



2022-23 Consolidated Annual Performance 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 successfully implemented the Homeless Prevention Program and the Transit Pass Program. Funds remain allocated for land acquisition. A substantial amendment has been started to move funds from land acquisition to site prep. The reason funds are being moved is there is a need for them to assist in the construction of three new single family homes and the City is finding it challenging to find land for purchase to support affordable housing.

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: \$20506	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0			0		
Homeless Prevention	Affordable Housing	CDBG: \$20506	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	

Homeless Prevention	Affordable Housing	CDBG: \$20506	Homelessness Prevention	Persons Assisted	189	914	483.60%	40	55	137.50%
Homeownership	Affordable Housing	CDBG: \$199450	Homeowner Housing Added	Household Housing Unit	2	0	0.00%	4	0	0.00%
Internet Service	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150	0	0.00%			
Rental Housing	Affordable Housing		Rental units constructed	Household Housing Unit	10	0	0.00%			
Transitional Housing	Affordable Housing		Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	30	0	0.00%			
Transportation Services	Non-Housing Community Development	CDBG: \$25520	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	769	557	72.43%	110	106	96.36%

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 funds are addressing the highest needs in the community. The City may look at funding less transit passes in future years as the need seems to lessen.

The challenge is the highest needs identified, affordable housing, have been difficult to address. The City is exploring new and creative ways to address this need.

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	122
Black or African American	30
Asian	9
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	161
Hispanic	8
Not Hispanic	153

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

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	306,845	92,532

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	67	100	
VJ	33		

Table 4 – Identify the geographic distribution and location of investments

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 not leverage during the 2022-23 program year. No publicly owned land was used in any CDBG programs.

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	45	55
Number of Special-Needs households to be provided affordable housing units	0	0
Total	45	55

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	4	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	4	0

Table 6 – Number of Households Supported

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

The City exceeded our goal with the Homeless Prevention Program. The Land Acquisition has been less successful in finding land that is appropriately priced for affordable housing development. This is a reason the City is doing a substantial amendment to move money to site prep expenses.

Discuss how these outcomes will impact future annual action plans.

The City will continue to fund the Homeless Prevention Program. The City will evaluate the Land Acquisition and look at other ways to assist affordable housing that is not a public service program and maximizes City input.

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	88	0
Low-income	24	0
Moderate-income	49	0
Total	161	0

Table 7 – Number of Households Served

Narrative Information

These metrics are in number of people assisted. The summary is for the Transit Pass Program and Homeless Prevention Program for the 2022-23 program year.

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 through the West Des Moines Human Services. They offer support services through a food pantry, clothing closet, and free medical clinic. 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 no longer offers transitional housing programs. The reason for not offering these services is a limitation of available funding for such activities.

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. The Human Services Department also offers other social support services including a food pantry, clothing closet, medical clinic, and educational classes.

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 (food pantry, clothing closet, medical clinic, educational classes) 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 updating the Historic West Des Moines Master Plan. The final step is completing a Planned Unit Development (PUD) for the entire area. It is a comprehensive plan for the area of 1st Street to Grand Avenue and Railroad Avenue. It addresses housing and community development in this area.

The City is in the process of updating its comprehensive plan. As part of that process, the City is reviewing zoning policies and ordinance affecting affordable housing.

The City has a housing TIF and annually allocates those funds to affordable housing. It was the funding source for the Upper Story Housing Program. The City is exploring other developments to support with these funds.

In August 2023, the City was named an Iowa Thriving Community. City leadership supported the application process and is excited to affordable housing development as a result of the designation.

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. In addition, the West Des Moines Human Services provides a food pantry, clothing closet, and referral services for other social service needs of West Des Moines citizens.

The City is also expanding its broadband efforts so that all aspects are covered; availability (physical access), affordability (financial subsidies for low-income families, and accessibility (digital literacy, equipment, and support). The first is nearly complete with the construction of the State's first municipally owned fiber conduit system. It will go everyone, to serve everyone. So far Google Fiber, Mediacom and Mi-Fiber have entered agreements to serve residents using the system. The second is a help-desk and facilitated access to the ACP (American Connectivity Program) to subsidize broadband for low-income households. Two hundred and ninety-one West Des Moines low-income residents have already used the system. The third is digital equipment and support. Our work in this phase is designed to remove equipment and knowledge barriers to low-income residents enjoying benefits of their new, affordable broadband access.

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

No specific actions were taken during the 2022-23 program year, although the City does housing rehabilitation programs and through those programs lead-based paint hazards may be address secondarily.

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

The City has available 110 transit passes for individuals so they have access to free public transit throughout the entire Des Moines Metropolitan Area. This opportunity provides necessary transportation for education and employment.

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

The staff of the City working on the CDBG program continue to attend trainings and education webinars to keep current on regulations and policy changes. As of July 1, 2022, Christine Gordon was promoted to the new position of Housing & Community Development Manager and Kay Schoon was promoted to Housing Planner. The Administrative Assistant for the Community & Economic Development Department, who works part-time on housing duties, was filled in fall of 2022. These changes will provide additional hours for work on housing and community development issues.

In addition, the City has begun using Neighborly software to track its community development programs. The software allows for online applications and greater efficiencies of City staff.

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 Homeward by attending the Director Council meetings (the area's Continuum of Care).

City staff consistently meet with both for profit and non-profit housing developers to discuss needs and program options.

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

The City continues to work on implementing fair housing training for landlords.

The City is partnering with the City of Des Moines to update the analysis of impediments.

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 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. CED reviews Human Services program files once a year.

CED staff works closely with Finance staff to be sure funds balance and invoices are paid appropriately. The quarterly financial report is done by staff in the Finance Department.

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 provides a 30-day public comment period and a public hearing at City Council. Both are opportunities for citizens to review and comment on the Consolidated Annual Performance Evaluation Report (CAPER).

The public comment period is noticed through the front page of City's website and a legal notice for the public comment period and public hearing are published in the Des Moines Register. The CAPER is available for review on the website as well as three physical locations including: City Hall, West Des Moines Human Services, and Historic City Hall. With the paper copies of the CAPER there are blank forms for written comments. Written comments may also be submitted via email.

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.

The City is doing a substantial amendment to this program year (2022) concurrently as the CAPER. The Amendment moves \$100,000 of funds from Land Acquisition to Site Prep for housing development.

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

No

CR-45 - CDBG 91.520(c)

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

No

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

Not Applicable

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	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

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.					

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

The City of West Des Moines did not have any activities during the 2022-23 program year, which qualify for Section 3 reporting.