

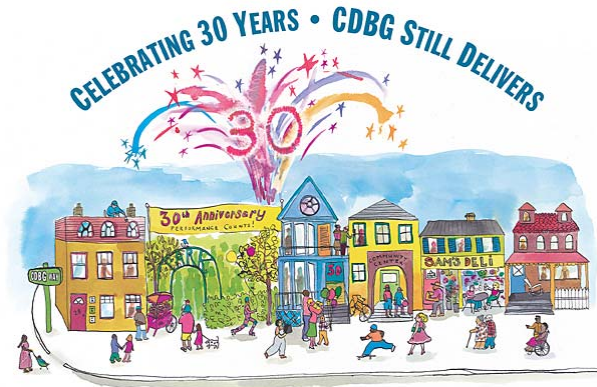
CITY OF AMES

CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)

FOR

FEDERAL FISCAL YEAR 2004

CITY OF AMES FISCAL YEAR  
JULY 1, 2004 THROUGH JUNE 30, 2005



*Performance Counts!*

SEPTEMBER 27, 2005

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# First Program Year CAPER

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

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

## GENERAL

### Executive Summary

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

Program Year 1 CAPER Executive Summary response:

The City of Ames Planning & Housing Department has prepared a Consolidated Housing and Community Development Plan for the years 2004 through 2009 that provides a strategic vision for the community. The Plan has been approved by HUD. The Executive Summary and other materials can be found on the U.S. Department of Housing and Urban Development web site at <http://www.hud.gov/>, and on the City of Ames web site at: <http://www.city.ames.ia.us/housingweb/Default.htm>. Please contact the City of Ames, Planning & Housing Department at (515) 239-5400 for additional information.

As part of the above Consolidated Plan, the City of Ames' strategies toward serving the needs of extremely low-income, low-income, and moderate-income families are to continue to seek public input; to continue to invest resources both physical and financial; and to continue to implement programs that will address the community's priority needs. The main areas of focus, anticipated over the next five (5) years, will be to utilize CDBG and other local and/or state funds to address the priority need categories listed below:

1. CDBG funds should be used for the acquisition, rehabilitation, and construction (in conjunction with HOME funds) of affordable housing, and support to homeowners, homebuyers, and renters to obtain and remain in affordable housing.
2. CDBG funds should be used to support a continuum of new or expanded housing and services targeted for the homeless.
3. CDBG funds should be used to increase or improve public facilities, infrastructure, and services.
4. CDBG funds should be used to expand opportunities by assisting with business development and by providing training and access.

5. CDBG funds should be used to support activities and services that meet the social, health, recreational, and educational needs of low- and moderate-income residents.

Several of the priority Action Plan projects will focus on various housing-related activities for both rental and owner-occupied (i.e., homeownership assistance, rehabilitation, rental related assistance, etc.), public facilities activities (i.e., infrastructure development for affordable housing, non-profit housing rehabilitation, sidewalks, water, sewer improvements, etc.), and some public service one-time activities for new and expanded services for various human service agencies. Additionally, the City utilizing other financial resources, will continue to focus on the ASSET process as a vehicle in providing financial assistance for the needs and service delivery to persons with incomes at 50% or less of the Story County median income limit and the homeless.

The following is a brief overview of the annual action plan projects that were planned to be addressed from July 1, 2004 to June 30, 2005 including the priority goals:

1. PUBLIC SERVICES OBJECTIVE: CDBG funds should be used to support a continuum of new or expanded housing and services targeted for homeless, transitional housing clients, and persons with special needs:

The City appropriated \$30,000 to administer a Deposit Assistance Program (DAP) to assist 25 low- and very low-income households (50% or less of the AMI) with funds to cover the cost for rent and/or utility deposits in order to obtain affordable rental housing.

2. PUBLIC FACILITIES OBJECTIVE: CDBG funds should be used to increase or improve public facilities, infrastructure, and services:

a) The City appropriated \$100,000 to administer a Curb Accessibility Program to assist persons in Census Tract #9 where at least 51% of the households are of low- and moderate-incomes (80% or less of AMI) with handicapped accessibility curb and sidewalk crossings.

b) The City appropriated \$31,000 to administer a Minor Repair Assistance Program for Non-Profits to assist non-profit agencies that provide shelter assistance to low- and very low-income persons (50% or less of AMI) with minor maintenance updates to these types of facilities.

3. HOUSING ACTIVITIES OBJECTIVES: CDBG funds should be used for the construction (in conjunction with HOME funds)/acquisition/rehabilitation of affordable housing and support to homeowners, homebuyers, and renters to obtain and remain in affordable housing:

a) The City appropriated \$207,600 to administer a Homebuyer Assistance Program to assist approximately 15-20 low- and moderate-income (80% or less of AMI) first-time homebuyers with the purchase of a single-family home.

b) The City appropriated \$102,600 to administer an Acquisition/Reuse Program (ARP). The program would seek to acquire, demolish/remove single-family properties and/or lots for reuse for affordable housing to assist low- and moderate-income (80% or less of AMI) families.

A breakdown of the programs and budget are as follows:

Deposit Assistance Program:	\$ 30,000
Minor Repair Assistance Program for Non-Profits:	31,000
Curb Accessibility Program	100,000
Homebuyer Assistance Program:	207,600
Acquisition/Reuse Program:	102,600
2004-05 Program Administration:	117,800
Grand Total for All Programs:	\$589,000

Total funds being appropriated for the above activities: \$471,200 of the \$589,000 -- which represents 66% proposed to be spent on Housing Related Activities. The Minor Repair Program for single-family homeowners using CDBG Funds was delayed and was going to be implemented through the Ames/Story County Partnership Program (ASCP) Affordable Housing Program. In addition to the CDBG Program, the City of Ames received approximately \$833,000 in Section 8 Rental Assistance funds to administer 202 Section 8 Housing Choice Vouchers and 31 Section 8 Moderate Rehabilitation units.

The City of Ames' Consolidated Annual Performance and Evaluation Report (CAPER) covers progress in carrying out the City's Consolidated Plan and above-named Annual Action Plan Projects for the fiscal year 2004. The Action Plan was the first plan based on the five-year Consolidated Plan for the fiscal years 2004-2009. This Performance Report covers funding from the 2004 federal fiscal year and the City's fiscal year of July 1, 2004 through June 30, 2005.

AMI=Area Median Income

## General Questions

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

- b. How Federal resources from HUD leveraged other public and private resources.
- c. How matching requirements were satisfied.

Program Year 1 CAPER General Questions response:

In addition to the responses below, a summary of the accomplishments in attaining the goals and objectives for the reporting period can be found in Appendix I as follows:

- The Activity Summary (GPR03) lists each CDBG activity that was open during the year. For each activity, the report shows the status, accomplishments, program narrative, and program year expenditures.
- The Summary of Consolidated Plan Projects (GPPR06) outlines progress in implementing projects identified in the Action Plan. This report lists all projects for the plan year. Disbursements are summarized by program for each project's activities.
- The Summary of Accomplishments Report (GRP23) presents data on CDBG activity counts and disbursements by priority need categories. It also provides data on CDBG accomplishments by various units of measure and housing units by racial/ethnic categories.
- The CDBG Financial Summary Report (GRP26) provides CDBG program indicators. This report shows the obligations and expenditures that were made.

Also See Appendix IV for Projects Workbook of Program Activities

1a. During this first year, the City of Ames was able to implement three (3) of the five (5) program projects outlined in the Action Plan that addressed the goals and objectives for the reporting period. The Deposit Assistance Program; the Curb Accessibility Program; and the Minor Repair Program for Non-Profit Organizations. Implementation for non-profit organizations was at the point of only accepting applications, and no funds were spent during the reporting period.

A breakdown of the programs expenditures during the reporting period are as follows:

Deposit Assistance Program:	\$ 11,605
Minor Repair Assistance Program for Non-Profits:	0
Curb Accessibility Program	88,844
Homebuyer Assistance Program:	0
Acquisition/Reuse Program:	0
2004-05 Program Administration:	88,057
Grand Total for All Programs:	\$ 188,506

1b. A breakdown of the percent of funds expended are as follows:12% was spent on public service activities and the remaining 88% was spent on public facilities. The remaining two (2) program projects: Homebuyer Assistance Program and the Acquisition/Reuse Program, will be implemented during the 2005-06 Annual Action Plan year.

1c. In that this is the City's first year as an entitlement community, the first six (6) months of the program year was spent at various training workshops to become familiar with the regulations, reporting requirements, performance measurements, and general overall administrative responsibilities. Therefore, not all of the goals and objectives were met during the reporting period.

2. The City would change its program as a result of its experience by reducing the number of programs it would implement during the first two (2) years of being a new entitlement, and concentrating on programs that will have a greater impact on the goals and objectives.

3a. As outlined in the data in the City's 2004-09 Consolidated Plan, some impediments to fair housing choice are as follows:

- Lack of knowledge about fair housing laws and enforcement.
- Lack of affordable housing and/or gap in obtaining affordable housing in both rental and homeownership markets.
- Lack of knowledge about mortgage products and income affordability.
- Lack of financial capacity to maintain and update the housing stock and/or service buildings.
- Increase and improve accessibility of public facilities (sidewalks, curbs, etc.), and public and non-public other facilities.
- Lack of dollars to address all of the needs of an increasing community population.

3b. Through the implementation of the City's Deposit Assistance Program for low-income households to gain access to affordable housing, the program provides both an educational component to teach renters about fair housing, tenant-landlord rights and responsibilities, and resource materials and speakers in the related fields.

Through the implementation of the City's Section 8 Rental Assistance Programs, information is provided and materials related to fair housing are included in informational and briefing sessions with applicants and participants.

Through the implementation of the City's Curb Accessibility Program, the overall goal was to remove barriers that restrict the mobility and accessibility of low- and moderate-income elderly and/or handicapped persons in neighborhoods and the community. Through the implementation of the Minor Repair Program for Non-Profit Organizations, the overall goal of this program is to provide agencies the financial means to maintain their facilities and to expand the accessibility of their facilities, so that low-income persons can continue to receive the needed services.

4. Through the implementation of the City's Homebuyer Assistance Programs, an educational seminar will be required by all applicants to learn how to gain access to homeownership, and how to retain and maintain their homes both financially and through home maintenance. Through the City's Acquisition/Reuse Program, the program will seek to acquire, demolish and/or repair single-family homes and make them accessible to low- and moderate-income, first-time homebuyers. Through the Analysis of Social Services Evaluation Team (ASSET) process, the City as a partner, helped fund various human service agencies in providing housing and basic services for low- and moderate-income households. Some of the various human service agencies that received funding through this process, which helped address obstacles for low- and moderate-income and homeless persons, are as follows:

- ACCESS-Women's Assault Care Center
- ACPC-Ames Community Pre-School
- American Red Cross
- The ARC of Story County
- Boys and Girls Club
- Boy Scouts
- Campfire Boys and Girls
- CASA-Court Appointed Special Advocates
- CFARI-Center for Addictions Recovery
- ChildServe

- Center for Creative Justice
- Center for Childcare Resources
- ERP-Emergency Residence Project
- Good Neighbor
- Homeward
- Heartland Senior Services
- Lutheran Services in Iowa
- MICA-Mid-Iowa Community Action Agency
- National Alliance for the Mentally Ill of Central Iowa
- RSVP-Retired and Senior Volunteer Program
- Richmond Center
- University Childcare
- The Volunteer Center
- Youth and Shelter Services

5a-b. Through the administration of the Deposit Assistance Program, the program utilized both public and private resources to address the need as follows:

- Where possible, the program assisted families approved for participation in the Section 8 Housing Choice Voucher Program to help gain access to affordable housing.
- Utilized various human service agencies for referrals of needy households.
- Leveraged dollars with other emergency assistance programs, such as Good Neighbor and the Emergency Residence Project, to help households gain access to affordable housing. This also allowed these agencies to assist persons about to become homeless through eviction.
- Conducted informational sessions with owners and managers of rental properties and utility providers about the program, and requested feedback on how to collaborate to make the program a success.

Through the administration of the Curb Accessibility Program, staff worked closely with the Public Works Department, through their Sidewalk Safety Program, to target a low-income census tract with improved curb accessibility features. This allowed for a greater impact to be accomplished in the community as they were able to utilize their funds in other census tracts. Through the ASSET process, funds were used to provide administrative support services to various human service agencies, which allowed CDBG funds as a source to provide funding for maintenance and accessibility needs of these facilities.

5c. The Deposit Assistance Program required the applicant to provide a match of \$50.00 towards the cost of the various deposits. For the Minor Repair Program for Non-Profit Organizations, they would be required to pay any amount over and above the CDBG set funding limit for repairs.

## **Managing the Process**

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

Program Year 1 CAPER Managing the Process response:

The City of Ames administrative staff has actively attended and/or participated in the various training opportunities that HUD and/or professional organizations have sponsored regarding the administration and implementation of the CDBG Program



regulations. The City staff actively participates in quarterly conference calls with HUD field staff and other entitlement communities in Iowa and Nebraska. The City staff has actively utilized the various tools and templates that have been made available and are suggested to be used by HUD to comply with all the reporting requirements. The City actively communicates with other experienced entitlement communities for guidance for implementing various CDBG eligible programs.

## **Citizen Participation**

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

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

Program Year 1 CAPER Citizen Participation response:

- 1a. To be added after public hearing.
2. See Appendix II for Maps and budgets.

## **Institutional Structure**

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

Program Year 1 CAPER Institutional Structure response:

One of the visions for the community set by the Ames City Council is to "Foster healthy and caring relationships among people with diverse perspectives." Throughout the reporting period, the City of Ames has invited neighborhood associations, the Ames School District, Story and Boone Counties, Iowa State University, area developers and builders, community organizations, business leaders, Chamber of Commerce, citizens, etc. to participate in various public forums, workshops, and citizen panels to create this vision for the community. For the CDBG Programs, the City conducted public forums and meetings to gain public input for the CDBG Programs. Also on a program level, through the administration of the Deposit Assistance Program, the City utilized various area human service agencies, property owners, and utility companies to advertise the program availability to their clientele.

This was the main source for all of the assistance that has been provided to date. For the administration of the Curb Accessibility Program, the City used the Public Works Department to administer and monitor the success of the program. City staff attended the local Continuum of Care meetings throughout the year, and conducted public forums to disseminate and receive feedback about the City's CDBG Programs and requirements. The City, which is the local public housing agency, also utilized the waiting list and program participant list in administering the various CDBG programs.

## Monitoring

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

Program Year 1 CAPER Monitoring response:

1. On a program level, the staff monitored no less than monthly reviews of the guidelines for the various CDBG programs. Financial, program, and administrative expenditures were monitored monthly.
2. Some of the program guidelines needed to be adjusted and/or clarified to accommodate unforeseen situations regarding determining applicant eligibility, or documentation of necessary information, or administrative budget adjustment regarding staff time for the various programs.
- 3a. The programs administered to date have solved neighborhood and community problems by enhancing accessibility of persons with handicaps and/or disabilities, and provided accessibility to housing throughout the city. Entitlement status for the City has also brought about the opportunity to educate the public about the program requirements, and also has allowed for more feedback and input from citizens regarding the process.

3b. The implementation of the Deposit Assistance and the Curb Accessibility Programs, outlined during the program reporting period, both fall within the five (5) priority needs outlined in the City's 2004-09 Consolidated Plan of addressing the low- and moderate-income households.

3c. The Deposit Assistance Program assisted low-income households (50% or less of the AMI) in gaining access to decent, safe, and sanitary housing by reducing the financial gap for rent and utility deposits, by requiring that all units must be inspected within the last year for the City rental compliance code, and/or meet the Housing Quality Standards (HQS) established by HUD for participation in the Section 8 Rental Subsidy Program. The Curb Accessibility Program most likely expanded the economic opportunity for low- and moderate-income persons due to the need to employ persons to install the curb cuts and dome pads. This program also required employers to pay according to the Davis-Bacon wage rate.

3d-i. The activities that were delayed were the Homebuyer Assistance Program and the Acquisition/Reuse Program. Not implementing these programs has slightly delayed low- and moderate-income, first-time homebuyers in gaining access to homeownership during the reporting period. A possible indicator is the City's list of persons interested in pursuing homeownership. A barrier that had a negative impact on fulfilling the strategies and overall vision, was the amount of time needed for staff trainings on all components of administering the CDBG Program as a new entitlement community. Currently, the remaining programs are on target. All of the components (needed financial lender partners) are now in place for the Homebuyer Assistance Program; the overall program concept for the Acquisition/Reuse Program is in place; and the Minor Repair Program for Non-Profit Organizations is proceeding. No further adjustments or improvements have been identified at this time.

## **Lead-based Paint**

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

Program Year 1 CAPER Lead-based Paint response:

No actions were taken during this fiscal year utilizing CDBG funds to evaluate and reduce lead-based paint hazards. However, through the administration of the City's Section 8 Rental Subsidy Programs, participants are educated about the dangers of lead paint poisoning, and all potential rental units are inspected for lead-paint hazards before any Housing Assistance Payment Contracts (HAP) are approved. Approximately 190 units were inspected for participation in the program; none of the 190 units failed for lead paint hazards.

## HOUSING

### Housing Needs

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

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

Program Year 1 CAPER Housing Needs response:

To foster and maintain affordable housing during the reporting period, CBDG funds were used to implement the following Programs:

- A Deposit Assistance Program was implemented to assist households with incomes at or below 50% of the AMI by providing financial assistance with security deposits, the first month's rent, and utility deposits. The goal for the program is to assist twenty-five (25) households. During the reporting period, sixteen (16) households were assisted as follows:

Female Head: 12

Elderly: 2

Disabled: 3

White/Non-Hispanic: 12

African-American: 4

Age Range: 21-64

Average Age: 34

This program will continue for 2005-06.

- A Curb Accessibility Program was implemented to address curb and sidewalk accessibility needs in a Census Tract where at least 51% of the households are of low- and moderate-incomes (80% or less of AMI). The goal was to address 50 curb and sidewalk accessibility needs. During the reporting period, 52 curb and sidewalk accessibility needs were addressed. This program will not continue in 2005-06.

In addition to the CDBG Program, the City's Section 8 Rental Assistance Program fostered and maintained affordable housing for approximately 178 households per month with incomes at 50% or less of the area AMI during the reporting period as follows:

Adults: 191

Children: 140

Female Headed Households: 119

Male Headed Households: 59

Families with Children: 84

Elderly/Disabled Head: 85

Caucasian Head: 128

African-American Head: 40

Other Ethnic Background Head: 10

## Specific Housing Objectives

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

Program Year 1 CAPER Specific Housing Objectives response:

1. Although the goal for the reporting period was to assist twenty-five (25) households, progress was made through the implementation of the Deposit Assistance Program to meet the specific objective by providing affordable housing to sixteen (16) extremely low- and low-income household as follows:

Households at 30% or less of the AMI: 8 (extremely low)

Households at 50% or less of the AMI: 8 (very low-income)

2. No HOME Investment Partnership Investment funds were used in any of the City projects because the City of Ames is not eligible to receive the funds.
3. The implementation of the Deposit Assistance Program addressed the "worst-case" housing needs by limiting the maximum income that could go towards rent to 40% of the household gross annual income. The program also gave a preference to families with dependents and singles who were: elderly, disabled, or displaced over other singles in selecting eligible applicants in order to address the housing needs of persons with disabilities.

## Public Housing Strategy

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

Program Year 1 CAPER Public Housing Strategy response:

The City of Ames does not own or operate any public housing units.

## Barriers to Affordable Housing

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

Program Year 1 CAPER Barriers to Affordable Housing response:

Through the implementation of the Deposit Assistance Program, the barriers of affordable housing for extremely low- and very low-income households were removed by allowing them access to decent, safe, and sanitary housing. Through the implementation of the Curb Accessibility Program, the barriers of affordable housing to low-income households and households with physical disabilities were removed by allowing them to gain access to affordable rental and/or owner-occupied housing units.

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

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

Program Year 1 CAPER HOME/ADDI response:

Not applicable. The City of Ames is not eligible to receive ADDI funding.

## HOMELESS

### **Homeless Needs**

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

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

Program Year 1 CAPER Homeless Needs response:

1-2. The direct homeless needs in the community are addressed through the Analysis Social Service Evaluation Team (ASSET). The City of Ames, in collaboration with Story County, United Way, and the ISU Government Student Body, comprised the ASSET funding team. For 2004-05, the following human service agencies: Emergency Resident Project (ERP), ACCESS-Women's Assault Care Center, Lutheran Social Services, and Youth and Shelter Services (YSS) were funded through this process to address the needs of homeless persons, and to help homeless persons make the transition to permanent housing and independent living. These agencies received approximately \$299,600 from all four (4) funders, of which \$90,700 (30%) was the City of Ames direct contribution.

3. In 2004-05, Youth and Shelter Services, Inc. received approximately \$54,000 in Shelter Plus Funds to provide support and assistance to homeless youth and young moms under the age of 25 with their housing needs.

(See Appendix 3 for the Homeless Population and Subpopulations Chart prepared by the area Continuum of Care Group.

## **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Housing Prevention Elements response:

CDBG funds were used to administer a Deposit Assistance Program to assist extremely low- and very low-income households from being homeless by providing financing for rent and utility deposits, and covering the first month's rent. Without this level of assistance, they would not have the financial ability to gain access to affordable housing. Additionally, through the ASSET process, approximately \$164,900, of which the City's direct contribution was approximately \$77,500 (47%), provided funding to the following human service agencies: Mid-Iowa Community Action Agency (MICA), Youth and Shelter Services (YSS), and Heartland Senior Services (HHS) to assist them in providing services to prevent homelessness. These agencies combined assisted youth through elderly populations.

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

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources

- a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
  - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - b. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
  - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 1 CAPER ESG response:

Not applicable. The City of Ames does not receive ESG funding.

## COMMUNITY DEVELOPMENT

### Community Development

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.



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

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

Program Year 1 CAPER Community Development response:

1a. CDBG funds during the reporting period were used to address the following priority goals of the Consolidated Plan:

- PUBLIC SERVICES OBJECTIVE: CDBG funds should be used to support a continuum of new or expanded housing and services targeted for homeless, transitional housing clients, and persons with special needs:

The City appropriated \$30,000 to administer a Deposit Assistance Program (DAP) to assist twenty-five (25) low- and very low-income households (50% or less of the

AMI) with funds to cover the cost of rent and/or utility deposits in order to obtain affordable rental housing.

- PUBLIC FACILITIES OBJECTIVE: CDBG funds should be used to increase or improve public facilities, infrastructure, and services:

The City appropriated \$100,000 to administer a Curb Accessibility Program to remove barriers that restrict the mobility and accessibility in neighborhoods in Census Tract #9, where at least 51% of the households are of low- and moderate-incomes (80% or less of AMI), by installing handicapped accessible curb cuts with dome pads.

1b. Through the implementation of the Deposit Assistance Program, sixteen (16) households were assisted as follows:

Female Head: 12

Elderly: 2

Disabled: 3

White/Non-Hispanic: 12

African-American: 4

Age Range: 21-64

Average Age: 34

Households assisted at 30% or less of the AMI: 8 (extremely low)

Households assisted at 50% or less of the AMI: 8 (very low income)

Through the implementation of the Curb Accessibility Program, of the 4,115 households living in Census Tract 9, 51% (52 households) were assisted.

1c. In each of the programs implemented during the reporting period, CDBG funds were used for activities that benefited households in extremely low-income, low-income, and moderate-income households.

2a. There were no changes made to the program objectives during the reporting period.

3a. In implementating the Deposit Assistance Program, the City utilized all of the Human Service providers in the area as a base for referrals to reach low-income populations. The City is the designated Housing Authority and utilized its waiting list and participant list to reach the most needy income populations. In implementing the Curb Accessibility Program, the City utilized the Public Works Department to determine which low-income Census Tract would benefit the most from the Curb Accessibility Program.

3b. During the reporting period, the City provided one Certification of Consistency to Youth and Shelter Services, Inc. for renewal funding through the Supportive Housing Program for approximately \$189,000, of which approximately \$54,000 was designated for Story County.

3c. The City of Ames has made every effort within its capacity and abilities during its first year as an entitlement community. It has not willfully attempted to hinder any aspects of administering the CDBG funds in accordance with its Consolidated Plan.

4a-b. The programs outlined and implemented during the reporting period have met the National Objectives and have complied with the overall benefit certification.

5a-c. The programs implemented during the reporting period did not include any displacement or relocation activities.

6a-c. The programs implemented during the reporting period did not include any economic development activities.

7a. The programs implemented during the reporting period did not include any limited clientele beneficiaries.

8a-d. The programs implemented during the reporting period did not include any program income.

9a-d. The programs implemented during the reporting period did not include any prior period adjustments.

10a-e. The programs implemented during the reporting period did not include any loans and other activities.

11a-d. The programs implemented during the reporting period did not include any lump sum agreements.

12a-c. The programs implemented during the reporting period did not include any housing rehabilitation activities.

13a. The programs implemented during the reporting period did not include any Neighborhood Revitalization Strategies.

## **Antipoverty Strategy**

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

Program Year 1 CAPER Antipoverty Strategy response:

No actions were taken during this reporting period to reduce the number of persons living below the poverty level.

## **NON-HOMELESS SPECIAL NEEDS**

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

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

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

Program Year 1 CAPER Non-homeless Special Needs response:

No specific amount of CDBG funds were used to address the special needs of persons that are not homeless but require supportive housing. However, the

implementation of the Deposit Assistance Program was available to persons in these categories.

## Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
  
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
      - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and

their families.

- ii. Project Accomplishment Overview
  - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
  - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
  - (3) A brief description of any unique supportive service or other service delivery models or efforts
  - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
  - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
  - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
  - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
  - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
  - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 1 CAPER Specific HOPWA Objectives response:

Not applicable. The City of Ames does not receive HOPWA funding.

## OTHER NARRATIVE

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

Program Year 1 CAPER Other Narrative response:

This City of Ames would like to acknowledge that this template is an attempt by HUD to at some point have all entitlement communities collecting and reporting data in the same manner and format. Currently, this template is not a requirement, but for new entitlements, such as the City of Ames, it helps give some direction and assistance in providing the information as required in the CDBG reporting regulations. Due to various versions/models of templates that are being used, there could be inconsistencies in the data due to transferring the data from one template to a new template. Therefore, the City of Ames did not utilize all of the spreadsheets in this template, but included the data on who benefited from the programs

## Jurisdiction

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administered during this reporting period in the narratives and on the spreadsheets as reported in HUD's Intergrated Disbursement and Information System (IDIS). This statement is being made in concurrence with the HUD Omaha Field Office.