

# Draft

## 2012 Annual Action Plan for Housing & Community Development in Suburban Monroe County



CDS Monarch Senior Living Apartments—Town of Webster



Home Improvement Program Project - Before



Home Improvement Program Project - After

Public Comment Period  
May 9 - June 8, 2012



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# Third 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 3 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 \$2.5 million into the suburban towns and villages that comprise the Monroe County Community Development Consortium in support of public works, housing, economic development, community services and homeless assistance programs that primarily benefit low to moderate-income households, seniors and persons with special needs.

Funding for these programs is provided through the U.S. Department of Housing and Urban Development (HUD). In order to remain compliant with the Consolidated Planning Regulations, which cover these federal allocations, Monroe County is required to complete an Annual Action Plan for the 2012 program year, which addresses projects funded on an annual basis and new program initiatives for the program year.

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

The purpose of Monroe County's 2012 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 2012 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.

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 \$2,576,295 from HUD for the CDBG, HOME and ESG programs. The County's anticipated CDBG allocation is \$1,585,345; the HOME allocation is \$840,548; and, the ESG allocation is \$150,402, an overall decrease of \$436,854 from 2011 actual allocations. Estimated program income (interest on outstanding loans and other repayments) is expected to total \$250,000 for the CDBG program and \$90,000 for the HOME program. The level of program income is anticipated to be slightly less than 2011. Total resources anticipated to be available, including program income, are \$2,916,295. Monroe County also expects to receive Section 108 loan repayments totaling \$252,740 during the 2012 program year. Monroe County does not intend to reprogram any funds remaining from previous program years for the 2012 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 \$1.8 million is available through all CDBG sources to fulfill over \$3 million worth of requests. These are the primary programs and new initiatives that are addressed in the 2012 Action Plan.

5. Program Goals

CDBG, HOME and ESG funds will be directed toward accomplishing the following primary program goals and objectives during the 2012 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 14, 2011. The first public hearing on the 2012 Annual Action Plan was held on January 11, 2012 in the Large Conference Room of the Ebenezer Watts Conference Center located at 49 South Fitzhugh Street in downtown Rochester. There were 24 people in attendance, including 6 CD staff members, which resulted in two public comments. The Steering Committee meeting to start the program year was held on January 11, 2012 at the Watts Conference Center, immediately following the public hearing.

CDBG project applications were due February 10, 2012. Preliminary award letters from the County Executive were sent out on April 18, 2012. 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 12, 2012. 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 9. The 30-day comment period was May 9 to June 8.

The second public hearing was held on May 9, 2012 at 9:30 a.m. at the Gates Town Hall, 1605 Buffalo Road. All comments are summarized in the Citizen Participation section of this Plan. A Steering Committee meeting was 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 received unanimous approval by the full Legislature on June 12, 2012. The Plan is due to HUD on June 15, 2012.

7. CDBG and HOME Funded Programs

a. Housing Rehabilitation

The Home Improvement Program (HIP) will receive a combined allocation of \$784,001 (\$411,508 from CDBG and \$372,493 from HOME), which will fund over 85 housing rehabilitation projects when combined with prior years' funds. Significantly high program demand and increasing rehabilitation project costs have necessitated the institution of a formal waiting list for HIP participation, effective April 20, 2011. 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.

Due to the significant demand for program assistance and federal budget reductions to the CDBG and HOME programs, the County implemented changes to HIP program guidelines, effective January 1, 2012. These changes have allowed the program to continue to serve those residents most in need while maintaining the quality of program services and overall community benefits. Revised program guidelines include: Households with incomes between 0 and 60% of area median income (AMI) are eligible for a grant of up to \$10,000 for needed health and safety repairs. Those with incomes between 61 and 80% of AMI can receive a grant for half of the project costs, with a maximum grant of \$5,000, and the opportunity to apply for a low-interest loan for the other half or may fund half of the project cost themselves. All households with incomes up to 80% of AMI with a disabled member will continue to be offered an additional grant of up to \$2,500 for accessibility improvements. The allowable liquid asset limit for program participants was reduced to \$30,000. Repeat grants will continue to be disallowed. All program changes became effective for any applications processed after January 1, 2012, regardless of when they were received, and will remain in effect throughout the 2012 program year. Effective February 9, 2012, HUD issued HOME Program income limits, which are increased slightly over 2011 levels.

During the first nine months of the 2011 program year (through April 30, 2012), 81 HIP projects were completed and 43 active projects are in various stages of progress. Communities with the greatest number of program participants are Gates, East Rochester, Henrietta and Penfield.

Lead-based paint risk assessments and clearance tests are conducted under contract with Proway Management, and another \$10,000 was allocated to this activity in 2011.

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 45 families will receive financial assistance to purchase their first home during the program year. The direct home buyer subsidy is funded through funds remaining from the 2011 HOME allocation of \$125,000.

During the first nine months of the current program year (through April 30, 2012) 35 first-time home buyers received down payment and closing cost assistance to purchase their first home. This figure reflects a substantive increase from the previous program year.

An allocation of \$20,000 will be made to the County's Mortgage Relief Program to provide direct mortgage payment subsidy for 8 to 10 low- to moderate-income homeowners who are undertaking foreclosure prevention counseling and need assistance to bring mortgage payments current. The mortgage relief assistance is provided as deferred loans, which are converted to grants after five years if the homeowner remains current with mortgage payments.

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-three proposals totaling \$1,102,817 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, Ogden, Parma and Pittsford and the Villages of Churchville, Pittsford and Spencerport. Due to limited funding, some municipalities may not receive the full amount requested in 2012. Proposed grant amounts for towns and villages range from a maximum of \$22,350 for municipalities with less than one LMA, a maximum of \$29,800 for one to four LMAs and a maximum of \$37,250 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.

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

During the first nine months of the 2011 program year (through April 30, 2012), 14 municipal public works projects were completed, 11 are in progress, and 9 others will start later this spring.

b. Economic Development

The Economic Development Grant and Loan Fund is funded at \$200,000. This amount of funding should allow for grants and/or loans to three (3) companies, and create 8 and retain 20 jobs, at least 51% of which will be for low to moderate-income persons.

During the first nine months of the 2011 program year (through April 30, 2012), 4 businesses received loans totaling \$357,600 through the ED Grant and Loan fund. The businesses receiving these loans are anticipating the creation of up to 89 new jobs.

c. Public Services

Requests for public services totaled \$491,779, 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 also provide services relative to the third year of implementation of Phase I of the Fair Housing Action Plan. 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.

Partners in Community Development will receive funding for job development, mentoring and job search services for residents of two low-income, suburban apartment complexes.

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 January 2012. The deadline for submission to the County was February 10, 2012. CD received ten (10) proposals seeking over \$2 million in HOME funds. Overall projected development costs totaled \$58,469,985. Requested HOME funding amounts were somewhat higher than in past years as construction costs continue to escalate.

The County approved and committed HOME Program financing to three (3) of the ten (10) affordable housing proposals received. If all three of the projects move forward, the proposed County financed projects will produce 115 units (107, 1-bedroom; and 8, 2-bedroom) for older adults (ages 55 and older, including frail elderly) and individuals with developmental disabilities.

The 2012 (YR-21) HOME Rental Housing Production (RHP) funds in the amount of \$175,000 and 2012 RHP-CHDO funds in the amount of \$290,000 will be designated for the development of affordable rental housing to provide HOME Program financing for the three proposed rental projects in the amount of \$465,000.

Listed below, in descending order of financial commitment, are the three proposed affordable rental housing projects that will receive Monroe County 2012 HOME funding commitments:

i) \$200,000 (CHDO) for Long Pond Senior Housing by PathStone (formerly Rural Housing Opportunities) and Rochester's Cornerstone Group, Ltd. to develop a 90 unit apartment complex with 82 one-bedroom and 8 two-bedroom independent living apartments for older adults (age 55+) in the Town of Greece;

ii) \$175,000 for Goose Landing Senior Apartments II by the Urban League of Rochester Economic Development Corp., to construct a 20 unit apartment complex with 19 one-bedroom units for older adults (age 55+) in the Town of Henrietta;

iii) \$90,000 (CHDO) for Winton Road – SRO by Heritage Christian Services to construct 6 one-bedroom Individual Residential Alternative apartments for individuals with developmental disabilities in the Town of Brighton.

#### 10. Fair Housing Activities

The Fair Housing Action Plan, Phase I (the Plan) was implemented in 2010. The Plan addresses impediments identified in the *Analysis of Impediments to Fair Housing Choice in Monroe County, New York*, a detailed analysis sponsored by Monroe County and Towns of Greece and Irondequoit. Phase I spans a three-year period. Specific actions were selected to address each Priority identified in the Plan.

The Four Priorities are: Provide Fair Housing Education and Outreach; Increase the Supply of Affordable Housing; Promote Sustainable Minority Home Ownership; and Expand Appropriate Housing Opportunities for Minorities, Seniors, People with Disabilities and the Homeless Population.

- First-step activities under most of the four identified priorities are underway. The following Actions have been selected for Year 3 implementation of the Fair Housing Action Plan: All actions identified in Priorities One and Two are underway and continuing. All actions identified to address Priority Three will commence in Year 3. To address the remaining action in Priority Four, the consultant will track the work of the Rochester/Monroe County Continuum of Care and other relevant factors to facilitate provision of alternative housing choices and supportive services, including mixed-income housing, to address demographic change and enable households to transition into new communities and become more self-sufficient.

The consultant will also continue tracking of other actions and convene focus groups to review performance and identify issues to be addressed in Phase Two.

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 by the state for purposes of applying for funding through the U.S. Department of Housing and Urban Development. Agencies seeking funding through the Stewart B. McKinney programs (Supportive Housing Program, Shelter Plus Care, etc.) must be part of a cooperative effort within their communities. In addition, the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 requires CoC participation in planning for use of Emergency Solutions Grants, Supportive Housing Program, Shelter Plus Care and Single Room Occupancy (Moderate Rehabilitation) 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

In preparation for the HEARTH Act, the County, along with the City, local CoC and other stakeholders are in the process of planning how these changes will impact the local homeless system and how the community can maximize the resources available. The outcomes of the planning will help determine how community homeless funds will be utilized.

Several Monroe County departments, including CD, remain very active in the CoC Team. As in prior years, one of the primary activities during the 2012 program year will be the completion of a coordinated and equitable HUD Super NOFA that will administer the process for local applicants; review and rank eligible Super NOFA applications per CoC priorities and update the CoC Super NOFA Exhibit I for submission to HUD.

The CoC has played an active role in assisting and collaborating with the County and City to facilitate joint County/City efforts to allocate funds under the American Recovery and Reinvestment Act of 2009 (Recovery Act). Through the Recovery Act, HUD Stimulus funds were allocated to the County (\$789,300) and City (\$3,954,235) through the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The HPRP funding allocations were described in both the City and County's HPRP Substantial Amendment to the Consolidated Plan 2008 Action Plan and other required documents submitted to HUD in May 2009. The Rochester/Monroe County HPRP is known as Heading Home.

Through Heading Home, a comprehensive system was put in place to provide rental assistance to families and individuals facing evictions and to quickly re-house those that are homeless. Heading Home has been very successful and the County and the City of Rochester have submitted Substantial Amendments to their 2011 Consolidated Plans to continue Heading Home efforts with the support of the 2011 ESG Second Allocation and other local resources.

Heading Home program goals and outcomes are aligned with the community's plan to end homelessness. From November 2009 to April 2012, Heading Home has served 2,916 households. In addition to case management (Stabilization and Relocation) and coordination with community providers, Heading Home provided \$2,414,327 in financial assistance (\$2,129,271 in prevention and \$274,174 in rapid re-housing.)

Heading Home data is entered into the HUD Homeless Management Information System (HMIS), and is closely monitored by the CoC. HMIS is a software application used to 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. Heading Home program results and HMIS data will be used as benchmarks for prevention and rapid re-housing services in the future.

All approved HPRP activities are being administered jointly by the County and City, in cooperation with the CoC and Coordinated Care Services, Inc. (CCSI) pursuant to the Recovery Act and as described in the Substantial Amendments to the Consolidated Plan 2008 Action Plan for the HPRP. Upon evaluation of program outcomes to date, results indicated a far greater need than anticipated for Homelessness Prevention. Therefore, an amendment to the Substantial Amendment was sent to HUD in September 2010 revising the program allocations to reflect actual needs.

Heading Home service activity mirrors the findings of HPRP on the national level. In developing the HPRP program, HUD anticipated that the persons receiving each type of assistance would be split evenly. Data in the CoC Annual Performance Reviews (APR), however, indicated that of the persons served in the first year, approximately 78.2% received homelessness prevention assistance and 24.2% received rapid re-housing assistance. An estimated 2.4% of persons received both types of assistance (2010 Homelessness Prevention and Rapid Re-Housing Program: Year 1 Summary, HUD June 2011.) To date, 80% of the services provided by Heading Home were homelessness prevention and 20% of services were rapid re-housing provided to persons in emergency shelters who were not receiving financial support from the Monroe County Department of Human Services.

As required by HUD, the implementation of the HMIS as a tool for gathering accurate information about the homeless population is actively in place in Monroe County. CoC sponsors have entered into a Memorandum of Understanding with Catholic Family Center for the implementation and 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%.) HMIS is currently preparing for ESG programs and VA projects to begin entering into HMIS. The CoC has had Annual Homeless Assessment Report (AHAR) data (collected in HMIS) accepted for use by HUD for the past two years, and will begin participating in PULSE in 2012. PULSE refers to the Homelessness Pulse Project, which provides point-in-time shelter counts of homeless persons that are served on a specified quarterly date and also a count of “newly” homeless persons served.

After careful review and recommendation of the Public Policy Committee of the United Way of Greater Rochester (UW), the Ten-Year Plan to End Chronic Homelessness was selected to be one of three Public Policy priorities for 2007-08. UW has provided staff to further CoC Ten Year Planning efforts and has assumed a key role in the implementation of the community's Ten-Year Plan. The CoC, in collaboration with the County, City, community providers and stakeholders will update the 10 Year Plan to End Homelessness to align with HEARTH priorities and Federal Strategic Plan goals.

HEARTH Act CoC Performance Measures include:

- 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

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 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.)

As part of its preparation for the HUD 2012 Super NOFA funding process, the CoC plans to develop another update to the 10 Year Plan to End Homelessness, which incorporates the requirements of the HEARTH Act.

In addition, early in 2012 the CoC participated in the HUD CoC Check-Up self-evaluation designed to assist CoCs in determining their current capacity, performance and readiness for the HEARTH Act. Survey respondents were asked to rate the CoC on four domains: governance and structure; planning and process; infrastructure and administrative capacity; and housing and services. The CoC has submitted a written Action Plan to HUD making it eligible for future technical assistance. Results of the Check-Up process will enhance the ability of the CoC to be a leader in the efforts to coordinate ESG funded services, respond to HEARTH rulings and end homelessness in the Rochester/Monroe County area.

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 deconcentration 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.

Program Year 3 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 installation of a car top boat launch and fishing access in a Monroe County Park will also positively impact a broad spectrum of County residents.

The Home Improvement Program will help 85 or more families from all geographic areas of the consortium. Some municipalities have more applicants than others, such as Gates, Henrietta, Chili and East Rochester, but residents from all parts of the County have participated in this long-standing program. Likewise, the Home Ownership Program will provide counseling to prospective home buyers and purchase subsidy to over 40 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.

Thirteen of 19 public works projects are planned for LMAs: 7 located in towns; 6 located in villages. Projects specifically targeted for LMAs include: sidewalks in Chili, Gates, Penfield and Scottsville; street improvements in Hamlin; sewer system improvements in Henrietta, East Rochester and Hilton; park improvements in Black Creek Park in Chili; parking lot improvements in the Village of Fairport; infrastructure installation for a fire facility in Sweden and water main improvements in the Villages of Brockport and Webster.

Funding will also be provided to the Salvation Army for the replacement of deteriorated and hazardous flooring in the kitchen and dining area of a facility that provides food and other services to residents of two homeless shelters and other homeless clients. The new flooring will be a low-hazard, low-maintenance system installed throughout the high traffic food services area.

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 Henrietta, Greece and Brighton.

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 2012 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.

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.

Program Year 3 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 2012 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 12, 2012. 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

**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 Rochester 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.

Program Year 3 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 2012 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 14, 2011. The first public hearing on the 2012 Annual Action Plan was held January 11, 2012 in the Large Conference Room of the Ebenezer Watts Conference Center located at 49 South Fitzhugh Street in downtown Rochester. There were 24 people in attendance, including 6 CD staff members, which resulted in two 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 12, 2012. Preliminary award letters were sent on April 18, 2012 to all prospective grant recipients and declination letters were sent to all entities not intended for funding. The 30-day comment period was May 9 - June 8, 2012. 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 2012 Annual Action Plan was held May 9, 2012 in the Main Meeting Room at the Gates Town Hall, 1605 Buffalo Road at 9:30 a.m. There were \_\_\_ people in attendance, including staff, which resulted in \_\_\_ public comments. The Steering Committee meeting was held immediately following the public hearing to review the Draft Action Plan and proposed projects.

Monroe County used the CPMP Tool again in 2012 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 2012 Action Plan was held on Wednesday, January 11, 2012 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 \$2.5 million from the U.S. Department of Housing and Urban Development in 2012. This amount represents estimated allocations for the Community Development Block Grant in the amount of \$1,585,345, the HOME Investment Partnerships Program in the amount of \$840,548, and the Emergency Solutions Grants Program in the amount of \$150,402. These estimates represent a significant reduction in the levels of funding received from HUD for these programs in Monroe County for the 2011 program year of 9% in the Community Development Block Grant and 33% in the HOME Program. Program income for the CDBG and HOME Programs in 2012 is expected to make available an additional \$340,000, for a combined total of \$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 14, 2011 issues of The Messenger Post Newspapers and The Daily Record to solicit participation from the public in the planning process for 2012 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, 2012. CDBG and HOME project applications are due Friday, February 10, 2012 by 5:00 p.m. Applications for Emergency Solutions Grants funding will be released after final regulations have been released for that program. Applications for funding are available here today if you would like one or are also available via email upon request or on our website at [www.monroecounty.gov](http://www.monroecounty.gov). If you need any assistance completing an application, please contact the appropriate staff member listed in the instructions and we will be happy to assist you.

Priority activities are those that develop affordable rental and homeownership opportunities for all low to moderate-income residents, without discrimination; repair and conserve existing housing stock; improve access to and quality of public facilities; replace deteriorated infrastructure with safe utilities; provide job training and economic development opportunities for low-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-four people, including six CD staff members, attended the first hearing. There were two public speakers who expressed comments.

Commenter #1: David Atias, Center for Disability Rights, Inc. and Regional Center for Independent Living – Mr. Atias commented about the continuing need for accessible housing for people with disabilities and accessibility improvements to business establishments. He encouraged Monroe County to set aside CDBG funding to provide housing and commercial business modifications to eliminate barriers, boost our economy and help members of our community to live as independent and integrated a life as possible.

Commenter #2: Ernest Haywood, Vice President of Residential Services and Development, Lifetime Assistance Inc. – Mr. Haywood commented regarding the CDBG and HOME funding that the County has provided to Lifetime Assistance Inc. over the last 15 years, thanked them for supporting people with disabilities and asked them to please continue to provide funding for individuals to be as independent as possible in housing and lifetime opportunities.

The second public hearing on the development of the 2012 Action Plan was held on Wednesday, May 9, 2012 at 9:30 p.m. at the Gates Town Hall. Kathi Gingello, Community Development Manager, conducted the hearing and presented the following:

“The purpose of this hearing is to receive comments on the 2012 Annual Action Plan for Housing and Community Development in Suburban Monroe County, which was made available for public comment today. We will also be taking comments on the Substantial Amendment to the 2011 Annual Action Plan, which was made available on April 11<sup>th</sup>, for a 30-day comment period ending May 11<sup>th</sup>. Copies of both of these draft documents are available here today.

The Substantial Amendment to the 2011 Annual Plan is a required submission to HUD to enable Monroe County to receive an additional allocation of 2011 Emergency Solutions Grants funding of \$47,404. This Amendment must be submitted to HUD by May 15, 2012.

Monroe County expects to receive an estimated total 2012 allocation of \$2,576,295 for the CDBG, HOME and ESG programs. The County’s anticipated CDBG allocation is \$1,585,345, a decrease of \$151,450; the HOME allocation is estimated at \$840,548, a decrease of \$398,937; and an ESG allocation of \$150,402, an increase of \$18,725. The 2012 estimated combined allocations are \$436,854 less than last year, an overall reduction of 14%.

Estimated program income, which is interest on outstanding loans and other repayments, is expected to total \$250,000 for the CDBG program and \$95,000 for the HOME program. The combined total of anticipated funding available for all programs, including program income, is \$2,916,295.

Monroe County also expects to receive Section 108 loan repayments totaling \$252,740 during the 2012 program year. Monroe County and HUD are not bound by these estimates as they are subject to the final release of appropriations from the OMB and final HUD approval of our Action Plan submission.

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

In accordance with federal regulations, Monroe County published a list of proposed program categories in The Messenger Post Newspapers and The Daily Record on April 11, 2012, to solicit participation from the public in the planning process for the program period and to encourage comments from private citizens, consortium members and agencies. There is a complete list of the projects proposed for funding available here today.

The 30-day public comment period for the 2012 Action Plan begins today, May 9<sup>th</sup> and concludes on June 8<sup>th</sup>. You may contact the Community Development Division or submit written comments until June 8<sup>th</sup>. You may also submit comments by email to [mcplanning@monroecounty.gov](mailto:mcplanning@monroecounty.gov).

Monroe County will consider all comments for incorporation into the Action Plan, which will be sent to HUD on June 14. We will respond to all comments received in writing.

Monroe County appreciates your comments on these programs and we thank you for attending.”

### 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 has implemented several strategies to increase public participation in 2012. Public hearings are now being held in different suburban locations throughout the County and at varying times of day. This is being done to allow as much opportunity as possible for interested citizens to participate in the planning process. Meeting locations are always fully ADA accessible to encourage attendance by residents with mobility challenges. All public notices are now posted on the County's website and more concerted efforts are being made to ensure that hearing notices are prominently posted in public access areas such as municipal offices, community centers, senior centers and public housing facilities. CD staff also conduct informational presentations and attend local housing and community development related events to disseminate program information and provide outreach directly to citizens.

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.

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

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

4. Comments Not Accepted

N/A

### **Institutional Structure**

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

Program Year 3 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.

Staff participation on the Homeless CoC Team has increased in the last year 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.

Program Year 3 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.

Six public service projects will be funded in 2012. Four involve housing services, one project provides minor home modifications for seniors as well as fraud and scam prevention counseling for seniors, and one project will provide job development, mentoring and search services for low and moderate income residents of two suburban apartment complexes in Monroe County.

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.

Nineteen public works and facility improvement projects will be funded in 2012. 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 the proper HUD Procurement method is used.

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

Staff will attend pre-bid and bid openings, pre-construction conferences and other progress meetings. Projects are monitored with an initial inspection to verify that federal notices are posted and to verify the site prior to construction. Progress inspections will be conducted to verify that work billed to the County has been completed. One employee of each contractor and subcontractor 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 2012 to monitor homeless 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) will continue to be monitored using the existing system. Significantly high program demand and increasing rehabilitation project costs have necessitated the institution of a formal waiting list for HIP participation, effective April 20, 2011. 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 selection criteria is: grants of up to \$10,000 to households with incomes at or below 60% of AMI and grants for half of the project cost, for a maximum of \$5,000, 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 \$30,000, property ownership for at least 1 year with all taxes paid. 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 2010 exceeded match requirements and allowed the County to carry forward \$701,274 in match for the 2011 program year. Monroe County is currently carrying forward \$907,268 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.

## HOUSING

### Specific Housing Objectives

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

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

Program Year 3 Action Plan Specific Objectives response:

1. Priorities and Objectives

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

- i) Develop additional rental units for low to moderate income elderly and handicapped/disabled households (with supportive services) and families.
- ii) Continue and enhance programs to assist low to moderate-income elderly, family and disabled homeowners to repair and maintain their homes, including accessibility improvements for those with disabilities.
- iii) Provide home ownership opportunities through the County's First-Time Homebuyer Program, including assistance to access the single family housing market for low to moderate-income families, particularly single headed households.
- iv) Educate and counsel residents to facilitate homeownership and housing stability.
- v) Assist homeless 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.
- vi) Support the preservation of existing affordable rental housing developments.

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 \$372,493 from HOME and \$411,508 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 85 low to moderate-income homeowners.

Due to the significant demand for program assistance and federal budget reductions to the CDBG and HOME programs, the County implemented changes to the HIP guidelines, effective January 1, 2012. These changes 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 \$10,000 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 \$5,000, and the opportunity to apply for a low-interest loan for the other half or may fund half of the project cost themselves. All households with incomes up to 80% of AMI with a disabled member will continue to be offered an additional grant of up to \$2,500 for accessibility improvements. The allowable liquid asset limit for program participants has been reduced to \$30,000 and repeat grants continue to be disallowed. Additionally, HUD has issued new HOME income limits, effective February 9, 2012, which are increased slightly over 2011 levels.

b) Home ownership will be addressed through CDBG and HOME 2011 allocations. The CDBG program will fund the Home Ownership Program provided by sub-recipient The Housing Council (\$77,350). 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 2011 HOME allocation of \$125,000. This remaining 2011 allocation is anticipated to assist over 40 families to purchase homes during the program year.

c) Affordable Rental Housing Development will use \$290,000 in HOME RHP-CHDO set-aside funds, \$175,000 in HOME RHP funds totaling \$465,000 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 2012 program year, the County approved HOME Program financing to three (3) affordable housing proposals.

If all three of the projects move forward, the proposed County financed projects will produce 115 rental units consisting of (107, 1-bedroom; and 8, 2-bedroom) for older adults (age 55 and older) and individuals with developmental disabilities.

2012 RHP and CHDO HOME allocations will fund the development of proposed affordable rental housing projects detailed below:

Project Name: Long Pond Senior Housing

- Proposed Funds: HOME - \$200,000 Loan (CHDO)
- Developer: PathStone (formerly Rural Housing Opportunities, Inc.), Rochester's Cornerstone Group, Ltd. (co-developers)
- Description: 1 & 2 bedroom apartments
- Location: Town of Greece
- Target Population: Elderly (age 55+) below 60% AMI
- Total Units: 90 (82, 1-bedroom, 8, 2-bedroom)
- Accessible Units: 6
- Adaptable Units: 84
- Total Project Cost: \$15,237,510

Project Name: Goose Landing Senior Apartments II

- Proposed Funds: HOME - \$175,000 Loan
- Developer: Urban League of Rochester Economic Development Corp.
- Description: 1-bedroom apartments
- Location: Town of Henrietta
- Target Population: Elderly (Age 55+ with incomes below 50% AMI)
- Total Units: 20 (1-bedroom with one unit for maintenance staff)
- Accessible Units: 2
- Adaptable Units: 17
- Total Project Cost: \$2,792,700

Project Name: HCS Individual Residential Alternative (IRA) Single Room Occupancy (SRO)

- Proposed Funds: HOME - \$90,000 Deferred (Forgivable) Loan
- Developer: Heritage Christian Services (HCS)
- Description: 1 bedroom apartments
- Location: Town of Brighton
- Target Population: Developmentally Disabled
- Total Units: 6 (1-bedroom)
- Accessible Units: 6
- Adaptable Units: 0
- Total Project Cost: \$473,500

A map of the 2012 proposed HOME-funded affordable housing projects appears in the Appendix.

## Needs of Public Housing

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

Program Year 3 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 early 2012, 99 of the 100 units are occupied.

RHA-owned public housing units, including those located in the City of Rochester total 2,517. RHA's current occupancy rate is 98% 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.

While there is a need for additional public housing units within Monroe County, RHA is at the maximum number of public housing units allowable as established under the Federal Faircloth Limit.

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 \$4.5 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 3:1 demand for family housing compared to demand for elderly housing. Annually, the demand for elderly housing continues to grow. During the past year we have seen the RHA waitlist decrease. The number of families/households on the public housing waiting list as of April 2012 was 3,770. For families, the greatest demand continues to be for two bedroom units, which is now close to 60% of the entire waiting list.

b) RHA PUBLIC HOUSING WAITING LIST as of April 2012

<u>Bedroom</u>	<u>Demand</u>	<u>%</u>
1	1,167	31.0%
2	2,168	57.0%
3	295	8.0%
4	139	4.0%
5+	<u>1</u>	<0.1%
TOTAL	3,770	

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.

RHA HOUSING CHOICE VOUCHER WAITING LIST

As of April 2012, over 2,650 of the 8,866 current RHA voucher and Shelter Plus Care participants reside in suburban Monroe County.

The RHA voucher inventory as of April 2012 is 8,260 vouchers, plus an additional 760 participants in the Shelter Plus Care program. RHA’s voucher inventory has increased by more than 560 vouchers since March 2011. RHA has been able to consistently utilize between 96–99% of their total voucher inventory. RHA is able to provide rental assistance through their voucher and Shelter Plus Care programs to 940 more participants in April 2012 compared to January 2010.

The RHA voucher programs include:

- Tenant Based Vouchers
- Project Based Vouchers
- Enhanced Vouchers
- Shelter Plus Care
- HUD – Veterans Affairs Supportive Housing Vouchers
- Family Self-Sufficiency Vouchers
- Home Ownership Vouchers
- Nursing Home Transition and Diversion Program (NY State Program)
- Designated Housing Vouchers
- Moderate Rehabilitation/Single Room Occupancy Vouchers
- Mainstream Vouchers
- Family Unification Vouchers
- Disaster Relief HAP Program Vouchers

Monroe County

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RHA Housing Choice Voucher Waiting List – Significant demand exists for additional vouchers in Monroe County as evidenced in the waiting lists. A centralized waiting list currently exists in the Rochester/Monroe County area, with the exception of the Fairport program. As of April 2012, there were 12,907 families on the RHA tenant based voucher waiting list. Similar to public housing, the demand for Section 8 one and two-bedroom units is greatest, at 75% of the total demand. The significant number of applicants on the Section 8 waiting list is due to the list being open for the majority of 2009. Households will wait an average of seven years on the list before receiving an RHA tenant-based voucher based on the current Section 8 waiting list.

The RHA Section 8 tenant-based voucher waiting list is now closed to new applicants but the project based waiting list and certain special programs lists remain open.

The RHA SECTION 8 WAITING LIST as of April 2012

<u>Bedroom</u>	<u>Demand</u>	<u>%</u>
1	5,481	42.5%
2	4,142	32.0%
3	2,465	19.0%
4	672	5.0%
5+	<u>147</u>	1.5%
TOTAL	12,907	

Currently, 70% of all RHA program participants and applicants have incomes below 30% of AMI. RHA is required to target 75% of all new admissions to households below 30% AMI.

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 Section 8 home ownership programs; one is a tenant-based (Section 8 voucher holder) program and the other is a public housing tenant based program. The Section 8 Homeownership Program has enabled 120 Section 8 voucher participants to become homeowners, 47 of which have disabled heads of household. The public housing Homeownership Program has enabled 16 public housing residents to become homeowners. Of the 136 homeowners, approximately 20% purchased homes in suburban Monroe County (Chili, East Rochester, Gates, Greece, Henrietta, Riga, Irondequoit and Brockport.)

Under RHA’s Home Ownership Program, the Section 8 participant’s portion of the monthly housing payment is applied to a mortgage along with the Section 8 housing payment.

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

*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*

Consortium of Elderly Substance Abuse  
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  
HCR case managers/Lifespan (located at various sites and available for all our seniors)

*Crime Prevention*

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

*Adult Programs*

Employment – Skills assessment; job search assistance; job placement, Section 3  
Training – Computer skills, construction trades, child care provider; financial assistance for other training opportunities; job readiness training; Section 3  
Education – Computer assisted GED classes; scholarship assistance; adult basic education; SAT/ACT preparation; computer literacy  
Business Start up – Small business development workshop; financial assistance for business start-up (micro loan program)

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

Support Groups – Barriers to success; mental wellness; nutrition; values clarification

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.

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.

RHA has used its discretionary authority to set the Housing Choice Voucher Payment Standards at 110% of the Fair Market Rent (FMR) in all suburban locations within Monroe County to provide additional housing options for program participants.

The RHA, in partnership with Home Leasing, is in the final stages of building a housing community, the Voter's Block Community, which will consist 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 middle-income families.

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.

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.

#### EFFORTS TO ENHANCE COORDINATION

Coordination between the RHA, private and governmental health and mental health services are 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 is to describe 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 is to provide 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.

Program Year 3 Action Plan Special Needs response:

1. Sources of Funds

The CoC requested funding under the 2011-12 CoC Super NOFA to finance twenty-nine (29) local projects. In December 2011, HUD announced that all of the twenty (20) Supportive Housing Program (SHP) renewal programs and nine (9) Shelter Plus Care (S+C) rental subsidy projects were funded in the amount of \$8,124,954. In March 2012, HUD also announced that all nine (9) new projects were funded in the amount of \$1,983,050. All thirty-eight (38) CoC projects/programs were funded in accordance with the Rochester/Monroe County CoC Team's 2011-12 project recommendations, totaling \$10.1 million for our community. This funding includes twenty-nine (29) one-year renewals and three to five year terms for new projects.

The awards for new programs include funding for six (6) Supportive Housing Program (SHP) grants and three (3) Shelter Plus Care (S+C) rental subsidy awards. Grants include the following:

Andrews Hall is awarded \$81,774 for a Supportive Housing Program and \$470,880 in Shelter Plus Care rental subsidies, both sponsored by Tempro Development Co. Inc. Tempro Development Co. Inc, which will administer 12 one-bedroom units through the Shelter Plus Care rental subsidies located in Andrews Hall. Priority will be given to veterans. S+C rental subsidies will be administered by the Rochester Housing Authority (RHA). Andrews Hall is a 1951 two-story masonry apartment building with 12 one-bedroom apartments located on the campus of Colgate

Rochester Crozier Divinity School. All 12 units will be made available as permanent supportive housing for individuals with disabling conditions. Priority will be given to veterans.

Frederick Douglass apartments, administered by Spiritus Christi Prison Outreach, Inc., include two (2) studio apartments and two (2) one-bedroom apartments. The project is awarded \$46,444 for SHP supportive services funding, which will provide for one part-time Case Manager/Stabilization Advocate to work with the four participants/families. In addition, Frederick Douglass apartments is awarded \$149,400 for S+C rental subsidies, which will also be administered by the Rochester Housing Authority. Since 2002 and 2008 respectively, Jennifer House and Nielsen House have provided the first step in the Continuum of Care for men and women returning to the community from jail. Through the outreach and stabilization efforts of Frederick Douglass apartments (FDA), homeless men and women will be prepared to successfully move through the supportive housing continuum towards permanent housing.

Rochester Dewey Avenue: common Ground community, a New York City based non-profit provider of homeless street outreach, permanent and transitional housing is awarded \$359,100. The 1630 Dewey Avenue Residence will serve eighty (80) single persons at any given time. Forty-one (41) units of housing will be for formerly homeless persons and thirty-nine (39) will be for low-income persons.

Wilbur Street Homeless Supportive Housing Program, a program of Recovery Houses of Rochester, Inc., is awarded \$44,452 for acquisition of 82 Wilbur Street. The five-bed residence will provide safe, affordable, transitional housing with support services for five homeless men who have a disabling condition with a diagnosable substance abuse and/or mental health disorder, and who reside within Monroe County and the City of Rochester.

Providence House/NYS Office of Alcoholism and Substance Abuse Services (new project SPC III) is awarded \$616,500 in Shelter Plus Care rental subsidies. Providence Housing Development Corporation (PHDC) has been an OASAS S+C Housing Sponsor for the past 13 years. OASAS will be the applicant/grantee for the S+C III project, and PHDC will be the sponsoring agency. The funds will cover 16 apartments; three studio apartments and 13 one-bedroom units. The target population will be homeless individuals who are over the age of 18 with co-occurring substance abuse and mental health disabilities.

Permanent Housing Placement Program: a Supportive Housing Program of The Housing Council is awarded \$167,250 for a permanent Housing Coordinator who will engage in outreach to the homeless through leveraging The Housing Council's reputation among area landlords, relationships with homeless service providers, the network of providers through HPRP and others.

Resolving Credit Issues: is awarded \$47,250 for a Supportive Housing Program that will address poor credit as a consistent barrier to homeless clients seeking employment and permanent housing. The project is administered through Monroe County Legal Assistance Services (MCLAC), the Rochester-based office of Legal Assistance of Western New York.

In addition to the nine (9) 2011-12 CoC Super NOFA 'new' projects referenced above, below are the twenty-nine (29) 'renewal' projects that were selected by the CoC Team to fill a gap in the Rochester/Monroe County CoC system that were funded by HUD:

**Supportive Housing Programs (SHP) One-Year Renewals:**

Basic and Independent Living Skills (ILS) Program for Homeless Youth - \$33,251

YWCA – Women in Transition – \$123,781

Wilson Commencement Park - \$139,025

Volunteers of America of Western NY Permanent Housing for Chronically Homeless Individuals - \$205,000

Transitional Living Program - \$126,871

Suburban Supportive Housing Initiative I - \$126,622

Suburban Supportive Housing Initiative II - \$142,215

Sojourner Permanent Housing Program - \$89,273

Sojourner Transitional Housing Program - \$135,640

Cornerstone Supportive Housing - \$73,115

Health Care for the Homeless - \$311,196

Homeless Management Information System - \$246,941

Jennifer House - \$80,000

CFC-Lafayette Housing - \$133,879

Nielsen House - \$94,500

Project ReDirect - \$293,290

Project to Reunite Families - \$51,030

Veterans Outreach Center – Richards House - \$76,127

Safe Haven - \$249,270

MCLAC – Legal Services for the Homeless - \$33,600

**Shelter Plus Care (S+C) Renewals:**

S+C 12 – Salvation Army - \$445,824

S+C 8 - Strong Ties - \$185,700

S+C 7 – Unity - \$721,284

S+C Veterans Outreach Center - \$89,808

S+C 3 SA - \$875,172

S+C OMH/DePaul - \$162,372

S+C 5 Monroe County - \$2,254,272

S+C 10 Sojourner/YWCA - \$207,540

S+C Providence Housing Development Corporation - \$418,356

2. Homelessness

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

a) Increase the supply of permanent, affordable housing with support services for the homeless including special needs populations. Permanent housing gaps below are not in any ranked order:

- Chronically homeless
- Older homeless youth; pregnant/parenting older homeless youth
- Homeless with recent history of incarceration
- Homeless with poor credit histories
- Homeless with mental health and/or substance abuse issues and co-occurring disorders
- Homeless families with children
- Veterans (including female vets) and their families
- Transgender persons
- Affordable one-bedroom units

b) Maintain inventory of HUD-funded homeless housing and services at current levels (renewal projects). Renewals must be able to document that they continue to meet community need, meet or exceed HUD and program outcomes, and are in alignment with Housing Options for All strategies to end homelessness.

The following have been identified as priorities but are not in any ranked order:

- Increase capacity and access to comprehensive case management services from entry into the homeless system through follow-up services in un-supported permanent housing
- Employment/Job Placement services for persons with little or no employment history (including child care and transportation)
- Improve access to and capacity of permanent, supportive housing programs
- Outreach/Engagement services for the chronically homeless and frequent users of the homeless system

Only projects that meet the above-referenced priorities and were eligible activities under the CoC Super NOFA are rated.

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 public housing over 6 months to at least 77%.

For Transitional Housing Projects:

Increase percentage of homeless persons moving from transitional housing to public 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.

## Monroe County

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In addition to the above Homeless CoC 2011 "Super NOFA Funding" priorities, the Rochester/Monroe County Homeless Continuum of Care 2010 Community Priorities include the Implementation of this community's Ten-Year Plan to End Homelessness - "Housing Options for All" and the following priorities which are not in any ranked order:

- Consistent, quality case management services available across the continuum
- Employment/Job Placement services for special needs populations
- Improvements to, and coordination of discharge planning processes and protocols
- Increase Homelessness Prevention services
- Community education and advocacy around issues of homelessness and housing:
  - ✓ Accessing mainstream services/systems advocacy
  - ✓ Cross systems approach to meeting the needs of the homeless
  - ✓ "Putting a face on Homelessness" - decreasing NIMBYism (Not In My Back Yard)

### 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 25, 2012.

#### Homeless Population

##### Sheltered in Emergency Housing

- Number of Individuals - 273
- Number of Households with Dependent Children – 64
- Total Number of Persons in these Households (adults & children) – 192
- Number of Persons in Households with Only Children - 6

Total Persons = 471

##### Sheltered in Transitional Housing

- Number of Individuals - 75
- Number of Households with Dependent Children – 51
- Total Number of Persons in these Households (adults & children) – 130
- Number of Persons in Households with Only Children – 12
- Number of Individuals in Safe Haven – 11

Total Persons = 228

Unsheltered count was not taken in 2012

TOTAL Sheltered in Emergency Housing and Transitional Housing = 699

*Note: This represents essentially the same number of homeless in our community when comparing 2011 and 2012 Point in Time counts, which was a 5% increase in the total number of homeless in 2011 as compared to 2010*

#### Homeless Subpopulations

##### Sheltered

- Chronically Homeless – Sheltered (in Emergency Shelter Only) - 66
- Severely Mentally Ill – Sheltered – 66
- Chronic Substance Abuse – Sheltered - 130
- Veterans – Sheltered - 53
- Persons with HIV/AIDS – Sheltered - 4
- Victims of Domestic Violence – Sheltered - 56
- Unaccompanied Youth (Under Age 18) – Sheltered - 18

TOTAL Subpopulations Sheltered = 393

3. Chronic Homelessness

The CoC Ten-Year Plan to End Chronic Homelessness Planning Committee has been meeting to develop the Rochester/Monroe County Ten-Year Plan. After careful review and recommendation of the Public Policy Committee of the United Way of Greater Rochester (UW), the community's CoC Ten-Year Plan to End Chronic Homelessness was selected to become one of three UW Public Policy priorities for 2007-08, which will continue to be a priority in 2012. UW staff participates as an active CoC sponsor member. As such, potential roles have been established for UW to assume as a catalyst in the development and implementation of the community's Ten-Year planning process to end chronic homelessness, which include the following:

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

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

- gathering data on the chronic homeless to accurately assess this population
- establish a cost analysis of services/resources to serve the chronic homeless
- utilizing data from the Homeless Services Network (HSN) Homeless Needs Survey and Point in Time Survey collected from 2009–2011
- revision of the annual Super NOFA rating/ranking review process
- released the Ten-Year Plan to end homelessness in Rochester/Monroe County entitled "Housing Options for All - A Strategy to End Homelessness in Rochester/Monroe County", which is available through the CoC or the Monroe County CD office
- began implementation of Phase I of the Ten-Year Plan, by contracting with an independent consultant to develop a 2008-2017 "Supportive Housing Production Implementation Plan" (SHPI) which was completed in February 2009 and is available through the CoC or the Monroe County CD office.

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.

In 2006, research of other community Plans and successful models of Housing First projects was completed. The Committee's initial research found that such a Plan will require the identification of additional resources, especially for ongoing operation of a Housing First model and/or for permanent supportive housing. Upon further analysis of planning efforts across the country, the Committee drafted a preliminary Plan outline and made the following recommendations in 2006:

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

Potential partner organizations and community leaders have been identified and a list of potential community stakeholders has been developed. Both the Monroe County Executive and City of Rochester Mayor submitted letters supporting the ten-year planning initiative.

#### 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. The 2012 CoC Point-in-time survey identified 66 such individuals in and around Rochester. This represents a 12% decrease over the 85 chronically homeless identified in 2011. This decrease reflects the success of the community in addressing the issue of chronic homelessness.

The number of beds dedicated to chronically homeless persons in the region has expanded for the last three years. There were 20 such beds in 2007, 31 in 2008 and 51 in 2009.

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).

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

The CoC Team has conducted point in time surveys since February 2002. In May 2003, the survey began asking shelter providers to provide numbers of individuals that fit the definition of chronic homelessness to attempt to get an accurate picture of the number of chronic homeless. The Point in Time Survey conducted on January 25, 2012 identified 66 individuals as being chronically homeless. The CoC Team continues to monitor the CoC system to ensure that the chronically homeless are accessing mainstream financial entitlements and mainstream service providers in a timely manner.

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

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

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

#### 4. Homelessness Prevention

Described in detail in the Homelessness Prevention section of the Strategic Plan are the specific planned action steps that remain in effect, particularly those designed for individuals and families with children at imminent risk of becoming homeless.

On February 26, 2009 the CoC facilitated the first meeting of a community Rapid Re-Housing Committee (RRH) to develop a RRH model to reduce the amount of time homeless households are homeless and to prevent households from returning to homelessness. This model included a central intake system and common assessment tool process. Planning efforts of the RRH Committee were prioritized to facilitate the development of a Homelessness Prevention/Rapid Re-Housing (HPRP) model to prevent homelessness and stabilize households. To ensure that program participants are linked to ongoing assistance, such as Section 8 housing vouchers, intensive case management, or assertive community treatment, the RRH model was incorporated into the HPRP Heading Home Program to coordinate closely with other community resources. The joint City/County Heading Home Program was established under Title XII of the American Recovery and Reinvestment Act of 2009 (ARRA) to provide financial assistance and services to prevent individuals and families from becoming homeless and to help those who are experiencing homelessness to be quickly rehoused and stabilized. The HPRP Heading Home Program is described in more detail in the Strategic Plan.

The joint Rochester/Monroe County Heading Home Program became fully operational in November 2009. Heading Home program goals and outcomes are aligned with the community's plan to end homelessness. From November 2009 to April 3, 2012, Heading Home has served a combined 2,916 households. In addition to case management, (Stabilization and Relocation) and coordination with community providers, Heading Home provided \$2,403,445 in financial assistance (\$2,129,271 in prevention; \$274,174 in rapid re-housing), which includes services such as rental assistance, security deposits, utility assistance, moving/storage expenses, housing search, legal services and tenant training. Community Planning efforts are currently underway to develop a model similar to Heading Home to continue providing individuals and families in Monroe County these valuable services

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 HSN Special Needs Population committee will work with other institutions (ie: inpatient rehab programs, other residential programs) to develop similar discharge protocols.

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## NON-HOMELESS SPECIAL NEEDS HOUSING

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

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

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

Program Year 3 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 2012 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, 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.

Program Year 3 Action Plan Barriers to Affordable Housing response:

1. Actions to Remove Barriers to Affordable Housing

The Fair Housing Action Plan (Phase I was implemented in 2010) was designed to address impediments identified in the Analysis of Impediments to Fair Housing Choice in Monroe County, New York, a detailed analysis sponsored by Monroe County and Towns of Greece and Irondequoit. First-step activities under most of the four identified priorities are complete. The following Actions have been selected for Year 3 implementation of the Fair Housing Action Plan:

Priority One: Provide Fair Housing Education and Outreach

- All actions addressing Priority One are underway and continuing.

Priority Two: Increase the Supply of Affordable Housing

- All actions addressing Priority Two are underway and continuing.

Priority Three: Promote Sustainable Minority Home Ownership

- Establish a financial literacy initiative targeted to minority suburban home buyers
- Provide pre-purchase counseling targeted to minority home buyers
- Provide post-purchase counseling targeted to minority home buyers
- Provide foreclosure prevention case management targeted to minority suburban home owners

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

- Work with the Rochester/Monroe County Continuum of Care and other relevant actors to facilitate provision of alternative housing choices and supportive services, including mixed-income housing, to address demographic change and enable households to transition into new communities and become more self-sufficient.

These initiatives recognize the importance of providing quality rental housing opportunities in both private market and assisted housing in suburban locations (Priority One). Research of minority housing tenure in suburban assisted housing is under way to ensure equitable opportunities for minority residents to take advantage of amenities available in suburban locations addresses Priority Two.

Priority Three promotes sustainable minority home ownership. Proper preparation for home ownership significantly increases success rates. Targeted home buyer seminars and education programs help minority home buyers make good decisions that ensure sustainable home ownership.

Across the country, there is evidence that minorities are disproportionately affected by foreclosure. Priority Three addresses providing effective outreach to minority home owners and ensures that they receive the same level of service as other distressed home owners.

The Priority Four program selected for implementation helps newly disabled individuals find and/or retain appropriate housing by providing information, in most instances, that they have never thought of before regarding their fair housing rights, as well as appropriate community resources available to disabled individuals.

In addition to initiating and monitoring Phase I actions, Year Three will include bringing together focus groups representing community stakeholders. These focus groups will review the results of Phase I actions and help to identify barriers to fair housing choice that continue and barriers that have not yet been addressed. The comprehensive report detailing Phase I actions and the findings of focus groups and other inputs will allow the participating entitlement communities to determine next steps, including consideration of updating the Analysis of Impediments.

## 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.

Program Year 3 Action Plan Lead-based Paint response:

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

In 2012, 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 2012.

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 was awarded a 3-year, \$3,070,000 Lead Hazard Control Grant from the U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes & Lead Hazard Control. The grant will be administered from January 1, 2010 – December 30, 2012 and will increase the City of Rochester's lead safe affordable housing and reduce housing related health hazards in conjunction with lead hazard control activities. More than \$1.9 million will be devoted over three years to fund direct lead hazard control and healthy home interventions in 350 dwellings located in the high risk areas for childhood lead poisoning in the City of Rochester. As of April 2012, 318 units have been made lead-safe through this grant. Reimbursement Homeowner Grants of up to \$5,500/unit are made available for units housing low- and very-low income residents. In an effort to increase energy efficiency, all windows and doors requiring replacement will meet 2009 Energy Star requirements. Each unit will be evaluated for moisture/mold, need for integrated pest management, fire, carbon monoxide safety, general sanitation (as related to allergies/asthma) and housing safety issues such as adequate lighting. Up to \$200 of the \$5500 grant can be used for these "Healthy Home Interventions." Conditions that need to be addressed will be required in the Grant Work Plan.

The MCDOPH Lead Program also received another \$150,000 Healthy Neighborhoods grant for outreach from the NYSDOH, which runs through September 2012. The focus of the grant is primary prevention for Tobacco Control, Fire Safety, Lead Prevention, Indoor Air Quality, General Housing Conditions and Asthma. Outreach workers will perform six hundred (600) initial visits in the 14609, 14611 and 14621 zip codes, which have well documented public health and housing issues. A total of 150 follow up visits are required. A room-by-room inspection and a survey form will be completed for each home. Topics covered will include lead poisoning prevention (deteriorated paint, dust, cleaning and nutrition), fire safety issues, carbon monoxide, general sanitation issues, code violations, electrical problems and mold. Referrals will be made to MCDOPH programs and other agencies when problems are identified.

Lead Safe Work Practices Training - After April 2010, the new federal law requires contractors to become EPA Lead Certified Renovators. The new Lead Renovation, Repair and Painting rule (LRRP) affects anyone who is paid to perform work that disturbs paint in housing and child-occupied facilities built before 1978. This would include residential rental property owners/managers, general contractors, maintenance personnel and trade contractors, including HVAC, painters, plumbers, carpenters and electricians. All persons conducting lead hazard control work that is ordered in a "Notice and Demand," and participating in the HUD grant must successfully complete an approved EPA Renovation, Repair & Painting initial 8-hour training. Prior to the commencement

of lead hazard control work the recipient of the "Notice and Demand" and/or property owner must submit proof of this training to the MCDOPH for all such persons. The Cornell School of Industrial Relations is the EPA-certified training provider again for 2012, where a total of 23 classes will be conducted. This year the training is being paid for with funds from the Childhood Lead Poisoning Primary Prevention grant.

The Childhood Lead Poisoning Primary Prevention Program received another Lead Poisoning Primary Prevention grant from the NYSDOH for \$802,276. This grant runs from April 1, 2012 through March 31, 2013. Approximately 400 properties that house young children, pregnant women and refugees will be made lead safe and residents and owners of these properties will be educated in lead poisoning prevention and other environmental health hazards in their homes including asthma triggers, mold, pest infestation, fire safety and carbon monoxide poisoning prevention. A MCDOPH Lead Program Public Health Sanitarian 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 Child Care Council and DHS. MCDOPH Lead Risk Assessors will inspect properties, upon referral, if deteriorated paint is found in a property by DHS or Child Care Council staff. 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.

Program Year 3 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 2012 Poverty Guidelines issued by the U.S. Department of Health and Human Services (HHS) and the 2012 Monroe County 30% AMI limits issued by the U.S. Department of Housing and Urban Development for comparison purposes:

<u>Household Size</u>	<u>2012 HHS Poverty Guidelines</u>	<u>2012 30% AMI Limits</u>
1	\$11,170	\$14,450
2	\$15,130	\$16,500
3	\$19,090	\$18,550
4	\$23,050	\$20,600
5	\$27,010	\$22,250
6	\$30,970	\$23,900
7	\$34,890	\$25,550
8	\$38,890	\$27,200

Strategies in 2012 include continuation of existing programs that promote a stable living environment, reduce dependency and poverty primarily caused by unemployment, underemployment, housing condition and cost burden. Programs that address a stable living environment include the Home Improvement Program, Home Ownership Program, each of the programs administered by The Housing Council, and the 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 services providers agencies to fund critical services to homeless and at-risk individuals and families. ESG funding is also being allocated for continuation of the HPRP Heading Home Program to provide homeless prevention and rapid re-housing services and financial assistance. Collectively, these programs help prevent homelessness, financial hardship, institutionalization and poverty.

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

Programs that will provide job opportunities and reduce poverty include the ED Grant and Loan Fund, which targets job creation to low/mod residents, and non-CDBG funded County programs that provide incentives to businesses that employ local labor, tax credit incentives for companies that increase jobs through 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 \$200,000 in 2012 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 project proposed for Partners in Community Development Work Pays Program will provide job development, mentoring and search services to residents of two lower income apartment complexes in suburban Monroe County.

In her 2011 State of the County Address, delivered on May 9, 2011, Monroe County Executive, Maggie Brooks, announced several new programs and initiatives that were launched in 2011. Monroe On the Job is a groundbreaking skilled trades initiative that will connect young talent with available manufacturing and trades jobs. The program will offset the costs of training by allocating \$4,000 to any company that makes its own financial commitment to hiring and training a new worker.

To improve the cost of living, the County has kept property taxes stable, streamlined social services, enhanced economic development incentives for businesses, created more job centers, and is offering a prescription drug discount plan free to all County residents. The Prescription Discount Program saved local families over \$1 million in the first six months alone. Since August of

2010, local residents filled over 25,000 prescriptions through the program, saving an average of over 56%. The County Executive also announced the creation of the Monroe County Dental Discount Program. For as little as \$36 a year, residents can have access to discounted dental care. Program participants can expect to pay about 30% less for dental services through the new program, and as with the Prescription Discount Program, the Dental Discount Program has zero cost to the County or local taxpayers.

## COMMUNITY DEVELOPMENT

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

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

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

Program Year 3 Action Plan Community Development response:

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

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

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

Public Facilities and Improvements (03) – homeless facilities (03C); neighborhood facilities (03E); parks and recreation facilities (03F); parking facilities (03G); water/sewer improvements (03J); street improvements (03K); sidewalks (03L); fire station/equipment (03O)

Projects in these categories include:

(03) Public Facilities and Improvements: Mendon Town Hall ADA Entrance, Cornell Cooperative Extension ADA Improvements

(03C) Homeless Facilities: Salvation Army Flooring Replacement

(03E) Neighborhood Facilities Improvements: Wheatland Donnelly House ADA Improvements

(03F) Parks & Recreation Facilities: Monroe County Parks Black Creek Park Launch Ramp and Fishing Access, Perinton Egypt Park ADA Improvements

(03G) Parking Facilities: Fairport Junction Parking Improvements

(03J) Water/Sewer Improvements: Henrietta Holybrook Road Sanitary Sewers, Brockport Barry Street Water Main, East Rochester Garfield Street Storm Sewers, Hilton Sanitary Sewers and Village of Webster Baker Street Water Main

(03K) Street Improvements: Hamlin Bradford Manor Roadway

(03L) Sidewalks: Chili, Gates, Penfield, Honeoye Falls and Scottsville sidewalks

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

Projects in these categories include:

(12) Affordable Rental Housing Development (funded through HOME)

(13) Mortgage Relief (direct foreclosure prevention subsidy funded through CDBG)

(14A and 14H) Home Improvement Program

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

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

Projects in this category include:

(05A) LifeSpan Safety and Security for Seniors Program

(05H) Partners in Community Development Work Pays Program

(05J) Anne Peterson Consulting-Fair Housing Implementation Phase I Year 3 and Expanding Housing Opportunities Program by The Housing Council

(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, Greater Rochester Housing Partnership Board of Directors and the United Way Building Community Impact Team are a few examples of community participation that have been beneficial in this regard.

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

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

The greatest challenge to meeting 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 \$3 million were competing for just over \$1.8 million in available CDBG funds.

Strategies to address the CD objective of decent housing:

In the 2012 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. Due to the significant demand for program assistance and federal budget reductions to the CDBG and HOME programs, the County implemented program changes in January 2012. These changes will allow the program to continue to serve those residents most in need while maintaining the quality of program services and overall community benefits. Updated program guidelines include: Households with incomes between 0 and 60% of area median income (AMI) will be eligible for a grant of up to \$10,000 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 \$5,000, and the opportunity to apply for a low-interest loan for the other half or may fund half of the project cost themselves. All households with incomes up to 80% of AMI with a disabled member continue to be offered an additional grant of up to \$2,500 for accessibility improvements. The allowable liquid asset limit for program participants is \$30,000. Repeat grants will continue to be disallowed. HUD issued revised HOME Program Income Limits that became effective 2/9/12, and are increased slightly over 2011 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 significantly in 2011, partly due to the expiration of ARRA tax credits. Therefore, previously allocated 2011 HOME funding of \$125,000 remains available to ensure continuation of this popular and successful program. It is anticipated that these funds will assist approximately 40 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 2012 program year, projects will include Phase III of the replacement of an undersized water main in a Village of Webster LMA, which will provide an adequate supply of water to residential areas, neighborhood businesses and industrial districts. The Village of Brockport will complete a similar water main project. To repair and/or replace deteriorated sanitary sewers, projects will be undertaken in LMAs in Henrietta and Hilton and storm sewer relining will be completed in East Rochester. To improve pedestrian safety in Chili, Gates and Scottsville LMAs, new sidewalks will be constructed. Roadway improvements will be made in Hamlin and parking lot improvements will be made in the Village of Fairport, both in LMAs. Infrastructure installation will also be undertaken in Sweden to provide utilities for the site of a future fire protection facility which will serve the entire LMA of Sweden and Brockport Village.

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.

To increase access to quality public and private facilities and services, Monroe County will fund the following ADA facility improvements in 2012: the construction of an ADA accessible walkway to a veteran's memorial in Honeoye Falls, ADA walkway installation in Egypt Park in Perinton, the replacement of flooring at the Salvation Army kitchen and cafeteria, ADA entrance improvements at the Mendon Town Hall and the Cornell Cooperative Extension, the installation of a car-top boat launch and fishing access in Black Creek Park in Chili and the continuation of ADA accessibility improvements at the Donnelly House in Wheatland.

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 2012 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. One public service project will be undertaken to provide increased employment opportunities for low income residents. The Partners In Community Development Work Pays Program will provide job development, mentoring and search services to residents of two low income apartment complexes in Monroe County, which house over 1,000 families.

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.

Program Year 3 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 funds in the HIP are used only for conditional grants to eligible homeowners with incomes at or below 60% 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 on 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 against the HUD Excluded Parties List.

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## Housing Opportunities for People With AIDS

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\*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.

Program Year 3 Action Plan HOPWA response:

N/A

### **Specific HOPWA Objectives**

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

Program Year 3 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.

### Program Year 3 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 and Consolidated Plan amendments. This rule became effective on January 4, 2012; enabling ESG recipients to receive a second allocation of 2011 ESG funds to carry out new homeless assistance activities. Monroe County anticipates receiving an allocation of \$47,404, which will be used for activities of homelessness prevention and rapid re-housing. To receive this second allocation of 2011 ESG funds, Monroe County submitted a Substantial Amendment to the 2011 Annual Action Plan to HUD on May 11, 2012.

In anticipation of the 2012 closeout of the County's Homelessness Prevention and Rapid Re-Housing Program (HPRP) Grant, locally named HPRP Heading Home, received in 2009 and the implementation of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), the County and City of Rochester have worked extensively with the CoC to prepare for the transition to the Emergency Solutions Grants Program.

The Rochester/Monroe County community has formed a HEARTH Act Implementation Committee to explore sustainability of Heading Home after HPRP funds have been exhausted. The County staff has met extensively with the City of Rochester, CoC Coordinator, Chair, and Co-Chair and Coordinated Care Services, Inc. (CCSI), the HPRP Heading Home Program lead agency, to facilitate the proposed use of the entire 2011 Second Allocation ESG funding to continue Heading Home on a limited basis. In addition, the City and County convened meetings with Heading Home providers and community resources to discuss Heading Home's strengths, opportunities for improvements and success in addressing community priorities.

## Monroe County

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Monroe County anticipates receiving a 2012 allocation of ESG funds in the amount of \$150,402. 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:

<b>2012-2013 ESG Allocation</b>	<b>Admin. (at 7.5% of allocation)</b>	<b>Total Program Funds to Allocate</b>	<b>Street Outreach and Shelter Activities (max. 60% of allocation)</b>	<b>Homeless Prevention and Rapid Re-Housing</b>
\$150,402	\$11,280	\$139,122	\$83,473	\$55,649

The City of Rochester intends to utilize the same formula in allocating its 2012 ESG funds, and all Homelessness Prevention and Rapid Re-housing funds for the City and County will be administered jointly, much as the HPRP funds were, through the continuation of the Heading Home Program.

In order to reduce burdens on homeless service providers and streamline access to all available resources, the County, City of Rochester and the CoC intend to develop a cooperative, joint ESG application procedure for 2013 and beyond.

### 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. Funding distributions will be made according to the table above for the 2012 Program Year and have been decided 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 are in the beginning stages of preparing for a Centralized or Coordinated Assessment model. A consultant was hired by the City of Rochester to do a review of the community's needs and present their findings and provide recommendations.

### 3. Process for Making Awards

Monroe County is proposing to allocate the maximum allowable amount of 60% of 2012 ESG funding for street outreach and emergency shelter activities. This will be accomplished through the solicitation of applications from homeless service providers. Applications were released on April 5, 2012 with a submission deadline of May 4, 2012. It is anticipated that four to six agencies will receive funding allocations through this application process.

Applications for street outreach and shelter activities will be evaluated based on HUD-defined eligibility criteria, identified need, availability of eligible match, scope of services, and anticipated program outcomes.

The remaining 40% of Monroe County ESG funds will be allocated to the continuation of the ESG Heading Home Program, which will provide homeless prevention and rapid re-housing services and assistance. Monroe County and the City of Rochester will jointly fund and administer the ESG Heading Home Program as more fully described in the Substantial Amendment to the 2011 Annual Action Plan for ESG.

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 CoC is a formerly homeless individual. In addition to serving as CoC Co-Chair, he has been substantially involved in planning for the use of the 2011 ESG Second Allocation funding. 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 outreach, supportive services, emergency shelters, transitional housing and permanent supportive housing. The system's goal is to appropriately transition individuals from homelessness to their maximum level of self-sufficiency.

The Team is comprised of five Sponsors and Community-Based Planning Participant Organizations/Individuals. The Monroe County Sponsor has designated representatives from the Departments of Planning & Development, Human Services (MCDHS), Office of Mental Health, and the Rochester/Monroe County Youth Bureau. The City of Rochester Sponsor has designated representatives from the City of Rochester Bureau of Business and Housing 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 10 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 and a community-based planning participant, who is a formerly homeless individual. 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, 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 2011 ESG Substantial Amendments and the planning and preparation of the 2012 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 Single Point of Access system for homeless services.

### Other Narrative

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

The following table is a complete list of projects and programs proposed for funding through the CDBG, HOME and ESG programs in the 2012 program year (August 1, 2012 – July 31, 2013).

<b>Proposed CDBG Projects for 2012 Program Year</b>		
<b>Public Works and Facility Improvements:</b>		
Town of Chili	Davis Park Pedestrian Entrance	\$ 37,250
Town of Gates	Sidewalk and Gutter Replacement	\$ 37,250
Town of Hamlin	Bradford Manor Apartment Roadway	\$ 29,800
Town of Henrietta	Hollybrook Road Sanitary Sewer Repairs	\$ 37,250
Town of Mendon	Town Hall Handicapped Entrance	\$ 8,000
Town of Penfield	Panorama Valley Sidewalk Improvements	\$ 37,250
Town of Perinton	Egypt Park ADA Improvements	\$ 16,004
Town of Sweden	Fire Protection Facility	\$ 29,800
Town of Wheatland	Donnelly House ADA Improvements	\$ 22,350
Village of Brockport	Barry Street Water Main Replacement	\$ 37,250
Village of East Rochester	Garfield Street Storm Sewer Relining	\$ 37,250
Village of Fairport	Fairport Junction Parking Improvements	\$ 29,800
Village of Hilton	Sanitary Sewer Repairs	\$ 22,350
Village of Honeoye Falls	Veteran's Memorial ADA Walkway	\$ 14,000
Village of Scottsville	Main Street Sidewalk Replacement	\$ 29,733
Village of Webster	Water Main Improvements	\$ 29,800
Monroe County Parks	Black Creek Park Launch Ramp and Fishing Access	\$ 37,250
Salvation Army	Kitchen/Cafeteria Flooring Replacement	\$ 20,000
Cornell Cooperative Ext.	Public Accessibility Improvements	\$ 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)		\$ 77,350
Expanding Housing Opportunities Program (The Housing Council)		\$ 50,000
Foreclosure Prevention & HECM Counseling (The Housing Council)		\$ 77,350
Fair Housing Consultation – Anne Peterson – Implementation Phase I – Year 3		\$ 12,500
Safety and Security for Seniors Program (Lifespan)		\$ 37,250
Partners in Community Development – Work Pays Program		\$ 10,000
<b>Community-Wide Housing Programs:</b>		
Home Improvement Grant Program		\$411,508
Mortgage Relief Program – Foreclosure Prevention Direct Subsidy to Homeowners		\$20,000
<b>Community-Wide Economic Development:</b>		
Economic Development Grant & Loan Fund		\$200,000
<b>Planning and Capacity Building Activities:</b>		
General Administration		\$367,000
Economic Development Technical Assistance		\$ 25,000
Housing Rehab Program Delivery		\$ 25,000

<b>Proposed HOME Categories for 2012 Program Year</b>	
Home Improvement Grant Program	\$372,493
Rental Housing Development (non-CHDO)	\$175,000
Rental Housing Development (CHDO)	\$290,000
General Administration	\$ 93,055
<b>Proposed ESG Program Categories for 2012 Program Year</b>	
Homeless Services - Street Outreach and Shelter Activities – Agency Awards TBD	\$ 83,473
Homelessness Prevention and Rapid Re-Housing – Heading Home Program	\$ 55,649
General Administration	\$ 11,280