. N/A

5. (See attached IDIS ESG Program Performance Reports under the tab "Financial Summary and ESG Reports" and Homeless Needs Section 1.2.&3)

## COMMUNITY DEVELOPMENT

### Community Development

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and

- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
- a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.
  - c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
- a. Identify the type of program and number of projects/units completed for each program.
  - b. Provide the total CDBG funds involved in the program.
  - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 2 CAPER Community Development response:

1. Assessment of Goals and Objectives

a. See also General Questions 1a. Projects for Monroe County's 2011-2012 CDBG Program were selected for funding because they implemented the housing and community development strategies that address our primary program goals and objectives in housing, economic development, community services and public works/facility improvements.

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

innovative affordable rental projects detailed in other sections of this Report are primarily funded through the HOME Program. CDBG funds are used on a limited basis for off-site infrastructure improvements in conjunction with HOME-funded rental projects.

- c. All of Monroe County's CDBG program beneficiaries were of low to moderate-income.
- 2. There have been no changes in Monroe County's program objectives during the reporting period.
- 3. a., b. & c.

Throughout the program year, Monroe County has provided letters certifying consistency with the current, HUD-approved Consolidated Plan to agencies requesting them. Monroe County implemented the 2011 Action Plan at the start of the program year on August 1, 2011 and did not delay program implementation.

- 4. a. & b.

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

5. There were no households displaced as a result of any activities undertaken by Monroe County during this program year. All anti-displacement policies adopted and set out in the five-year 2010-2015 Strategic Plan were strictly followed.

- 6. N/A

- 7. N/A

- 8. Program Income Received

- a. Single-unit housing rehabilitation revolving loan fund account at M&T Bank - Program Income received in 2011 program year [\$9,782] - Account balance available for relending \$351,005

- b. Float-funded activities [none]

- c. Other loan repayments by category:

- Payments on economic development loans [\$298,939 CDBG]
- Recapture payments from housing rehabilitation deferred loans [\$19,470 CDBG]

- d. Income received from sale of property [none]

- 9. N/A

- 10. Loans and Other Receivables

- a. N/A

- b. At the end of the reporting period, there were 18 Economic Development Loans outstanding with principal balance of \$649,850 and 12 Housing Rehabilitation Loans with a total outstanding principal balance of \$27,543.

- c. d. & e. N/A

- 11. N/A

12. During the program year, Monroe County completed 29 CDBG-funded Home Improvement grant projects, three of which also received loan funds for a portion of the project costs. Total CDBG grant funds expended for these 29 projects was \$261,773 and loans were \$11,169, for total CDBG grant and loan funds of \$272,942.

13. N/A

### **Antipoverty Strategy**

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

Program Year 2 CAPER Antipoverty Strategy response:

Strategies implemented in 2011 to reduce the number of people living below the poverty level in Monroe County included the continuation of existing programs and funding of new programs that promote a stable living environment and reducing 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, the Home Ownership Program, Expanding Housing Opportunities, Foreclosure Prevention and HECM Counseling and the Mortgage Relief Program. Lifespan's program for seniors provided minor home repairs and safety training to help elderly persons 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 thereby reducing the costs passed on to local taxpayers. HESG funds were allocated to six agencies to provide critical services to homeless and at-risk individuals and families. Collectively, these programs helped prevent homelessness, financial hardship, institutionalization and poverty.

Monroe County Department of Human Services (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 provided job opportunities and reduced poverty include the Economic Development (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, The Entrepreneurs Network (TEN), which offers training and mentoring for high-tech entrepreneurs, Rochester's Procurement Technical Assistance Center (PTAC), which connects vendors to government procurement opportunities, and programs provided at job centers operated by RochesterWorks, Inc. The ED Grant & Loan Fund received an allocation of \$200,000 in 2011 to encourage business expansion and relocation with resulting job creation and retention. COMIDA also continued 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 now offers a prescription drug discount plan free to all County residents.

## **NON-HOMELESS SPECIAL NEEDS**

### **Non-homeless Special Needs**

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

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

Program Year 2 CAPER Non-homeless Special Needs response:

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

The Home Improvement Program provides an additional \$2,500 in grant funding for accessibility improvements, which may enable the elderly and persons with physical disabilities to remain in their homes and/or receive supportive services in their homes. Actions taken to address the supportive housing needs of persons with mental illness, HIV/AIDS, veterans, and persons with drug and/or alcohol dependency, are primarily addressed through Monroe County's participation on the Homeless Continuum of Care Team and the nearly \$9.7 million in projects funded through Exhibit I, including several Shelter Plus Care programs administered jointly by the Rochester Housing Authority and Monroe County's Department of Human Services.

### Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS

- (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
  - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
  - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
    - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
    - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
    - (3) A brief description of any unique supportive service or other service delivery models or efforts
    - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
  - iii. Barriers or Trends Overview
    - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
    - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
    - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
    - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
    - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 2 CAPER Specific HOPWA Objectives response:

N/A

## OTHER NARRATIVE

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

Program Year 2 CAPER Other Narrative response:

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