

**CITY OF AMES**  
**CONSOLIDATED ANNUAL PERFORMANCE**  
**AND EVALUATION REPORTS (CAPER)**  
**FOR**  
**FEDERAL FISCAL YEAR 2009 - 2010**

**CITY OF AMES FISCAL YEAR**  
**JULY 1, 2009 THROUGH JUNE 30, 2010**



**Public Comment Period:**  
**November 30, 2010 thru**  
**December 14, 2010**

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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 next five-year plan period of 2009-14 that provides a continued strategic vision for the community. The Plan has been approved by the Department of Housing and Urban Development (HUD). Information regarding program rules, regulations and other related information can be found on the HUD web site at [www.hud.gov/offices/cpd/index.cfm](http://www.hud.gov/offices/cpd/index.cfm). The Executive Summary and other materials regarding the program in the City of Ames can be found on the City of Ames web site at [www.cityofames.org/housingweb/Default.htm](http://www.cityofames.org/housingweb/Default.htm). Please contact the City of Ames Planning & Housing Department at (515) 239-5400 for additional information.

As part of this Consolidated Plan and Annual Action Plan period, 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 five (5) years will be **to continue** to utilize CDBG and other local and/or state funds to address the following priority need categories listed below:

1. CDBG funds should be used to strengthen neighborhoods by implementing affordable housing programs and services through acquiring, demolishing, and rehabilitating housing units that support homeowners, homebuyers, and renters to obtain and remain in affordable housing;
2. CDBG funds should be used to promote "one community" by implementing programs that support a continuum of new or expanded housing and services targeted for the homeless, transitional housing clients, and persons with special needs;

3. CDBG funds should be used to strengthen neighborhoods by implementing programs that will increase or improve public facilities, infrastructure, and services.

Based on community input, and after examining the five priority needs that were created in the 2004-2009 strategic planning period, it was clear that the above priority needs had been the focus during the 2004-09 period. The above priority needs provided the most positive impacts on addressing the needs of very low-, low- and moderate-income households in the community. The City, as a new entitlement community, was very successful in implementing the program activities that led to having exceeded the 70% low- and moderate-income benefit expenditure requirement by approximately 25%. Therefore, over the next five-year period the City will continue to administer and focus its programming in the above three priority need areas.

One of the City Council goals continues to be to "Strengthen Neighborhoods." Therefore, the 2009-10 Action Plan projects' primary focus was to implement programs that would strengthen neighborhoods by implementing housing-related activities for both rental and owner-occupied (e.g. homeownership assistance, rehabilitation, rental-related assistance, etc.); by implementing public facilities activities (e.g., non-profit housing rehabilitation, sidewalks, street and curb repair, water, sewer improvements, etc.); by implementing public service one-time activities for new or expanded services for various human service agencies; and to continue to focus on the ASSET process as a vehicle for providing financial assistance for the needs of and service delivery to persons with incomes at 50% or less of the Story County median income limit and to the homeless.

The City of Ames' Consolidated Annual Performance and Evaluation Report (CAPER) covers progress in carrying out the City's Consolidated Plan and the above-named Annual Action Plan Projects for the fiscal year 2009-10. This Action Plan is the first plan based on the five-year Consolidated Plan for the fiscal years 2009-2014.

The following is a brief summary of the Annual Action Plan projects and expenditures that were accomplished in conjunction with the priority goals for the July 1, 2009, to June 30, 2010, program year. However, due to unforeseen circumstances in staffing turnover, only minimal project activities were able to be implemented during the 2009-10 Action Plan period. Those activities were in the area of rental and owner-occupied activities.

1. PUBLIC SERVICES OBJECTIVE: CDBG funds should be used to strengthen neighborhoods by implementing affordable housing programs and services through acquiring, demolishing, and rehabilitating housing units that support homeowners, homebuyers, and renters to obtain and remain in affordable housing.

Under the Renter Affordability Program, activities were implemented to assist families/households with gross annual incomes at or below 50% of the AMI with funds to cover the cost for rent and/or utility deposits, transportation, and utility bill assistance in order to improve access to affordable rental housing and gain economic stability.

For the 2009-10 program year, \$84,485 was allocated, of which \$8,734 was spent and 43 families/households were served through the implementation of the following activities:

- Deposit Assistance (rent and utilities)-4 families/households served, \$1,135.00 expensed
- Transportation Assistance-28 families/households served, \$4,283 was expensed
- Utility Bill Assistance-11 families/households served, \$3,316 expensed

2. HOUSING ACTIVITIES OBJECTIVES: CDBG funds should be used to strengthen neighborhoods by implementing affordable housing programs and services through acquiring, demolishing, and rehabilitating housing units that support homeowners, homebuyers, and renters to obtain and remain in affordable housing.

a) The Homebuyer Assistance Program was designed to assist low- and moderate-income first-time homebuyers (80% or less of AMI) with the purchase of a single-family home. Although for the 2009-10 program year \$100,000 was allocated, this activity was not able to be implemented due to not only staffing constraints, but also a sluggish economy, along with a significant rise in foreclosed properties that caused financial institutions to restructure their mortgage lending underwriting guidelines, thereby impacting the ability for low-income first-time homebuyers to qualify for mortgage loans.

b) Under the Neighborhood Sustainability Program, the only activity implemented was the Acquisition/Reuse Program (ARP). This activity sought to acquire and/or demolish/remove single-family properties and/or lots for reuse/resale to non-profit organizations to provide affordable housing to assist low- and moderate-income (80% or less of AMI) families. For the 2009-10 program year, \$167,312 was allocated, of which \$496,221 was spent acquiring four (4) properties. Of the four (4) properties, one is designated to be sold to Habitat for Humanity of Central Iowa. The other three (3) are anticipated to be sold to first-time homebuyers in 2010-11 or 2011-12.

Additionally, of the two (2) properties acquired in 2007-08, both were sold to Habitat for Humanity of Central Iowa, one (1) in the 2008-09 program year. One has been sold to a Habitat low-income first-time homebuyer in 2008-09, and the other is anticipated to be sold in program year 2010-11. In the 2008-09 program year, two (2) properties were purchased. One (1) has been sold to Habitat for Humanity of Central Iowa, and has been rehabilitated; it is anticipated to be sold to a Habitat low-income first-time homebuyer in 2010-11. The other property is also anticipated to be sold in program year 2010-11. Additionally, \$33,445 was spent on maintenance care for the remaining properties that have been purchased and are waiting to be rehabilitated and sold.

c) The Neighborhood Housing Improvement Program was designed to provide financial assistance to qualified low- and moderate-income single-family homeowners at or below 80% of the area median income limits to improve the physical condition of their single-family homes in residentially zoned areas. Although for the 2009-10 program year \$587,267 was allocated, approximately \$5,516 was spent on providing lead safe renovator training for contractors. In April 2010 the state of Iowa changed its regulations and implemented new certification training requirements for all contractors who perform renovation and remodeling, contractors who replace windows and doors, painters, some plumbers and electricians, etc. There were a large number of contractors that needed to become certified in order to be eligible to be considered in the pool to participate in this program activity. Therefore, this activity was not able to be implemented fully due to those circumstances, as well as staffing constraints.

3. PUBLIC FACILITIES OBJECTIVE: CDBG funds should be used to strengthen neighborhoods by implementing programs that will increase or improve public facilities, infrastructure, and services.

a) For the program year 2009-10, the Public Facilities Improvement Program for non-profit organizations was designed to assist with the repair and/or replacement of facilities that house and/or provide services to the homeless, very low-, and low-income residents, and to improve and enhance the viability and aesthetics of our core existing neighborhoods. Although for the 2009-10 program year \$265,000 was allocated, this activity was not able to be implemented due to staffing constraints.

b). For the program year 2009-10, no Neighborhood Infrastructure Improvement Program was designated to occur under the regular CDBG Program.

The 2009-10 proposed Action Plan Expenditure Budget was as follows:

| <u>Programs</u>                          | <u>Budget</u>  |
|--|----------------|
| Renter Affordability Program             | \$ 84,485      |
| Neighborhood Sustainability Program      | 167,312        |
| Neighborhood Housing Improvement Program | 587,267        |
| Homebuyer Assistance Program             | 100,000        |
| Public Facilities Improvement Program    | 265,000        |
| 2009-10 Program Administration           | <u>135,141</u> |
| Total                                    | \$1,339,205    |

The 2009-10 activity expenditures were as follows:

|  |               |
|--|---------------|
| Renter Affordability Program             | \$ 8,734      |
| Neighborhood Sustainability Program      | 496,221       |
| Neighborhood Housing Improvement Program | 5,516         |
| 2009-10 General Program Administration   | <u>75,476</u> |
| Grand Total for All Programs             | \$ 585,947    |

Approximately \$8,742 of new program income was generated in 2009-10, which reduced the overall expenditure outcome.

Of the \$585,947 spent on the above program during the program year, all \$483,471 (not including administration costs) was spent on housing-related activities.

In addition to the above programs, in 2009-10 the City utilized other funding sources for the fiscal year: it administered the Section 8 Housing Choice Vouchers in the amount of approximately \$1,100,294 (of which \$134,257 was for administration).

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 Project Workbook Sheets on each Program Activity.

1a. During this program year, the City of Ames was not able to fully implement all five (5) program project activities as outlined in the 2009-10 Action Plan. However, the program activities that were implemented addressed the following goals and objectives for the reporting period: the Renter Affordability Program and the Neighborhood Sustainability Program.



An outline of the 2009-10 activity expenditures is as follows:

|  |               |
|--|---------------|
| Renter Affordability Program             | \$ 8,734      |
| Neighborhood Sustainability Program      | 496,221       |
| Neighborhood Housing Improvement Program | 5,516         |
| 2009-10 General Program Administration   | <u>75,476</u> |
| Grand Total for All Programs             | \$ 585,947    |

1b. A breakdown of the percentage of funds expended is as follows: 2% was spent on public service activities, 85% on housing-related activities, and the remaining 13% on program administration.

1c. This is the City's sixth year as an entitlement community. Although the activities outlined for 2009-10 are continuing and well-established activities, the lack of staffing resources to fully implement the program activities greatly impacted being able to assist a larger number of low- and moderate-income households, or targeted low-income areas.

2a. The City is in the process of addressing the staffing needs and will continue to adjust and/or expand its programming as a result of being able to fill the needed position, as well as rely on customer feedback, check market conditions, and receive citizen input during this next five-(5) year plan cycle. Despite not being fully staffed, activities were implemented that would have the greatest impact on the goals and objectives, especially in the areas of direct benefit to extremely low-, very low-, and low-income households.

3a. As outlined in the data in the City's 2009-14 Consolidated Plan, impediments to fair housing choices that were identified in the City 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, credit, and income affordability
- Lack of financial capacity to maintain and update the housing stock and/or service buildings
- Need to increase and/or improve accessibility to public facilities (sidewalks, curbs, etc.), and to other facilities, both public and non-public
- Lack of dollars to address all of the needs of an increasing community population

Additionally, during the 2007-08 program year, an Analysis of Impediments to Fair Housing Choice study was conducted and completed just prior to the end of the program year. The study was concluded by outlining six (6) perceived impediments, with recommended actions as outlined below:

- Lack of available decent rental units in affordable price ranges
- Excessive application fees and/or rental deposits
- Attitudes of landlords
- Cost of housing
- Job status
- Lack of knowledge of how to file a fair housing complaint

The City prepared a response, and during the 2009-10 Action Plan year sought to address each recommendation where feasible.

3b. For the program year 2009-10, the City continued to address several of the impediments through the implementation of the City's Renter Affordability Programs for very low-income households to gain access to affordable housing and to gain economic stability. The program provides both an educational component to teach renters about fair housing and tenant-landlord rights and responsibilities, and a list of resource materials and speakers available in the related fields. Due to staffing restraints, the educational component was not available during this program year. Through the implementation of the City's Section 8 Rental Assistance Program, information is provided and materials related to fair housing are included in the informational and briefing sessions packets provided to both applicants and participants. Also, annually the City recognizes the month of April as Fair Housing Month, with a public proclamation, followed by an event where the public is invited to attend to become aware and educated about Fair Housing issues and concerns in the community. These events have been in partnership with the Ames Human Relations Commission, the Ames Board of Realtors, and the Ames Rental Property Managers Association. For 2009-10, a representative from the Fair Housing Division from the HUD Omaha Field Office was our guest presenter.

4. Other actions that the City has taken to address obstacles to meeting underserved needs in the community are through educating the community by participating in dialogs with other community groups (e.g. Continuum of Care Agencies and Neighborhood Associations), participating in and/or sponsoring diversity celebrations (FACES), and sponsoring Community Forums (e.g. Impediments Study, Public Awareness Events, Homeownership Recognitions, Hunger and Homelessness Awareness events, etc.). The City, through the ASSET process, funds human services agencies to address economic and housing needs, and through its Economic Development Program funds businesses to create jobs for low- and moderate-income persons.

5a. The City, as one of four partners, continues to help fund various human services agencies to provide housing and basic services for low- and moderate-income households. Some of the various human services 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
- Big Brothers/Big Sisters of Central Iowa
- Boys and Girls Club
- Boy Scouts
- Campfire Boys and Girls
- ChildServe
- Center for Creative Justice
- Center for Childcare Resources
- Community & Family Resources
- ERP-Emergency Residence Project
- Girl Scouts
- Good Neighbor
- Heartland Senior Services
- Homeward
- Legal Aid Society
- Lutheran Social Services in Iowa
- Mainstream Living Employment & Learning
- MICA-Mid-Iowa Community Action Agency
- Mid Iowa Foster Grandparent Program
- National Alliance for the Mentally Ill of Central Iowa
- RSVP-Retired and Senior Volunteer Program
- Richmond Center
- Story Time Child Care Center
- University Childcare
- The Volunteer Center
- Youth and Shelter Services
- YWCA Ames-ISU

5b. Through the administration of the Renter Affordability Program activities, both public and private resources were utilized to address the needs as follows:

- Where possible, the program assisted families approved for participation in the Section 8 Housing Choice Voucher Program gain access to affordable housing.
- Utilized various human services agencies for referrals of households with needs.
- The program leveraged dollars with other emergency assistance programs, such as Good Neighbor, the Emergency Residence Project, the Homelessness Prevention and Rapid Re-Housing program, and others to help households gain access to affordable housing. This program also allowed these agencies to assist persons about to become homeless through eviction.
- It conducted informational sessions with owners and managers of rental Properties and with utility providers about the program, and requested feedback on how to collaborate to make the program a success.
- Through the ASSET process, funds were used to provide administrative support services to various human services agencies.

5c. For 2009-10 under the Renter Affordability Program activities, no matching dollars were required. Through the Neighborhood Sustainability Program, specifically under the Acquisition/Reuse Program, non-profit organizations purchased properties bought by the City at a reduced rate.

## 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 continues to actively attend and/or participate 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. 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 about implementing various CDBG-eligible programs. City staff works closely with other City departments (e.g. Finance Department, City Attorney, Inspections, Public Works, etc.).

Also, on a program level, through the administration of the various Programs, City staff continues to utilize various area human services agencies, property owners, and utility companies to advertise the program availability to their clientele. This continues to be the main source for all of the assistance that has been provided to date. City staff continued to attend 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 had partnerships with local commissions, realtors, and area non-profit organizations to help identify and address housing needs. The City, which is the local public housing agency, also continued to utilize the waiting list and program participant list in administering the various CDBG 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:

1. To be completed after public comment period ends.
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:

The City of Ames continues to be the largest and the lead provider of affordable housing (including being the designated Housing Authority for the City) and community and economic development funding for an array of social services agencies (including Continuum of Care agencies) for the community and its citizens.

Throughout the reporting period, the City of Ames continued to invite neighborhood associations, the Ames School District, Story and Boone Counties, Iowa State University, area developers and builders, community organizations, business leaders, the Chamber of Commerce, citizens, etc., to participate in various public forums, workshops, and citizen panels to create this vision for the community. For 2009-10, in addition to regularly scheduled council meetings, the City Council continued to conduct a third City Council meeting each month specifically set aside for discussions on various issues and concerns expressed by the community. The topics included the following agenda items:

- Intermodal Facility Concept
- Discussion on regulations for allowing wind and solar uses within Ames
- Joint meeting with the Government of the Student Body
- Staff report on water and sewer rates
- Fact-finding workshop with members of the business community to identify codes, policies, and procedural requirements that are impediments to development

- Discussion of Planning & Zoning Commission priorities
- Discussion of Historic Preservation Commission priorities

The City also continued to conduct public forums and other meetings to gain public input for the 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 the 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 continues to monitor the program guidelines of the various CDBG programs on a monthly basis to ensure that they are efficient and effective. The overall financial program and administrative expenditures continue to be monitored monthly by the Finance Department. Staff regularly communicates with various field representatives to ensure that the programs implemented are in compliance with the various HUD regulations.

2. Program guidelines are frequently updated and/or clarified to accommodate unforeseen situations regarding determining applicant eligibility, documentation of necessary information, staff time for the various programs, and/or requiring administrative budget adjustments. Also, staff continues to work closely with the Finance Department, reviewing and adjusting our processes so that the reporting of the financial data to both HUD and outside auditors will ensure reports and other information are completed in a timely and efficient manner.

3a. Through community forums, agency contacts, and programs administered to date, neighborhood and community problems have been solved by enhancing education, improving accessibility, affordability, and sustainability regarding housing choices throughout the community for both rental and homeownership. Becoming an Entitlement Community has also brought about the opportunity to educate the public about the program requirements, fair housing, and how federal dollars are allocated

and spent in the community. It also has allowed for more feedback and input from citizens regarding the process. With the increasing number of home foreclosures in the community this past year, the implementation of the Acquisition/Reuse Program under the Neighborhood Sustainability Program continues to have a positive impact on preserving the housing stock and is increasing the number of conversions of single-family rentals back into single-family homeownership, thus stabilizing good and viable core neighborhoods.

3b. Through the implementation of the various programs outlined during the 2009-10 program reporting period, all three (3) priority needs outlined in the City's 2009-14 Consolidated Plan for addressing the low- and moderate-income households are directly tied to the City Council's past and current priorities and to all of its vision statements.

3c. The Renter Affordability and Neighborhood Sustainability Programs both assisted low-income households (80% or less of the AMI) in gaining access to affordable, decent, safe, and sanitary housing by reducing the financial gap and by requiring all units to be inspected for compliance with the Housing Quality Standards (HQS) established by HUD for participation in the Section 8 Rental Subsidy Program. It also continued to help create stability and likely expanded the economic opportunity for low- and moderate-income persons by providing gap financing because, in having to qualify for the above programs, they either found stable employment and/or maintained stable employment, or were able to stay in their units because utility services were assisted, and likely were able to cover other essential services costs (medical, etc.).

3d. The loss of essential staff resources specifically during the first six (6) months of the program year created a significant delay in getting all of the Renter Affordability Programs implemented. With such a delay, the childcare assistance program was not implemented, the educational component of the Deposit Assistance Program was not implemented, and the number of households that could have been assisted for the activities implemented was reduced. The following other programs outlined for 2009-10 were also unable to be implemented: Public Facilities Improvement Program for Non-Profits, the Homebuyer Assistance Program, and the Neighborhood Housing Improvement Program.

3e. The components of the Renter Affordability Program (Deposit, Utility Bill Assistance, and Transportation) that were able to be implemented on a smaller scale positively impacted all of the 43 households that received assistance. It provided them with financial resources to cover shortfalls in their budgets that could have resulted in the loss of decent, safe, and sanitary housing. The implementation of the Acquisition/Reuse Program also had a positive impact from the purchase of four (4) single-family properties. One property was a deteriorated foreclosure, two were rentals that will be converted back into homeownership, and the third is keeping a core neighborhood's housing stock stabilized. The implementation of a small portion of the Neighborhood Housing Improvement Program to provide lead safe renovator training will create a pool of eligible contractors when the full program is implemented.

3f. The indicators that best describe the results of the program are the number and income of the households that were able to be assisted, along with the number of contractors who participated in the certification trainings.

3g-h. The only barrier to fulfilling the strategies and overall vision and why the major goals were not on target was the shortfall in staffing resources to fully implement all of the programs. Over the last six years, the number of households that have greatly benefited from the implementation of these programs has had a positive impact on addressing the goals outlined in the Consolidated Plan.

3i. One adjustment/strategy that has been identified that might meet the needs more effectively is to reduce the number of program activities to be implemented each year. While this approach may not spread the dollars over all of the goals outlined in the Consolidated Plan, it will continue to benefit and concentrate on addressing the needs of the most needy in our community.

## 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:

For 2009-10, no specific actions or programs were implemented utilizing CDBG funds to evaluate and reduce lead-based paint hazards. However, through the implementation of the Neighborhood Home Improvement Program, contractors, property managers, and owners were financially assisted with receiving their lead safe renovator certifications. Also, through the continued administration of the City's Section 8 Rental Subsidy Programs, participants are educated about the dangers of lead paint poisoning, and all potential housing units are inspected for lead paint hazards before any assistance is approved.

## 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:

- The Renter Affordability Program continued for 2009-10. The objective of the program activities was to assist households with incomes at or below 50% of the area median income limits by providing financial assistance with security deposits for rent and utilities, transportation through Fuel Vouchers and/or Bus Passes, and interim assistance with monthly utility bill expenses. The goal was to assist 20 households.

- The Homebuyer Assistance Program was not able to be implemented during 2009-10. The program objective was to assist households with incomes at or below 80% of the AMI with financial assistance (e.g. down payment, closing cost, and affordability assistance) to purchase homes. The goal was to assist two (2) first-time homebuyers.

-The activities under the Neighborhood Sustainability Program (Acquisition/Reuse Program, Slum & Blight, and Rent-to-Own) continued for the 2009-10 program year. The overall goal of the Neighborhood Sustainability Programs is to increase the supply of affordable housing and allow low- and moderate-income persons to gain access to housing and/or improve their housing status through the following methods: acquiring, demolishing, and/or providing minor repair (as needed) to single-family properties and/or lots for reuse as affordable housing to be sold to low-income first-time homebuyers, either through City-sponsored programs and/or to non-profit housing organizations, and to acquire and demolish blighted and deteriorated housing in existing neighborhoods. The goal was to acquire one (1) property for any of the above purposes.

- The Neighborhood Home Improvement Program was not implemented during 2009-10. The program objective was designed to provide financial assistance to qualified low- and moderate-income, single-family homeowners at or below 80% of the area median income limits to improve the physical condition of their single-family homes in residentially zoned areas. The goal was to assist 20 first-time homebuyers. However, the program instead assisted contractors in receiving the required lead safe renovator training, thereby creating a pool of contractors to select from for eligible homeowners.

### **Specific Housing Objectives**

1. Evaluate progress in meeting specific objectives 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:

1a. Under the Renter Affordability Program, the 2009-10 goal for the reporting period was to assist 20 households. The actual number of households assisted was 43 as follows:

- Households at 30% or less of the AMI: 31 (extremely low)
  - Households at 50% to 31% of the AMI: 12 (very low-income)
  - 16 participants were also in the Section 8 Housing Choice Voucher Program
  - 4 were assisted through the Deposit Programs (2 Rental Deposits, 2 Utility Deposits)
  - 28 were assisted through the Transportation Program (21 Fuel Vouchers, 7 Bus Passes)
  - 11 were assisted through the Utility Bill Assistance Program
2. No HOME Investment Partnership funds (Section 215) 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 Renter Affordability Program activities continues to address the "worst-case" housing needs and needs of persons with disabilities. Households which qualify for assistance under this program have incomes that are mostly at or below 30% of the area median income limits. They consist of elderly and disabled persons on fixed incomes, as well as the working poor. Due to the downturn in the economy during this program year (no increase in Social Security benefits and job layoffs), in order to assist households the program guidelines for limiting the maximum percent of income that could go towards the cost of the rent was increased from 40% to 45% of the household gross annual income. Also, the preference for families with dependents and singles who were elderly, disabled, or displaced over other singles was removed.

For 2009-10 the program was able to assist 4 elderly households, 15 disabled households, and 29 female-headed households. (Appendix 1, Summary of Accomplishments Data)

### **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. However, the staff communicates with private developers who own and/or manage public housing (project based) units with referrals and other types of collaboration where needed.

### **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:

Below are some program activities that were implemented to address and/or eliminate barriers as outlined in the City's 2009-14 Consolidated Plan.

Through the implementation of the Housing-related programs (Renter Affordability Program and Neighborhood Sustainability Program), the barriers to affordable housing for extremely low- and very low-income households are being addressed by allowing them to gain access to accessible, affordable, decent, safe, and sanitary housing.

The City conducted an Analysis to Impediments to Fair Housing Choice Study in the 2007-08 program year, which further identifies areas that will continue to be addressed where applicable (see Appendix 5).

The City participates and promotes awareness events with area human services agencies and other community organization to educate and engage the public regarding the barriers/needs of very low-income and homeless households in the community.

## 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 HOME/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 assistance provided through the implementation of the Renter Affordability Program (Deposit, Transportation, and Utility Bill Assistance) helps address the needs of homeless persons and helps them to make the transition to not only permanent housing and independent living, but to jobs and educational opportunities. The City partners, with the local continuum of care agencies, are active in trying to address services needed to assist homeless persons in making the transition to permanent housing and independent living.

3. In 2009 Youth and Shelter Services, Inc. continued to receive approximately \$58,893 in Supportive Housing Program Funds to provide support and assistance to homeless youth and young mothers 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 for the calendar year 2009-10.)

## Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Housing Prevention Elements response:

1-2. The largest action directly targeted to preventing homelessness in the community is addressed through the Analysis of Social Services Evaluation Team (ASSET). The City of Ames, in collaboration with Story County, United Way, and the ISU Government of the Student Body, comprise the ASSET funding team. For 2009-10, the following human services agencies were funded through this process to address the Shelter and Prevention Assistance for homeless persons, for households and individuals in the community that would be homeless without the financial assistance provided by these funders and the services provided by these agencies: Emergency Residence Project (ERP), ACCESS-Women's Assault Care Center, Lutheran Social Services, Youth and Shelter Services (YSS), Mid-Iowa Community Action Agency (MICA), and Heartland Health Services (HHS). The agencies received approximately \$434,866 from all four (4) funders, of which \$217,226 (50%) was the City of Ames' direct contribution.

## 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 homelessness and homelessness prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homelessness 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. A state must describe its 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 homelessness 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 homelessness prevention funds are being used in this effort.

Program Year 1 CAPER ESG response:

1-5. Not applicable. The City of Ames does not receive ESG funding. However, the City does participate in community forums and meetings with the various Homelessness Agencies that administered the Emergency Shelter Grant Programs in an effort to coordinate efforts to address the needs of the homeless. The City also hosts an annual "Hunger and Homelessness Awareness" event to raise awareness, promote action, and collect contributions for the various human services agencies that provide this needed service in the community.

## 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 it 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 2009-10 reporting period were used to address the following priority goals of the Consolidated Plan:

**PUBLIC SERVICES OBJECTIVE:** CDBG funds should be used to promote “one community” by implementing programs that support a continuum of new or expanded housing and services targeted for the homeless, transitional housing clients, and persons with special needs.

For the 2009-10 program year, the City allocated \$84,485 to continue administering the Renter Affordability Program that consisted of a Deposit Assistance Program (DAP), Transportation Assistance Program and a Utility Bill Assistance Program. The goal was to assist 20 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; fuel vouchers and bus passes to gain access to

employment and other day-to-day needs; and interim utility bill assistance to maintain decent, safe, affordable, and sustainable housing. At the program year-end, \$8,734.10 was disbursed, assisting 43 families/households.

-HOUSING ACTIVITIES OBJECTIVES: CDBG funds should be used to strengthen neighborhoods by implementing affordable housing programs and services through acquiring, demolishing, and rehabilitating housing units that support homeowners, homebuyers, and renters to obtain and remain in affordable housing.

For the 2009-10 program year, the City allocated \$167,312 to continue to administer Acquisition/Reuse Activity (ARA) under the Neighborhood Sustainability Program. This activity sought to acquire and/or demolish/remove single-family properties and/or lots for reuse/resale to non-profit organizations to provide affordable housing to assist low- and moderate-income (80% or less of AMI) families. At the end of the program year, \$462,776 was spent acquiring four (4) properties. Of the four (4) properties, one is designated to be sold to Habitat for Humanity of Central Iowa in 2010-11 and the other three (3) are anticipated to be sold to first-time homebuyers in 2010-11 or 2011-12.

Additionally, of the two (2) properties acquired in 2007-08, both were sold to Habitat for Humanity of Central Iowa, one (1) in the 2008-09 program year. Habitat sold one of the properties to a low-income first-time homebuyer in 2008-09, and the other is anticipated to be sold in program year 2010-11. In the 2008-09 program year, two (2) properties were purchased and one (1) has been sold to Habitat for Humanity of Central Iowa, has been rehabilitated, and is anticipated to be sold to a Habitat low-income first-time homebuyer in 2010-11. The other property is also anticipated to be sold in program year 2010-11. An additional \$33,445 was spent on home maintenance costs for the properties, for a grand total of \$496,221 for both activities.

The Homebuyer Assistance and the Neighborhood Housing Improvement Programs were not able to be implemented due to staffing constraints. Although \$587,267 was allocated for the 2009-10 program year, approximately \$5,516 was spent on providing lead safe renovator training for 54 contractors. In April 2010 the State of Iowa changed its regulations and implemented new certification training requirements for all contractors who perform renovation and remodeling, contractors who replace windows and doors, painters, some plumbers and electricians, etc. There were a large number of contractors that needed to become certified in order to be eligible to be considered in the pool to participate in this program activity.

1b. Through the implementation of the Renter Affordability Program during the reporting period, 43 households were assisted as follows:

White: 25; Hispanic: 1  
African-American: 15; Hispanic: 1  
Asian: 1  
Black/African American & White: 2  
Female Headed: 29  
Elderly: 4  
Disabled: 15  
Section 8 Voucher Program Participants: 16

Out of the 43 households, 4 were assisted through the Deposit Programs (2 Rental Deposits, 2 Utility Deposits), 28 were assisted through the Transportation Program (21 Fuel Vouchers, 7 Bus Passes), and 11 were assisted through the Utility Bill Assistance Program.

-Through the implementation of the Acquisition/Reuse portion of the Neighborhood Sustainability Program, during the reporting period one (1) property that was purchased in 2007-08 has been sold to Habitat for Humanity of Central Iowa. Habitat for Humanity of Central Iowa in turn has rehabilitated the property, and it was sold to low-income first-time homebuyers in 2008-09. One (1) property purchased in 2008-09 has sold to Habitat for Humanity of Central Iowa. Habitat for Humanity of Central Iowa has rehabilitated the property and has identified a low-income first-time homebuyer to purchase the property in 2010-11. The beneficiary breakdown of the one (1) property sold in 2008-09 is as follows: White, Non-Hispanic: 1; Hispanic: 0.

Household Types:

- Related/Single Parent - A single parent household with a dependent child or children (18 years old or younger): 1

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

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

3a. In implementing the programs under the Renter Affordability Program, the City utilized numerous Human Service providers in the area as a base for referrals to reach extremely 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 programs under the Neighborhood Sustainability Programs, the City utilized area media resources and contacted non-profit organizations, area realtors, and neighborhood groups to find properties for purchase.

3b. During the reporting period, the City endorsed a Certification of Consistency for Youth and Shelter Services, Inc. for renewal funding through the Supportive Housing Grant Program for approximately \$189,670, of which \$58,893 was designated for Story County. Also, during the reporting period the City endorsed three agencies (Youth and Shelter Services, Inc.-\$21,227, Emergency Residence Project-\$ 12,000 and Assault Care Center-\$21,000) for renewal funding through the Emergency Shelter Grant (ESG) program.

3c. The City of Ames has continued to make every effort within its capacity and abilities during its sixth 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. Under the implementation of the Acquisition/Reuse Program, a part of the Neighborhood Sustainability Program, actions were taken to minimize the amount of displacement resulting from the acquisition of properties, including the targeting of properties that were on the market for sale and/or currently vacant.

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 that directly benefited agencies that have economic development activities.

8a-d. The Program Income Report (GPR09) indicates that approximately \$8,742.11 was generated and approximately \$8,742.11 expensed during the reporting period. All of the program income generated and expensed was under the Neighborhood Sustainability Programs, specifically the Acquisition/Reuse Program from downpayment and closing cost assistance loans and security deposit reimbursements. Approximately \$8,734.105 was expensed under the Renter Affordability Program, all for the Deposit Assistance Program activity. Approximately \$5,515.85 was expensed under the Neighborhood Housing Improvement Program and approximately \$75,475.82 was expensed under General Administration.

-No program income was received that was repaid on any float-funded activity.

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 specific actions were taken during this reporting period to reduce the number of persons living below the poverty level. However, the continued implementation of the various components of the Renter Affordability Program that targeted households with incomes at 50% or less of the AMI provided improved access to decent, safe, and affordable housing, access to employment, and economic stability.

## 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 dollar amount of CDBG funds were used to address the special needs of persons who are not homeless but require supportive housing. However, the implementation of the various assistance under the Renter Affordability Programs and the Section 8 Rental Assistance Voucher Program were available to persons in these categories, along with community forums and awareness events which are open to the public.

### 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:

1-2. Not applicable. The City of Ames does not receive HOPWA funding. However, through the implementation of the various programs under the Renter Affordability Programs and the Section 8 Rental Assistance Voucher Program, households with HIV/AIDS are eligible and have benefitted.

## OTHER NARRATIVE

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

Program Year 1 CAPER Other Narrative response:

### Exhibit 3b

ATTACHMENT FOR PROGRAM INCOME  
LOANS & RECEIVABLES, RECONCILIATION OF FUNDS  
(10a-e)  
FINANCIAL SUMMARY ATTACHMENT

#### a. Program Income

1. Total program income to revolving funds: 0.00

Single-unit housing rehab.: Revolving fund-\$0.00  
Multi-unit housing rehab.: Revolving fund-\$0.00

2. Float-funded activities: N/A

3. Other loan repayments by category:

Payments on economic development loans to the  
Economic Development Council (sub-recipient) - \$0.00

4. Income received from sale of property for 2009-10: \$0.00

#### b. Prior Period Adjustments: N/A

Reimbursement made for disallowed cost:

1. Activity name:  
Activity number:
2. PY expenditure was reported:
3. Amount returned to program account:

#### c. Loans and other receivables:

1. Float-funded activities outstanding as of end of the reporting period: n/a
2. Total number of loans outstanding and principal balance owed as of end of reporting period:
  - Single-family Down payment Assistance revolving fund:  
loans outstanding - 4  
principal balance - \$36,990.57
  - Multi-unit housing rehab. revolving fund:  
loans outstanding - 0  
principal balance - \$0.00

-Economic Development Council:  
loans outstanding - 0  
principal balance - \$0.00

3. Parcels acquired or improved with CDBG funds that are available for sale as of end of reporting period:
  - 1620 Clark Avenue –(sold to Habitat; rehabilitation phase)
  - 1621 Clark Avenue–(sold to Habitat; rehabilitation phase)
  - 3303 Minnetonka Avenue–(sold to Habitat; rehabbed; sell pending)
  - 3317 Morningside Street
  - 1109 Roosevelt Avenue
  - 306 Wellons Drive
  - 1222 Curtiss Avenue
  - 1126 Burnett Avenue
4. Number and amount of loans in default and for which the balance was forgiven or written off during the reporting period: N/A
5. Lump sum drawdown agreement: n/a