

# Draft

## 2014 Annual Action Plan for Housing & Community Development in Suburban Monroe County



Rockwood Manor, Henrietta



Goose Landing II, Henrietta

### Affordable Rental Housing Projects



### Home Improvement Program Project - Before and After Foundation Failure

Public Comment Period  
May 7 - June 9, 2014



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# Fifth Program Year Action Plan

The CPMP Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 5 Action Plan Executive Summary:

1. Mission Statement:

To improve the quality of life for low to moderate-income families, seniors and persons with special needs in suburban Monroe County by providing affordable rental and homeownership opportunities, repairing and conserving existing housing, financing public facilities and infrastructure improvements, creating and retaining jobs, and funding public services that stabilize and enhance living conditions.

2. Purpose

The CDBG, HOME and ESG programs will help Monroe County direct \$2.6 million into the suburban towns and villages that comprise the Monroe County Community Development and HOME Consortium in support of public works, housing, economic development, community services and homeless assistance programs that primarily benefit low to moderate-income households, seniors and persons with special needs.

Funding for these programs is provided through the U.S. Department of Housing and Urban Development (HUD). In order to remain compliant with the Consolidated Planning Regulations, which cover these federal allocations, Monroe County is required to complete an Annual Action Plan for the 2014 program year, which addresses projects funded on an annual basis and new initiatives for the program year.

The purpose of Monroe County's 2014 Action Plan is to make a clear presentation of projects, programs, and new initiatives that CD intends to fund during the program year, the availability of federal dollars to complete those projects and to encourage public commentary in this endeavor. The Action Plan also serves as a reporting mechanism to HUD on the planning and evaluation of programs.

3. Consortium Membership

In 2014 the CDBG program will operate in 17 towns and 10 villages in suburban Monroe County. All municipalities in Monroe County are members of the consortium with the exception of the Towns of Greece and Irondequoit and the City of Rochester. By virtue of their populations, the Towns of Greece and Irondequoit are entitlement communities in their own right, and as such

receive their own CDBG allocations. The HOME program includes the Towns of Greece and Irondequoit, bringing the HOME consortium membership to 19 towns and 10 villages. The City of Rochester receives its own CDBG, HOME and ESG allocations.

The Urban County re-qualification was completed during 2011 for the 2012-2014 program years and will be undertaken for the 2015-2017 program years in 2014.

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

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

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

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

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

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

#### 4. Allocation

Monroe County expects to receive an allocation of \$2,671,852 from HUD for the CDBG, HOME and ESG programs. The County's anticipated CDBG allocation is \$1,653,925; the HOME allocation is \$882,780; and the ESG allocation is \$135,147, an overall increase of \$64,349 from 2013 actual allocations. Estimated program income (interest on outstanding loans and other repayments) is expected to total \$280,000 for the CDBG program and \$70,000 for the HOME program. The level of program income is anticipated to be slightly less than 2013. Total resources anticipated to be available, including program income, are \$3,021,852. Monroe County will receive no Section 108 loan repayments during the 2014 program year. Monroe County does not intend to reprogram any funds remaining from previous program years for the 2014 program year. Monroe County and HUD are not bound by these estimates as they are subject to approval of the Action Plan submission to HUD.

Slightly more than \$1.9 million is available through all CDBG sources to fulfill over \$2.6 million worth of requests. These are the primary programs and new initiatives that are addressed in the 2014 Action Plan.

#### 5. Program Goals

CDBG, HOME and ESG funds will be directed toward accomplishing the following primary program goals and objectives during the 2014 program year:

- a. Develop affordable rental and homeownership opportunities for all low to moderate-income residents, with a priority focus on the development of housing in towns and villages that do not currently provide affordable rental units that have been financed, in part, through the County's CDBG and/or HOME Program

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

6. Citizen Participation

The first public notice in regard to the availability of funds and the first public hearing appeared in The Daily Record and the Messenger Post Newspapers on December 18, 2013. The first public hearing on the 2014 Annual Action Plan was held on January 17, 2014 in the Large Conference Room of the Ebenezer Watts Conference Center located at 49 South Fitzhugh Street in downtown Rochester. There were 25 people in attendance, including 5 CD staff members, which resulted in no public comments. The Steering Committee meeting to start the program year was held on January 17, 2014 at the Watts Conference Center, immediately following the public hearing.

CDBG project applications were due February 14, 2014. Preliminary award letters from the County Executive were sent out on April 16, 2014. The public notice listing the program categories intended for funding and the second public hearing appeared in The Daily Record and The Messenger Post Newspapers on April 16, 2014. The Annual Action Plan, including a detailed list of proposed projects, was made available to the public and filed with the Monroe County Legislature on May 7. The 30-day comment period was May 7 to June 9.

The second public hearing will be held on May 7, 2014 at 9:30 a.m. in the Large Conference Room of the Ebenezer Watts Conference Center located at 49 South Fitzhugh Street in downtown Rochester. All comments will be summarized in the Citizen Participation section of this Plan. A Steering Committee meeting will be held immediately following the public hearing at 10:00 a.m. to review the proposed Action Plan submission and list of proposed projects. The legislative referral will be introduced to the full Legislature on June 10, 2014. The Plan is due to HUD on June 13, 2014.

7. CDBG and HOME Funded Programs

a. Housing Rehabilitation

The Home Improvement Program (HIP) will receive a combined allocation of \$1,006,833 (\$562,125 from CDBG and \$444,708 from HOME), which will fund over 80 housing rehabilitation projects when combined with prior years' funds. Although program demand has been consistent, project costs continue to rise. Program applicants continue to be added to the waiting list after an initial eligibility screening and are processed in order of the date they are received. However, emergency situations are given priority if they pose an imminent threat to health, safety or structural integrity.

In an effort to keep pace with the challenging economy, the County is implementing the following changes to the HIP guidelines. 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) will be eligible for a grant of up to \$12,500 for needed health and safety

repairs. Those with incomes between 61 and 80% of AMI will continue to be able to receive a grant for half of the project costs, with a maximum grant of \$6,250, 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 will continue to be offered an additional grant of up to \$2,500 for accessibility improvements. The allowable liquid asset limit for program participants will increase from \$30,000 to \$40,000. Repeat grants will be allowed for previous recipients after ten years or more. All of the previously outlined program changes will become effective August 1, 2014. Effective May 1, 2014, HUD issued HOME Program income limits, which have increased slightly from 2013 levels.

Subsequent to the changes to the 2013 HOME Final Rule and a housing rehabilitation program monitoring by HUD conducted in 2013, the HIP Program staff is now undertaking a full review of program policies, procedures and goals. Current updates include HIP flow chart, preliminary inspection check lists, preconstruction work sheets, manufactured housing affordability check list and Certified Remodeler procedure. Property standards are being clarified to reflect that all rehabilitation projects being completed with HOME funds will meet local code for the entire property. A procedure is also being drafted proposing a project funding over ride in the event the property would not meet local code without a larger investment.

During the first nine months of the 2013 program year (through April 30, 2014), 68 HIP projects were completed and 29 active projects are in various stages of progress. Communities with the greatest number of program participants are Gates, Henrietta and East Rochester.

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

b. Home Ownership & First-Time Home Buyer Assistance

Home ownership assistance and counseling is provided free of charge to prospective home buyers through the Monroe County Home Ownership Program, which is administered under contract by The Housing Council. The contract with The Housing Council, considered a public service, is funded through CDBG. Given the current pipeline of families in the First Time Home Buyer Program and those currently working in the credit restoration program, The Housing Council estimates that 30 families will receive financial assistance to purchase their first home during the program year. The direct home buyer subsidy will be funded through a 2014 HOME allocation of \$50,000.

Changes to the HOME Final Rule implemented in 2013 require stronger performance and underwriting criteria. With the 2013 Final Rule implementation, the County and The Housing Council have adapted subsidy allocation guidelines and procedures to ensure that homebuyer assistance amounts allocated are appropriate and necessary. Changes in the subsidy allocation procedures are also intended to ensure long term affordability. Effective January 2014, subsidy amounts are calculated based on actual closing expenses, as identified by Good Faith Estimates immediately prior to closing.

The revised First Time Homebuyer Program subsidy allocation schedule is:

Subsidy amounts will be based on calculation of buyer closing costs as submitted on Good Faith Estimate as follows:

Buyers with AMI of 30%-50% are eligible for 100% of the following:

- Appraisal Fee
- Flood Certification Fee
- Credit Report
- Tax Service Fee

Title Services  
Recording Fees  
Transfer Taxes  
Upfront MIP

Buyers with AMI of 51%-80% are eligible for 100% of the following fees with a maximum subsidy of \$2,500:

Appraisal Fee  
Flood Certification Fee  
Credit Report  
Tax Service Fee  
Title Services  
Recording Fees  
Transfer Taxes

During the first nine months of the current program year (through April 30, 2014), 14 first-time home buyers received down payment and closing cost assistance to purchase their first home. This figure reflects a decrease from the previous program year.

8. CDBG Funded Activities

a. Public Facilities Improvements

The need for public facilities improvements remains high in the suburban towns and villages, particularly in communities with greater concentrations of low to moderate-income areas and/or aging infrastructure. Combined with the growing older adult population and persons with impaired mobility, the need for accessible public facilities remains a high priority. Twenty-one proposals totaling \$1,220,857 were received for public facilities improvements.

The largest portion of the CDBG program (28%) is public works projects in the towns and villages.

Proposals were not received from the Towns of Clarkson, Parma, Pittsford, Riga and Rush or the Villages of Churchville and Spencerport. Due to limited funding, some municipalities may not receive the full amount requested in 2014. Proposed grant amounts for towns and villages range from a maximum of \$20,850 for municipalities with less than one LMA, a maximum of \$27,800 for one to four LMAs and a maximum of \$34,750 for more than four LMAs. Grants are targeted to those communities with the greatest concentration of low to moderate-income areas, which is consistent with prior program years.

Fourteen public works/facilities projects are proposed for LMAs; eight are located in towns and six are located in villages.

During the first nine months of the 2013 program year (through April 30, 2014), 7 municipal public works projects were completed, 7 are in progress, and 15 others will start later this spring.

b. Economic Development

The Economic Development Grant and Loan Fund is funded at \$150,000. This amount of funding should allow for grants and/or loans to two (2) companies, and create 6 and retain 18 jobs, at least 51% of which will be for low to moderate-income persons.

c. Public Services

Requests for public services totaled \$298,598, which exceeds the allowable limit. Grant amounts

in community services have been scaled back over the last few years in order to maintain priority housing related services and meet the regulatory spending cap for public services. Monroe County's public services are provided free of charge to program participants.

As part of this Action Plan, The Housing Council is retained to administer the County's Home Ownership Program and to provide comprehensive counseling in the following housing-related areas: Landlord/Tenant Counseling and Foreclosure Prevention. Anne Peterson, Fair Housing Consultant, will provide services relative to the fourth year of implementation of Phase I of the Fair Housing Action Plan, as well as beginning activities relative to the update of the Analysis of Impediments to Fair Housing Choice (AI.) The services of LifeSpan are retained to administer the Safety and Security for Seniors Program, which provides minor home and safety repairs that cannot be made through the Home Improvement Program for the suburban senior population, as well as direct one-on-one counseling for seniors to prevent and/or resolve fraud and scam cases.

9. HOME Funded Activities

a. Affordable Housing

To ensure fair housing choice through expanding the provision of affordable rental housing opportunities, Monroe County issued a HOME Program request for proposals for the development of permanent affordable rental housing in August 2013. The deadline for submission to the County was September 6, 2013. This process was undertaken earlier than usual to provide preliminary awards in advance of the NYS Homes and Community Renewal application deadline of October 10, 2013. CD received two (2) new proposals seeking \$247,794 and two (2) proposals requesting increased funding of \$190,000, totaling \$437,794 in new HOME funds for the 2014-15 program year. Overall projected development costs totaled \$27,917,208.

The County approved and committed HOME Program financing to both new projects and provided increases to two projects committed in the 2013-14 funding round. An additional two affordable housing proposals received extensions. If both of the new projects move forward, the proposed County financed projects will produce 43 new units (8, 1-bedroom; 18 2-bedroom, and 17, 3-bedroom). Ten (10) units for individuals with developmental disabilities and thirty-three (33) units for individuals and small families.

Listed below, in descending order of financial commitment, are the two new proposed affordable rental housing projects that will receive Monroe County 2014 HOME funding commitments:

i) \$200,000 for PathStone Development Corporation's Crerand Commons, Phase II to construct a 33 unit mixed-income townhouse complex with 16, two-bedroom and 17, three-bedroom units for small families in the Town of Gates;

ii) \$47,794 for Lifetime Residence Corporation, Inc. (LRC) East Fork Lake Intermediate Care Facility (ICF) Apartments to renovate an existing 10 unit IRC for individuals with developmental disabilities;

The two proposed affordable rental housing projects that requested an increase in funding are:

iii) \$90,000 (\$210,000 committed in 2011, totaling \$300,000) for Heritage Gardens by Heritage Christian Services (HCS) and Home Leasing, to construct 53 units of workforce housing (41 one-bedroom and 12 two-bedroom) for individuals, families and persons with developmental disabilities in the Town of Henrietta;

iv) \$100,000 (\$100,000 committed in 2013, totaling \$200,000) for CDS Monarch Senior Living II by CDS Monarch, to construct a 50 unit apartment complex with 46 one-bedroom and 4

two-bedroom units for seniors, veterans and individuals with disabilities in the Town of Webster;

10. Fair Housing Activities

In the coming year, our fair housing consultant will work with participating entitlement communities to review and revise ongoing initiatives that affirmatively further fair housing and help to break down barriers to fair housing choice in HUD-designated entitlement communities. Upon identifying Phase II priorities, the consultant will collect and analyze data for Phase II, Year 1 and provide an annual progress report.

The Fair Housing Action Plan, Phase I, can be viewed in its entirety in the 2010-2015 Five Year Strategic Plan Appendix.

11. Homeless Continuum of Care (CoC)

Monroe County is part of the Rochester/Monroe County Continuum of Care (CoC) for purposes of planning within the Continuum. The regional Continuum of Care was established for the purposes of cooperative planning for homeless services and applying for funding through the U.S. Department of Housing and Urban Development. The CoC annually submits a collaborative application to HUD as the community's request for funding under the Continuum of Care Stewart B. McKinney programs (Supportive Housing Program, Rental Assistance, etc.). HUD requires that agencies seeking project funding under the Continuum of Care Program be part of a cooperative community's CoC Collaborative Application. In addition, the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, requires CoC participation in planning for Emergency Solutions Grants projects.

The HEARTH Act involves:

- The consolidation of HUD's homeless streams
- Expanding HUD's definition of homelessness to allow us to serve more vulnerable individuals and their families; and
- Revamping the Emergency Shelter Grant Program and renaming it the Emergency Solutions Grants (ESG) Program to provide for flexible prevention and rapid re-housing responses

Several Monroe County departments, including CD, remain very active in the CoC Team. As in prior years, one of the primary activities during the 2014 program year will be the completion of a Collaborative Application to the HUD SuperNOFA, the annual HUD application for new and renewal projects under the Continuum of Care program. The CoC ensures that a coordinated and equitable HUD SuperNOFA application process is conducted, which includes the administration of the process for local applicants; review and ranking of eligible SuperNOFA applications per CoC priorities and updating the CoC SuperNOFA Collaboration Application and its Action Plan for submission to HUD.

The CoC continues to play an active role in assisting and collaborating with the County and City to facilitate joint County/City efforts to allocate funds to meet community priorities. This year, in an effort to enhance coordination and collaboration and reduce application burdens for homeless service providers, the County and City released a joint County/City RFP for their ESG funds. The RFP included recommendations from the recently released Homelessness Resolution Strategy conducted by consultants Dennis Culhane and Suzanne Wagner through a contract with DePaul Key Housing. Homeless services providers were encouraged to collaborate and submit joint proposals. The goals and objectives highlighted in the RFP included homelessness prevention and rapid re-housing; emergency shelter and shelter diversion; and essential services. Applications were rated and ranked by County, City, and members of the CoC Administrative Board.

As required by HUD, the implementation of the Homeless Management Information System (HMIS)

is actively in place in Monroe County. HMIS is a software application tool used to accurately collect demographic information on people served. The purpose of HMIS is to record and store client-level information about the numbers, characteristics and needs of persons who use homeless housing and supportive services and about persons who receive assistance for “persons at risk of homelessness” over time; to produce an unduplicated count of homeless persons for each Continuum of Care; to understand the extent and nature of homelessness locally, regionally and nationally; and to understand patterns of service use and measure the effectiveness of programs.

The HMIS program has been administered by the Rochester Housing Authority (RHA) since 2012. Under the administration of RHA, an HMIS Advisory Board has been formed to oversee data quality and create a shared access program for coordinated access among all area service providers. The CoC has entered into a Memorandum of Understanding with the RHA for the maintenance of the HMIS system. Implementation of the HMIS has progressed and currently, all but the exception of four emergency shelters are fully participating in HMIS (the CoC’s overall HMIS participation rate is 93%.) The CoC has had Annual Homeless Assessment Report (AHAR) data (collected in HMIS) accepted for use by HUD for the past four years.

The CoC is currently examining how the HMIS can fit into the coordinated intake and assessment process through the development of a common assessment form and expanded use of the system to provide real-time bed occupancy data for shelters, as well as using HMIS to strengthen a coordinated response to homelessness which will improve efficiencies and help the community achieve better outcomes.

The Federal Strategic Plan to Address Homelessness and the HEARTH Act provides the foundation for communities to develop goals and priorities to address the issue of homelessness based upon their community’s needs. The Federal Strategic Plan goals include:

- Ending chronic homelessness in 5 years
- Preventing and ending homelessness among veterans in 5 years
- Preventing and ending homelessness for families, youth and children in 10 years
- Setting a path to end all types of homelessness

The HEARTH Act and its Interim Rule further provide the regulatory framework and sets Performance measures for the CoC and its programs, including:

- Reducing the average length of time persons are homeless
- Reducing returns to homelessness
- Improving program coverage (geographically)
- Reducing the number of families and individuals who are homeless
- Reducing the number of families and individuals who become homeless (first-time homeless)
- Improving the employment rate and income of families and individuals who are homeless
- Preventing homelessness and achieving independent living in permanent housing for families and youth defined as homeless under other federal statutes.

The Rochester/Monroe County Continuum of Care Ten Year Plan to End Homelessness was updated in 2010. The Update identified several additional issues including difficulty in funding needed support services and the need for an Exit Strategy for persons ready to “graduate” from permanent supportive housing into independent permanent housing without support. The Update also recommended advocating with NYS Homes and Community Renewal to allow tax credit proceeds to pay for support services in permanent supportive housing projects. (This policy is currently allowed in other states but not in NY.)

The CoC will be preparing a substantial update to the 10 Year Plan to End Homelessness in 2014,

incorporating the work reflected in the “Homeless Resolution Strategy Report”, as well as the current HUD strategic direction. HUD Guidance for the 2013 SuperNOFA has further articulated HUD’s strategic direction for ending homelessness. The increased focus by HUD on alternative program models and approaches (ie: Rapid Rehousing, Housing First), increased emphasis on prioritization of chronically homeless individuals and families and required establishment of a coordinated intake and assessment require an update to the Plan that reflects this direction and additionally incorporates the requirements of the HEARTH Act.

Goals and objectives to be carried out during the action plan period are indicated by placing a check in the following boxes.

<input checked="" type="checkbox"/>	<b>Objective Category: Decent Housing</b>  Which includes:	<input checked="" type="checkbox"/>	<b>Objective Category: Suitable Living Environment</b>  Which includes:	<input checked="" type="checkbox"/>	<b>Objective Category: Expanded Economic Opportunities</b>  Which includes:
<input checked="" type="checkbox"/>	assisting homeless persons obtain affordable housing	<input checked="" type="checkbox"/>	improving the safety and livability of neighborhoods	<input checked="" type="checkbox"/>	job creation and retention
<input checked="" type="checkbox"/>	assisting persons at risk of becoming homeless	<input checked="" type="checkbox"/>	eliminating blighting influences and the deterioration of property and facilities	<input checked="" type="checkbox"/>	establishment, stabilization and expansion of small business (including micro-businesses)
<input checked="" type="checkbox"/>	retaining the affordable housing stock	<input checked="" type="checkbox"/>	increasing the access to quality public and private facilities	<input checked="" type="checkbox"/>	the provision of public services concerned with employment
<input checked="" type="checkbox"/>	increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	<input checked="" type="checkbox"/>	reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	<input checked="" type="checkbox"/>	the provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan
<input checked="" type="checkbox"/>	increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence	<input checked="" type="checkbox"/>	restoring and preserving properties of special historic, architectural, or aesthetic value	<input checked="" type="checkbox"/>	availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices
<input checked="" type="checkbox"/>	providing affordable housing that is accessible to job opportunities	<input checked="" type="checkbox"/>	conserving energy resources and use of renewable energy sources	<input checked="" type="checkbox"/>	access to capital and credit for development activities that promote the long-term economic social viability of the community

## General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Action Plan General Questions response:

### 1. Geographic Areas in which Assistance Will Be Directed

Several community-wide public services will reach a broad array of residents in all consortium communities. These include The Housing Council's programs to provide home ownership, fair housing, landlord/tenant, foreclosure prevention and predatory lending counseling; and the safety and security training provided by LifeSpan. Monroe County's public services are offered free of charge to suburban Monroe County residents.

The Home Improvement Program will help 80 or more families from all geographic areas of the consortium. Some municipalities have more applicants than others, such as Gates, Henrietta, and East Rochester, but residents from all parts of the County have participated in this long-standing program. Likewise, the Home Ownership Program will provide counseling to prospective home buyers and purchase subsidy to over 30 first-time homebuyers from the entire consortium area. First-time homebuyers may purchase in any town or village, but most frequently buy homes in the Towns of Greece, Irondequoit, Gates and Henrietta.

Fourteen of 21 public works projects are planned for LMAs: 8 located in towns; 6 located in villages. Projects specifically targeted for LMAs include: sidewalks in Brighton, Gates, Hamlin, Penfield and Sweden; sewer system improvements in Henrietta, park improvements in Chili Webster and Scottsville; street improvements in the villages of East Rochester & Fairport; water main improvements in the Village of Brockport; community center upgrade in the Village of Hilton and culvert replacement in the Village of Webster.

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

Funding commitments for affordable rental housing developments were made to projects in Gates and Hamlin along with extensions of housing commitments in Greece and Webster. Increased funding has also been allocated to two previously funded projects in Webster and Henrietta.

2. Basis for Allocating Funding and Assigning Priority

The rationale for assigning funding priorities is consistent with the evaluation criteria set forth in the Strategic Plan. Monroe County administers a competitive application process for all CDBG, ESG and HOME-funded programs. The 2014 CDBG application requires additional information on funding sources to more closely evaluate the leveraging of public and private funds. CD does not administer multi-year contracts; therefore all municipalities and sub-recipients are required to apply for funds on an annual basis. While this may create budgetary challenges for sub-recipients, it affords CD flexibility while facing uncertain CDBG resources. Monroe County’s objective is to fund CD’s core programs and services to the greatest extent possible, particularly programs and services that could not be administered by another department or funding source.

The ED Grant and Loan Fund will receive an allocation, and the popular Home Improvement Program will receive CDBG and HOME allocations. Public services, which are subject to a 15% cap, will round out the County’s housing program through counseling services provided by The Housing Council, and LifeSpan. Three additional public service projects are proposed which will provide counseling, education, job readiness and interviewing assistance to lower income, previously homeless individuals, youth and residents of two lower income rental housing complexes in suburban Monroe County through The Volunteers of America, Togetherness in Love Community and Partners in Community Development.

3. Actions to Address Obstacles to Meeting Underserved Needs

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

**Managing the Process**

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

Action Plan Managing the Process response:

1. Lead Agency

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

The Housing Council, a non-profit subrecipient is responsible for administering three public service counseling programs covered by the Action Plan.

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

County inter-departmental consultation and collaboration with municipal members of the Monroe County Community Development and HOME Consortiums and related public and private-sector agencies, boards and committees are vital to the development of the action plans. The process began in January 2014 at the public hearing and Steering Committee meeting to begin gathering input from the public and committee members on long-term housing and community development needs. The Action Plan is developed based on the priorities identified by the Steering Committee and any public input received. Projects are reviewed for eligibility within the Department and by the County Executive. The Action Plan is then presented to the public, the Steering Committee and the County Legislature for a thirty-day comment period. A second public hearing is held during this time to gather further input. The matter is reviewed by at least two standing committees of the Legislature and later by the full Legislature on June 10, 2014. Each of these entities plays a key role in the formulation of projects, integration of community-wide goals and objectives and overall program development.

## 3. Consulting Agencies

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

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

**Homeless Issues:** County/City Homeless Continuum of Care (CoC) Team, Monroe County Department of Human Services (MCDHS), Monroe County Office for the Aging, Monroe County Office of Mental Health, Rochester/Monroe County Youth Bureau, Salvation Army, The Housing Council, Rochester Housing Authority, Unity Health, Catholic Family Center, United Way and the Homeless Services Network (a consortium of more than 50 homeless service providers)

**Elderly Needs and Strategies:** Monroe County Office for the Aging, Monroe County Health Department, LifeSpan, Monroe County Council of Elders and affordable housing developers (listed above)

**Lead-Based Paint Hazards:** Monroe County Health Department, Environmental Protection Agency and environmental consulting firms

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

**Persons with AIDS:** AIDS Care and Monroe County Health Department

**Economic Development and Employment Issues:** Rochester Business Alliance, Small Business Administration, RochesterWorks, Inc., County of Monroe Industrial Development Agency (COMIDA), The Entrepreneurs Network (TEN), Procurement Technical Assistance Center (PTAC), Empire State Development, the City of Rochester and Greater Rochester Enterprise (GRE)

## Citizen Participation

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

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

Action Plan Citizen Participation response:

### 1. Summary of Citizen Participation Process

CD followed the Citizen Participation Process outlined in the 2010-2015 Strategic Plan to formulate the 2014 Action Plan. The first public notice regarding the availability of funds and the first public hearing appeared in The Daily Record and the Messenger Post Newspapers on December 18, 2013. The first public hearing on the 2014 Annual Action Plan was held January 17, 2014 in the Large Conference Room of the Ebenezer Watts Conference Center located at 49 South Fitzhugh Street in downtown Rochester. There were 25 people in attendance, including 5 CD staff members, which resulted in no public comments. The Steering Committee meeting to start the program year was held immediately following the public hearing.

The public notice announcing the program categories intended for funding and the second public hearing appeared in The Daily Record and The Messenger Post Newspapers on April 16, 2014. Preliminary award letters were sent on April 16, 2014 to all prospective grant recipients and declination letters were sent to all entities not intended for funding. The 30-day comment period was May 7 - June 9, 2014. Copies of the proposed plan were provided to the Steering Committee, elected and public officials, and interested community development and housing agencies throughout Monroe County. It was also posted on the County's website at [www.monroecounty.gov](http://www.monroecounty.gov).

The second public hearing on the 2014 Annual Action Plan will be held May 7, 2014 in the Large Conference Room of the Ebenezer Watts Conference Center located at 49 South Fitzhugh Street in downtown Rochester at 9:30 a.m. The Steering Committee meeting will be held immediately following the public hearing to review the Draft Action Plan and proposed projects.

Monroe County used the CPMP Tool again in 2014 to provide a cohesive, efficient plan for public review and information dissemination. The Steering Committee, the County Legislature and the general public now review and comment on projects at the same time.

### 2. Summary of Citizen Comments

The first public hearing on the development of the 2014 Action Plan was held on Friday, January 17, 2014 at 9:30 a.m. to obtain public comments and input on the planning process. The meeting was held at the Watts Conference Center, which is ADA accessible. Kathi Gingello, Community Development Manager, conducted the hearing and informed the public of the following:

"Monroe County expects to receive an allocation of about \$2.6 million from the U.S. Department of Housing and Urban Development in 2014. This amount is based on actual 2013 allocations for the

Community Development Block Grant in the amount of \$1.6 million, the HOME Investment Partnerships Program in the amount of \$828,271, and the Emergency Solutions Grants Program in the amount of \$115,656. It is uncertain when actual allocation amounts will be released, so we have been advised by HUD to plan based on 2013 actual allocations. Program income for the CDBG and HOME Programs in 2014 is expected to make available an additional \$350,000, for a combined total of about \$2.9 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 18, 2013 issues of The Messenger Post Newspapers and The Daily Record to solicit participation from the public in the planning process for 2014 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, 2014. CDBG project applications are due Friday, February 14, 2014 by 5:00 p.m. Applications for CDBG 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.

Monroe County will be releasing ESG funding applications in March, in collaboration with the City of Rochester. Applications for HOME Rental Housing Development projects were solicited in September of 2013 in an effort to coincide with the State application and funding cycle which began in October.

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-mod 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."

Twenty-five people, including five CD staff members, attended the first hearing. There were no public speakers who expressed comments and there no written comments submitted.

The second public hearing on the development of the 2014 Action Plan will be held on Wednesday, May 7, 2014 at 9:30 a.m. at the Watts Conference Center.

### 3. Efforts to Broaden Public Participation

The proposed Action Plan is sent to all consortium members, program sub-recipients and interested community development agencies. The Plan is available free of charge in paper copy, electronically

or on CD from the CD Division of the Department of Planning and Development. The document is also posted on the County's website at [www.monroecounty.gov](http://www.monroecounty.gov). The notice of funding availability and notice of projects proposed for funding are published in The Daily Record and The Messenger Post Newspapers when the Plan is released in May for public comment.

The FONSI/IRROF is another public notice that will be published in August for public commentary. It describes the County's intent to request the release of funds from HUD and lists projects that have received negative environmental declarations. Public notices are also published in October making available the Consolidated Annual Performance and Evaluation Report (CAPER) for review and comment.

CD will continue to provide promotional materials to educate residents on CD-funded programs. The County website, [www.monroecounty.gov](http://www.monroecounty.gov), provides interested persons with immediate access to program materials. Information is also disseminated at municipal offices and local housing agencies to reach special populations of low-mod income, elderly and disabled residents. Notices are issued to allow reasonable and timely notification of local meetings and encourage citizen participation throughout all stages of the program. All plans, reports and informational materials are provided free of charge and, upon request, can be made available in other languages or media formats to make them accessible by all interested individuals and groups.

CD is continually exploring areas of opportunity to increase public input into program planning and development, as well as increasing program visibility and keeping the public apprised of progress and accomplishments. The County Executive issues press releases to encourage media coverage of funded programs and projects throughout the year, as well as participates with CD staff in many project groundbreaking and ribbon cutting events. These public appearances are a useful vehicle to increase public awareness of CD-funded activities throughout the program area.

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

4. Comments Not Accepted

N/A

## **Institutional Structure**

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

Action Plan Institutional Structure response:

1. Actions to Develop Institutional Structure

CD will continue to work closely with all applicable public, private and government entities within Monroe County's organizational structure to further enhance collaboration and communication and improve program delivery. Toward this goal, County staff communicates with the Rochester Housing Authority (RHA) periodically in regard to the Section 8 Program, Shelter Plus Care and other services provided by RHA, including implementation of a collaborative Section 3 Plan in partnership with RHA and the City of Rochester to increase new hires for HUD funded projects.

Staff participation on the Homeless CoC Team has increased in recent years and will continue to be a critical part of the County's planning and implementation strategies to end homelessness. Staff

continues to coordinate activities and expand outreach and technical assistance to entities that may be eligible for the Emergency Solutions Grants (ESG) Program. The County will work in close collaboration with the CoC, the Homeless Services Network (HSN) and the City of Rochester to provide coordinated outreach, access and oversight of program activities and accomplishments.

ED Staff will coordinate the CDBG-funded Economic Development (ED) Grant and Loan Fund with new programs developed in the community and the agencies that administer them, including The Entrepreneurs Network (TEN) that offers intensive training and mentoring for high-tech entrepreneurs and PTAC, which connects vendors to procurement opportunities with the federal government.

## Monitoring

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

Action Plan Monitoring response:

### a) CDBG Project Monitoring & Compliance

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

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

Eight public service projects will be funded in 2014. Four involve housing services, one project provides minor home modifications for seniors as well as fraud and scam prevention counseling for seniors, one project will provide job development, mentoring and search services to residents in two lower income apartment complexes, one project will provide a variety of job training and education services to youth, and one project will provide low income and/or previously homeless men and women with business attire and job interviewing skills to help them conduct successful job searches and obtain gainful employment.

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

Twenty one public works and facility improvement projects will be funded in 2014. During the eligibility analysis of these projects, beneficiaries are projected by number, income, age, residence,

ethnic background and disability. All construction projects are evaluated to ensure that proper HUD Procurement methods are used.

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

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

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

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

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

The County intends to work in close collaboration with the CoC and the City of Rochester in 2014 to monitor homelessness prevention and rapid re-housing activities proposed to be undertaken with ESG funds. It is planned that ESG monitoring guidelines and standards will continue to evolve over time to ensure that activities funded are being carried out in accordance with all applicable laws and regulations and to ensure that performance goals are achieved.

b) HOME Program Monitoring

To ensure HOME Program compliance, monitoring visits are conducted for each type of rental housing project (disabled, elderly and family)

All rental housing projects will continue to be monitored to determine compliance with Housing Quality Standards (HQS) and federal regulations (24 CFR 92) to verify that the project owner maintains the appropriate mix of low-income tenants throughout the compliance period; collects the required information and annually determines the income eligibility of tenants in the assisted

units; collects rents that do not exceed the HOME maximum rents, and maintains the units in accordance with HQS.

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

The Home Improvement Program (HIP) continues to be monitored using the existing system. All program applicants are added to the waiting list after an initial eligibility screening and will be processed in order of the date they are received. However, emergency situations are given priority if they pose an imminent threat to health, safety or structural integrity. The current eligibility criteria will be changed effective August 1, 2014: grants will increase to \$12,500 to households with incomes at or below 60% of AMI and grants for half of the project cost, for a maximum of \$6,250, for those with incomes between 61-80% of AMI, with the other half potentially as a low-interest loan or other owner funds; cash or liquid assets below \$40,000; property ownership for at least 1 year with all taxes paid; and repeat grants will now be allowed after ten (10) years or more. General contractors, selected by the homeowner, provide direct supervision of all rehabilitation work. Rehabilitation staff conduct eligibility inspections prior to funding, environmental reviews, prepare work specifications, assist homeowners in obtaining estimates and verify that completed improvements meet or exceed federal HQS. Lead-based paint federal regulations apply most to this program and were implemented in 2000. Housing staff prepares program grant and loan agreements and monitors projects during the required recapture period by recording mortgages against each property and subsequently releasing them at the end of the recapture period.

c) Compliance with HOME Match Requirements

Match contributions will be made from non-federal resources and will be in the form of one or more of the sources permissible under Section 92.220. The match contributions will total no less than 25 percent of the funds drawn from the County's HOME Investment Trust Fund Treasury account in the fiscal year. Monroe County maintains records demonstrating compliance with HOME match requirements, including a running log and project records documenting the type and amount of match contributions by project. Match funds earned in the 2012 Program Year exceeded match requirements and allowed the County to carry forward \$654,194 in match for the 2013-2014 program year. Monroe County is currently carrying forward \$1,029,576 in available match.

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

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## HOUSING

### Specific Housing Objectives

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

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.

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

Action Plan Specific Objectives response:

1. Priorities and Objectives

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

- a) Develop additional rental units for low to moderate income elderly and handicapped/disabled households (with supportive services) and families.
- b) Continue and enhance programs to assist low to moderate-income elderly, family and disabled homeowners to repair and maintain their homes, including accessibility improvements for those with disabilities.
- c) Provide home ownership opportunities through the County's First-Time Homebuyer Program, including assistance to access the single family housing market for low to moderate-income families, particularly single headed households.
- d) Educate and counsel residents to facilitate homeownership and housing stability.
- e) Assist homeless and at-risk persons, in accordance with the Homeless CoC Plan and ESG regulations to secure supportive housing (emergency, transitional and permanent) and services necessary to achieve independent living.
- f) Support the preservation of existing affordable rental housing developments.
- g) In addition, private and non-profit developers are encouraged to set aside rental units in proposed projects that are affordable to households in the 0-30% AMI income level. To achieve this objective, it may be necessary to increase the number of proposed units in a project to allow fixed costs for management and maintenance to be more widely spread in project operating budgets. Also, it may be possible to reduce debt service and increase equity in such projects through creative financing (i.e. increasing loan terms and combining various financial sources to provide increased funding amounts). In addition to serving households at and below 30% AMI, proposed affordable rental housing project applications that provide additional handicap accessible and/or adaptable units would enhance the potential to obtain County support and/or financial assistance. To contribute to the long-term sustainability of affordable housing, developers are also encouraged by HUD and the County to submit mixed-income rental housing projects. Mixed-income projects are comprised of housing units with differing levels of affordability, typically consisting of some market-rate housing and some below market-rate housing that is available to low-income occupants.

To the extent feasible, the County will allocate available program resources to meet housing needs in an equitable geographic distribution across the County, with a priority focus on the development of units in towns and villages that do not currently provide affordable rental units that have been financed, in part, through the County's CDBG and/or HOME Programs.

2. Resources to Address Housing Needs

a) Housing rehabilitation will be addressed with \$444,708 from HOME and \$562,125 from CDBG to provide grants to homeowners for rehabilitation of substandard, single-family, owner-occupied homes through the Home Improvement Program (HIP). The grants will provide health and safety related repairs, accessibility improvements, structural and major systems repairs as well as energy conservation improvements to at least 80 low to moderate-income homeowners.

In an effort to keep pace with the challenging economy, the following changes are being implemented to the HIP guidelines. 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) will be eligible for a grant of up to \$12,500 for needed health and safety repairs. Those with incomes between 61 and 80% of AMI can receive a grant for half of the project costs, with a maximum grant of \$6,250, 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 will continue to be offered an additional grant of up to \$2,500 for accessibility improvements. The allowable liquid asset limit for program participants will be increased from the current limit of \$30,000 to \$40,000 and repeat grants will be allowed for previous recipients after ten years or more. Additionally, HUD has issued new HOME income limits, effective May 1, 2014, which have increased slightly from 2013 levels.

b) Home ownership will be addressed through 2014 CDBG and HOME allocations. The CDBG program will fund the Home Ownership Program provided by sub-recipient The Housing Council (\$70,000). This program will provide pre- and post-purchase counseling to prospective first-time home buyer families. Down payment, closing cost and principal reduction assistance will be provided through a 2014 HOME allocation of \$50,000. This allocation is anticipated to assist about 30 families in purchasing homes during the program year.

c) Affordable Rental Housing Development will use \$290,000 in HOME RHP-CHDO set-aside funds and \$147,794 in HOME RHP funds totaling \$437,794 for the development of rental housing for low to moderate-income elderly and persons with special needs, as described below.

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

For the 2014 program year, the County approved HOME Program financing to two (2) new affordable housing proposals and increased the funding for two (2) proposals, which received funding commitments last year.

If all four of the projects move forward, the proposed County financed projects will produce 43 rental units for older adults (age 55 and older), individuals and small families, and individuals with developmental disabilities.

2014 RHP and CHDO HOME allocations will fund the development of proposed affordable rental housing projects detailed below:

Project Name: Lifetime Residence Corporation, Inc. Intermediate Care Facility (ICF) Apartments

- Proposed Funds: HOME - \$47,794 Deferred (Forgivable) Loan
- Developer: Lifetime Residence Corporation, Inc.(LRC)
- Description: 1 and 2 bedroom apartments
- Location: Town of Hamlin
- Target Population: Developmentally Disabled
- Total Units: 10 (8 1-bedroom and 2, 2-bedroom)

- Accessible Units: 10
- Total Project Cost: \$50,794

Project Name: Crerand Commons II

- Proposed Funds: HOME - \$200,000 Deferred Loan
- Developer: PathStone Development Corporation
- Description: 2 and 3 bedroom apartments
- Location: Town of Gates
- Target Population: small families
- Total Units: 33 (16, 2-bedroom, 17, 3-bedroom)
- Accessible Units: 5 (2 units for visually/hearing impaired)
- Adaptable Units: 4
- Total Project Cost: \$8,637,917

Project Name: Heritage Gardens

- Proposed Funds: HOME - \$300,000 Loan (CHDO) (increase of \$90,000 for 2014-15)
- Developer: Heritage Christian Services Corp. (HCS), Home Leasing.
- Description: 1 and 2 bedroom apartments
- Location: Town of Henrietta
- Target Population: Individuals and families and individuals with developmental disabilities below 50% AMI
- Total Units: 53 (41, 1-bedroom, 12, 2-bedroom)
- Accessible Units: 8
- Adaptable Units: 45
- Total Project Cost: \$9,963,689

Project Name: CDS Monarch Senior Living II

- Proposed Funds: HOME - \$200,000 Deferred (Forgivable) Loan (increase of \$100,000 for 2014-15)
- Developer: CDS Monarch
- Description: 1 and 2 bedroom apartments
- Location: Town of Webster
- Target Population: Seniors, veterans, and individuals with disabilities
- Total Units: 50 (46, 1-bedroom, 4, 2-bedroom)
- Accessible Units: 5 (2 units for visually/hearing impaired)
- Adaptable Units: 45
- Total Project Cost: \$10,880,000

A map of the 2014 proposed HOME-funded affordable housing projects appears in the Appendix.

## Needs of Public Housing

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

Action Plan Public Housing Strategy response:

1. Addressing Needs of Public Housing

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

a) RHA Public Housing Located in Suburban Monroe County

Number of Units (Occupied and Unoccupied) – Only one (1) public housing rental project is maintained by RHA outside of the City of Rochester. This project, Antoinette Blackwell Estates, is located in the Town of Henrietta. Antoinette Blackwell Estates was developed prior to a legal opinion stating that RHA is prohibited from owning public housing property outside of the City of Rochester. Antoinette Blackwell Estates consists of 100 units (99 1-Bdrm and 1 2-Bdrm) for elderly households. As of March 2014, 96 of the 100 units are occupied.

RHA-owned public housing units, including those located in the City of Rochester total 2,432. RHA's current occupancy rate is 97.54% for all units.

Designated elderly housing in public housing is exclusively available to persons age 50 and older. Non-designated elderly housing is available to either the elderly or individuals below age 50 who are disabled or handicapped. Currently, RHA has designated 899 units exclusively for elderly occupancy, and 542 non-designated elderly housing units for occupancy by either the elderly or persons with disabilities totaling 1,441, 0 and 1-bedroom units. The number of accessible units in the RHA inventory exceeds Section 504 requirements.

There is a need for additional public housing units within Monroe County, RHA in 2012 won an appeal to HUD that RHA had not reached the public housing unit limit established under the Federal Faircloth Limit. As a result, RHA has committed funding to build up to 6 new units, 3 of which were completed and occupied on October 1, 2013.

Physical Condition – All RHA public housing units are classified as above standard, as evidenced by HUD's overall public housing assessment score for RHA of 85%.

Restoration and Revitalization Needs - RHA continues to perform moderate rehabilitations to all vacant apartment units as well as modernization to many of the units under capital improvements. The restoration and revitalization needs of RHA public housing are detailed in RHA's five-year Capital Comprehensive Fund Programs (CFP) plan, which is produced annually on an overlapping basis and is part of RHA's Annual Agency Plan.

The CFP five-year spending plan is established for physical improvements, management improvements and supportive services for public housing residents. Each year RHA will receive an annual formula allocation to address identified needs. Under the most recent CFP Plan totals, RHA will receive approximately \$3.5 million annually. The CFP plan is based upon a complete evaluation of the public housing units in RHA's inventory. Presented in the plan is a physical needs assessment for each of RHA's 26 project locations and its scattered sites. The plan also identifies activities to improve management, development and to provide support services to residents.

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

Rochester Housing Authority  
Executive & Administrative Offices  
675 West Main Street, Rochester, NY 14611  
(585) 697-3602

City of Rochester  
Bureau of Business & Housing Development  
City Hall, Room 010A  
30 Church Street, Rochester, NY 14614  
(585) 428-6150

Public Housing Waiting List - Significant demand exists for public housing as evidenced by the waiting lists. There is a 2.75:1 demand for family housing compared to demand for elderly housing. During the past year we have seen the RHA waitlist remain steady in the number of households applying for housing. The number of families/households on the public housing waiting list as of March 2014 was 4,709. For families, the greatest demand continues to be for two bedroom units, which is now over 55% of the entire waiting list.

b) RHA PUBLIC HOUSING WAITING LIST as of March 2014

<u>Bedroom</u>	<u>Demand</u>	<u>%</u>
1	1,254	26.6%
2	2,606	55.3%
3	697	14.8%
4	152	3.2%
5+	0	0%
TOTAL	4,709	

RHA is currently accepting applications for public housing, although the Section 8 waiting list is currently closed. Applicants are able to apply online at [www.rochesterhousing.org](http://www.rochesterhousing.org). After meeting income criteria, prospective applicants are selected according to the date of application and the availability of a unit appropriate for the applicant’s household.

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Suburban Monroe County

The Rochester Housing Authority (RHA) and the Fairport Urban Renewal Agency (FURA) manage the two existing publicly administered Section 8 Housing Choice Voucher Programs in the County. RHA currently administers the Voucher program in the City of Rochester and Monroe, Livingston, Ontario, Orleans and Wayne Counties and FURA administers the Fairport program.

As of March 2014, over 2,700 of the 8,734 current RHA voucher and Shelter Plus Care participants reside in suburban Monroe County.

The RHA voucher inventory as of March 2014 is 8,924 vouchers, plus an additional 784 participants in the Permanent Supportive Housing with Rental Assistance Program (previously called Shelter Plus Care). RHA anticipates utilizing approximately 92% of their total voucher inventory and 100% of their budget authority for 2014-2015.

The RHA voucher programs include:

- Tenant Based Vouchers
- Project Based Vouchers
- Enhanced Vouchers
- Permanent Supportive Housing w/Rental Assistance (Shelter Plus Care)
- HUD – VASH (Veterans Affairs Supportive Housing)
- Family Self-Sufficiency
- Home Ownership
- Nursing Home Transition and Diversion Program
- Designated Housing Vouchers
- Moderate Rehab
- Mainstream Vouchers
- Family Unification
- Disaster Relief HAP Program
- Rental Assistance Demonstration (RAD)

## Monroe County

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As of March 2014, the average annual income for an RHA voucher household is \$14,896. RHA is required to target 75% of all new admissions to households below 30% of the Area Median Income.

### RHA HOUSING CHOICE VOUCHER WAITING LIST

A centralized tenant based voucher waiting list currently exists in the Rochester/Monroe County area, with the exception of the Fairport program. As of March 2014, over 11,500 families remain on the RHA tenant based waiting list. The RHA tenant-based voucher waiting list is now closed to new applicants and has been closed since 2009. Site based project based voucher waiting lists and special purpose voucher programs remain open.

Significant demand exists for additional vouchers in Monroe County as evidenced in the waiting list. Similar to public housing, the demand for Section 8 one and two-bedroom units is greatest, at 75% of the total demand. Based on the size of the waitlist and the average turnover rate on vouchers, households will wait an average of eight years on the list before receiving an RHA tenant-based voucher.

The RHA SECTION 8 WAITING LIST as of March 2014

<u>Bedroom</u>	<u>Demand</u>	<u>%</u>
1	4,981	43.1%
2	3,663	31.7%
3	2,187	18.9%
4	600	5.2%
5+	<u>119</u>	1.0%
TOTAL	11,550	

### SUBURBAN MONROE COUNTY

The Fairport Urban Renewal Agency's (FURA) Section 8 Program increased from 393 vouchers to 497 vouchers effective December 1, 2011 through the Fair Share Section 8 Program. The FURA Section 8 Program area encompasses the Town of Macedon within Wayne County and the eastern part of Monroe County, excluding the Town of Irondequoit and the City of Rochester. In addition, Fairport's Urban Renewal Agency administers eighteen (18) Section 8 Project-Based units: ten (10) are located in the 21-unit Fairport Crosman Senior Apartments, and eight (8) units in the Fairport Apartments project.

### Fairport Urban Renewal Agency Tenant-Based (Section 8) Waiting List Program

In addition to the 497 vouchers for tenants receiving tenant-based assistance in privately owned units included in the Housing Authority's Section 8 inventory, as of March 1, 2014, there were 465 families/households on the FURA Section 8 waiting list. In response to federal funding cuts, the Agency had to close its waiting list effective February 28, 2013. Anticipated wait times may now double; however, recent restorations to 2014 funding will allow the Agency to reopen the waiting list by October 2014.

The demand for Section 8 for families with extremely low-income limits (below (below 30% AMI) has leveled out to 70% of the waiting list, though it has remained relatively constant over the last year. In 2013, extremely low-income family households represented 73% of the waiting list. The rest of the demand is for higher income families, but not over 50% AMI. The current applicant makeup of the waiting list is 17% elderly, 35% disabled, and the remaining are families with children.

Other (Section 8) Related Programs

FURA also administers the Family Self Sufficiency Program to promote families to be economically self-sufficient. In addition, the Housing Authority has also prioritized mobility and de-concentration, and has developed programs to lessen the impediments for low-income families to move to higher income areas of its jurisdiction. These include the Project Based Voucher, Enhanced Voucher, and Security Deposits Programs.

Public Housing Agency Strategies

Over the next year, RHA will continue to work at improving the living environment and economic well-being of RHA residents, program participants and the community through specific activities which are in line with Monroe County's Consolidated Plan and HUD's goals and objectives. The following is a sample listing of activities RHA is involved in:

RHA HOMEOWNERSHIP

RHA is committed to HUD's priority of increasing homeownership opportunities for low-income families. RHA operates two homeownership voucher programs; one is for tenant-based rental assistance voucher holders and the other is for public housing residents. To date, the RHA Homeownership Programs have assisted 190 families with their goal of becoming a homeowner. Out of the 190 families; 158 were rental assistance voucher holders and 32 families were Public Housing residents, 48 of the families had a disabled head of household, and 52 of the families purchased their home without a homeownership voucher.

In 2013, RHA has suspended issuing new vouchers for the homeownership voucher program due to the recent cuts in program and administrative funding. RHA is still assisting program participants in achieving their homeownership goals by providing FSS participants with homeownership training, credit counseling, building an escrow savings account, linking them with local grants opportunities and other local homeownership programs.

RHA is also investigating the possibility for the conversion of RHA-owned rental units to homeownership through the RHA Homeownership Program.

Other RHA Participant Activities

Mobile Food Markets w/Foodlink

*Youth Programs*

Educational – After school and evening tutorial programs in conjunction with the Rochester City School District (Schools 2, 4, 6, 9, and 50)

Activities – Urban League of Rochester Recreational – City of Rochester youth basketball league; Resident summer camp; City recreation programs

*Senior Citizen Programs*

RSVP Program and I'm Okay Program through the Red Cross  
Visiting Nurse Service/Monroe County Health Department  
Grocery shopping bus service  
Enriched Housing Program and Assisted Living Program/FSOR  
Lifespan referrals

*Crime Prevention*

Security consultant services

Crime prevention lectures, displays, security surveys and patrols  
Resident crime prevention organizations and tenant security programs

*Adult Programs*

Employment – Referrals for Skills assessment; job search assistance are made to RochesterWork; Section 3

Training – Rochester Housing Authority may refer residents to various local agencies for Computer skills, construction trades, and child care provider; Section 3

Education – Rochester Housing Authority no longer operate a computer assisted GED program. Referrals for GED classes, adult basic education and computer literacy are referred to external agencies ie: Monroe BOCES, Rochester City School District, etc.

Rochester Housing Authority is not providing financial assistance for business start-up. Referrals for business start-up training are made to the Urban League of Rochester.

Family Self-Sufficiency – Home buyer seminars; budgeting and household finances; time management; family support; financial counseling services; credit restoration and money management

Community Service

Eviction prevention counseling

Resident Council

Resident Advisory Board

Resident Worker Program

Various on-site resident educational trainings such as fire safety, nutrition/wellness, blood pressure screenings, flu clinics, etc.

The Rochester Housing Authority partnered with Anthony Jordan Health Center to open two health clinics to serve RHA's tenants and the community in general. The clinics were opened in Kennedy Tower and Glenwood Gardens, both located in the City of Rochester.

RHA is placing a higher than ever focus on promoting Section 3 opportunities. RHA administers its own Section 3 program, maintaining a list of potential Section 3 employees for Section 3 qualified contracts. RHA requires all of its own maintenance and construction contractors to comply with Section 3 requirements.

**RHA AFFORDABLE HOUSING STRATEGIES**

RHA activities support Monroe County in achieving the Housing Goals, Priorities and Objectives outlined in the 2010–2015 Monroe County Strategic Plan for Housing and Community Development. The following is a summary of some of the initiatives RHA is involved in to increase affordable rental options, increase/rehabilitate the affordable rental housing stock, promote fair housing and expand housing choice opportunities throughout Monroe County.

To assist with achieving the goal of deconcentrating poverty, RHA has used its discretionary authority to set the Housing Choice Voucher Exception Area Payment Standards 10% higher than the Regular Payment Standards. The Exception Area Payment Standards apply to all suburban locations within Monroe County and in census tracts within the City of Rochester with a family poverty rate of less than 20%.

## Monroe County

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The RHA, in partnership with Home Leasing, completed the construction of a housing community, the Voter's Block Community, which consists of 92 apartments in the area of West Main Street in the City of Rochester, Monroe County. The development consists of new construction on vacant lots plus the rehabilitation of a vacant structure. This community will serve the needs of low to moderate-income families. As of March 2014, all but one of the scattered site units at Voters Block are currently occupied.

RHA intends to acquire additional new housing units through 24 CFR 941. Acquisition and rehabilitation of these properties will occur with either Section 8 reserve funds, unrestricted funds available to the Housing Authority and/or may include CFP funds as well. As stated above, RHA constructed 3 new unit and all were occupied October 1, 2013.

RHA intends to voluntarily demolish up to 5 units of its single-family scattered site units. This will involve vacant units where the cost to modernize them meets or exceeds the cost of new construction, on the same site or involves conditions in the area surrounding the development (density, or industrial or commercial development) that adversely affect the health or safety of the residents or the feasible operation of the development by RHA.

As part of the RHA Strategic Plan finalized in February 2011, RHA intends to increase the size of their voucher program over the next five years. The goal is to increase housing choice options and increase the number of affordable rental units in Monroe County for low-income families.

Despite cuts in funding from HUD that have restricted RHA's ability to issue turnover vouchers to applicants on the Housing Choice Voucher waitlist, RHA has been able to increase the overall number of vouchers available through HUD's Rental Assistance Demonstration (RAD), Enhanced Voucher and HUD-VASH programs. Since March 2012 through March 2014 RHA has been awarded an additional 863 vouchers.

### EFFORTS TO ENHANCE COORDINATION

Coordination between the RHA, private and governmental health and mental health services is enhanced by the County through the County's support of RHA social services programs and safety and security programs. The County also supports RHA's Family Self-Sufficiency Program which links Section 8 tenants and public housing residents with local training and employment related service agencies.

The County has 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 regular. Fire and police protection efforts are ongoing at high levels of service. Local law enforcement works cooperatively with RHA in 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, although this has been expressed in meetings as an area for greater engagement. The County's economic development efforts are ongoing and touch upon many neighborhoods where public housing residents and Section 8 participants live.

### RHA AGENCY PLAN

RHA prepares a five year Agency Plan and an Annual Action Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA). The Agency Plan embodies, in many respects, the concepts of the Consolidated Community Development Plan. Like the Consolidated Plan, the Agency Plan requires consultation with affected groups in the development of the Plan.

These plans require RHA to examine its existing operations and to design long and short range strategies to address identified needs. The five-year Agency Plan describes the mission and the long range goals and objectives for achieving its mission over the five year period, currently from

October 1, 2010 to September 30, 2015. The Annual Plan provides details about operations; program participants and their needs; needed capital improvements; available financial resources (federal and non-federal); the strategies for addressing needs; and the programs and services for the upcoming fiscal year.

RHA is obligated to ensure that the Agency Plan is consistent with local Consolidated Plans; including description of the manner in which the applicable plan contents are consistent with the Consolidated Plans.

2. The Rochester Housing Authority is not designated as a troubled agency by HUD.

## HOMELESS

### Specific Homeless Prevention Elements

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

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

Action Plan Special Needs response:

1. Sources of Funds

On March 31, 2014, HUD announced funding for Tier 1 renewals. The CoC was awarded a total of \$8,997,280 in Tier 1 funding under the 2013 SuperNOFA. This funding supported thirty (30) renewal projects (Permanent Supportive Housing, Rental Assistance, Transitional Housing, Support Services).

The CoC requested a total funding amount of \$9,913,120 under the 2013 CoC SuperNOFA to finance thirty-six (36) local renewal programs (Permanent Supportive Housing, Rental Assistance, Transitional Housing, Support Services), one (1) new project (Rapid Rehousing) funded through reallocation, and renewal of Planning funds. The HUD 2013 SuperNOFA again requires that the CoC classify projects into Tier 1 and Tier 2 status based upon priority ranking. These funding Tiers have been established by HUD in the event of any necessary reduction in funding. Tier 1 funding

represents a community's HUD established pro-rata funding allocation (formula-based) less 5% (\$9,417,464). The remaining 5% of the pro-rata amount (\$495,656) falls into a Tier 2 status. Based upon the local CoC priorities and the application review and ranking process, six (6) projects were included in Tier 2 – two (2) Permanent Supportive Housing, two (2) Transitional Housing and two (2) Support Services. Tier 2 projects are in jeopardy of not being awarded funding should HUD be required to implement the 5% funding reduction.

**Supportive Housing Programs (SHP) 2013 CoC Tier 1 Awards:**

Unity – Health Care for the Homeless – \$91,793	
Homeless Management Information System – \$251,880	
Spiritus Christi – Jennifer House – \$81,524	
CFC – Lafayette Housing I – \$142,767	
CFC – Lafayette Housing II – \$134,070	
MCLAC – Legal Services for Homeless – \$34,240	
Spiritus Christi – Nielsen House – \$96,300	
NYSOMH/DePaul Community Services – \$181,946	
Ctr for Youth – Parenting Teens – \$83,935	
Salvation Army PH Support Services CH – \$38,808	
NYSOASAS/Providence Housing Rent Assist – \$466,133	
RHA/MCDHS Rent Assist – \$2,567,135	
RHA/Salvation Army Rental Assist – CH – \$497,144	
RHA/YWCA/Sojourner Rent Assist – \$235,099	
RHA/Providence Son House Rent Assistance – \$122,771	
RHA/Strong Ties Rental Assist – \$208,035	
RHA/Unity Rent Assist for CH – \$188,530	
RHA/VOA Rent Assist – \$813,761	
RHA/Veterans Outreach Center Rent Assist – \$100,283	
RHA/VOA Rent Assist – \$997,550	
Salvation Army – Safe Haven – \$254,018	
Sojourner House – PSH Case Mgmt – \$90,726	
Tempo – Greece Commons I & II – \$260,017	
Unity Supportive Services for Chronically Homeless – \$42,006	
Ctr for Youth – TLP – \$129,288	
VOC – Richards House – \$77,577	
Volunteers of America Permanent Supportive Housing – \$147,336	
VOA – PSH for the Chronically Homeless – \$222,057	
VOA – Project ReDirect – \$298,876	
Wilson Commencement Park – \$141,675	
SUBTOTAL TIER 1	\$8,997,280

**TIER 2 Renewal funding requested**

YWCA – Transitional Housing – \$125,757	
DePaul Carriage House – \$22,470	
DePaul Cornerstone – \$136,293	
Sojourner House – Transitional Housing – \$136,293	
Hillside TL Laburnum Crescent – \$53,500	
DHS – Project to Reunite Families – \$52,002	
Hillside/MCYB – Homeless Youth Project – \$111,094	
TOTAL TIER 1 and TIER 2	\$9,913,120

2. Homelessness

The Rochester/Monroe County Homeless Continuum of Care conducts an annual process to solicit local applications to be included in the CoC’s Collaborative Application submitted through the HUD SuperNOFA process. As a part of this annual process, the CoC announces the funding priorities for which local applications may be submitted. These priorities reflect the local priorities as determined by the CoC, along with HUD established priorities and allowable project types. All projects that receive HUD CoC funding for the fiscal year that the SuperNOFA applies to must annually submit a local application for renewal to be considered for continuation. New project funding requests are limited to those allowed by HUD in the SuperNOFA.

The Rochester/Monroe County Homeless Continuum of Care 2013 “SuperNOFA funding” Local Application Solicitation specified the following:

The CoC will accept proposals for renewals and expansion in the following homeless assistance program categories:

- Permanent Housing
  - Permanent Supportive Housing
  - Rapid Rehousing
- Transitional Housing
- Supportive Services Only
- Homeless Management Information System (HMIS) [CoC-approved HMIS Lead Agency only]
- CoC Planning Activities [CoC-approved Collaborative Applicant only]

It will also consider proposals for new projects that offer permanent supportive housing for the chronically homeless. (See the Appendix for the definition of chronically homeless.) New projects of any other type are not eligible for funding. Because there will be no new money available, new projects would be funded through reallocation of existing funds.

The CoC process additionally incorporated HUD Goals and the requirement that projects align with these goals.

HUD’s goals, as articulated in its Strategic Plan and *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*, are as follows:

- Meet the need for Quality Affordable Rental Homes: End homelessness and substantially reduce the number of families and individuals with severe housing needs.
- End chronic homelessness by 2015
- End veteran homelessness by 2015
- End family and youth homelessness by 2020

The review process for Local Applications further assessed all renewal projects against the following performance standards:

Renewal Applications – Must meet or exceed HUD’s national performance measurements. The National Performance Measures are as follows:

For Permanent Supportive Housing Projects, including Shelter Plus Care:  
Increase percentage of homeless persons staying in permanent housing over 6 months to at least 77%.

For Transitional Housing Projects:  
Increase percentage of homeless persons moving from transitional housing to permanent housing to at least 65%.

For All Projects:  
Increase percentage of homeless persons employed at exit to at least 20%.

Renewal 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.

#### CoC Homeless Population and Subpopulations

The following is the most recent Point in Time (PIT) count of sheltered and unsheltered homeless populations and subpopulations. The PIT was taken on January 30, 2013.

#### Homeless Population

##### Sheltered in Emergency Housing

- Number of Individuals - 298
- Number of Households with Dependent Children – 78
- Total Number of Persons in these Households (adults & children) – 207
- Number of Persons in Households with Only Children - 10

Total Persons = 515

##### Sheltered in Transitional Housing

- Number of Individuals - 119
- Number of Households with Dependent Children – 53
- Total Number of Persons in these Households (adults & children) – 132
- Number of Persons in Households with Only Children – 7
- Number of Individuals in Safe Haven – 14

Total Persons = 258

##### Unsheltered

- Number of Individuals - 45
- Number of Households with Dependent Children – 1
- Total Number of Persons in these Households (adults & children) – 5
- Number of Persons in Households with only children – 1

Total Unsheltered Persons = 51

TOTAL Sheltered in Emergency Housing, Transitional Housing, and Unsheltered = 838

Homeless Subpopulations

Sheltered

- Chronically Homeless – Sheltered (in Emergency Shelter Only) – 15
- Chronically Homeless – Unsheltered – 0
- Chronically Homeless – Safe Haven – 13

Total Chronically Homeless Sheltered & Unsheltered – 28

- Severely Mentally Ill – Sheltered – 147; Unsheltered – 6 ; Total - 153
- Chronic Substance Abuse – Sheltered – 139; Unsheltered – 0; Total - 139
- Veterans – Sheltered – 0; Unsheltered – 0; Total - 0
- Persons with HIV/AIDS – Sheltered – 4; Unsheltered – 0; Total - 4
- Victims of Domestic Violence – Sheltered – 118; Unsheltered – 0; Total - 118
- Unaccompanied Youth (Under Age 18) – Sheltered – 15; Unsheltered – 13

TOTAL Subpopulations Sheltered = 442

The CoC 2013 Collaborative Application responds to the HUD required performance and strategic planning objectives for addressing homeless in the community. The objectives are:

1. Increase Progress Towards Ending Chronic Homelessness
2. Increase Housing Stability
3. Increase project participants' income
4. Increase the number of participants obtaining mainstream benefits
5. Using Rapid Rehousing as a method to reduce family homelessness

The CoC has incorporated multiple strategies into its plan to address these objectives. The key theme for these strategies is a focus on targeting HUD resources to where they may have the biggest impact – projects that result in moving individuals and families as quickly as possible from homelessness to stable permanent housing and self-sufficiency. Rapid rehousing is a key method being used to move households quickly into stable housing with relatively short term assistance, meeting their immediate basic needs while linking them to other mainstream community supports so they may sustain housing. HUD supported Permanent Supportive Housing Programs should be used for households with disabilities whose needs are such that it is anticipated they will need the longer term supports of these programs, particularly chronically homeless populations. As HUD moves away from funding supportive services only projects, the CoC's plan includes strategies for increasing linkages with mainstream support services, including vocational/employment programs to address the high degree of reliance on public benefits and low employment rates among project participants.

The CoC, in collaboration with Monroe County and the City of Rochester ESG planning, is moving forward to establish a Coordinated Intake and Assessment system in accordance with HUD requirements. The HEARTH Act and its subsequent regulations for the ESG and CoC Homeless Assistance programs require that communities develop a coordinated intake and assessment system for homeless services. The "Homeless Resolution Strategy Report" provided a series of recommendations for a framework to establish such a system in Monroe County. A Community Coordinated Access Task Force met during 2013 to further refine the recommendations for the design of the system. The Task Force completed its work and its recommendation were accepted by the CoC in January 2014.

A group led by the CoC has been convened to work on the implementation of the coordinated access system. The first phase of implementation will involve establishing a process for initial entry into the homeless system. This phase will focus on improving the community's ability to effectively divert households from entering a shelter through triage to options that can provide the support needed to avoid a shelter stay. A pilot is scheduled to begin April 1, 2014 for persons

seeking shelter “after hours”. 2-1-1 will conduct a diversion interview/screen callers, seeking to come up with an alternative solution for housing that night with linkage to follow-up with DHS or another provider the next day. For those who are not able to be diverted, 2-1-1 will do a warm handoff to DHS for shelter placement if eligible or arrange for a courtesy placement at a shelter if not eligible.

The Implementation Team will additionally work on the next steps in the Coordinated Access system as this pilot is being conducted. Next steps include finalizing a common intake tool for shelters and plans for extending the 2-1-1 pilot to day time hours. Throughout 2014, additional components of the coordinated access will be further developed and implemented.

### 3. Chronic Homelessness

The CoC Ten-Year Plan to End Chronic Homelessness was developed by the CoC using a community planning process. The Plan was first released in September 2007. The CoC 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 and is available through the CoC or the Monroe County CD office. This Production Plan delineated strategies for implementing the development of additional housing options, based upon the resources and funding opportunities expected to be available.

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

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.

The CoC is in the process of updating the Ten Year Plan, with a substantial update expected to be completed during 2014. Due to many changes in funding strategies at the State and Federal levels, as well as the changes to the homeless system envisioned as a part of the HEARTH Act and the Federal Strategic Plan for Homelessness, it has become necessary to update and revisit the strategies for development. Although the goal remains the same, to eliminate homelessness, the approaches to be used may vary somewhat based on research, regulations and funding direction. In addition, the City of Rochester has recently released the "Homelessness Resolution Strategy", a study conducted by consultants Dennis Culhane and Suzanne Wagner through a contract with DePaul Key Housing Inc. This Strategy includes recommendations for changes in the homeless system to align with the HEARTH Act requirements, including the establishment of a coordinated intake and assessment process for all CoC and ESG funded programs, as well as recommendations for best practice/research housing options to support homeless subpopulations and estimated development needs across the various housing options. Addressing the needs of the chronically homeless population remains a priority in these recent updates.

#### Current Chronic Homelessness Strategy

HUD defines a chronically homeless person as an unaccompanied individual with a disabling condition who has been continually homeless for 12 months or more, or who has had four episodes of homelessness in a three-year period. A family with an adult member that meets this definition is also considered to be chronically homeless. Recent Point in Time (PIT) counts have been fairly consistent in the number of chronically homeless identified, with 63 such persons identified in the 2013 count. The CoC has placed an increased focus on improving the quality of data reported and an emphasis on accurate methods for identifying those who are chronically homeless and the reporting of chronic status to ensure that an accurate count is obtained.

Addressing the needs of the chronically homeless is a key priority for the CoC. The number of beds dedicated to chronically homeless persons in the region has grown significantly over the last six years from 20 beds in 2007 to 158 beds in 2013. Additionally, as a part of the 2013 CoC Collaborative Applicant, the CoC has obtained written commitment from all permanent supportive housing projects to prioritize households identified as chronically homeless for admission to the next available open unit in their program, also meaning that moving forward, any chronically homeless household will move to the top of any waiting list a program may have.

The CoC has established a new Chronically Homeless Committee to develop strategies for addressing the needs of this population. Through increased awareness and more aggressive outreach efforts, a significant number of unsheltered homeless are being identified in the community in areas such as public garages, abandoned subway tunnels and scattered encampments. A community outreach team conducts regular "sweeps", attempting to engage those unsheltered persons in services, including linkage to rapid rehousing and other programs that may assist in first securing a suitable housing placement. The outreach team has noted that such engagement takes time and that our community needs to continually develop housing options that are suited to a population who is reluctant to accept services delivered using traditional approaches or models.

As recommended in the community's Ten Year Plan To End Homelessness, Housing First approaches can be highly effective in addressing the needs of individuals experiencing chronic homelessness. Housing First programs place people directly into permanent housing without requiring that tenants be "housing ready." The goals of Housing First programs are to house people who are homeless in permanent housing settings as quickly as possible, to provide services as needed to promote and sustain housing stability, and to assist persons on their path toward recovery and independence. A Housing First approach can be contrasted with programs that may condition access to permanent housing upon requirements such as sobriety or treatment participation; basic living skills and personal hygiene; or motivation to participate in treatment or case management services. A body of research documents the success of Housing First models at

keeping even the most disabled homeless people housed and averting public costs for crisis emergency services (Supportive Housing Production Implementation Plan, Rochester and Monroe County New York, 2008-2017).

The Housing First approach is also being used with rapid re-housing services. One of the intended outcomes for rapid re-housing is to decrease the length of stay in shelters and to move persons into permanent housing as quickly as possible. The chronically homeless population includes those persons who frequently cycle in and out of shelters and remain disengaged from services. Using a Housing First Approach, rapid re-housing strategies first provide the support and assistance necessary to secure stable housing. Once the person's housing has been stabilized, subsequent work may occur to engage the person in community support and recovery.

Past strategies continue as a strong framework on which we can build and they remain an integral part of our current strategy. We continue to provide strong support of the movement to serve the chronically homeless through our community's Rental Assistance (formerly known as Shelter Plus Care) programs that combine rental subsidies with community-based case management and other support services. These support services, in addition to the affordable, permanent housing, have allowed the chronically homeless to remain in permanent housing.

In response to the severe weather conditions in our community during the winter months, the County, City, Red Cross, CoC Team and Poor People United developed and implemented a plan to assist the unsheltered homeless in accessing existing shelter beds and providing additional overflow beds beginning in the winter of 2004. The Hypothermia Alert Plan (aka Code Blue) has been updated annually and continues to be used during severe weather conditions.

#### Discharge Planning

The Special Needs Populations Committee of the HSN worked with Coordinated Care Service, Inc. (CCSI) to develop discharge guidelines from public, in-patient mental health programs to outpatient treatment. An addendum to the plan was made with specific protocols for discharge of persons who were accessing homeless shelters to ensure shelter providers have information on medications, outpatient treatment providers, etc. In addition, the NYS OMH and OASAS have established Regional Behavioral Healthy Organizations (RBHO), beginning operations in January 2012. The Western New York RBHO, which covers Monroe County, is operated by the New York Care Coordination Program. The role of the RBHO is to review admissions to, and discharges from psychiatric inpatient units and chemical dependency inpatient rehabilitation and detoxification programs. These reviews are focused on continuity of care and effective discharge practices to ensure persons are effectively linked to on-going care and supportive services, including housing. The RBHO tracks homeless status at admission and the number of individuals discharged without housing in place and has been working with facilities regarding areas for improvement, recognizing that most discharges without a housing plan are persons who have left the facility against medical advice, prior to completion of the program.

#### 4. Homelessness Prevention

The County and City of Rochester intend to continue collaborating to provide services to individuals and families in Monroe County with homelessness prevention and rapid re-housing activities under the 2014 ESG funded programs. Services provided would include rental assistance, security deposits, utility assistance, moving/storage expenses, housing search, legal services and tenant training.

#### 5. Discharge Coordination Policy

Discharge Coordination Policies have been developed and implemented by the Homeless Services Network (HSN) and the CoC Team, groups which include representatives from the County of

Monroe. Community-wide plans to prevent homelessness upon discharge have been developed, and staff at the discharging facilities are aware of the need to make appropriate arrangements for departing individuals. Specific planning has occurred for youth, individuals with mental health issues and those leaving prison/jail and hospitals.

The Special Needs Populations Committee of the HSN worked with Coordinated Care Service, Inc. (CCSI) to develop discharge guidelines from public, in-patient mental health programs to outpatient treatment. An addendum to the plan was made with specific protocols for discharge of person who were accessing homeless shelters to ensure shelter providers have information on medications, outpatient treatment providers, etc. In addition, the NYS OMH and OASAS have established Regional Behavioral Health Organizations (RBHO), beginning operations in January 2012. The Western New York RBHO, which covers Monroe County, is operated by the New York Care Coordination Program. The role of the RBHO is to review admissions to, and discharges from psychiatric inpatient units and chemical dependency inpatient rehabilitation and detoxification programs. These reviews are focused on continuity of care and effective discharge practices to ensure persons are effectively linked to on-going care and supportive services, including housing. The RBHO tracks homeless status at admission and the number of individuals discharged without housing in place and has been working with facilities regarding areas for improvement, recognizing that most discharges without a housing plan are persons who have left the facility against medical advice, prior to completion of the program.

## NON-HOMELESS SPECIAL NEEDS HOUSING

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

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

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

Action Plan Specific Objectives response:

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

Special Needs Category

Elderly

Housing – H (HOME & CDBG)

Supportive Services – Y (CDBG)

Frail Elderly

Housing – M (HOME & CDBG)

Supportive Services – Y (CDBG)

Persons w/ Severe Mental Illness

Housing - M

Supportive Services - N

Disabled (Developmental or Physical)

Housing – M (HOME)

Supportive Services – N

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

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

Public Housing Residents  
Housing – L  
Supportive Services – N

To help fund those needs identified as medium and high priorities, Monroe County is funding the following programs in 2014 to serve the populations identified.

Elderly and Frail Elderly Housing: Home Improvement Program, LifeSpan Safety and Security for Seniors, Affordable Rental Housing Development, The Housing Council programs

Elderly and Frail Elderly Supportive Services: LifeSpan Safety and Security for Seniors, Affordable Rental Housing Development, The Housing Council programs

Disabled Housing: Affordable Rental Housing Development, Home Improvement Program and Home Ownership Program, LifeSpan Safety and Security for Seniors, The Housing Council programs

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

## **Barriers to Affordable Housing**

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

Action Plan Barriers to Affordable Housing response:

1. Actions to Remove Barriers to Affordable Housing

Our fair housing consultant has initiated research in order to update our Analysis of Impediments to Fair Housing Choice in Monroe County, NY, the HUD mandated periodic analysis and assessment of ongoing initiatives that affirmatively further fair housing and help to break down barriers to fair housing choice in HUD-designated Entitlement Communities. The update includes a review and assessment of the accomplishments of the Fair Housing Action Plan, Phase I, Year 1-3 and research and analysis of issues that continue to limit fair housing choice.

Our consultant will work with participating Entitlement Communities to review and revise priorities established in the Fair Housing Action Plan, Phase I, based on findings identified in the HUD-mandated Analysis of Impediments to Fair Housing Choice in Monroe County, NY: 2014 Update, as necessary. The consultant will collect data regarding actions taken under Fair Housing Action Plan: Phase II to address updated priorities. The consultant will prepare an annual progress report at the end of Phase II, Year One that includes a summary of the 2014 AI Update and actions taken in the program year.

The following priorities were chosen to implement Phase I activities:

- Priority One: Provide Fair Housing Education and Outreach
- Priority Two: Increase the Supply of Affordable Housing
- Priority Three: Promote Sustainable Minority Home Ownership
- Priority Four: Expand Appropriate Housing Opportunities for Minorities, Seniors, Disabled and Homeless Populations

Priority One ensures the ability of minority residents to exercise full housing choice by educating individuals regarding their fair housing rights and how to exercise those rights.

Priority Two recognizes the importance of ensuring quality rental housing opportunities for low-income residents in both private market and assisted housing in suburban locations.

Priority Three promotes sustainable minority home ownership through comprehensive preparation for home ownership in order to significantly increase sustainable minority home ownership in suburban areas. This priority also ensures that minority residents facing foreclosure receive the same level of service as other distressed home owners.

The Priority Four program recognizes the specialized needs of seniors and disabled and homeless populations. There is a demonstrated need for supportive housing for homeless individuals and families, as well as a growing need for affordable senior housing as this population continues to dramatically increase.

## **Lead-based Paint**

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

Action Plan Lead-based Paint response:

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

In 2014, the CD Division will continue to enforce actions specific to its housing programs in lead-based paint hazard identification, disclosure and reduction. Lead-based paint hazard reduction activities are expected to make up half of the repairs undertaken this year in the Home Improvement Program. Federal requirements for lead-safe work practices and contractor certifications have substantially increased the costs of home repairs, making it more difficult to accomplish all that is necessary to ensure that health and safety related deficiencies are corrected. For this reason, CD has again allocated substantial CDBG and HOME funds to the Home Improvement Program for 2014.

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

All properties purchased through the County's First-Time Homebuyer Program must have inspections for lead-based paint hazards prior to final approval of applications for assistance. Purchase subsidies are only issued after receipt of inspection reports indicating that no lead-based paint hazards are 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 Lead Program received a \$766,555 Healthy Neighborhoods grant for outreach from the NYSDOH, which runs for five years starting April 1, 2014. The focus of the grant is primary prevention for Tobacco Control, Fire Safety, Lead Prevention, Indoor Air Quality, General Housing Conditions and Asthma. In the first year, Outreach workers will perform six hundred (600) initial visits in two additional 14605 and 14608 as well as 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 are 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 2014, where a total of 19 classes will be conducted. This year the training is again being paid for with funds from the Childhood Lead Poisoning Primary Prevention grant.

The Lead Poisoning Prevention Program received another grant from NYSDOH for \$392,531. This grant runs from October 1, 2013 through September 30, 2014. This program provides medical management, educational and environmental intervention for children with elevated blood lead levels of  $\geq 10$  ug/dl and their families. Services in response to reports of elevated blood lead levels in children are mandated by NYS Public Health Law 1370-1376A and Part 67 of the NYS Sanitary Code. Lead Program Public Health Sanitarians conduct environmental inspections of properties to find lead hazards in homes where children with elevated lead levels reside or spend considerable time. Any hazards found must be remediated using Lead Safe Work practices and the properties must achieve lead dust clearance in accordance with EPA standards. A Lead Program nurse ensures that children receive follow-up testing and care from their pediatric provider. Both sanitarians and nurses provide lead poisoning prevention education to parents and guardians.

The Childhood Lead Poisoning Primary Prevention Program received another Childhood Lead Poisoning Primary Prevention grant from the NYSDOH for \$895,042. This grant runs from April 1, 2014 through March 31, 2015. 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 will visit these homes to conduct a lead inspection, a healthy home inspection and provide 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 Monroe County Department of Human Services (DHS). Units inspected by the City of Rochester and cleared more than 3 years ago of an interior hazard per the City lead law, that house a family receiving Temporary assistance with a child less than six years-old will be inspected by MCDOPH Lead Risk Assessors. The Program continues to expand the City of Rochester's existing Certificate of Occupancy activities and enhance efforts by performing additional lead visual inspections (2,786) and lead dust wipe test sampling (1,276.)

## Antipoverty Strategy

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

Action Plan Antipoverty Strategy response:

1. Actions to Reduce the Number of Poverty Level Families

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

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

The guidelines for poverty level are different than another commonly used income threshold referred to as 30% of the Area Median Family Income Limits. Below is a breakdown by household size of both the 2014 Poverty Guidelines issued by the U.S. Department of Health and Human Services (HHS) and the 2014 Monroe County 30% AMI limits issued by the U.S. Department of Housing and Urban Development for comparison purposes:

<u>Household Size</u>	<u>2014 HHS Poverty Guidelines</u>	<u>2014 30% AMI Limits</u>
1	\$11,670	\$14,100
2	\$15,730	\$16,100
3	\$19,790	\$18,100
4	\$23,850	\$20,100
5	\$27,910	\$21,750
6	\$31,970	\$23,350
7	\$36,030	\$24,950
8	\$40,090	\$26,550

Strategies in 2014 include continuation of existing programs that promote a stable living environment, reduce dependency and poverty primarily caused by unemployment, underemployment, housing condition and cost burden. Programs that address a stable living environment include the Home Improvement Program, Home Ownership Program, and each of the programs administered by The Housing Council, and the Partners in Community Development Work Pays Program. LifeSpan's program for seniors will continue to provide 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. ESG funds will be allocated to homeless service provider agencies to fund critical services to homeless and at-risk individuals and families. ESG funding is also being allocated for continuation of services for homelessness prevention and rapid re-housing. Collectively, these programs help prevent homelessness, financial hardship, institutionalization and poverty.

MCDHS is the primary provider of public assistance benefits for poverty level persons and, therefore, has the greatest capacity to reduce the number of poverty level families. Housing efforts, particularly emergency housing, are coordinated with the CoC and other community-wide affordable housing agencies.

Programs that will provide job opportunities and reduce poverty include the ED Grant and Loan Fund, which targets job creation to low/mod residents, and non-CDBG funded County programs that provide incentives to businesses that employ local labor, tax credit incentives for companies that increase jobs through County of Monroe Industrial Development Agency (COMIDA), the Monroe County Industrial Development Council (MCIDC), and The Entrepreneurs Network, which offers training and mentoring for high-tech entrepreneurs, as well as programs provided at job centers operated by RochesterWorks, Inc. The ED Grant & Loan Fund will receive an allocation of \$150,000 in 2014 to encourage business expansion and relocation with resulting job creation and retention. COMIDA will also continue to provide business development incentives and resources for companies that create and retain jobs. Additionally, the public service projects proposed for Vounteers of America, Partners in Community Development and Togetherness in Love will provide job opportunities for low income individuals.

## COMMUNITY DEVELOPMENT

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

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

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

Action Plan Community Development response:

1. Priority Non-Housing Community Development Needs

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

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

Neighborhood facilities (03E); parks and recreation facilities (03F); water/sewer improvements (03J); street improvements (03K); sidewalks (03L); fire station/equipment (03O); Senior Centers (03A); Public Facility (03); Homeless Facility (03C)

Projects in these categories include:

(03E) Neighborhood Facilities Improvements: Village of Hilton Community Center Upgrades and Wheatland Donnelly House ADA Improvements

(03F) Parks & Recreation Facilities: Chili Union Station Park Shelter & Picnic Area, Perinton Hike/Bike Trail Rehabilitation Phase 2, Webster North Ponds Park ADA Fishing Pier Phase 3 and Scottsville Johnson Park Revitalization Phase 3

(03J) Water/Sewer Improvements: Henrietta Sewer Relining, Brockport West Avenue Water Main Replacement Phase 1, and Village of Webster Culvert Replacement Phase 1

(03K) Street Improvements: Village of East Rochester Road Pavement Rehabilitation and Village of Fairport Road Resurfacing

(03L) Sidewalks: Brighton, Gates, Hamlin, Honeoye Falls, Mendon, Penfield and Sweden Sidewalks

(03A) Senior Centers: SAHARO, Ogden Senior Center

(03) Public Facility: Village of Pittsford ADA Improvements

(03C) Homeless Facility: The Salvation Army ADA Entrance.

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

Projects in these categories include:

(12 and 14B) Affordable Rental Housing Development (funded through HOME)

(13) First Time Homebuyer Direct Purchase Subsidies (funded through HOME)

(14A and 14H) Home Improvement Program (funded through HOME and CDBG)

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

Public Services - senior services (05A); handicapped services (05B) fair housing activities (05J); tenant/landlord counseling (05K); housing counseling (05U)

Projects in this category include:

(05A) LifeSpan Safety and Security for Seniors Program

(05D) Togetherness in Love

(05H) Partners in Community Development, Volunteers of America

(05J) Anne Peterson Consulting - Fair Housing Implementation Phase I Year 4 and Expanding Housing Opportunities Program by The Housing Council

(05J and 05K) Expanding Housing Opportunities Program by The Housing Council

(05U) Home Ownership Program and Foreclosure Prevention and HECM Counseling by The Housing Council

Economic Development - ED direct financial assistance (18A)

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

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

Currently, there are 60 block groups that are eligible for funding in Monroe County's upper quartile. Neighborhoods targeted for public improvements are located in eligible census tracts and block groups where the highest percentages of low/mod income residents are located. These statistics geographically define a concentration of residents in need of programs and services.

CD staff works closely with several County Departments that provide health and social services. These partnerships provide valuable assistance in identifying the needs of County residents.

The Monroe County Department of Human Services (MCDHS) provides the annual Homeless Services Report, which is used to identify trends and needs of the homeless population and is included in the Appendix of this Plan.

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

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

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

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

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

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

The greatest challenge to meeting underserved needs is limited funding resources. More applicants are seeking community development funds than ever before, creating increased competition. As previously referenced, applicants seeking more than \$2.8 million were competing for just over \$1.9 million in available CDBG funds.

Strategies to address the CD objective of decent housing:

In the 2014 program year, the Home Improvement Program (HIP) will continue services to suburban residents. HIP helps low to moderate-income residents finance home repairs to correct serious housing deficiencies. In an effort to keep pace with the challenging economy, the following changes will be implemented to the HIP guidelines. 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. Updated program guidelines include: Households with incomes between 0 and 60% of area median income (AMI) are eligible for a grant of up to \$12,500 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 \$6,250, 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 will increase to \$40,000. Repeat grants for previous recipients after ten years or more, will be allowed. HUD issued revised HOME Program Income Limits that became effective May 1, 2014, and have increased slightly from 2013 levels.

In addition, the Home Ownership Program and the subsidy provided to income eligible first-time home buyers in the form of down payment and closing cost assistance will continue to expand access to decent housing. Monroe County's home ownership counseling is free to program participants, which allows low to moderate income homebuyers to put more of their resources toward the home purchase. Demand for down payment and closing cost subsidy for first-time home buyers decreased in 2013. Effective March 3, 2014, changes were implemented relative to how subsidy allocations are calculated for First Time Homebuyers, subsequent to the implementation of the 2013 HOME Final Rule. Subsidy amounts are now based on calculation of allowable buyer closing costs as evidenced on Good Faith Estimates prior to closing. Therefore, additional subsidy funds in the amount of \$50,000 have been allocated from the HOME Program to ensure continuation of this popular and successful program. It is anticipated that these funds will assist approximately 30 families to purchase their first homes.

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

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

For the 2014 program year, projects in LMAs will include the replacement of deteriorated sidewalks in the towns of Brighton and Gates. In a continued effort toward pedestrian safety, new sidewalks will be installed in the towns of Hamlin, Penfield and Sweden. Roadway improvements will take place in the villages of East Rochester and Fairport. The upgrading of park shelters, parking areas and recreation equipment will take place in the towns of Chili and Webster as well as the Village of Scottsville. The Town of Henrietta will perform sewer relining. The Village of Brockport will execute the first phase of a water main replacement project. Community Center upgrades will take place in the Village of Hilton and the Village of Webster will conduct the first phase of a project to replace a severely deteriorated storm sewer culvert.

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

In a continued effort to increase access to quality public and private facilities and services, Monroe County will fund the following ADA facility improvements in 2014: the construction of ADA accessible sidewalks in the Village of Honeoye Falls and the Town of Mendon, the installation of an ADA stair lift in the Village of Pittsford office building. ADA entrance improvements will take place at the Salvation Army main entrance, accessibility improvements will be completed at the Donnelly House in Wheatland and RS&E Hikeway/Bikeway Trail Phase two in the Town of Perinton will be completed, as well as SAHARO Inc. Senior Center repairs in the Town of Ogden.

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

and independence for low to moderate-income, elderly and disabled populations.

Projects funded in 2014 promote fair housing, housing stability and home ownership. The County will contract with The Housing Council to provide foreclosure prevention and landlord/tenant counseling services to promote housing stability among our most vulnerable residents. The CDBG-funded Home Ownership Program will continue the provision of credit-repair counseling, education, referral and financial assistance to low and moderate-income persons wishing to purchase homes in suburban Monroe County. The long-term credit repair component of this program enables some of the County's lowest income residents to become eligible and prepared for home ownership.

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

Strategies to address the community development objective of economic opportunity require adequate resources and incentives for business retention, expansion and relocation necessary to encourage new jobs and protect existing jobs; and the need for more programs with expanded services that offer employment training and development, especially for displaced workers, unemployed and underemployed residents and persons with special needs. Three public service projects will be undertaken to provide increased employment opportunities for lower income individuals through Togetherness in Love, Volunteers of America and Partners in Community Development.

The most effective business development strategy available through CDBG is the Economic Development Grant and Loan Fund. The fund provides low-interest loans or grants to local companies for equipment acquisition, infrastructure and leasehold improvements, real estate and working capital activities involved in business start-ups, expansions and relocations. Funds are combined with other public resources to leverage private capital investments, including the CDBG Section 108 Loan Guarantee authority, COMIDA, New York State's Urban Development Corporation and the SBA 504 Program. To stabilize and expand small businesses, the ED Division will continue to work with the Small Business Administration in regard to the SBA 504 Program, The Entrepreneurs Network (TEN), which offers intensive training and mentoring for high-tech entrepreneurs and Procurement Technical Assistance Center (PTAC), which connects vendors to procurement opportunities with the federal government.

## HOME

1. Describe proposed forms of investment. (See Section 92.205)
2. If grantee (PJ) plans to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, state its refinancing guidelines required under 24 CFR 92.206(b).
3. Resale Provisions -- For homeownership activities, describe resale or recapture guidelines that ensure the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4).
4. HOME Tenant-Based Rental Assistance -- Describe the local market conditions that led to the use of HOME funds for tenant based rental assistance program.
5. Describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.
6. Describe actions taken to establish and oversee a minority outreach program within its jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms,

construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.

Action Plan HOME response:

1. Forms of Investment

A variety of HOME Program activities will be undertaken as the primary components of the Annual Plan to meet priority housing needs and to expand the supply of decent, safe, affordable housing.

Monroe County is proposing to allocate HOME funds under the following three eligible activity types to address the affordable housing needs of moderate, low and very low-income households:

- Homeownership – The Monroe County Homeownership Program, administered by The Housing Council, is funded with CDBG Public Services funds and provides extensive counseling, homeownership education and subsidy packaging. HOME funds are allocated to provide direct purchase subsidy to eligible first time homebuyer households. Homeownership funds are provided in the form of conditional grants (deferred payment loans) that are forgiven at the end of the affordable housing period.
- Rehabilitation of Owner-Occupied Units – The Home Improvement Program (HIP) is funded annually with both CDBG and HOME funds. HOME and CDBG funds in the HIP are used for conditional grants to eligible homeowners with incomes at or below 80% of AMI. Grants are forgiven at the end of the affordable housing period.
- CHDO and non-CHDO Rental Housing Production (including new construction and rehabilitation) – Monroe County uses a competitive application process to commit HOME rental housing production funds. All affordable rental housing allocations are provided as either conditional grants or loans.

2. Guidelines for Refinancing of Existing Debt

N/A – Monroe County does not use HOME funds for the refinancing of debt on multi-family housing projects.

3. Resale/Recapture Guidelines for Homeownership Activities

Through its HOME Program, Monroe County provides conditional grants to eligible applicants in the First-Time Home Buyer (FTHB) Program to reduce the cost of purchasing eligible single-family properties and also to Home Improvement Program (HIP) participants for eligible rehabilitation activities. At the time that a FTHB applicant enters into a Purchase Agreement for an eligible property, they accept the amount, terms and conditions of the grant by execution of a Buyer's Agreement. Participants in the HIP execute a HIP Agreement upon determination of eligibility and selection of a rehabilitation contractor, prior to the commencement of work.

At the time of closing for each home buyer and upon completion of work and prior to payment of grant funds for homeowners, a Note and Mortgage is executed and recorded, securing the total grant funds awarded for the project, and obligating the participant to recapture provisions if they fail to reside in the property for the requisite affordability period. The recapture provisions in the Note and Mortgage specify that if the net proceeds (defined as the sales price minus the cost of repaying outstanding mortgages and closing costs) are insufficient to repay the full amount of the subsidy, the homeowner will repay only a pro-rated portion of the subsidy, but never more than

the net proceeds available from the sale. This HUD-approved practice will remain in effect for all future homeownership activities under the HOME Program.

4. HOME Tenant Based Rental Assistance

N/A – Monroe County does not provide Tenant Based Rental Assistance through its HOME Program.

5. Affirmative Marketing Policy

Monroe County will implement 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 regulations. Measures to ensure this compliance include, but are not limited to the following:

- a. Affirmative marketing policies and procedures and fair housing laws will be discussed with property owners and tenants directly;
- b. A statement of the objectives, policies and procedures of the County pertaining to affirmative marketing and Federal Fair Housing Laws will be 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 will be 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;
- c. 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 logotype and slogan on all advertising materials; and
- d. Each participating investor/owner will be required to execute a certification to affirmatively market vacant units. This document assures the following items: owner agrees to include in all advertising, the Equal Opportunity logotype or slogan, Equal Housing Opportunity, submit written vacancy notification to the appropriate public housing agency and to the Housing Council, advertise vacant units in alternate outlets, provide the booklet, *Fair Housing - It's Your Right (HUD-1260-FHEO)* to tenants and implementation of the Equal Employment Opportunity non-discriminatory hiring policy.
- e. The County will determine, 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. 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.

- f. The property owner will be 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.
- g. The HOME Program will be 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 will be made available to municipalities, landlords and tenants. Such Fair Housing information and visual aids will also be distributed at all County public meetings regarding the HOME Program.
- h. To promote awareness of Fair Housing, the County will join with other agencies to promote Fair Housing Month each year. Local officials will be asked to issue an appropriate proclamation and events will be planned to increase the community's understanding of what constitutes Fair Housing and how it can be advanced. Efforts will be made to discuss Fair Housing in the media and in educational seminars.
- i. The impact of property owner and County affirmative marketing activities will be assessed continually and reviewed annually. A survey or equivalent analysis of existing census and community data will be 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 will be compared to the data compiled through the HOME Program to assess the impact of affirmative marketing activities. If deficiencies become apparent, the following actions shall be considered and if feasible, appropriate corrective actions will be undertaken.
  - 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.

#### 6. Minority Outreach

Monroe County is an equal opportunity employer firmly committed to promoting the participation of Small, Disadvantaged, and Section 3 firms and firms owned by Minorities, Women and Disabled Persons in business development and procurement opportunities. The County encourages the involvement of these firms in purchasing and contracting activities and provides development assistance to stimulate business growth. The County's procurement policies comply with federal, state and local laws, and all regulations governing equal opportunity, small business and M/WBE utilization. All sub-recipients of Consolidated Plan program grants must certify, through contractual agreements, that they will administer projects in accordance with all federal, state and local laws that prohibit discrimination.

The following Monroe County Departments play an integral role in business development and outreach activities:

- The Department of Purchasing and Central Services has made upcoming bids and bid results available on its website ([mcpurchasing@monroecounty.gov](mailto:mcpurchasing@monroecounty.gov)) as notification to the general contracting public as well as to small, minority and women-owned businesses. Applications are also available on the website to enable businesses to add their names to the County's Vendor Database. The Department splits service contract categories whenever possible to encourage and enable smaller firms to compete.
- The Department of Environmental Services, Engineering Division, provides technical assistance to firms on the bid process and refers qualified firms to other departments. The Department also subdivides larger construction contracts, when economically feasible, to enhance opportunities for smaller firms bidding on County construction projects.
- The Department of Human Resources, Affirmative Action Division, undertakes affirmative action programs and policies that provide equal employment opportunities, in accordance with all facets of the Equal Employment Opportunity Laws.
- The Department of Planning and Development, ED Division, provides a variety of business assistance programs to for-profit businesses including many small businesses, micro-enterprises, M/WBEs, and Section 3 businesses. Some of these programs offer financing incentives to encourage business development, expansion and job growth through the CDBG funded ED Grant and Loan Fund. In addition to the provision of direct assistance to small businesses and M/WBEs, this department also ensures that all firms who receive assistance from Monroe County, make good faith efforts to meet EEO and small and M/WBE participation requirements.

Program initiatives for CDBG and HOME funded construction projects that are competitively bid, such as public works, facility improvements, infrastructure improvements and affordable housing development include:

- placement of qualified M/WBE's on solicitation lists;
- solicitation of M/WBE's and Section 3 firms as potential sources as contractors, sub-contractors and suppliers through CDBG solicitation ads in minority publications and through the use of County databases to target firms;
- referral of contractors selected through the public bid process to qualified M/WBE and Section 3 firms who can participate as sub-contractors and suppliers;
- division of larger projects, when economically feasible, into small tasks to permit maximum small business and M/WBE participation; and
- utilization of the services and assistance of the Small Business Administration and other local agencies which provide assistance in outreach and utilization efforts.

Construction bid documents include a special M/WBE section that contains a good faith certification for contractors to sign in the Bid Proposal and County guidelines for M/WBE participation. New York State M/WBE certification lists and other resources available on its website are used to select qualified firms for our direct mail notification. Construction bid documents are made available to M/WBE firms who can evidence M/WBE certification, at no cost to these firms. The bid package is available for review by all interested bidders at the Builders Exchange and Dodge Reports. At each bid opening, the apparent low bidder is advised of the M/WBE outreach and participation requirements of HUD and the County. Bidders are urged not to hire or contract with any sub-contractors or suppliers until the pre-construction conference, at which time, CD staff describes our M/WBE good faith policy and assists the contractor in identifying qualified firms. Firms are then checked in the System for Award Management (SAM.)

## Housing Opportunities for People With AIDS

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

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Action Plan HOPWA response:

N/A

### Specific HOPWA Objectives

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

Specific HOPWA Objectives response:

N/A

## Emergency Solutions Grants (ESG)

1. Identify the written standards for providing ESG assistance in accordance with 24 CFR 576.400(e)(1) and (e)(3).
2. If the Continuum of Care for the jurisdiction's area has established a centralized or coordinated assessment system that meets HUD requirements, describe the centralized or coordinated assessment system and the requirements for using the system, including the exception for victim service providers, as set forth under 24 CFR 576.400(d).
3. Identify the process for making awards and how the jurisdiction intends to make its allocation available to nonprofit organizations, and in the case of urban counties, funding to participating units of local government.
4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), specify the plan for reaching out to and consulting with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities or services that receive funding under ESG.
5. Describe the performance standards for evaluating ESG activities.
6. Describe the consultation with each Continuum of Care that serves the jurisdiction in determining how to allocate ESG funds, develop performance standards, evaluate outcomes of activities assisted by ESG funds, and develop funding policies, and procedures for the administration and operation of HMIS.

### Action Plan ESG response:

On December 5, 2011, the Department of Housing and Urban Development (HUD) published the Interim Rule for the Emergency Solutions Grants (ESG) program. Monroe County anticipates receiving an allocation of \$135,147, which will be used for activities of homelessness prevention and rapid re-housing, emergency shelter, shelter diversion, and essential services.

Monroe County and the City of Rochester jointly administered the Homelessness Prevention and Rapid Re-Housing (HPRP) program through funding available from the American Recovery and Reinvestment Act of 2009. Over the last three years, HPRP, locally named Heading Home, was a comprehensive system to provide rental assistance to individuals and families facing eviction and to quickly re-house those at imminent risk of homelessness. Under the Consolidated Plan amendments, ESG recipients received a second allocation of 2011 ESG funds to continue homeless assistance activities. The joint County and City efforts in administering homelessness prevention and rapid re-housing program were successful and provided innumerable services to residents in suburban Monroe County and the City of Rochester.

Monroe County anticipates receiving a 2014 allocation of ESG funds in the amount of \$135,147. Through its collaboration with the City of Rochester and the CoC, Monroe County is proposing to allocate funding based on the eligible categories, as reflected in the following table:

2013-2014 ESG Allocation	Admin. (max. 7.5% of allocation)	Total Program Funds to Allocate	Street Outreach and Shelter Activities (max. 60% of allocation)	Homeless Prevention and Rapid Re-Housing
\$135,147	\$10,136	\$125,011	\$0	\$125,011

In order to reduce application burdens on homeless service providers and streamline access to all available resources, the County and the City of Rochester once again will release a cooperative, joint ESG RFP for 2014 programs with input from the CoC and other stakeholders. The RFP outlines several key County, City, CoC, and HSN priorities as well as relevant recommendations provided in the recently completed Homelessness Resolution Strategy Study. This study was contracted out by the City of Rochester and completed by Housing Innovations of New York City in conjunction with Dennis Culhane of the University of Pittsburgh. The report included assessments of the Rochester/Monroe County Homeless Continuum of Care, recommendations for the elimination of hotel placements and steps to create a coordinated access system.

1. Written Standards for Providing ESG Assistance

Monroe County will strictly adhere to the HUD-defined eligibility criteria for the ESG Program in setting standards for provision of assistance and identify community needs that can be implemented to align with the Federal Strategic Plan goals and HEARTH Act CoC Performance Measures. Funding distributions will likely be made according to the table above for the 2014 Program Year and have been planned based on extensive consultation with the CoC and the City of Rochester. Written standards will continue to evolve as new program regulations are implemented and program design considerations are applied. It is anticipated that Monroe County, the City of Rochester and the CoC will be working jointly to develop comprehensive standards and procedures for the ESG Program to achieve the most significant impact and outcomes with all available resources.

2. Continuum of Care Centralized or Coordinated Assessment System

The County, along with the City of Rochester, local CoC, HSN, and other stakeholders will begin implementation of the first phase of a coordinated access system that will provide access to support services that will assist homeless individuals and families that are at risk of becoming homeless.

3. Process for Making Awards

Monroe County, in collaboration with the City of Rochester, will jointly release an RFP for the 2014-15 ESG funding. We are proposing to allocate all of the Monroe County 2014 ESG funding for Homelessness Prevention and Rapid Re-housing services. This will be accomplished through the solicitation of applications from homeless service providers. Applications were released on May 2, 2014 with a submission deadline of May 19, 2014.

On May 20, 2014, all applications received for prevention and shelter activities will be evaluated by a committee comprised of staff from Monroe County CD, the City of Rochester Department of Neighborhood and Business Development, County Department of Human Services and two members of the CoC team. Ranking will be based on HUD-defined eligibility criteria, identified

need, availability of eligible match, scope of services and anticipated program outcomes. Final funding determinations will be made by July 31, 2014.

Monroe County and the City of Rochester will jointly fund and administer ESG funded activities.

4. Homeless Participation

In compliance with Section 576.405(a) of the Interim Rule, the County and City have engaged persons who are currently or formerly homeless in their planning process. The Co-Chair of the Rochester/Monroe County Homeless CoC is a formerly homeless individual. In addition to serving as CoC Co-Chair, he has been substantially involved in planning for the 2014 ESG RFP and application review. Additionally, there is a second formerly homeless individual on the CoC Team, as well as one member of the Homeless Services Network, who have also been involved in the planning process for ESG funding.

5. Performance Standards for Evaluating ESG Activities

Performance standards for ESG recipients are required by HUD and have been developed in consultation with the CoC. The purpose of performance standards is to provide a measure for the ESG recipient and the CoC to evaluate each ESG service provider's effectiveness. It is anticipated that the County's performance standards for ESG activities will continue to evolve over time and will be developed to complement the CoC program performance measures.

Specific performance standards that will be applied to the ESG Program are based on the proposed accomplishments of:

- Increase the range of housing options and related services for program participants
- Increase knowledge of rights and responsibilities through Tenant Education
- Increase the number of program participants stably housed
- Reduce participant transiency by providing opportunities for safe and affordable housing
- Reduce the number of participants who have received prevention services from re-entering local shelter programs
- Prevent rapid re-housing participants from re-entering shelters

6. Consultation with Continuum of Care

The Rochester/Monroe County Homeless Continuum of Care Team (CoC) is the lead entity for the Continuum of Care planning and management process, including direct oversight of the implementation of the CoC's Homeless Management Information System (HMIS), project monitoring and establishment of project priorities. The CoC Action Plan provides a framework enabling the community to address homelessness and its underlying causes and to develop a comprehensive, coordinated system of homeless services to help individuals and families achieve independence. It describes a system that ranges from emergency housing and supportive services to permanent housing with homelessness prevention and supportive services needed by homeless individuals and families to achieve independent living. Continuum services and housing alternatives include permanent supportive housing, supportive services, emergency shelters, and transitional housing. The system's goal is to appropriately transition individuals from homelessness to their maximum level of self-sufficiency.

With the assistance from a consultant with the New York Council of Non-Profits (NYCON), the CoC amended its by-laws to better align with the HEARTH Act. This was voted on and passed by the Executive Committee as well as the full membership of the CoC on April 9, 2013. Along with this effort, the team has worked diligently to increase the general membership. The newly formed Administrative Board consists of seven Sponsors and Community-Based Planning Participant Organizations/Individuals. The Monroe County Sponsor has designated representatives from the

## Monroe County

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Departments of Planning & Development, Human Services (MCDHS) and the Rochester/Monroe County Youth Bureau. The City of Rochester Sponsor has a designated representative from the City of Rochester Department of Neighborhood and Business Development. The Homeless Services Network (HSN) Sponsor (a consortium of more than 50 homeless service providers) elects two representatives; and both the United Way of Greater Rochester and Rochester Housing Authority Sponsors have a designated representative.

The CoC Team has nine ex-officio members appointed by public and private organizations deemed necessary to develop, maintain, monitor and continuously improve a comprehensive, coordinated and flexible system of homeless housing and support services. They represent the County, City, United Way, Rochester Housing Authority, HSN, a community-based planning participant, who is a formerly homeless individual and a former co-chair who is with a local non-profit. In addition, there are elected general members from both public and private groups from the community, i.e. business sector, faith-based organizations, veterans organizations, schools, advocacy groups, and non-profits, etc. This diverse team is the primary planning and coordinating body for homeless housing and services in this community.

The Rochester/Monroe County CoC has been a long-time participant in the ESG planning process for Monroe County and the City of Rochester. ESG community priorities and planning have been discussed at both CoC Team and HSN meetings. Monroe County and City of Rochester housing staff have also consulted extensively with the CoC relative to the preparation of their respective 2014 ESG RFP and the planning and preparation of the 2014 Annual Action Plans.

ESG funding continues to be a critical issue for local homeless service providers. Facilitated discussions of ESG community priorities are held at the HSN meetings, and CoC members and community stakeholders are strongly encouraged to participate. In addition, CoC members have participated in community discussions led by consultants Dennis Culhane and Suzanne Wagner, who are engaging stakeholders in implementing plans to 1) reduce the number of homeless families referred to hotel/motels for shelter; and 2) develop a Coordinated Access system for homeless services including a common assessment form.

## Other Narrative

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

Monroe County, in collaboration with the City of Rochester, and the Rochester Housing Authority, with assistance from representatives from the Monroe County Department of Health and Human Services employment division, Youthbuild (administered by the Urban League of Rochester), RochesterWorks and Action for a Better Community, have been working on a joint county-wide Section 3 Plan (Plan). The collaborative Plan goal will be to maximize employment opportunities through all eligible construction and non-construction HUD funded projects for low-income Section 3 residents and increase business opportunities for Section 3 businesses in the greater Rochester area. To the greatest extent feasible, efforts will be made to attain the goals set forth in 24 CFR Part 135. A draft of the Plan is included in the Appendix.

The following table is a complete list of projects and programs proposed for funding through the CDBG, HOME and ESG programs in the 2014 program year (August 1, 2014 – July 31, 2015).

<b>Proposed CDBG Projects for 2014 Program Year</b>		
<b>Public Works and Facility Improvements:</b>		
Town of Brighton	Crittenden Road Sidewalks – Phase 2	\$ 34,625
Town of Chili	Union Station Park Shelter and Picnic Area	\$ 34,750
Town of Gates	Sidewalk Replacement	\$ 34,750
Town of Hamlin	Roosevelt Highway Sidewalks	\$ 27,800
Town of Henrietta	Sewer Relining Holiday Road & Summer Sky Drive	\$ 34,750
Town of Mendon	ADA Sidewalks – Quaker Meeting Housing Road	\$ 20,850
Town of Ogden	SAHARO, Inc. – Ogden Senior Center Repairs	\$ 10,000
Town of Penfield	Empire Boulevard Sidewalks	\$ 34,750
Town of Perinton	RS&E Hikeway/Bikeway Trail Rehabilitation Phase 2	\$ 27,800
Town of Sweden	Owens Road Sidewalks	\$ 27,800
Town of Webster	North Ponds Park ADA Fishing Pier Phase 3	\$ 27,800
Town of Wheatland	Donnelly House ADA Improvements – Phase 5 (Final)	\$ 20,850
Village of Brockport	West Avenue Water Main Replacement – Phase 1	\$ 34,750
Village of East Rochester	Road Rehabilitation – various streets	\$ 34,750
Village of Fairport	Road Resurfacing – various streets	\$ 27,800
Village of Hilton	Community Center Upgrades	\$ 20,850
Village of Honeoye Falls	ADA Sidewalk Improvements – Papermill Street	\$ 15,000
Village of Pittsford	Village Hall ADA Improvements	\$ 20,850
Village of Scottsville	Johnson Park Revitalization Phase 3	\$ 8,700
Village of Webster	Culver Replacement – Phase 1	\$ 27,800
The Salvation Army	ADA Entrance Improvements – 70 Liberty Pole Way	\$ 10,000
Shaded = Project is located within a low to moderate-income area (LMA)		
<b>Community-Wide Public Services:</b>		
Home Ownership Program (The Housing Council)		\$ 70,000
Expanding Housing Opportunities Program (The Housing Council)		\$ 45,000
Foreclosure Prevention & HECM Counseling (The Housing Council)		\$ 56,000
Fair Housing Consultation – Anne Peterson – Implementation Phase I – Year 3		\$ 7,900
Safety and Security for Seniors Program (LifeSpan)		\$ 34,750
Partners in Community Development - Work Pays Program		\$ 12,000
Volunteers of America - Working Wardrobe Program		\$ 9,000
Togetherness in Love - Youth Career Development and Job Training		\$ 15,000
<b>Community-Wide Housing Programs:</b>		
Home Improvement Grant Program		\$562,125
<b>Community-Wide Economic Development:</b>		
Economic Development Grant & Loan Fund		\$150,000

<b>Planning and Capacity Building Activities:</b>	
General Administration	\$385,000
Economic Development Technical Assistance	\$ 25,000
Housing Rehab Program Delivery	\$ 25,000

<b>Proposed HOME Categories for 2014 Program Year</b>	
Home Improvement Grant Program	\$444,708
First Time Homebuyer Program Direct Subsidy	\$ 50,000
Rental Housing Development (non-CHDO)	\$147,794
Rental Housing Development (CHDO)	\$215,000
General Administration	\$ 95,278

<b>Proposed ESG Program Categories for 2014 Program Year</b>	
Homeless Services - Street Outreach, Shelter Activities, Homelessness Prevention and Rapid Re-Housing – Agency Awards TBD	\$125,011
General Administration	\$ 10,136

