CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: 2017-18 FY Community Development Block Grant Program – Consolidated Annual Performance Evaluation Report (CAPER) **DATE:** October 29, 2018

FINANCIAL IMPACT: There is no financial impact on the City of West Des Moines.

BACKGROUND: In October 2004, the United States Department of Housing and Urban Development (HUD) identified the City of West Des Moines as a potential grantee for the Entitlement Community Development Block Grant (CDBG) Program. As an entitlement city, West Des Moines is eligible for HUD funds to address defined needs in the community. The program provides annual grants on a formula basis to entitled cities and counties (those over 50,000 people) to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons

The 2017-18 Consolidated Annual Performance and Evaluation Report (CAPER) describes the activities undertaken during the program year beginning July 1, 2017 and ending June 30, 2018 using Federal funds granted to the City of West Des Moines by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. Activities and accomplishments described in this report primarily benefit low-income residents of the City of West Des Moines, neighborhoods with high concentrations of low-income and moderate-income residents, and the city as a whole. The Community Development Block Grant funding allocation for the 2017-18 Fiscal Year was:

Program Year 2016-17 Budget

Category	*Allocation*
Administration	$53,985
Internet Service/Wi-Fi Project	$177,068
Public Service – Housing Solutions Program	$2,000
Public Service - Homeless Prevention Program	$8,000
Public Service – Transit Pass Program	$28,872
Total Allocation	$269,925

SUMMARY OF ACCOMPLISHMENTS

The activities listed above resulted in the following accomplishments during the 2017-18 program year. The federal funding source for all of the activities was the Community Development Block Grant (CDBG) program. The internet service/Wi-Fi project is well underway. Supplies have been ordered and installation will happen in November 2018. In addition to the specific outputs outlined below, the collective impact of these activities resulted in substantial improvements to the lives and neighborhoods of West Des Moines' low and moderate income residents.

Activity/Program	Accomplishment units	FY 2017-18 Goal	FY 2017-18 Accomplishments
Transit Pass Program	People (served)	250	264
Homeless Prevention	People (served)	16	103
Internet Service	People (served)	150	0

A complete draft of this report has been made available for the public review and comment for a 15-day period beginning October 12, 2018. The availability of the report has been publicly advertised consistent with the provisions of the City of West Des Moines' Consolidated Plan. No public comments have been received regarding the 2017-18 CAPER.

OUTSTANDING ISSUES (if any): None

RECOMMENDATION: Staff recommends that City Council approve the resolution approving the 2017-18 FY Consolidated Annual Performance Evaluation Report and authorize the Mayor and City Clerk to sign necessary certifications.

ATTACHMENTS:

Exhibit I	-	Notice of Public Hearing
Exhibit II	-	City of West Des Moines 2017-18 CAPER
Exhibit III	-	Resolution – Approval of 2017-18 CAPER

Lead Staff Member: Christine Gordon, AICP, Housing Planner

STAFF REVIEWS

Department Director	Clyde E. Evans, AICP	CEE
Appropriations/Finance		
Legal		
Agenda Acceptance		

PUBLICATION(S) (if applicable)

Published In	Des Moines Register West, Indianola Records Herald Dallas County News, Madisonian News
Dates(s) Published	October 19, 2018 October 17, 2018 October 18, 2018 October 17, 2018

SUBCOMMITTEE REVIEW (if applicable)

Committee	NA		
Date Reviewed	NA		
Recommendation	Yes	No	Split

EXHIBIT I

NOTICE OF PUBLIC HEARING

The City of West Des Moines is an eligible entitlement grantee for the U.S. Dept. of Housing & Urban Development's Community Development Block Grant Program (CDBG). As an entitlement city, WDM receives HUD funds to address defined needs in the community. A Consolidated Annual Performance Evaluation Report has been written to describe the programs which were funded in 2017-18.

The City of West Des Moines will hold a public hearing at the October 29, 2018, City Council meeting to present the 2017-18 Consolidated Annual Performance Evaluation Report for approval.

This public hearing will be held on Monday, October 29, 2018, at 5:30 P.M. in the Council chambers of the West Des Moines City Hall located at 4200 Mills Civic Parkway, West Des Moines, Iowa.

It is the responsibility of the individual with a disability requiring accommodations to inform the Community Development Department, at least 48 hours in advance, that certain accommodations are requested. The City of West Des Moines is pleased to provide these accommodations in order to allow full participation in the City Council meetings. Please contact the Community and Economic Development Department at 515-273-0770 to request these accommodations.

Clyde E. Evans, AICP
Community Development Director

EXHIBIT II

City of West Des Moines

Community Development Block Grant Program

2017-2018 Consolidated Annual Performance and Evaluation Report (CAPER)

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 West Des Moines continues its success with the Transit Pass program and Homeless Prevention programs. Again this year, the City's Homeless Prevention Program provided servies and asssitance to more households than expected. The Internet Service Program is is well into development and supplies are being ordered, with installation expected November 2018.

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
Home Repair	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	10	0	0.00%			
Homeless Prevention	Affordable Housing	CDBG: $8000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Homeless Prevention	Affordable Housing	CDBG: $8000	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	

OMB Control No: 2506-0117 (exp. 06/30/2018)

Homeless Prevention	Affordable Housing	CDBG: $8000	Homelessness Prevention	Persons Assisted	80	326	407.50%	16	103	643.75%
Homeownership	Affordable Housing		Homeowner Housing Added	Household Housing Unit	2	0	0.00%			
Internet Service	Non-Housing Community Development	CDBG: $177068	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150	0	0.00%			
Internet Service	Non-Housing Community Development	CDBG: $177068	Other	Other	0	0		100	0	0.00%
Rental Housing	Affordable Housing		Rental units constructed	Household Housing Unit	10	0	0.00%			
Transitional Housing	Affordable Housing	CDBG: $2000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	30	13	43.33%	4	0	0.00%
Transportation Services	Non-Housing Community Development	CDBG: $28872	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1250	786	62.88%	250	264	105.60%

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

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 City has success using its funds for transit services and homeless prevention. These are areas of high need in the City and these programs provide a necessary services not found elsewhere.

OMB Control No: 2506-0117 (exp. 06/30/2018)

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	282
Black or African American	52
Asian	8
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	0
Total	**343**
Hispanic	12
Not Hispanic	331

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

Narrative

OMB Control No: 2506-0117 (exp. 06/30/2018)

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	CDBG	269,925	90,617
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of West Des Moines	100	100	
VJ			

Table 4 – Identify the geographic distribution and location of investments

Narrative

OMB Control No: 2506-0117 (exp. 06/30/2018)

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.

THe CDBG dollars contributed to the Homeless Prevention Program administered by the Human Services Department leverages money already in that program to provide additional assistance to households.

OMB Control No: 2506-0117 (exp. 06/30/2018)

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	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**0**	**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	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	**0**	**0**

Table 6 – Number of Households Supported

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

During the 2017-18 program year, the city did not have any goals for providing housing units. The funds were focused on other community programs.

OMB Control No: 2506-0117 (exp. 06/30/2018)

The City did approve a mixed income rental housing project in the Valley Junction neighborhood. The City acquired Phenix Elementary from the West Des Moines School District. The school was then transferred to Community Housing Initiatives, who is rehabilitating the building into 17 mixed income apartments. The building is anticipated to be completed and leasing by September 2018.

Discuss how these outcomes will impact future annual action plans.

The City completed a Historic West Des Moines Master Plan in the fall of 2016. The plan includes housing and community development aspects. The plan is currently is the implementation stage. From the study a closer look at second story housing along 5th Street has been completed.

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	296	0
Low-income	48	0
Moderate-income	23	0
Total	**367**	**0**

Table 7 – Number of Households Served

Narrative Information

OMB Control No: 2506-0117 (exp. 06/30/2018)

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

Homeless persons in West Des Moines are assisted throught the West Des Moines Human Services. They can offer support services of a food pantry and clothing closet. We also offer the Homeless Prevention Program to keep households in their current housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City does not have any emergency shelters within the City limits. The City does offer a housing solution program utilizing the Housing First model. This program remains full and is well utilized.

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 offers the Homeless Prevention Program to assist household from becoming homeless. During the 2017-18 program year the goal was to assist 16 households, but the City was able to assist a total of 103 people.

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

Through the West Des Moines Human Services Department, the City offers support services and referrals for homeless persons and families.

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

Actions taken to address the needs of public housing

The City of West Des Moines does not have any public housing units within the City limits.

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

The City of West Des Moines does not have any public housing units within the City limits.

Actions taken to provide assistance to troubled PHAs

There are no troubled Public Housing Authorities in the City of West Des Moines.

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 is currently offering two redevelopment programs for properties in the business district of Valley Junction. These programs can be used for housing space as well as business space.

In addition, the City is encouraging affordable housing through the redevelopment of Phenix Elementary into 17 apartments. This building is will open in September 2018.

The City has accepted the Historic West Des Moines Master Plan in the fall of 2016. The plan is being implemented currently.

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

The City provides the Homeless Prevention Program and the Transit Pass program as assistance to households and individuals with underserved needs.

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

No actions were taken during the 2017-18 program year.

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

The City provides the Transit Pass Program to 264 individuals so they have access to free public transit throughout the entire Des Moines Metropolitan Area. This opporunity provides necessary transportation to education and work.

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

The City has a team established for working on the CDBG Program. The team has been with the City for over ten years. The team continues to attend trainings and education opportunities to learn more.

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

The City has representation on the Central Iowa Regional Housing Authority advisory board. The City also has a representative on the Polk County Housing Trust Fund Development Committee. The City keeps up to date on the actions of the area Continuum of Care.

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

Currently no actions are being taken to overcome the effects of any impediments identified in the 2013 Greater Des Moines Regional Analysis of Impediments to Fair Housing Choice. The City of West Des Moines' garage ordinance was identified as an impediment. When the Greater Des Moines Habitat for Humanity built a home in West Des Moines 2012, the City built a garage per the City's ordinance with donations and volunteers.

The City is currently partnering with the City of Des Moines to update the Analysis of Impediments for the next Consolidated Plan.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 administers all of the CDBG programs itself, so the City does self-monitoring. The Community and Economic Development Department (CED) is in the primary department who administers the CDBG Program. CED monitors the Human Services Department as it related to their program funded by CDBG including Homeless Prevention and Transitional Housing Program. CED reviews Human Services program files once a year.

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's CAPER was made available on the City's website for 15 days for public comment. The CAPER was also presented to the City Council as a public hearing during a city council meeting.

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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.

There have been no changes in the City's program objectives.

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

No

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

EXHIBIT III

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, APPROVING THE CITY OF WEST DES MOINES 2017-18 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

WHEREAS, the City of West Des Moines is an eligible Community Development Block Grant (CDBG) entitlement community;

WHEREAS, the City must develop an annual report on the usage of the CDBG funds called a Consolidated Annual Performance Evaluation Report;

WHEREAS, the City has prepared the 2017-18 Consolidated Annual Performance Evaluation Report;

WHEREAS, the Consolidated Annual Performance Evaluation Report has been available for review by the public for fifteen days, October 12, 2018 to October 25, 2018;

THEREFORE, BE IT RESOLVED that the Council of the City of West Des Moines, Iowa herby adopts this 2017-18 Consolidated Annual Performance Evaluation Report and authorizes the Mayor to submit the report to the United States Department of Housing and Urban Development, for their review and approval.

PASSED AND ADOPTED on October 29, 2018

Steven K. Gaer
Mayor

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of West Des Moines, Iowa, at a regular meeting held on October 29, 2018 by the following vote:

ATTEST:

Ryan Jacobson
City Clerk