

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.

Activities undertaken in the 2017 program year (October 1, 2017 – September 30, 2018) by the City of Vienna and the Parkersburg/Wood County HOME Consortium continue to meet the goals and objectives in the City's Five Year Strategic Plan (2016-2021). The City of Vienna does not directly oversee the HOME Funds but provides their funds to the Parkersburg/Wood County HOME Consortium which is administered by the City of Parkersburg for the entire Wood County. The City of Vienna continues to work on projects to improve the sustainability of homes occupied by low-income households in Vienna as well as work with projects that eliminate accessibility issues for those most in need. The Wood County HOME Consortium continues to provide affordable housing opportunities for citizens throughout Wood County.

During this year, the HOME Consortium:

- Assisted five (5) families obtain home ownership using the City's Down Payment Assistance Program (DPAP). A total of \$48,607 was provided as direct financial assistance to homebuyers. This was the first time this program was offered.
- Continued work with Habitat for Humanity of the Mid-Ohio Valley, a Community Housing Development Organization (CHDO), to build affordable housing units for low income families. During the 2017 program year, the Consortium provided HOME Funds to build one (1) new single-family homes. As a result, a Low-Income Household will move into safe and affordable housing.

During this year, the City of Vienna:

- Continued to administer the City's Energy Efficiency Window Replacement Program, to assist low income individuals with replacing their old, inefficient windows with new energy efficient windows. The City completed eight (8) Window Replacement Projects which resulted in an investment of \$34,254 into low and moderate income housing.
- Initiated its Minor Home Repair Program for low and moderate income homeowners in Vienna. During the year, a total of eight (8) homes were completed which had a total investment of \$33,894.

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
Accessibility	Non-Housing Community Development	CDBG: \$	Other	Other	1	1	100.00%			
Quality of Life	Non-Housing Community Development	CDBG: \$	Other	Other	1	0	0.00%			
Sustainable Living Environments	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	16	7	43.75%	12	16	133.33%

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.

During this Program Year, the City of Vienna continued to implement projects that addressed the priority needs established in its 2016 – 2021 Five Year Strategic Plan. Many needs identified in the Plan have received funding from either the CDBG Program or the HOME Consortium Program. The City identified assisting low income households with making their homes more sustainable and a better living environment as one of its top priorities. This was accomplished by providing new energy efficient windows to the homes of eight low income households.

In addition to assisting homeowners with energy efficient windows, the City of Vienna added an other program - Minor Home Repair - which focused on items such as roofs, HVAC, energy efficient doors, gutters and downspouts. etc. During the recently completed year the City of

Vienna provided assistance to eight additional homes by providing funds to repair needed items.

Therefore, during the 2017-2018 program year a total of 16 homes were provided financial assistance to repair a variety of needed items.

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	16
Black or African American	0
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	16
Hispanic	0
Not Hispanic	0

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

Narrative

The City of Vienna's Energy Efficiency Program and Minor Home Repair Program are open to any low-moderate homeowner in Vienna in which their house is in need of some repair. Vienna has a high percentage of residents who are classified as white (96.2%). African Americans make up 1 percent of the City's population while Asian Americans comprise 1.3 percent. Therefore, the number of households in Vienna who are not classified as white and who meet the income guidelines is low.

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	182,571	82,475
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

During the current year, the City of Vienna had \$182,571 of CDBG funds available and expended \$82,475 during the same time period. As previously mentioned, Vienna is part of the Wood County HOME Consortium which received \$242,510 in funds during the year. A total of \$221,234 of HOME funds were expended which included grant funds available from previous years. These funds are reported in the City of Parkersburg's reports. As the PR 26 indicates, 100% of the CDBG funds expended benefit low and moderate income individuals.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Census Block Group	100		Entitlement Community

Table 4 – Identify the geographic distribution and location of investments

Narrative

The geographic priority would be LMI Census Tracts and Block Groups which would be 51% or more LMI residents. However, since the City of Vienna does not have a Census Tract/Block Group that exceeds the 51 percent low/moderate income households, the City uses the upper quartile rule to target programs to areas of highest concentration of LMI households. Based on Section 105 (c) (2) (A) (ii) of the Housing and Community Act of 1974, the two qualifying areas of the City are Tract 105.01, Block 1 and Tract 105.02, Block 2.

However, through its Window Program, the City of Vienna provides assistance to any household that meets the LMI guidelines.

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.

Leveraging, or match contributions, are required by the HOME Program, which is administered by the City of Parkersburg but includes the City of Vienna. These contributions must occur from non-federal resources and can be obtained in many different forms including cash, waived taxes, fees, donated property, infrastructure, site preparation, donated labor, materials or equipment, and bond financing. These specific numbers are reported by the City of Parkersburg, WV in their CAPER Report.

The SHOP Home Buyer Program is specifically designed to leverage local lender funds. For each loan, the HOME Consortium provides up to 40% of the purchase price of the home protected with a 2nd mortgage while a local lender provides a loan for the remaining 60% of the purchase (with a maximum interest rate of 6% to the participant).

The Down Payment Assistance Plan provides up to \$10,000 in down payment or closing cost assistance to first-time homebuyers with the remaining funds generally secured through private lending institutions.

The HOME Program most consistent form of match comes from the Consortium's Community Housing Development Organization (CHDO) – Habitat for Humanity of the Mid-Ohio Valley. This CHDO utilizes private equity for lot acquisitions, tree removal services, lawn maintenance, etc. as well as significant volunteer hours and requires sweat equity hours that the homebuyer puts in to help build their new home.

The City of Vienna did not have any match requirements for its Program, and during this most recent year there were no publicly owned land or property that was involved with this Program. Leveraging and match requirements are part of the HOME Program which is administered, and reported, by the City of Parkersburg. The City of Vienna is a member of the HOME Consortium.

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	12	16
Number of Special-Needs households to be provided affordable housing units	0	0
Total	12	16

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	12	16
Number of households supported through Acquisition of Existing Units	0	0
Total	12	16

Table 6 – Number of Households Supported

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

The City of Vienna does not have any goals/projects for providing affordable housing units for homeless, non-homeless, and or special-needs households as these types of programs are provided by the Wood County HOME Consortium which is reported on by the City of Parkersburg. Specifically the City of Vienna does not have a program to address the needs of those low-income renter households who pay more than half of their income for rent as these types of households are served thru the Wood County HOME Consortium which is administered and reported by the City of

Parkersburg. However, with regards to the number of households which had rehab done to their homes, the City of Vienna reached 133% of its goal. With the introduction of the Minor Home Repair Program, there was a considerable amount of interest in the Program. As a result, several homeowners were able to have other repairs – in addition to windows – done to their home. These repairs included items such as roofs, gutters, HVAC, electrical items, energy efficient doors, etc. The Energy Efficient Window Program continued to operate and served those who were in need of windows only. Several of the units undertaken thru the Minor Home Repair Program provided repairs, which if not addressed, would cause the house to eventually be considered as seriously substandard. These items mainly dealt with leaky roofs and/or the lack of adequate HVAC Systems.

Discuss how these outcomes will impact future annual action plans.

The City will continue to work with its partners to administer and reach as many low and moderate income individuals as possible. Media coverage and outreach will continue to inform Vienna residents about the Energy Efficient Window Program and the Minor Home Repair Program. The City of Vienna will continue to place information on its website about these Programs as well as include articles in its quarterly newsletter that is distributed to all residents of the City. It is believed that these marketing items, along with these two Programs will increase actual outcomes in subsequent program years.

In addition to the City of Vienna administering its Energy Efficient Window Program and its Minor Home Repair Program, it is also a member of the Wood County HOME Consortium. The Consortium has more available programs to address "worst case needs" and in meeting the needs of those with disabilities as well as low-income renter households who pay more than half of their income for rent, live in seriously substandard housing, which includes homeless people, or have been involuntarily displaced. If a household of this type was to apply to the City of Vienna, City personnel provides them information on the Consortium Programs, contacts, requirements, etc.

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	1	0
Low-income	15	0
Moderate-income	0	0
Total	16	0

Table 7 – Number of Households Served

Narrative Information

The 16 units served in Vienna were for either Minor Home Repair Program or Energy Efficient Windows Program. The income level of each household was reviewed to determine if the household qualified for

the Program, and if they did, what specific classification would they be: extremely low income, low income, or moderate income. These two Programs are offered only to households which qualify based upon their annual income.

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

The Mid-Ohio Valley Continuum of Care is comprised of several social service agencies including the Wood County Family Resource Network, DHHR, Consumer Credit Services, Salvation Army, Peer Support, Inc., Westbrook Health Services, Latrobe Street Mission, SW Community Action, government agencies, and various religious establishments. The COC meets monthly to assess the need and current state of the homeless and share information.

City representatives try to attend the Continuum of Care meetings, and the City remains apprised to developments through shared information. Bi-annually, the Continuum organizes homeless counts referred to as the Point-In-Time (PIT) count where the data is submitted to HUD for information disbursements and funding purposes. The MOVCOG has included giving necessity bags to homeless individuals discovered during the count taking refuge in local shelters and make-shift shelters. The necessity bags include items such as soap, hand sanitizer, gloves, deodorant, nail clippers, tooth paste, bottled water and non-perishable food items.

These meetings help those attending to stay apprised to the current trends and issues affected the communities most vulnerable while non-profit and government agencies can provide valuable information on services and programs offered by their agencies to interested parties in attendance. Additionally, several homeless issue focus groups have been held over the past several months, bringing together almost 30 non-profit, for-profit and faith-based groups to discuss, coordinate and collaborate on current issues facing the homeless population. All in attendance have a vested interest in seeing homelessness issues addressed.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Vienna is a small CDBG recipient compared to the City of Parkersburg which is the main focus area in the Mid-Ohio Valley Region. As a result, the City of Parkersburg, who has received the greater amount of CDBG funds, is the area where most non-profit/government agencies are located, is the recipient of HOME funds, and oversees the Parkersburg/Wood County HOME Consortium, has had the ability to provide grant opportunities and funding to Westbrook Health Services and The Family Crisis Intervention Center. As a result, Westbrook has operated successful programs that have served hundreds of homeless and at-risk homeless individuals within not only the City of Parkersburg but also throughout all of Wood County including the City of Vienna. Westbrook has maintained transitional housing and permanent housing in Wood County for several years through HUD funding and has a long history of transitional living programs and services for the homeless.

Additional activities are now underway for the Family Crisis Intervention Center to administer a rental assistance program to individuals residing at their shelter and whom are victims of domestic violence and/or sexual violence. The Children's Home Society administers a Tenant Based Rental Assistance Program to homeless or individuals at serious risk of becoming homeless. Recently the City of Parkersburg provided conditional approval to the Latrobe Street Mission to purchase security lockers at their facility in order to enable shelter residents to safely secure their belongings during the day while they are out looking for housing and employment opportunities.

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

Vienna believes that many of the housing programs offered by the HOME Consortium provide opportunities to assist low-income individuals and families avoid homelessness. Many families that own their residence cannot afford large rehab projects like a furnace or roof, so often times they either go without, or vacate the property in search of warm or dry habitation. The Cities of Vienna and Parkersburg both have minor repair programs which can assist with these items and keep the homeowners in their home so they avoid becoming homeless.

In addition, this year the City of Parkersburg is partnering with the Circles Campaign of the Mid-Ohio Valley. The Circles Campaign is a community based initiative that assists Wood County families in poverty achieve their goals to become self-sufficient through education and supportive friendships. Project funding provides administrative support for a children's instructor as well as specific classroom materials. Program participants are often extremely low-income and potentially likely to become homeless if not connected with extensive supportive services.

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

Within the Mid-Ohio Valley Region is the Housing Coordination Committee (HCC) which is comprised of representatives from Mid-Ohio Valley agencies providing services to the homeless, marginally housed and transiently housed in the region. Such agencies and providers include: The Family Crisis Intervention

Center, MOV to Zero, Community Recovery Center (Courage to Change), Latrobe Street Mission, House to Home, the Salvation Army, WV Division of Rehabilitation Services, WV DHHR/APS, Westbrook Health Services, Parkersburg Housing Authority, Integrated Behavioral Health, FRNs from various counties, faith-based representatives, Children's Home Society and any other entity providing services to this client group who elect to participate. The HCC is a community-based committee tasked with creating/designing/planning/ and implementing a framework and plan for managing and delivering homeless assistance resources and services in the most effective and efficient manner in order to end homelessness in the Mid-Ohio Valley region. The City of Vienna is always willing to lend a hand and will participate however is necessary and appropriate.

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

Actions taken to address the needs of public housing

Vienna or the City of Parkersburg. However, the agency has a collaborative relationship with the Wood County HOME Consotium. While neither HOME nor CDBG funds were not used in 2016 to directly assist any public housing units, a small number of residents were assisted to purchase a home through the First Time Homebuyer (SHOP) Program.

The City and the Housing Authority collaborate on promoting awareness of each organization's affordable housing initiatives. City of Vienna staff meets on occasion with PHA staff members to discuss each other's new and revised programs and guidelines and ways the two agencies can work together. The Housing Authority has also recently formed a Housing Coordination Committee (HCC), which is located in the PHA offices. The HCC seeks to ensure that individuals and families within Wood County receives services needed to enable them to return to stable and permanent housing in a manner that is efficient and non-duplicative and considers the circumstances and needs of the clients.

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

The PHA purchases homes on a regular basis, performs necessary rehabilitations, and then resells the homes at an affordable price and payment plan. These homes are promoted to households that are living in the public housing community, but any family meeting income requirements can purchase the available homes. The PHA purchased and rehabilitated two homes during the most recently completed program year. These programs are intended to encourage public housing residents to become more involved in management and participation in homeownership opportunities.

Actions taken to provide assistance to troubled PHAs

The Parkersburg Housing Authority is not designated as a troubled agency.

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)

During this year, City officials continued to work with those desirous of rehabilitating a substandard structure into one that meets Code standards.

Affordable housing in Vienna is hindered on a local level by a lack of affordable lots to purchase for new construction of homes. The City is pretty well saturated with very few vacant lots available. Those lots that are available are often times located in the more affluent section of Vienna. The cost of the lot plus the cost of construction makes new affordable homes not a promising concept for the LMI households.

Based upon information provided by the City's Code Enforcement Department and Building Inspector Department, it does not appear as if the City's Land Use Policies have any adverse effect on housing being built within the City. Vienna will continue to work with its Code Enforcement Department and Building Inspector Department to ensure that no new land use policies are put into effect which would have an adverse effect on housing being built in the City.

It has been the City's policy to make every effort to assist those who are rehabilitating substandard dwelling units. It is the City's policy to ensure that the housing stock within the City maintains an appropriate level of safety as well as affordability.

It should also be noted that Wood County does provide exemptions from real estate taxes for low/moderate income seniors, or homeowners with a documented disability.

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

The main obstacle to meeting the needs of the underserved is financial. Unfortunately, there is not enough funds to meet all their needs. Therefore, the City tries to establish relationships with many agencies who serve the needs of those who are not able to supply the basic need for themselves or their family. Although the City can only reach out to so many needs each year, the City tries to balance the needs with available funds. The City works to keep a pulse on the community to determine what the critical needs are and then takes these needs into consideration when financial resources become available. The City believes all services to meet the needs of the underserved are important and makes every effort to meet these needs when possible. The City is able to provide some funding to meet these needs thru its general fund budget. However, like all agencies, these funds are limited, and the need is much greater than available funds.

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

The Wood County HOME Consortium continued its existing efforts to reduce Lead Base Paint Hazard in the County. All window replacement projects are subject to all federal regulations. The City uses only licensed certified Lead Based Contractors to complete these projects and in addition an individual with the Building Inspector Office is a certified Lead Base Paint Inspector and is trained in Lead Safety Work Practices. When available, the City encourages local contractors to attend these lead based paint certification trainings.

As part of the Energy Efficient Windows Program and Minor Home Repair Program the City of Vienna provides each household with printed information alerting the households to the potential of the existence of lead-based paint and hazards it may pose – especially to children under six years of age. The City and the Consortium have implemented all requirements for notification, evaluation, and reduction of lead-based paint hazards as they relate to housing.

The Mid-Ohio Valley Health Department does evaluations to identify sources of lead when a doctor or hospital has identified a patient with lead poisoning. The Health Department also provides literature to persons explaining the hazards of lead. When lead paint is believed to be the cause of lead poisoning, the Health Department is contacted to test paint chips with special, appropriate equipment.

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

A number of governmental and non-profit agencies operate programs serve the Vienna residents even though the facility is not physically located in Vienna. Primary among these agencies is the Department of Health and Human Resources which offers a wide array of educational and training programs to assist welfare recipients in acquiring the training, education, and skills needed to obtain and hold jobs and to remove them from poverty.

Some of the other programs in the area include: the Community Action Agency, the Parkersburg Housing Authority, and the Wood County Board of Education which operate Head Start Programs, adult education GED Programs, and other similar programs to assist their low income clientele. In addition to these programs that provide broad based assistance to poor families, there are anti-poverty efforts related to the housing stock. Habitat For Humanity, the Parkersburg Housing Authority, and Wood County HOME Consortium utilize federal and private funds to address the needs of the low income and the homeless. The coordination of these services as a combined effort is being used to combat poverty and have continued during this grant year.

The State of West Virginia has not formally adopted a statewide anti-poverty strategy. However, local agencies - including the City of Vienna - work on projects to address this issue.

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

The City of Vienna has worked with the HOME Consortium, the Continuum of Care, and the City of

Parkersburg to address any gaps in structure and service delivery. The City of Vienna and Tiano-Knopp Associates, Inc. have the primary responsibility for working with these agencies and have done so throughout the year. Discussions are frequently held when there are questions or just to keep each other updated on various projects and activities. However, the City of Vienna is not the lead agency with regards to either the Consortium or the Continuum and serves more as an agency providing assistance than a lead agency which is done by the City of Parkersburg.

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

The City of Vienna is linked to a number of agencies that provide a variety of services to LMI individuals and households. Many of these agencies are involved with the Continuum of Care whose main focus is addressing homelessness in the region. At the Continuum all agencies and members come together to assist individuals who are in need of basic or specialized services whether it be housing, health, employment, food, education, or other services.

In addition, a Summary of Community Resources Guide is developed on a semi-annual basis. This Resource Guide is provided to every member of the Continuum so the agencies have accurate and up-to-date information on the services that are provided. The Guide provides information for a seven county region which includes Wood County. These activities continued during this grant year, and the City of Vienna assisted as appropriate.

While many of these social service and housing projects are not located in Vienna, the City through constant communication keeps up-to-date with regards to services, assistance to individuals, and how Vienna can assist them.

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 of Vienna continued to build its activities aimed at furthering fair housing. An Analysis of Impediments to Fair Housing Choice was performed by the City of Parkersburg for the Wood County area which identified the following: There is a correspondence of areas with higher rates of low income households, substandard housing units and members of the protected classes, particularly minorities and female headed households, indicating that the lack of affordable housing has a disproportionate impact on members of the protected classes making their affordability problem a fair housing concern. The City will also continue to work with the Consortium to develop programs and activities which will address these needs and to market these programs to these particular groups. The City will also continue to work with the Wood County Development Authority, and other groups, to bring in businesses and jobs which will provide a salary that will enable these households to move into non-substandard housing.

The City works closely with the Parkersburg Housing Authority and the City of Parkersburg to promote

their housing programs and to continue to further Fair Housing Rights to the local (Wood County) residents. The City of Vienna promoted Fair Housing in the following manner during this past year:

1. The City posted in various public locations throughout the City a sign displaying prominently the HUD approved Equal Housing Opportunity logo.
2. The City declared April, 2018 as Fair Housing Month in the form of a resolution.
3. Information on Fair Housing was provided on the official City website.
4. Continued to use the Equal Housing Opportunity symbol in all general publications.

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

Staff of the City of Vienna and Tiano-Knopp Associates, Inc. have the primary responsibility for monitoring the housing and community development projects and ensuring they are in compliance with program requirements and comprehensive planning requirements.

During 2011 the City of Vienna became the lead agency in the oversight and delivery of programs funded by the CDBG Program. Prior to that Vienna's CDBG Program was administered by the City of Parkersburg. However, in 2011 the City of Vienna contracted with a private consulting firm - Tiano-Knopp Associates, Inc. (TKA) - to assist with the delivery of services.

The City of Vienna's staff is quite involved with the CDBG Program, and these individuals include the Finance Director who oversees the financial aspects of the Program, the City Building Inspector and his Assistant who assist with the inspection and applications for housing projects and public service projects as well as lead base paint requirements, and the Personnel Director who is involved with Fair Housing issues. In addition, the Mayor, who took office in January 2013, is very interested in the CDBG Program, its projects, and the process which is followed. In 2015 the City hired an Economic Development Director who has also become involved with the CDBG Program.

TKA oversees the projects funded with CDBG funds and also works with City officials to ensure all federal regulations are being followed and monitors the project to ensure compliance. These individuals attend appropriate HUD trainings as they become available.

The City of Vienna is the lead agency for administering the CDBG Program and its activities and as a result, has the responsibility for the monitoring of programs, projects, and/or activities funded through the CDBG Program. With regards to HOME funds, the City of Vienna's funds are part of the Parkersburg/Wood County HOME Consortium which is administered by the City of Parkersburg.

Throughout this past year, the City of Vienna's staff and TKA monitored the various projects and programs funded with its CDBG funds. TKA also participated in the Pittsburgh HUD Training, via the web, and has also participated in other trainings offered by HUD via the web.

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.

To inform the general public about the CAPER (and other HUD documents), the City of Vienna has a legal notice published in the local newspaper once a week for a two week period. The notice explains the CAPER and provides a date as to when the CAPER will be available for review by the general public. The CAPER is available at the Vienna City Building as well as a copy is placed on the City's official website. In addition, the Vienna Public Library serves as the repository for all Vienna documents. Interested individuals are able to view these documents whenever the City Building and/or the Vienna Public Library are open.

Legal notices also announces the date of the public hearing on the CAPER, or other HUD document, where interested citizens can provide any comments they may have. The legal notice also provides information on the upcoming Vienna City Council meeting where at that date and time the City Council of the City of Vienna will discuss the document and, if acceptable, authorize the Mayor to sign the Resolution and submit the CAPER (or other document) to the US Department of Housing and Urban Development. Any comments received are taken under advisement and if appropriate, revisions are made to the CAPER to reflect these comments.

The City of Vienna will provide HUD documents including the availability of materials in a form accessible to persons with disabilities, and to non-English speaking residents, upon request where practical.

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 of Vienna has followed its Year Two Action Plan with no changes needed. All CDBG funds expended met one of the three national objectives - in particular to benefit low - moderate income individuals. The City will continue to address the priority needs outlined in its Consolidated Plan and Action Plan for the upcoming grant year. The City will continue to actively market its home improvement programs and will continually seek ways to reach the public and inform them about these programs

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-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.

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No

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

Attachment

Title Page

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

CITY OF VIENNA, WEST VIRGINIA

October 1, 2017 –
September 30, 2018

Public Hearing Information

Legal Notice

Public Hearing Sign-In Sheet

Public Hearing Minutes

<p>BUILDING SAFETY COMMISSION WILLIAMSTOWN WEST VIRGINIA BY: JAMES W. CROOK, Mayor</p>		<p>Notice, you are hereby notified that your response may be filed on Dec. 15, 2018.</p>
<p>ITS Chairman</p>	<p>Name</p>	<p>Board of Architect:</p> <p>JAMES W. CROOK, ESQ. James W. Crook Esq. 23177 Cedar Road Lees Ferry, WV 26041 James@jwcrook.com</p> <p>CLARK OF COURT Ryan S. Clark Esq. DEPUTY CLERK County Court House 201 North Parkville Lees Ferry, WV 26041</p> <p>Nov 15, 2018</p>
<p>Public Notice</p> <p>The City of Virginia's Comprehensive Annual Plan for 2017-18 and the Community Development Block Grant Program (CDBG) is available for public review. The CDBG program is the department of CDBG funds during the past year (October 1, 2017 - September 30, 2018) and also make for progress and accomplishments in the past year.</p> <p>The CAPER can be reviewed at the Virginia City Building, City Planning Director's Office, 600 29th Street, Vienna, West Virginia on November 14, 2018.</p> <p>The City will accept comments on the CAPER until December 10, 2018. Written comments should be directed to City of Virginia, Planning Director, Attention: Finance Director, 600 29th Street, Vienna, WV 26103 or by calling 204-293-8070. The CAPER will not be any related comments will be sent to the US Department of Housing and Urban Development for their review.</p> <p>The City will also hold a public meeting concerning the CAPER on December 10, 2018 at 4 pm in the City Council Chamber of the City Building, Vienna City Council will meet on this date and on December 18, 2018 during the regular meeting at the Virginia City Building, 600 29th Street, Vienna, West Virginia.</p> <p>Tel: 204-293-8070 or 204-293-8071</p>		<p>ENTERED BY COURTNEY OF WOOD COUNTY WEST VIRGINIA</p> <p>BY: JAMES W. CROOK, ESQ.</p> <p>James W. Crook Esq. 23177 Cedar Road Lees Ferry, WV 26041</p> <p>CHIEF OF PUBLICATION</p> <p>TO: AMANDA MADKEY</p> <p>On or about January 25, 2017, A.S., the above-named child was born to AMANDA MADKEY, a resident of the State of West Virginia, and the above-named child's whereabouts are unknown, notice is hereby given that a hearing is scheduled in the above-captioned matter on DECEMBER 15, 2018 at 10:00 AM.</p>
<p>REQUEST FOR PROPOSALS ARCHITECTS EXPRESSION OF INTEREST</p> <p>Responsible Planning Authority, Parkersburg, WV 26101</p>		<p>Nov 15</p> <p>ORDER OF PUBLICITY</p> <p>BY THE MAGISTRATE COURT OF WOOD COUNTY</p>

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CITY OF VIENNA, WV
CAPER PUBLIC HEARING
Monday, December 10, 2018
4:00 pm – Vienna City Council Chambers

<u>NAME</u>	<u>ORGANIZATION</u>
1. <i>Shawn Barr</i>	<i>City of Vienna</i>
2. <i>Toni Tiano</i>	<i>City of Vienna</i>
3. <i>Randy Rapp</i>	<i>City of Vienna</i>
4. <i>Amy Roberts</i>	<i>City of Vienna</i>
5.	
6.	
7.	
8.	
9.	
10.	

MINUTES

A public hearing was held on Monday, December 10, 2018 at 4:00 pm in the Vienna City Council Chambers. The purpose of the hearing was to solicit comments regarding the CAPER for the 10-1-17 to 9-30-18 time period.

Those present included:

Mayor Randall C. Rapp, City of Vienna

Amy Roberts, Finance Director, City of Vienna

Shawn Barr, Building Inspector Office, City of Vienna

Toni Tiano, CDBG Grant Consultant, City of Vienna

The public hearing was opened at 4:00 pm. There was no one from the public present, and the City had received no written comments on the proposed CAPER. At 4:20 pm the public hearing was closed.

Submitted By:

Toni Tiano



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2017
 VIENNA, WV

DATE: 12-27-18
 TIME: 17:45
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES		
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR		21,300.25
02 ENTITLEMENT GRANT		92,799.00
03 SURPLUS URBAN RENEWAL		0.00
04 SECTION 108 GUARANTEED LOAN FUNDS		0.00
05 CURRENT YEAR PROGRAM INCOME		0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)		0.00
06 FUNDS RETURNED TO THE LINE OF CREDIT		0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT		0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE		0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)		114,099.25
PART II: SUMMARY OF CDBG EXPENDITURES		
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION		58,352.00
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT		0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)		58,352.00
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		12,230.52
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS		0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES		0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)		70,582.52
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)		43,516.73
PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD		
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS		0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING		0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES		58,352.00
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT		0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)		58,352.00
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)		100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS		
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	Py: Py: Py:	
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION		0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS		0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)		0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS		
27 DISBURSED IN IDIS FOR PUBLIC SERVICES		0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR		0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR		0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS		0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)		0.00
32 ENTITLEMENT GRANT		92,799.00
33 PRIOR YEAR PROGRAM INCOME		0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP		0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)		92,799.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)		0.00%
PART V: PLANNING AND ADMINISTRATION (PA) CAP		
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		12,230.52
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR		0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR		0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS		0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 -LINE 40)		12,230.52
42 ENTITLEMENT GRANT		92,799.00
43 CURRENT YEAR PROGRAM INCOME		0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP		0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)		92,799.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)		13.18%



LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17
 Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18
 Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	4	129	6166134	1420 27th Street	14A	LMI	\$4,220.00
2017	5	130	6166154	504 40th Street	14A	LMI	\$4,875.00
2017	6	131	6168117	1801 18th Street - Lutton	14A	LMI	\$2,370.00
2017	7	132	6174546	1315 24th Street	14A	LMI	\$4,583.00
2017	8	133	6177865	5508 3rd Avenue	14A	LMI	\$2,885.00
2017	9	134	6183251	Cayton - 1005 12th Avenue - Roof	14A	LMI	\$5,000.00
					14A	Matrix Code	\$23,984.00
2016	7	123	6084355	Window Replacement	14F	LMI	\$5,000.00
2016	8	124	6093751	Energy Efficient Windows	14F	LMI	\$4,839.00
2016	9	125	6093754	Energy Efficient Windows	14F	LMI	\$4,604.00
2016	10	126	6103183	Energy Efficient Windows Arnold	14F	LMI	\$4,526.00
2016	11	127	6123541	Ice Window Replacement	14F	LMI	\$5,000.00
2016	13	135	6183251	505 41st Street - Windows	14F	LMI	\$4,856.00
2016	14	136	6186601	Conin' Window Replacement	14F	LMI	\$309.00
2017	10	137	6169577	Walk - 3801 8th Avenue	14F	LMI	\$5,000.00
					14F	Matrix Code	\$34,368.00
Total							\$58,352.00

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27
 Report returned no data.

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	2	117	6084355	General Administration	21A		\$1,000.00
2016	2	117	6093420	General Administration	21A		\$1,000.00
2016	2	117	6101847	General Administration	21A		\$1,066.84
2016	2	117	6110427	General Administration	21A		\$1,000.00
2016	2	117	6119524	General Administration	21A		\$1,000.00
2016	2	117	6129366	General Administration	21A		\$827.63
2017	2	128	6129369	General Administration	21A		\$162.47
2017	2	128	6139792	General Administration	21A		\$1,000.00
2017	2	128	6150403	General Administration	21A		\$1,000.00
2017	2	128	6161409	General Administration	21A		\$1,000.00
2017	2	128	6169317	General Administration	21A		\$1,000.00
2017	2	128	6174646	General Administration	21A		\$107.66
2017	2	128	6177045	General Administration	21A		\$1,000.00
2017	2	128	6183251	General Administration	21A		\$26.00
2017	2	128	6186601	General Administration	21A		\$1,000.00
					21A	Matrix Code	\$12,230.52
Total							\$12,230.52

Resolution



Mayor
Randall C. Rapp

Recorder
Cathy Smith

City Council
Roger Bibbee
Roger Conley
Mike Elam
Jim Leach
Bruce Rogers

RESOLUTION

BE IT RESOLVED by the City Council of the City of Vienna that the attached Consolidated Annual Performance and Evaluation Report (CAPER) for the City's Community Development Block Grant Program for the period of October 1, 2017 – September 30, 2018 be approved as attached. This document is being adopted following the completion of the necessary public notices and public hearings.

Dated this 13th day of December, 2018.


Randall C. Rapp, Mayor

ATTEST:


Cathy Smith, Recorder