

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Elyria is an Entitlement Community, which receives CDBG funding directly from HUD. The City's program years runs March 1st-February 29th. All funded activities are designated as priorities in the City's 2020-2024 Consolidated Plan. The City's top priorities in the Consolidated Plan include housing, community development and administration/planning. Other priorities include homelessness, economic development and other special needs. Specifically, in 2024 the City funded administration/planning, housing rehabilitation, code enforcement, public infrastructure improvements and public service activities. The City also conducted fair housing education and outreach through the disbursement of informational material and trainings through a partnership with the Lorain County Urban League. The City continues to work with social service agencies to address the needs of underserved populations. The City is supporting initiatives for low to moderate income housing through the Lorain Metropolitan Housing Authority, New Sunrise Properties/PIRHL Developers and by means of funding passed through Community Development such as CDBG, CDBG-CV, and CHIP funding.

One minor amendment and one substantial amendment were completed in program year 2024. The minor amendment was to shift unexpended PY24 funds to other activities within the CDBG program. The substantial amendment was to correct a clerical error from the PY22 CDBG to accurately reflect the beneficiaries of a public facility improvement.

In calendar year 2024, the City amended the program year start date (beginning with program year 2025) to October 1st. This request extended the 2024 program year to September 30, 2025.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AH - Maintain, Improve, Expand Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	83	166.00%	10	14	140.00%
AH - Maintain, Improve, Expand Affordable Housing	Affordable Housing	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	22550	611	2.71%	500	0	0.00%
AH - Maintain, Improve, Expand Affordable Housing	Affordable Housing	CDBG: \$	Other	Other	5000	0	0.00%			
AM - Planning and Program Administration	Administration	CDBG: \$ / CDBG-CV: \$	Other	Other	1	1	100.00%	52000	0	0.00%
ED - Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$ / CDBG-CV: \$	Facade treatment/business building rehabilitation	Business	0	0				

ED - Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$ / CDBG-CV: \$	Jobs created/retained	Jobs	0	2				
ED - Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$ / CDBG-CV: \$	Businesses assisted	Businesses Assisted	5	2	40.00%			
ED - Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$ / CDBG-CV: \$	Other	Other	1	0	0.00%			
PS - Provide Needed Public Services	Homeless Non-Homeless Special Needs	CDBG: \$ / CDBG-CV: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	28600	6456	22.57%	52000	1960	3.77%
PS - Provide Needed Public Services	Homeless Non-Homeless Special Needs	CDBG: \$ / CDBG-CV: \$	Homeless Person Overnight Shelter	Persons Assisted	0	25				
RN - Revitalize Neighborhoods	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	28600	0	0.00%			
RN - Revitalize Neighborhoods	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		14190	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The over-riding objective and strategy in the Consolidated Plan is to address and assist low-moderate income individuals. The City allocated PY 2024 funds based on activities that benefit this targeted group. Public facility improvements were identified in low-moderate income areas as well as areas that have been designated as "blighted." The low-moderate income areas consist of populations that are over 51% low-moderate income. Housing rehabilitation through the City's home repair program provides low-moderate income residents with sanitary, safe and decent housing. Code enforcement efforts are conducted in areas that meet the low-moderate income criteria, are deteriorating and have additional efforts in progress to help arrest further decline. Public service activities were provided to social service agencies that primarily serve low-moderate income persons. The City also provided Fair Housing education, outreach and training in partnership with the Lorain County Urban League.

The City received additional CDBG funds through the CARES Act in PY2020. The activities were to prepare, prevent and/or respond to Covid-19. Public service activities including, but not limited to, food banks, technology and subsistence payments further aligned with the strategic plan goal of providing needed public services. CDBG-CV funds were also set aside to assist business. During the 2021 program year, two businesses were assisted and additional public service activities were funded to address the effects of Covid-19.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	893
Black or African American	165
Asian	9
American Indian or American Native	3
Native Hawaiian or Other Pacific Islander	1
Total	1,071
Hispanic	8
Not Hispanic	1,063

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The composition of persons served by CDBG funds in the 2024 program year is retrieved from a HUD performance reporting module. The table above does not include all reported racial and ethnic status of families assisted.

The actual composition levels, by activity, are indicated in the attached PR03 report.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	932,937	
Other	public - federal	17,344	

Table 3 - Resources Made Available

Narrative

The Resources Made Available table specifies Entitlement grants the City received in program year 2024. The CR-15 "Resources Made Available" cell appears to under report the funds available for the 2024 program year. The actual amount of funds available for the program year totaled \$1,435,560.13. The total funds expended for the program year are \$1,224,176.92 with an additional \$25,058.50 encumbered. This amount reflects PY2024 CDBG funds, prior year carryover, program income and CDBG-CV dollars.

In addition to the expended amount listed above, the City expended \$252,275.07 and encumbered an additional \$28,552.00 in Community Housing Impact & Preservation Program funds. The Community Housing Impact & Preservation Program passes through the State of Ohio and provides private owner rehabilitation to households at or below 80% of the AMI.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Target Area	37		
City-wide	63		

Table 4 – Identify the geographic distribution and location of investments

Narrative

The difference between the planned percentage and actual percentage of geographic distribution and investments is due to timing of project completion and expenditure of all funds. All projects were not complete during the 2024 program year.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Federal funds were leveraged in 2024 with additional resources to provide a larger impact on the community. Specifically, CDBG funds were utilized in the Community Housing Impact & Preservation program to assist with soft costs associated with owner rehabilitation. Further, CDBG funds were used for fair housing activities in the CHIP program. Community Development staff attends local events and provides community outreach to affirmatively further fair housing efforts. The City contracted with the Lorain County Urban League for additional fair housing training in the community, outreach and support.

The City leveraged over \$10,000 in CDBG funds for the 2023 CHIP program year.

The City also assisted the local housing authority by providing organizational support. A new affordable housing project, Bridge Pointe Commons, began construction in 2020. The project provided 62 unit residential affordable housing units with enriched services for individuals struggling with homelessness. The support of local agencies that assist with homeless and other special needs activities support the Consolidated Plan goals and objectives. The project is complete.

The City worked with New Sunrise properties to encourage and support the development of proposed affordable senior housing located in a Community Reinvestment Area. The agency is able to utilize this support on applications for funding. Construction was completed in 2021.

To support economic development efforts, the City continued to fund various economic development programs in 2024. The Downtown Facade Improvement Program, Downtown Rehabilitation Program and Architectural Design Rendering Program funded multiple business during the program year. Tax Abatement incentives were offered to various companies to encourage expansion, retention and new jobs in the community.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	10	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	10	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	10	0
Number of households supported through Acquisition of Existing Units	0	0
Total	10	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City completed the rehabilitation of 16 owner occupied housing units through the CDBG program in PY2024. The home repair program will correct one-two health or safety hazards to owner-occupied single family structures. The City also participated in the CHIP program (funds were awarded in 2023). The CHIP program provides full rehabilitation to owner-occupied single family homes with multiple health/safety/code issues that need to be addressed. Since the inception of the 2023 CHIP funding, the City completed three private owner rehabilitations with one in progress. The City surpassed its

benchmark for the 2024 program year. In 2018, the income limits were raised from 50% to 80% to reach out to more households. Since the increase, the program is exceeding goals on an annual basis.

Discuss how these outcomes will impact future annual action plans.

The City recognizes there is a need for safe, decent, affordable housing. The City will continue to fund rehabilitation activities with CDBG and continue to apply for grants that address housing stock in the community.

The program historically assists a minimum of ten (10) single family homes each grant cycle. As a result of expanding the income limits, it is expected the minimum anticipated amount of home repairs may be increased in future plans.

City Council approved a Housing Beautification pilot program during the 2022 program year. The project was implemented in 2023. The intent of the program is to provide residents in qualified census tracts or households at or below 185% federal poverty level, an opportunity to receive funding for exterior improvements to their homes. The program allows additional persons to be assisted and provide funding for projects that may not be eligible under the CDBG program. Due to the positive impact on housing stock in the community, the City funded the program in 2024 an additional \$

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

The City expended \$367,879.83 CDBG funds on the housing rehabilitation activity in the 2023 program year with an additional \$34,721.29 encumbered.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Although homelessness is a priority in the Consolidated Plan, it is listed as a lower priority and may not be specifically funded with CDBG. However, the City has a commitment to assist with homeless needs primarily served through social service organizations and the local housing authority. The local Continuum of Care system is comprised of three essential elements along with a prevention strategy. The three elements are Emergency shelter/assessment, Transitional Housing with social services, and Permanent supportive housing. The City does not receive funding directly for these services; however, the various agencies represented in the local CoC continue to address homelessness and reach out to those affected.

The City, in collaboration with social service agencies, hosted a public meeting on homelessness in the fall of 2023. The purpose was to provide awareness and offer ways for the public to assist with the homeless population, especially as the cold weather approached. The City also entered into an agreement with a local non-profit to provide vouchers for overnight shelter for homeless persons when the weather was expected to be at or below freezing temperatures.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Lorain County CoC includes representatives from various continuum of care agencies. The group reviews funding opportunities and communicates homeless needs not only to Elyria, but the County as a whole. The City will provide support to various agencies through application planning and other coordination efforts as requested. Regular meetings, point-in-time counts, housing and supportive committees as well as advocacy are utilized to help support need. The City authorized programming with ARPA dollars to assist non-profits respond to Covid and/or the harmful consequences of the economic disruptions resulting from or exacerbated by Covid. Eligible uses include, but are not limited to the following: Expenses to facilitate internet access or digital literacy assistance, Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency; Services to address homelessness such as supportive housing, and to improve access to stable, affordable housing among unhoused individuals, New or enhanced behavioral health services exacerbated by the pandemic and respond to other public health impacts. These services may include mental health treatment, substance misuse treatment, other behavioral health services, hotlines or warmlines, crisis intervention, overdose prevention, infectious disease prevention, and services or outreach to promote access to physical or behavioral health primary care and preventative medicine; New or expanded high-quality childcare to provide safe and supportive care for children.

Furthermore, the City entered into an agreement with a local non-profit to provide vouchers for overnight shelter for homeless persons when the weather was expected to be at or below freezing temperatures.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City assists individuals with preventing homelessness by providing an emergency home repair program on an annual basis. The program offers assistance for the repair or replacement of items such as heat, roofs, broken water lines, hazardous electrical conditions, ADA modifications or other health or safety needs that need to be addressed to keep an individual in their home.

In 2024, additional CDBG funds were provided to respond to the Covid-19 pandemic. As a result of the pandemic, many households were experiencing difficulty with making utility and rent/mortgage payments. A portion of the CDBG-CV funds were used to assist individuals in need of subsistence payments. Further, the City received ARPA funding and allocated \$1,000,000 to Essential Services. This activity provided funding to non-profit organizations. Eligible uses include, but are not limited to the following: Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions; Employment and training programs necessary due to the public health emergency; program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Elyria supports various agencies that provide assistance to helping homeless persons. Fair housing information and training is provided to persons upon request of agencies and/or individuals. The City also reviews plans such as the housing authority's five year plan to certify consistency with Elyria's goals and objectives. Resources are shared among multiple agencies to provide assistance to individuals.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Elyria provided the Lorain Metropolitan Housing Authority with information on the Consolidated Plan process and they requested our input on their planning efforts. The local housing authority was a member of the City's 5 year Consolidated Planning efforts. The City assisted the HA with review of their 5 year Capitol Loan Fund Program and determined its compatibility with the City's 5 year Consolidated Plan. The City works with LMHA to provide safe, affordable housing in the City limits and is willing to provide scattered sites for housing development by means of NSP landbanked properties.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City supports LMHA's efforts to increase management and efforts of public housing residents to participate in homeownership. LMHA continually receives feedback from participants in the programs in an effort to improve programming. LMHA maintains an HCV program (homeownership program). As the need arises, LMHA and the City will collaborate on funding sources. Further, LMHA works to improve outreach to residents regarding the Section 3 program and establish job creation goals for participants to increase employment.

Actions taken to provide assistance to troubled PHAs

The Lorain Metropolitan Housing Authority is not considered a "troubled" PHA.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City continually reviews local ordinances and practices that may have negative effects or serve as barriers to affordable housing such as zoning, building codes, fees, etc... In program year 2016, the City passed a resolution authorizing the Mayor & City Engineer to pursue noise abatement by the Ohio Turnpike. An ordinance was passed for a local CRA district to allow the new construction of low income senior housing. Fees schedules are reviewed and amended accordingly.

City Council authorized an issuance of a RFP to seek a qualified consulting firm during the 2021 program year to complete a comprehensive land use plan and zoning code update. A contract was awarded in 2022 and the City officially started the process to develop a Comprehensive Land Use Plan and a full zoning code update. The Comprehensive Land Use Plan and zoning update will be completed in 2025.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Elyria supports affordable housing programs, including rental projects that utilize the federal Low Income Housing Tax Credit Program. As stated above, the City amended a local CRA ordinance to allow for New Sunrise Properties to construct a housing development for senior citizens in which funding was received through OHFA in 2017. The City also removed building permit fees for the project to alleviate additional cost. The project began construction in 2018.

Bridge Point Commons, a 62 unit affordable, service enriched housing began construction in 2020. The local housing authority will provide program based vouchers to the residents.

The City also continues to review property through its Neighborhood Stabilization Program Committee and determine if particular properties in foreclosure can be used for future redevelopment. The elimination of blight in underserved areas will help to stabilize the community and further address health and safety hazards in target areas.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In an effort to reduce lead-based paint hazards, the City provides recipients of home repair and rehabilitation funds literature to educate homeowners on the risks of lead based paint and how to help remediate problems. Further, the City follows all local, state, and federal regulations to address LBP, when applicable, with repairs/rehabs to homes. The Lorain County Health District also follows up on properties that have known hazards. The Community Development Department also makes available to all residents LBP literature, including but not limited to, distributing flyers/brochures at local events,

throughout City Hall and to all subrecipients to have available to their clientele.

The City conducts lead-risk assessments on all CHIP, CDBG and Housing Beautification projects when applicable. Should a report identify lead, the lead will be addressed in accordance with applicable laws.

Lastly, the City provided Lorain County with numerous properties that had known lead-based paint hazards, in an effort to provide funding to eliminate said hazards through a lead grant.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

In addition to direct assistance to low-moderate income households, on an annual basis, the City reaches out to local non-profits and social service agencies to apply for CDBG funds through a competitive process. The City allocates a portion of the CDBG funds to agencies that provide services to low income persons. Through public service activities that serve the youth and disabled, families are provided assistance that encourage growth and development. In 2024, funds were provided for child care and programming.

Employment training was also provided to residents who lost employment or could not obtain employment as a result of Covid-19. A collaborative effort was also conducted with CDBG-CV funds to help reduce the technological divide many people experience. The program was successful for participants and continued into the 2023 calendar year.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Most current "gaps" in the institutional structure stem primarily from inadequate funding and staff resources at local agencies. The City of Elyria cannot address these types of problems.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Overall, existing housing, social service, mental, and other health care resources are well used and coordinated. This is in part due to the size and capacity of the City of Elyria and Lorain County. We are small enough that communication and referrals do take place. Umbrella groups have provided an opportunity to meet and educate one another on our prospective programs.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Zoning & Site Selection: The City began its Comprehensive Land Use Plan and zoning code update in 2022. In 2023, the City began to review its zoning code and present land use. Throughout the process, impediments will be identified and addressed. **Neighborhood Revitalization:** As noted in the report, the City adopted a plan in 2015 for economic development. As part of the economic development plan, the

City intended to focus on prioritizing Middle Ave. improvements, increase resident involvement, decrease crime and prioritize youth activities. In 2016, the City completed the Middle Ave. project which involved the reconstruction the roadway, curb ramps, median and lighting. Improvements were continually being assessed for the area in 2024. Activities for the youth, at risk groups, neighborhood sidewalks and infrastructure in the LMI areas were prioritized during the 2024 CDBG citizen participation process, which occurred in 2023 as well as during the 2025 citizen participation process, which occurred in 2024. **Municipal & Other Services Employment-Transportation-Housing Linkage: Sale of subsidized Housing & possible displacement:** Relocation did not occur in 2024. The City abides by the Uniform Relocation Act & Real Property Policies Act. Community Development staff worked with LCCAA and other municipalities at a homebuyer training education course where information was presented on fair housing, landlord/tenant law and lending practices. The Community Action Agency provides homebuyer education courses to tenants as part of an effort to assist with homeownership. **Planning & Zoning Boards:** The City continually reviews its planning and zoning ordinances to maintain compliance with the Fair Housing Act. **Building Codes:** The City has adopted and abides by the latest State Building and Property Maintenance Codes.

Community Development receives fair housing/landlord tenant calls and documents the information on a database. Fair housing information is provided to local non-profits and social service agencies for clients. Fair housing information is also provided to all persons receiving assistance through Community Development Department and distributed at various locations throughout City Hall. The City typically provides Fair Housing trainings throughout the year as well as distributes informational material to the general public and at-risk persons. Unfortunately, due to the pandemic, trainings were not consistently held. In response, a substantial amendment was completed during the 2020 program year to increase fair housing training efforts in collaboration with the Lorain County Urban League. The effort continued into the 2024 program year.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City recognizes that monitoring of the activities carried out in this plan must be completed on a regular basis in order to ensure statutory and regulatory requirements are being met. Further, it is critical to confirm that information being reported to HUD through such mechanisms as IDIS is correct and complete. The Office of Community Development prepared all performance reports and performed monitoring in 2024. Subrecipients of CDBG funds are monitored through receipt of invoices and supporting documentation. The Community Development Department evaluates through quarterly reports, beneficiary forms, and various supporting documents that subrecipients are carrying out activities as described. The monitoring is as follows:

Actions to Be Taken to Monitor Performance and Steps/Actions to Ensure Compliance and Timeliness:

- The City performs a monitoring visit during the program year and at close out.
- The IDIS system will be updated annually.
- The City of Elyria maintains complete and accurate program and financial records for its CDBG and CHIP programs in compliance with audit and monitoring requirements. Internal CDBG and CHIP financial records are updated on a monthly basis to monitor expenditure levels and progress.
- The Consolidated Annual Performance and Evaluation Report (CAPER) is prepared annually for HUD review of the CDBG program. This is also used to monitor progress on strategies in both the one-year and five-year plans. The CAPER will be made available to the public. These reports will assist in determining whether or not changes need to be made in the Five-Year Plan and in the development of the one-year updates. As required, timeliness on draw-downs is checked two months prior to the end of the program year.

Subrecipient Monitoring Procedures:

- The City will require that all subrecipients submit full documentation (copies of invoices paid, time sheets, checks, etc.) for all transactions for which they request reimbursement. This will provide the City with a complete set of records in its office rather than a random sampling.
- Each subrecipient will be monitored on-site every year to verify that the documentation submitted for reimbursement are true copies of original records, and that the activities funded are actually underway. The subrecipient will be notified in advance of the monitoring visit.
- Subrecipients will be required to submit an annual report to the City on their programs, providing data and information on successes, problems, etc. and financial information.
- The City may randomly confirm financial documentation with banks and vendors such as

statements and invoices.

- Subrecipients will be required to complete the City's "Subrecipient Monitoring Questionnaire" to confirm that internal monitoring and controls are in place.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City makes performance reports available to citizens. The CAPER is advertised in local media sources and is available for public viewing on the City's website and at City Hall. The City allows an estimated 14-30 days for public comment prior to the submission of the CAPER to allow adequate time for review and comment. The performance report monitoring report received from HUD after the CAPER submission is presented at the first public hearing for the following CDBG program year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

NA

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

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