

## 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 2018 program year (October 1, 2018 – September 30, 2019) by the City of Vienna and the Parkersburg/Wood County HOME Consortium continued to meet the goals and objectives contained in the City's Five Year Strategic Plan (2016-2021). The City of Vienna does not directly oversee the HOME Funds but provides its funds to the Parkersburg/Wood County HOME Consortium. This is administered by the City of Parkersburg for all 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:

- Continued to administer the City's Minor Home Repair Program. The City completed eighteen (18) minor repairs on homes owned by low-income families. This was an investment of \$247,464 into low- and moderate-income housing stock.
- Continued to administer the City's Owner-Occupied Rehabilitation Program. The City completed one (1) rehab projects on a home owned by a low-moderate income household throughout Wood County. This was an investment of \$13,950 into low- and moderate income homes.
- Continued to administer the City's Emergency Home Repair Program, to assist low and very-low income households with emergency repairs that pose an immediate health and safety concern. The City completed ten (10) emergency repairs during the program year. An investment of \$33,416 was made to ensure low income homeowner could remain in their home.
- Assisted nine (9) families obtain home ownership using the City's Down Payment Assistance Program (DPAP). \$76,009 was provided as direct financial assistance to homebuyers. This was the first program year the program was offered.
- Continued work with Habitat for Humanity of the Mid-Ohio Valley, a Community Housing Development Organization (CHDO), to build affordable housing for low income families. During the 2018 program year, the City provided HOME Funds to build one (1) new singlefamily home. As a result, a Low-Income Household will move into safe, decent and affordable housing.

During this year, the City of Vienna:

- Continued to administer the City’s Energy Efficiency Window/Door Replacement Program, to assist low income individuals with replacing their old, inefficient windows with new energy efficient windows and old main doors that were inefficient were also replaced with energy efficient doors. The City completed ten (10) Window and/or Door Replacement Projects which resulted in an investment of \$47,294 into low and moderate income housing.
- Continued its Minor Home Repair Program for low and moderate income homeowners in Vienna. During the year, a total of seven (7) homes were completed which had a total investment of \$25,973. Some of the items included new roof, gutters and downspouts, HVAC, and hot water tank.
- Began work on the development of an ADA Accessible Playground for adults which will be located in Jackson Park. In addition, an ADA accessible walkway will be placed from the ADA Accessible Playground to the ADA Accessible Restroom which is located in the vicinity of this project.

**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%	17	17	100.00%
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**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 and/or doors to the homes of ten low income households.

In addition to assisting homeowners with energy efficient windows, the City of Vienna also worked with another 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 seven additional homes by providing funds to repair needed items.

Therefore, during the 2018-2019 program year a total of 17 homes were provided financial assistance to repair a variety of needed items and to make these homes livable for low income households.

The City also proposed an amendment to its Program Year which will provide funding to the City of Vienna’s ADA Accessible – Adult Playground which was to be built. Due to a variety of delays with the project with regards to procurement procedures, this project was not completed by September 30, 2019. It will be done by December 2019.

## 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)

	<b>CDBG</b>
White	17
Black or African American	0
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>17</b>
Hispanic	0
Not Hispanic	17

**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. The City accepts applications on a first-come, first-serve basis.

## 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	194,059	85,276

Table 3 - Resources Made Available

### Narrative

During the recently completed grant year, the City of Vienna had \$194,059 of CDBG funds available and expended \$85,276 during this same time period. As previously mentioned, Vienna is part of the Wood County HOME Consortium which had an allocation of \$567,641. A total of \$370,839 of HOME funds were expended which included grant funds available from previous years. These funds are listed in the City of Parkersburg's reports. As 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	100	

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/Door Program and Minor Home Improvement 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.**

**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.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	17	17
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>17</b>	<b>17</b>

**Table 5 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
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	17	17
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>17</b>	<b>17</b>

**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 administered by and reported on by the City of Parkersburg. 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 rehabilitation done to their homes, the City of Vienna reached 100% 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/doors – done to their home. These repairs included items such as roofs, gutters, HVAC, etc. The Energy Efficient Window/Door Program continued to operate and served those who were in need of windows and/or doors.

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/Door Program and the Minor Home Repair Program. The City of Vienna will continue to place information on its website and Facebook Page about these Programs as well as include articles in its quarterly newsletter that is distributed to all residents of the City. Flyers on these Programs are also placed in key locations in buildings used by the City of Vienna. It is believed that these marketing items for these two Programs will increase actual outcomes in subsequent program years.

In addition to the City of Vienna administering its Energy Efficient Window/Door 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.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	2	0
Low-income	15	0
Moderate-income	0	0
<b>Total</b>	<b>17</b>	<b>0</b>

**Table 7 – Number of Households Served**



## **Narrative Information**

The 17 units served in Vienna were for either the Minor Home Repair Program or the Energy Efficient Windows/Doors 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.

The City of Parkersburg's Development Projects Administrator has been recently appointed to the West Virginia Balance of State Continuum of Care (CoC) – Steering Committee as a local government representative. While a U.S. Department of Housing and Urban Development-mandated body, the CoC is responsible for all responses to homelessness be they formal, informal, state-funded, federally funded, or publicly supported.

The Continuum organizes homeless counts referred to as a Point-In-Time (PIT) count where the data is submitted to HUD for information disbursements and funding purposes. Part of the homeless count includes providing 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.

The Development Projects Administrator views attendance at such meetings as an asset to the City and the Wood County HOME Program as a way to stay apprised to the current trends and issues affecting the communities most vulnerable while also providing valuable information on services and programs offered by the Continuum 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 our 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.

As a result, the City of Parkersburg, through its HOME Program, partners and provides financial support to the Latrobe Street Mission, the MOV Fellowship Home Children's Home Society, and The Family Crisis Intervention Center. All of these agencies offer intense wrap-around supports for individuals experiencing situational and persistence homelessness.

- The Family Crisis Intervention Center administers a rental assistance program to individuals residing at their shelter and whom are victims of domestic and sexual violence.
- The Children's Home Society administers a Tenant Based Rental Assistance Program to homeless or individuals at serious risk of becoming homeless.
- The Latrobe St. Mission purchased security lockers for their facility to enable residents of the shelter to safely secure their belongings during the day while they are out looking for housing and employment opportunities.
- The MOV Fellowship home provided a new furnace so the shelter could remain warm during the winter months.

In addition, the City of Parkersburg's Development Projects Administrator serves on the Emergency Food and Shelter (EFSP) Program Board of Directors. The EFSP was established in 1983 and chaired by the Federal Emergency Management Agency (FEMA) which would ultimately consist of several organizations, including; the American Red Cross, Catholic Charities, National Council of the Churches of Christ, the Jewish Federation, the Salvation Army and the United Way. The EFSP board is tasked with decision making to place special emphasis on identification of and assistance to the elderly, families with children, Native Americans, and veterans. The authorization also requires that homeless, or formerly homeless persons serve on the board as well. This board is tasked with setting funding priorities with resources available in the community, the emergency food and shelter need in the community, gaps in services and focus resources to best address those needs.

**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**

Through the HOME Program, a new agency to be helped will be the Circles Campaign of the Mid-Ohio Valley. The Circles Campaign is a community-based initiative that assists families in poverty to achieve their goals to become self-sufficient through education and supportive friendships. Project funding

provides administrative supports for a children's instructor as well as specific classroom materials. Participants in this program are often extremely low-income, and potentially likely to become homeless if not connected with extensive supportive services. Additionally, the Consortium and the City of Vienna believe that many of the housing rehabilitation programs are an opportunity to assist low and extremely 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 they either go without and let the house further deteriorate or vacate the property in search of warm or dry habitation. If the City of Vienna and the Consortium can assist in keeping homeowners in their home, it is likely these individuals will avoid becoming homeless.

**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**

The Wood County HOME Consortium provided funding for the Mid-Ohio Valley Fellowship home to make an emergency upgrade to the facility's HVAC system. This will allow the two-story unit to be warm during the winter months.

The MOV Fellowship Home is a residential recovery program for adults with or without their dependent children, who are most often homeless with chronic substance abuse. Currently, five homes are utilized where they teach life skills, which assist in developing a personal program of recovery and a plan for sober re-entry into the community, work and family.

The Latrobe St. Mission serves all individuals that are homeless. It is an emergency shelter that provides basic needs such as food, clothing and supportive services. New lockers were needed to help clients secure their belongings while they are out of the building searching for employment and/or permanent housing. Keeping items secured while individuals seek employment, additional supportive services, or medical appointments provides an additional comfort that items will not get misplaced or stolen.

The Consortium continues to work with the Family Crisis Intervention Center (FCIC) to provide down payment and first month's rent to victims of domestic violence and provide them with a path to self-sufficiency and independence. Modest outcomes of this program have been seen to-date, however, due to the nature or the recipients, outcomes are slower to come to fruition.

The Consortium also executed a contract with FCIC to issue bus passes to its residents so they can have access to transportation services while utilizing the shelter. This enables many of the residents to continue to attend jobs/job services, and doctors' appointments for themselves and their children.

The Children's Home Society administers a Tenant Based Rental Assistance Program to homeless or

individuals at serious risk of becoming homeless. Many of the most recent at-risk meet the HUD definition of homelessness. This is a project funded with HOME Partnership funds.

Through the Consortium, a concerted effort has been made to not only attempt to address homelessness but to partner with organizations that provide wrap-around supports to individuals experiencing homelessness. These individuals receiving these supports will have a better chance of gaining housing and becoming self-sufficient, so a smaller percentage become homeless again.

The City of Vienna has joined 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.

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

### **Actions taken to address the needs of public housing**

The City seeks to address the needs of public housing in the jurisdiction, much like the mission of the US Housing and Urban Development. HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to bolster the economy and protect consumers; meet the need for quality affordable rental homes; utilize housing as a platform for improving quality of life; build inclusive and sustainable communities free from discrimination; and transform the way HUD does business."

The Parkersburg Housing Authority (PHA) is independently managed from the City of Vienna and the City of Parkersburg. While HOME and CDBG funds were not used in 2018 to assist any public housing units, the City of Parkersburg has assisted a small number of residents to purchase a home through the First Time Homebuyer (SHOP) Program and hopes to offer down-payment assistance to current residents in the PHA Section 8 Housing Choice Voucher Program. The City of Vienna and the Housing Authority collaborate on promoting awareness of each organization's affordable housing initiatives. Vienna staff meets on occasion with PHA staff members to discuss each other's new and revised programs and guidelines.

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

The Parkersburg Housing Authority buys homes on a regular basis, performs needed rehabilitations, and then resells these 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.

Additionally, the P.R.I.D.E. (Program to Reinvest in Individual Development and Enterprise) provides homeownership opportunities for low-income families. The Parkersburg Housing Authority offers a two-year lease-to-purchase program on selected housing throughout Wood County, West Virginia. Families attend homeownership counseling classes and become part of the homebuyer's club.

The Parkersburg Housing Authority also administers the Family Self-Sufficiency Program (FSS) which helps families receiving Public Housing Rental Assistance or Section 8 Rental Assistance achieve economic success through job training, education, employment, and other supportive services. FSS helps participants:

- Select goals and achieve them one step at a time
- Connect to area agencies, job referrals, educational opportunities, vocational training, counseling, and other resources and services as needed

- Map a five-year action plan outlining goals and steps to succeed and receive personal guidance throughout the five-year action plan

### **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/Doors 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 an 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. 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, 2019 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 submitted an amendment to its Year Three Action Plan. The amendment follows the Strategic Plan which is to improve ADA Accessibility and Quality of Life for the citizens of Vienna. The amendment involved allocating CDBG funds to assist with the construction of an ADA Accessible – Adult Playground. The total project cost is \$82,142 of which \$28,412 is CDBG funds. It was anticipated this project would be completed during this grant year. However, due to procurement issues, the project did not begin until late in the grant year, and it will be completed by December 2019.

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.**

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# Attachment

## Tile Page - 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, WEST VIRGINIA***, that the attached Consolidated Annual Performance and Evaluation Report (CAPER) for the City's Community Development Block Grant (CDBG) Program for the time period of October 1, 2018 – September 30, 2019, be approved as attached. This document is being adopted following the completion of the necessary public notices and public hearings.

Dated this 12<sup>th</sup> day of December, 2019.

  
RANDALL C. RAPP, MAYOR

ATTEST:

  
CATHY SMITH, RECORDER

CONSOLIDATED ANNUAL  
PERFORMANCE AND  
EVALUATION REPORT  
(CAPER)

CITY OF VIENNA,  
WEST VIRGINIA

October 1, 2018 –  
September 30, 2019



CITY OF VIENNA, WEST VIRGINIA  
PUBLIC HEARING  
CONSOLIDATED ANNUAL PERFORMANCE and EVALUATION  
REPORT – 10/1/18 – 9/30/19  
Monday, December 9, 2019 – 4:00 pm  
Vienna Council Chambers

<u>NAME</u>	<u>ORGANIZATION</u>
Toni Tran Lawrence Wolden	CDBG - City of Vienna Resident
Amy Roberts	City of Vienna
Jessie Smith	City of Vienna
Randall Rupp	City of Vienna

## MINUTES

The City of Vienna held a public hearing on Monday, December 9, 2019 – 4:00 pm – at the Vienna City Council Chambers. The purpose of the meeting was to solicit comments on the City's CAPER – Consolidated Annual Performance and Evaluation Report – for the October 1, 2018 – September 30, 2019 time period.

Those in attendance included:

Toni Tiano, City of Vienna CDBG Consultant

Lawrence Wilson, Resident

Amy Roberts, City of Vienna Finance Director

Randall C. Rapp, City of Vienna Mayor

Teresa Smith, City of Vienna Administrative Assistant

Toni called the hearing to order at 4pm and provided the following information:

The purpose of the hearing is to review and discuss the City's Consolidated Annual Performance and Evaluation Report – CAPER – for the City's Community Development Block Grant Program for the time period of 10/1/18 – 9/30/19. This report provides an overview of the City's CDBG activities during that time period.

When the City prepared its CDBG application in July 2018 it was estimated a total of 17 low-moderate income households would be served thru either the City's Windows/Doors Energy Efficient Program or the Minor Home Improvement Program.

During the time period of 10-1-18 to 9-30-19 a total of 17 homeowners received assistance so the City met its goal. This included 10 homes which received new energy efficient doors/windows and 7 homes which received items such as roofs, HVAC, hot water tanks, and gutters and downspouts thru the minor home improvement program. A total of \$85,273 was expended during this time period.

Those in attendance thought the CDBG Program was beneficial and were pleased the City did not lose any unspent funds at the conclusion of the grant year – as so many grant programs do.

With no additional business the hearing was ended at 4:15 pm

Submitted by: Toni Tiano

# PR26

## PR 26



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 2018  
 VIENNA, WV

DATE: 11-11-19  
 TIME: 17:40  
 PAGE: 1

### PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	99,329.00
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)	99,329.00

### PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	73,267.00
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	73,267.00
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	12,006.00
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)	85,273.00
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	14,056.00

### 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	73,267.00
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	73,267.00
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 BENEFITTING 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	99,329.00
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)	99,329.00
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	12,006.00
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)	12,006.00
42 ENTITLEMENT GRANT	99,329.00
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)	99,329.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	12.09%





**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
2016	16	141	6213627	Florance - 810 39th Street - Windows	14A	LMH	\$5,000.00
2017	12	140	6213255	Cayton Roof 807 25th Street	14A	LMH	\$4,076.00
2017	13	142	6216043	Thompson - Gutters and Downspouts	14A	LMH	\$2,643.00
2017	14	143	6225961	Mann - 2315 12th Avenue - Gutters and Hot Water Tank	14A	LMH	\$4,826.00
2017	15	145	6740104	Lakura - Gutters and Downspouts	14A	LMH	\$1,976.00
2017	16	147	6249903	Verner - 2405 10th Avenue - Roof	14A	LMH	\$4,826.00
2017	17	152	6273528	Anderson - Roof - 1308 24th Street	14A	LMH	\$5,000.00
2017	18	153	6280242	Blair - 701 29th Street - Gutters and Downspouts	14A	LMH	\$2,676.00
					<b>14A</b>	<b>Matrix Code</b>	<b>\$30,973.00</b>
2016	15	138	6202633	Wood - Window Replacement - 104 37th Street	14F	LMH	\$4,886.00
2016	17	144	6226979	Concalino - Windows	14F	LMH	\$4,991.00
2016	18	146	6240581	Moran - 3004 10th Avenue - Windows	14F	LMH	\$4,627.00
2016	19	148	6270002	Busirik - Windows	14F	LMH	\$4,948.00
2017	11	139	6204823	Burdette - 1101 17th Street - Windows and Doors	14F	LMH	\$5,000.00
2018	3	149	6270002	Duckworth Energy Efficient Doors - 1209 12th Street	14F	LMH	\$4,921.00
2018	4	150	6270002	Aqualar - 605 33rd Street - Doors	14F	LMH	\$4,994.00
2018	6	154	6304519	Williams - Windows - 2403 13th Avenue	14F	LMH	\$2,804.00
2018	7	155	6307159	Pepper - 505 30th Street - Windows	14F	LMH	\$4,923.00
					<b>14F</b>	<b>Matrix Code</b>	<b>\$42,294.00</b>
<b>Total</b>							<b>\$73,267.00</b>

**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
2017	2	128	6197596	General Administration	21A		\$1,000.00
2017	2	128	6204823	General Administration	21A		\$1,000.00
2017	2	128	6213255	General Administration	21A		\$1,000.00
2017	2	128	6223096	General Administration	21A		\$1,000.00
2017	2	128	6231849	General Administration	21A		\$1,000.00
2017	2	128	6240104	General Administration	21A		\$1,000.00
2017	2	128	6249903	General Administration	21A		\$1,000.00
2017	2	128	6261453	General Administration	21A		\$1,000.00
2017	2	128	6270002	General Administration	21A		\$667.86
2018	1	151	6270002	General Administration	21A		\$332.16
2018	1	151	6282640	General Administration	21A		\$1,000.00
2018	1	151	6292257	General Administration	21A		\$1,000.00
2018	1	151	6302655	General Administration	21A		\$1,000.00
					<b>21A</b>	<b>Matrix Code</b>	<b>\$12,006.00</b>
<b>Total</b>							<b>\$12,006.00</b>