



# Fifth Program Year CAPER (PY2014)

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 5 CAPER Executive Summary response:

*The fifth year of the 2010-2014 Consolidated Plan continued to focus on bringing properties into Code Compliance. The bulk of the funding for this program year was allocated towards Code Enforcement compliance and street paving. Code enforcement staff completed 7,370 property inspections in program year 2014, identifying 2,316 property violations. 1,607 of the property violations were resolved voluntarily by the homeowner and another 1,967 were resolved contractually or by other means. Tall grass, weed, and trash violations accounted for an additional 3,405 violations. Of those violations, 1,936 were resolved voluntarily and another 2,727 were resolved contractually or by other means. Repair of deferred maintenance housing violations ranged from minor painting to installation of a new roof. For the purpose of leveraging in IDIS, the City used a conservative estimate of \$100 as an average repair cost per housing violation and \$40 as an average tall grass, weed, and trash repair cost. Therefore, voluntary tall grass violations leveraged \$109,080 and voluntary resolved housing violations leveraged \$196,700 in private capital. Other positive accomplishments for the 2014 program year included: repaving of approximately 17,160 linear feet of street; 52 emergency repair calls to service for low income homeowners; legal representation through Legal Aid for tenant/landlord, foreclosure, and fair housing issues for 33 low-moderate income residents; fair housing testing and education through Housing Opportunities Made Equal who assisted 38 individuals with fair housing complaints. The City utilized \$229,992.17 from the City's abatement fund for nuisance abatement and board-ups cost and \$390,000 for additional street paving for a combined total of \$619,992. Therefore, the City successfully leveraged approximately \$.95 in other local and private funds for every \$1 spent from CDBG for projects completed in the 2014 program year.*

*The combination of activities listed above along with continuation of NSP projects in PY2014 have made an extremely positive impact on housing stock in the City of Middletown.*

## 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 5 CAPER General Questions response:

*Neighborhood revitalization continued to be the focus of the 2014 Annual Action Plan for the City of Middletown. Major priorities were Code Enforcement, emergency repair which was administered through the non-profit, People Working Cooperatively (PWC), street paving, and public services. The following is a breakdown of funds spent:*

### **1.) Assessment of the one-year goals and objectives**

<u>Goal/Objective</u>	<u>Priority Need Accomplishment</u>	<u>CDBG Funds Spent</u>
Code Enforcement	7,370 Inspections	\$239,906.69
Emerg. Repair & PWC	52 Calls to service	\$56,089.45
Legal Aid	33 New Households Assisted	\$8,750.06
H.O.M.E. (fair housing)	36 Cases Investigated	\$3,731.01
Street Paving	17,160 Lineal Feet	\$250,000.00

### **2.) Program Changes as a result of PY 2014**

*In Program Year 2014, we had begun looking for options to resolve code violations on properties in which the owners cannot afford to make the repairs.*

*The non-profit, People Working Cooperatively, has the ability to abate such violations, as well as the non-profit, Supports to Encourage Low-Income Families. We are partnering with both organizations in the future to fill the gap of how some of these violations can be resolved. The City was awarded demolition grant money through the Neighborhood Improvement Program in conjunction with the City of Hamilton. We are working on identifying properties that meet this grant's requirements for demolition. Demolition will continue to be a focus the upcoming program year coupled with heavy code enforcement.*

### **3.) Affirmatively Furthering Fair Housing**

*The City of Middletown, along with Butler County, completed a regional analysis of Impediments to Fair Housing (AI) in August 2010. The analysis lists the following impediments:*

*\*Lack of Public Awareness*

*\*Need for Greater Coordination*

*\*Disparate Treatment in the Rental Market*

*\*Disparate Treatment in Subprime Lending*

*To address these issues, the City of Middletown entered into agreements with Housing Opportunities Made Equal (H.O.M.E.) and Legal Aid Society of Greater Cincinnati. Housing Opportunities Made Equal (H.O.M.E.) received and investigated complaints of housing discrimination based on race, sex, color, nationality, religion, handicap, and familial status for 38 households. H.O.M.E. also disseminated fair housing and tenant/landlord brochures to 26 area agencies and organizations. In addition, H.O.M.E. conducted 3 fair housing classes/booths. Finally, H.O.M.E. conducted 7 random tests on the basis of race and familial status.*

*The Legal Aid Society of Greater Cincinnati operates the City's tenant improvement project, which educates both tenants and landlords on their rights and responsibilities under the law. Among other things, they represent tenants whenever needed to help resolve any potential fair housing violations. They assisted 15 new clients in this past program year.*

### **4.) Other Actions:**

*The largest obstacle to meeting under-served needs remains inadequate ongoing funding. In 2012, the City received a large grant (Moving Ohio Forward) for the sole purpose of residential demolition. That has been a tremendous help in removing a portion of the vacant residential properties in various stages of disrepair that are creating significant blight in the City which in turn are lowering neighborhood home values and creating further vacancies. Continuous funding for such demolition efforts over the next several years could fix most of the City's problem with vacancies and help increase property values. However, that was a one-time grant, and while appreciated, it will only resolve a portion of the problem. The Community Revitalization Department will continue to remove blight wherever possible, rehab whenever feasible, and fill quality properties with new homeowners whenever possible.*

### **5.) Leveraging Resources:**

*The City of Middletown seeks leveraged funding at every opportunity. The City utilized \$229,992.17 from the City's abatement fund for nuisance abatement and board-ups cost and \$390,000 for additional street paving for a combined total of \$619,992. Therefore, the City successfully leveraged approximately \$.95 in other local and private funds for every \$1 spent from CDBG for projects completed in the 2014 program year.*

## **Managing the Process**

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

Program Year 5 CAPER Managing the Process response:

*The City completes an annual review of policies and consistently updates individual policies and procedures as needed to improve efficiency. The Community Revitalization Department monitors all subrecipients, tracks timely expenditure requirements, tracks fixed assets, and reviews overall program compliance.*

## **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 5 CAPER Citizen Participation response:

*Draft copies of the CAPER were made available to residents beginning July 1, 2015. An ad was placed in the Middletown Journal on June 30<sup>th</sup> notifying citizens of the public comment period from July 1<sup>st</sup> to July 15<sup>th</sup> as well as the second annual public hearing held in the City building on July 2<sup>nd</sup>, 2015. Copies of all relevant documentation were placed at the local library, senior center, in the Community Revitalization Department, and accessible online at: <http://www.cityofmiddletown.org/community/comdev.aspx>*

*Comments: No comments received*

## **Institutional Structure**

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

Program Year 5 CAPER Institutional Structure response:

*City staff actively participated in the Butler County Housing and Homeless Coalition and continued regional meetings with partner jurisdictions to discuss programmatic and overall community needs. In addition, the City continued to partner with Neighborhood Housing Services to offer first time homebuyer classes and administer our Down Payment Assistance Program. Foreclosure counseling/prevention was provided by Legal Aid of Greater Cincinnati as well as Neighborhood Housing Services. In addition, the Community Revitalization Director is a member of a county-wide foreclosure prevention group.*

## **Monitoring**

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

Program Year 5 CAPER Monitoring response:

*In Program Year 2014, the City of Middletown conducted telephone and desk reviews at least quarterly for each subrecipient. For in-house projects, reviews were ongoing to assure project guidelines were met.*

*Subrecipient monitoring indicated overall program compliance.*

*Self-Evaluation*

- a) *PY2014 projects had measurable effects on neighborhood and community problems. The City returned 1967 housing violations back to property maintenance code compliance. The City resolved 2,727 nuisance complaints for trash and/or tall grass. 17,160 linear feet of street pavement was completed as well.*
- b) *All activities funded during PY2014 made an impact on the needs and objectives identified in the Consolidated Plan as measured by the number of persons and households directly and indirectly benefiting from the activities.*
- c) *In PY2014, the City of Middletown provided decent, safe and affordable housing through a variety of housing rehab projects funded through NSP3 as well as code enforcement initiatives. The City utilized HOME funds to provide down payment assistance to 47 new homeowners.*
- d) *None*
- e) *The demolition of dilapidated and abandoned housing continues to be a priority. Demolition, NSP housing rehab, and aggressive code enforcement have produced noticeable, visual revitalization progress in the target neighborhoods. The City continues to aggressively pursue irresponsible home owners and landlords that contribute to the decay of the housing stock in the City.*
- f) *Success is measured by the number of properties inspected and found to have code violations compared to the number of violating properties that were resolved. Success is also measured by comparing the total number of blighted/vacant properties against the total number that were demolished and removed from the City's housing stock.*
- g) *The largest barrier to meeting community needs is ongoing sufficient funding. In the City's Consolidated Plan, it is estimated that the City requires over 10 times its current funding level to address all identified needs. While NSP, Moving Ohio Forward, and Neighborhood Initiative Program funding has helped significantly, more long-term sustainable funding is needed to ensure revitalization efforts keep moving forward.*
- h) *All major goals are on target.*
- i) *No improvements needed at this time.*

*The City received \$682,375 in CDBG funds for PY 2014. Combined with \$143,099.14 of prior year funds the City had a total of \$825,474.14 in entitlement funding for the 2014 program year. A remaining balance of \$183,977.11 will be carried forward and used in the 2015 program year.*

## **Lead-based Paint**

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

Program Year 5 CAPER Lead-based Paint response:

*The City has a staff member that is a lead risk assessor and a lead abatement contractor. All lead hazards are addressed appropriately according to the Lead-Safe Housing Rule. In addition, contractors used by the City are RRP certified lead safe renovators. All rehab work utilizes appropriate lead-safe work practices and lead abatement where deemed necessary.*

## 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 5 CAPER Housing Needs response:

*The City of Middletown had undertaken the following activities in PY2014 to maintain affordable housing:*

- 1.) *Housing rehabilitation/Emergency Repair – the City continued extensive rehabilitation on 4 foreclosed homes using NSP3 funding. Emergency repair was completed through the non-profit, People Working Cooperatively (PWC). 52 calls to service were served through PWC.*
- 3.) *Butler Metropolitan Housing Authority offers both public housing units and Section 8 units in the City of Middletown. Warren Metropolitan Housing authority also has Section 8 units within the City limits. The City has additional HUD Project based units, a homeless shelter, and 719 Low Income Housing Tax Credit units available to assist in affordability.*

*Collectively, the City has over 14% of its housing stock subsidized in some manner to assist in affordability.*

### Specific Housing Objectives

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

Program Year 5 CAPER Specific Housing Objectives response:

1 & 2)

*The following housing projects meet the definition of affordable housing:*

<b>Consolidated Plan Priority</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference</b>	<b># Very Low Income</b>	<b># Low Income</b>	<b># Low-Moderate Income</b>
Emergency Repair (PWC)	45	52	+7	0	52	0
Code Enforcement	1500	6979	+5479	0	0	6979
Down Payment Assistance (HOME funds)	40	47	+7	0	0	47

3.) *Housing in Middletown is very affordable. According to an April 9, 2009 Business Week article entitled "It's Now a Renter's Market", the Cincinnati-Middletown, Ohio-KY.-Ind. area ranked #6 in the country for the most affordable rent. In addition, PWC offers programs to persons with disabilities in need of assistance. The City partners with Hope House Rescue Mission, our local homeless shelter to provide services. The City has a wide variety of subsidized housing options including properties through the Butler Metropolitan Housing Authority, affordable senior housing and low income housing tax credit properties.*

**Public Housing Strategy**

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

Program Year 5 CAPER Public Housing Strategy response:

*The City of Middletown has continued to strengthen its relationship with Butler Metropolitan Housing Authority (BMHA), engaging them through Continuum of care processes. The Director of Community Revitalization and BMHA's Director have each joined several housing and homeless groups and work together to jointly address the public housing needs of Middletown.*

**Barriers to Affordable Housing**

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

Program Year 5 CAPER Barriers to Affordable Housing response:

*As discussed in prior program years, the barriers to affordable housing include lending guidelines becoming more stringent and the stressed conditions of the overall housing stock. The City combated these issues by providing down payment assistance to 47 home buyers through the HOME program and offered emergency repair services through the non-profit People Working Cooperatively using CDBG funds. The City continued comprehensive housing rehab through NSP3 that sell at full list price and are then subsidized down to an affordable level for the buyer.*



## **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 5 CAPER HOME/ADDI response:

*As the lead agency of the Butler County/City of Middletown HOME consortium, Butler County has included Middletown's response to this section in their Consolidated Plan.*

## 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 5 CAPER Homeless Needs response:

*The City of Middletown is an active participant in the Butler County Housing and Homeless Coalition. Additionally, Butler Metropolitan Housing Authority (BMHA) has a working relationship with Transitional Living who provides mental health assessment and permanent housing placement services. Also, Hope House Rescue Mission services approximately 400 yearly who need temporary shelter. The shelter houses 48-50 people daily. Hope House has programs in place that not only provide temporary housing (normally 3-6 months) but also connect with County services (Transition Living/ Section 8) and in-house case management programs to help these families start over. The City also operates a public transit shuttle to Hamilton,*

*the County seat, providing transportation to low income and homeless persons to county agencies.*

## **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 5 CAPER Specific Housing Prevention Elements response:

*The City of Middletown is an active member of the Butler County Housing and Homeless Coalition. In addition Legal Aid of Greater Cincinnati provided foreclosure prevention services to help prevent the loss of housing. The Community Revitalization Department Director serves on the county-wide foreclosure prevention group and on the county-wide homeless prevention coalition.*

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

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
  - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - b. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as

health care facilities, foster care or other youth facilities, or corrections institutions or programs.

- c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 5 CAPER ESG response:

*Not Applicable*

## 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.

***Relationship between the use of CDBG funds to the priorities, needs, goals, and objectives identified:***

*The table below shows the CDBG projects undertaken during PY2014, by category, priority need level, and number of person/households served by income. All programs are designed to assist low and moderate income families. The accomplishment listed is for the program year only but the percent of 5 year goal is from PY2010 to date.*

<b>Priority Need Category &amp; Projects</b>	<b>Priority Need</b>	<b>Description of Activity</b>	<b>Accomplishments</b>	<b># Very Low Income</b>	<b># Low Income</b>	<b># Moderate Income</b>	<b>% of 5 year Goal</b>
<b>Housing</b>							
<i>Owner Occupied Housing Rehab</i>	<i>High</i>	<i>Housing rehab for owner occupied housing units (sold to end buyers)</i>	<i>2 Housing Units sold (NSP)</i>	<i>0</i>	<i>0</i>	<i>2 (LMMI through NSP)</i>	<i>16%</i>
<i>Emergency Repair (PWC)</i>	<i>Medium</i>	<i>Grant for emergency/minor repair to owner-occupied housing units</i>	<i>52 Housing calls to service</i>	<i>0</i>	<i>52</i>	<i>0</i>	<i>208%</i>
<i>Code Enforcement</i>	<i>High</i>	<i>Pro-active inspection and referrals to eliminate housing code violations</i>	<i>7370 Inspections</i>	<i>0</i>	<i>0</i>	<i>7370 Total Inspections in low-mod Areas</i>	<i>92%</i>
<b>Infrastructure</b>							
<i>Street Paving</i>	<i>Medium</i>	<i>Paving of Streets as matching funding is available</i>	<i>17,160 linear feet</i>	<i>0</i>	<i>0</i>		<i>1716 %</i>
<b>Public Services</b>							
<i>Legal Aid</i>	<i>Medium</i>	<i>Support for Fair Housing activities to resolve tenant/landlord issues</i>	<i>33 Individuals</i>	<i>0</i>	<i>0</i>	<i>33</i>	<i>132%</i>
<i>H.O.M.E.</i>	<i>High</i>	<i>Fair Housing Services for investigation &amp; outreach</i>	<i>38 Individuals</i>	<i>0</i>	<i>0</i>	<i>38</i>	<i>51%</i>

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.

*Due to the functionally obsolete and blighted housing in the City, our focus is going to continue to remain on demolition and code enforcement.*

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.

- a.) *Resources are limited. However, the City of Middletown pursued all resources available as indicated in the Consolidated Plan. This included volunteer labor and nuisance abatement paid for from the City's general fund.*
- b.) *Certifications of consistency are reviewed and signed within 7 days of receipt.*
- c.) *All projects are completed as soon as all documentation is available.*

- 4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.

*All CDBG funds used by the City of Middletown met national objectives.*

- 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.

*No CDBG funded activities involved the demolition or acquisition of occupied real property.*

- a) *None of the City's programs involved the acquisition or demolition of occupied real property.*
  - b) *No CDBG project actions triggered URA or met the definition of displacement.*
  - c) *No CDBG project actions resulted in displacement.*
- 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.

*There were no new economic development activities in PY 2014.*

- 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.

*All subrecipients documented income to confirm that at least 51% of individuals/households served were 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.

*a.) In PY 2014, the City receipted \$54,898.01 in the housing rehabilitation revolving loan fund. This consisted of loan repayments and payoffs.*

*b.) Not applicable. The City of Middletown operates on a reimbursement basis.*

*c.) There were no other loan repayments other than the revolving loan fund.*

*d.) There was no program income received in PY 2014.*

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.

*Not applicable*

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.

*The City of Middletown has no float-funded activities on which to report. All other outstanding loans were through the revolving loan fund. No new loans through the RLF have been completed in the past 5 years.*

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.

*The City of Middletown did not make any lump sum draws or agreements within this reporting period.*

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.

<b>Type of Rehab</b>	<b># of Units Completed</b>	<b>Total CDBG</b>	<b>Other public/private</b>
<i>Emergency Repair (through PWC)</i>	<i>52</i>	<i>\$50,000.00</i>	<i>n/a</i>

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 5 CAPER Community Development response:

*Not applicable*

### **Antipoverty Strategy**

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

Program Year 5 CAPER Antipoverty Strategy response:

*The City of Middletown implemented the anti-poverty strategies contained in the 2010-2014 Consolidated Plan. The plan included the use of governmental and non-profit agencies to operate programs within Middletown and Butler County to reduce dependency and poverty among city residents. Of the agencies listed in the consolidated plan, the City utilized the following:*

- *People Working Cooperatively* - *Provided critical home repairs, energy conservation and maintenance services for low-income homeowners and weatherization for renters. In PY2014, PWC provided \$50,000.00 in 52 calls to service.*

- Middletown Homeownership Partnership/HOME Program-Funded Down Payment/ Closing Cost Assistance - Provided qualifying home buyers with up to \$10,000 for down payment and closing cost assistance. In 2014, assistance was provided to 47 home purchasers within the City of Middletown.
- Neighborhood Housing Services – NHS has been a partner providing administrative services for Middletown’s HOME funded down payment assistance program. They also provided home buyer education classes.
- Housing Opportunities Made Equal – H.O.M.E. provides fair housing assistance to people who feel they are victims of illegal housing discrimination. They investigate complaints of fair housing violations and offer courses of action to protect housing rights. Client services are free. In PY 2014, HOME investigated 38 claims, successfully resolving all complaints. In addition, they provided fair housing outreach to 29 other agencies, conducted 3 fair housing classes/booths/seminars, and completed 17 test cases to investigate any fair housing violations.
- Legal Aid – The City of Middletown, through its CDBG funding, provides financial support to Legal Aid of Southwest Ohio to provide legal services to low and moderate income tenants to protect their rights and improve their access to quality affordable housing. Through CDBG funding, they were able to help 33 people in the 2014 program year.

Public transportation has been expanded to the City of Hamilton, the county seat, and new bus routes opened in 2010 to Trenton and Oxford. A night jobs route started in 2010 to bring low income employees back home after evening shifts. This increase in public transportation opens up transportation to jobs, interviews and public social services. In 2014, the Hamilton shuttle was providing transportation to an average of 1020 persons per month. The Trenton/Oxford shuttle averaged approximately 953 riders per month, and the night jobs shuttle (a demand route) averaged 32 riders per month

In addition, the City of Middletown’s Community Revitalization Director is a member of the Butler County Foreclosure Prevention group as well as the Homeless Coalition. These groups meet monthly to discuss current events and strategies to help alleviate these issues where possible.

## 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 5 CAPER Non-homeless Special Needs response:

*In PY 2014, the City of Middletown turned over control of the Section 8 vouchers located within the City to Butler Metropolitan Housing Authority and Warren Metropolitan Housing Authority. Middletown continues to work with other partner agencies county-wide that provide additional levels of support so that clients can live independently.*

## **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 5 CAPER Specific HOPWA Objectives response:

*Not Applicable*

## OTHER NARRATIVE

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

Program Year 5 CAPER Other Narrative response:

*Not Applicable*