



# First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 1 CAPER Executive Summary response:

The Consolidated Annual Performance and Evaluation Report (CAPER) is required by the U.S. Department of Housing and Urban Development Department (HUD) to report on the annual performance of the City of Terre Haute's FY05 HUD programs. This report identifies the progress made regarding each of the projects receiving FY05 funding as well as other accomplishments the City has made in meeting the objectives and priorities outlined in the Consolidated Plan.

The City of Terre Haute's Department of Redevelopment has made substantial progress in 2005 to provide decent, affordable housing; to provide suitable living environments; and help to eliminate blighting conditions. The City of Terre Haute receives federal grant funding from the United States Department of Housing and Urban Development (HUD) to address its housing and community development issues. In order to qualify for these funds the City must prepare a planning document that identifies the overall development needs of the community identified as the Consolidated Plan. The Consolidated Plan is a strategic five-year overview of the community's needs and identifies specific actions for addressing those needs. There are three federal entitlement grants that constitute the majority of the funding that supports the activities detailed in this report: the Community Development Block Grant (CDBG) Program, the HOME Investment Partnership Act (HOME) Program and the Emergency Shelter Grant (ESG) Program. The City was awarded approximately \$2.7 million in entitlement funding through these grant programs, to allocate to projects for FY05 (March 1, 2005 – February 28, 2006). This Consolidated Annual Performance and Evaluation Report (CAPER) will summarize the actions and accomplishments of those activities undertaken by the City of Terre Haute in FY05, to meet the objectives set out in the Consolidated Plan.

The City of Terre Haute has completed the 1st year of its 5 year Consolidated Plan, and is achieving or exceeding the goals outlined in the plan. The City has projects underway or completed which will exceed the housing development schedule and is on target with the non-housing community development schedule. The areas identified as high priority such as infrastructure improvements, first time home

buyers, rental housing for very-low and low income families, eliminating blighted conditions, in addition to providing emergency shelter for individuals and families have been addressed through the activities listed in this report (see attached CAPER Matrix, exhibit "A").

A total of \$4,234,530 was available for FY 2005 and \$1,679,287 was spent in the period of March 1, 2005 through February 28, 2006. The total amount included: \$932,298 of unexpended CDBG funds from the previous year, \$2,111,624 in 2005 CDBG funds and \$31,984 of CDBG program income; \$482,708 of unexpended HOME funds from the previous year, \$511,836 in 2005 HOME funds and \$45,305 of HOME program income; \$37,324 of unexpended ESG funds from the previous year and \$81,451 in 2005 ESG funds.

\$610,996 or 36.38 % of the total funds expended were for the design and/or construction of 19,200 linear feet of infrastructure improvements, including storm water systems and replacement of street surface, curbs and sidewalk.

\$258,749 or 15.41% of the total funds expended were utilized for the rehabilitation of three (3) Community Centers, to serve the needs of inner city residents.

\$213,545 or 12.72% of the total funds expended were for the demolition/clearance of abandoned and vacant/dilapidated houses or structures in an effort to eliminate blighting conditions within City neighborhoods.

\$100,075 or 5.96% of total funds expended were for housing activities that included the construction of single family units, permanent housing for the chronically homeless or homebuyer assistance. One (1) family was assisted through a homebuyer assistance program. At the end of the reporting period, three (3) projects still remained underway (6 single-family units and 10 permanent housing units were under construction, along one first-time homebuyer activity).

\$67,378 or 4.01% of the total funds expended for two emergency shelter service providers.

\$24,966 or 1.49% of the total funds expended were utilized to increase the availability of affordable building sites within the City.

The Consolidated Annual Performance and Evaluation Report (CAPER) is available for citizen review and comment in the Terre Haute Department of Redevelopment, City Hall, 17 Harding Avenue, Room 301. It is required that this report be available for review for a minimum of 15 days. The review period is May 14 – May 30, 2006. The CAPER availability and comment period notice was published on May 13, 2006. The CAPER will be submitted to the U.S. Department of Housing and Urban Development following this review period.

## General Questions

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
  - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.

- c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
  - a. Identify progress in obtaining "other" public and private resources to address needs.
  - b. How Federal resources from HUD leveraged other public and private resources.
  - c. How matching requirements were satisfied.

Program Year 1 CAPER General Questions response:

Assessment of the one-year goals and objectives:

#### FY05 Goal - Housing

Housing Rehabilitation: CDBG Funds will be used for the cost of the physical rehabilitation of housing for the benefit of mentally or physically disabled persons, very low/low income persons, elderly persons, or disadvantaged youth. Properties rehabbed with these funds must be occupied by income eligible residents for not less than 10 years. Approximately 5-7 dwelling units will be rehabbed. Only income-eligible persons will qualify for this program.

Estimated Cost: - \$150,000 CDBG

New Housing Construction: The City of Terre Haute shall utilize its 2005 HOME Funds to construct new detached single family housing units and assist with a 10-unit apartment complex for very low, low and moderate income persons in income eligible areas, to facilitate neighborhood revitalization. The City will work with non-profits to construct five (5) to seven (7) houses on infill lots already owned by the organizations or owned by the Terre Haute Department of Redevelopment. The City will leverage \$200,000 of its FY05 HOME funds with Supportive Housing funds approved for the Mental Health Association in Vigo County, on a 10-unit apartment project for income eligible persons. The houses will be either renter occupied or first time homebuyers. This activity will benefit approximately 15 - 17 low/mod income persons or families. Of the two homebuyers at least one will be a minority household. At least 15% of the HOME funds will be reserved for new housing constructed with CHDO's.

Estimated Cost: - \$476,000 HOME

FY05 Accomplishment - Housing

New Construction:

\$430,000 of HOME funds have been reserved for Jonah, Inc., a CHDO, to construct six (6) new single-family rental units. HOME funds will be used on a 20-year forgivable mortgage for approximately 57% of the construction cost, leveraged with a mortgage for the balance of the costs. The homes are being designed and will be constructed in FY06 (Activities #366, #367, #368, #370, #371, & #372).

\$400,000 of HOME funds (\$200,000 FY05) have been reserved to leverage a Supportive Housing application approved for the Vigo County Mental Health Association. Community YOUunity's ten-unit (10) residential project will provide permanent housing for chronically homeless persons and the HOME funds represent approximately 43% of construction costs (Activity #354).

Wabash Valley Habitat for Humanity constructed one (1) low-income single-family house. \$35,000 of HOME funds were used as a 10-year forgivable mortgage to a minority first time homebuyer for approximately 44% of the purchase price, leveraged with Habitat's 20-year mortgages at 0% for the balance. Two (2) homeownership opportunities were proposed for FY05, with one homeowner being a minority. The second home was not completed and the family was unable to close on their loan (Activity #364).

Housing Rehabilitation:

CDBG Funds are proposed to be used with Light House Mission, Inc., to complete the renovation of part of the 3rd floor for five (5) transitional housing units for homeless individuals. CDBG funds will be used as a 10-year forgivable mortgage for approximately 90% of the cost of construction. Anticipated cost \$150,000. Design issues have delayed the completion of this project.

FY05 Goal - Infrastructure

Street Improvements: CDBG funds will be used for continued revitalization of low/mod income neighborhoods through the design and/or construction of approximately 11,300 linear feet of curbs, gutters, storm water drainage system, a new street surface, placement of street trees, and sidewalk replacement.

Estimated Cost: - \$1,000,000 CDBG

FY05 Accomplishment - Infrastructure

Street Improvements: The City continued the revitalization of low/moderate income neighborhoods through the design and construction of approximately 7,450 feet of curbs, gutters, a storm water drainage system, a new street surface, placement of street trees, and sidewalk replacement, in addition to initiating the design of improvements for another 7,325 feet in the North Eastside Target Area (Activity #308, # 309, #310, #311, #321, #336, #351 & #374). In the Central Eastside Target Area 2,950 feet of improvements were constructed and 1,475 feet are being designed (Activity #335, #352 & #372). Approximately \$611,000 in CDBG funds were expended in FY05 (see maps attached with

Exhibit"C").

FY05 Goal - Demolition/Clearance

Demolition/Clearance: Continuance of the City's efforts to eliminate blighting conditions in target neighborhoods. The City will demolish approximately 30 structures abandoned and vacant/dilapidated houses and structures in low and moderate income eligible census tracts.

Estimated Cost: - \$250,000 CDBG

FY05 Accomplishment - Demolition/Clearance

Demolition/Clearance: \$213,545 of CDBG funds were expended for the demolition/clearance of 29 abandoned and vacant/dilapidated houses or structures in an effort to eliminate blighting conditions within City neighborhoods. No displacement or relocation was required with the removal of these structures (Activities #340 & #355).

FY05 Goal - Acquisition

Acquisition: This activity covers the costs for acquisition of real estate to be used in conjunction with housing units for low/mod income persons. Approximately 20-30 parcels will be acquired, with the potential for 20-25 housing units.

Estimated Cost: - \$25,000 CDBG

FY05 Accomplishment - Acquisition

Acquisition: \$24,966 of CDBG funds were expended to increase the availability of affordable building sites within the City (Activities #339 & #356).

FY05 Goal - Community Center

Community Center Rehabilitation: Assisting one (1) non-profit agency with the rehabilitation of neighborhood/community center that provides services to inner city residents.

Estimated Cost: - \$300,000 CDBG

FY05 Accomplishment - Community Center

Community Center Rehabilitation: \$258,749 of CDBG funds were expended to assist three (3) non-profit agencies complete or initiate the rehabilitation of neighborhood/community centers that provide services to inner city residents. Hyte Community Center was completed, which serves at risk and homeless preschool children, latch-key children and low/mod income youths (Activity # 291). St. Ann's Community Outreach Services was also completed, which provides an inner city free dental clinic serving low/mod income individuals (Activity #334). Hamilton Community Center is underway, which provides counseling, outreach and a community center for inner city low/mod income individuals (Activity #365).

#### FY05 Goal - Homeless Prevention/Assistance

The City of Terre Haute will solicit proposals for the Emergency Shelter Grant funding. The City anticipates receiving \$81,451 for FY 2005. Potential applicants will be notified that proposals will be accepted. All proposals will be reviewed for eligibility and need and proposed funding amounts will be outlined. In the past several years, only two agencies have submitted qualified applications; Catholic Charities and Council On Domestic Abuse. Each of these agencies are required to provide the required matching funds and supporting documents for eligible expenditures. The City's goal was assist at least two (2) homeless shelter providers in FY05.

Estimated Cost: - \$81,451 ESG

#### FY05 Accomplishment - Homeless Prevention/Assistance

\$35,611 in ESG funds were expended in FY05 by Council On Domestic Abuse (CODA) for assistance in the operation of an existing shelter for victims of domestic violence. CODA exceeded the match requirements for their programs by funding from private contributions and in-kind services (Activities #343, #344, #359 & #360).

\$31,767 in ESG funds were expended in FY05 by Catholic Charities for the operation of an existing shelter for single women, women with children, and families with children. Catholic Charities exceeded the match requirements for their programs by funding from private contributions and in-kind services (Activities #345, #346, #349, #361, #362, & #363).

#### Affirmatively Furthering Fair Housing

As in the previous CAPER, the City reported that no public policies were found to be impediments to fair housing. The City of Terre Haute continues to Affirmatively Further Fair Housing by participating with local banks to substantially rehabilitate and construct single family housing units for individuals, developers and 501(c)(3) not-for-profits. Some of the tenants for the rental units are from the Terre Haute Housing Authority's Family Self-Sufficiency Program. The tenants are very low/low and moderate income families that are accepting more responsibilities and moving toward independence through educational training support services. The goal is to eliminate their need for public assistance within five years.

The majority of the minority population lives in the inner city areas. The Department of Redevelopment's targeted areas encompass the largest portion of the city's minority population, however our housing development takes place throughout the City. We advertise our housing programs in the Tribune-Star newspaper, as well as send flyers to the inner city churches and service organizations.

The Equal Housing Opportunity logo and /or slogan of statement was placed in all newspapers, housing/invitation to bid ads, and press releases to the media regarding the City's housing programs. The City also has a Fair Housing telephone number published in the phone book and works with the Terre Haute Human Relations

Commission. A staff member from the Department of Redevelopment is appointed to serve on the Human Relations Commission. We display the Fair Housing poster and slogan in the offices of the Department of Redevelopment and the Housing Authority. We have flyers on Fair Housing discrimination and complaint forms available to the public. The City of Terre Haute's web site ([www.terrehaute.in.gov](http://www.terrehaute.in.gov)) includes fair housing information as well as information on filing housing discrimination complaints. Links to other HUD web sites for Fair Housing and EEO can also be found on the web site.

The Department of Redevelopment assisted the City's Human Relations Commission with the preparation of and underwriting costs for a Fair Housing pamphlet distributed throughout the City, in order to promote Fair Housing Awareness.

The Department of Redevelopment displays signs with the Department's name, telephone number and equal opportunity logo. The signs are posted in the windows of the buildings that are in the process of rehabilitation and/or construction.

The Terre Haute Housing Authority participates in local seminars with the Apartment Association of Greater Terre Haute, Inc. by informing its members about Fair Housing and making available Fair Housing literature for the members to distribute. The Department of Redevelopment runs quarterly Equal Housing Opportunity ads in the housing section of the local newspaper, the Terre Haute Tribune-Star. The local Tribune-Star also runs a publisher's notice periodically for Equal Housing Opportunity.

Fair Housing posters are displayed and Fair Housing flyers are being distributed at the Terre Haute Ethnic festival each year. The festival is promoted and sponsored by the City of Terre Haute.

Our past and present affirmative marketing efforts to tenants and homeowners that are least likely to apply for housing assistance have been positive. Very low and low income individuals from diverse backgrounds, including race, color, sex, religion, national origin, handicap or familial status have participated widely in our programs.

The City of Terre Haute has continued to promote community awareness of fair housing practices by proclaiming April as Fair Housing month. The City issues a proclamation reaffirming its commitment to furthering fair housing practices, and promote this through the local media. We also contract with a local sign company for the month of April to display two billboards in low-income areas, one on the east side and another on the west side of the city.

The Department of Redevelopment and the Terre Haute Housing Authority monitor and comply with the Federal Fair Housing Laws. We also support and encourage the Fair Housing Standards in all our programs.

The City of Terre Haute annually updates the Analysis for Impediments to Fair Housing, which was initially completed in 1996 and are preparing a new A.I. for the Consolidated Planning cycle. As a part of the revision process, focus group meetings are generally held in November and December, during the Consolidated Planning process. The focus group consists of persons in the community who have an interest and knowledge of housing conditions in Terre Haute and desire to improve housing opportunities for all our citizens. The focus group reviews the City's A.I. and various sources of housing data.

Affordable housing remains the number one impediment to fair housing in Terre Haute. Helping to reduce housing costs is the action most likely to further the cause of fair housing in the City. This conclusion parallels the opinions expressed in the Community Development Block Grant hearings. One of the means for overcoming this impediment includes assembling sites for low cost housing along with subsidizing the cost of down payments and closing costs for home purchases. There is also a need for more rental assistance from HUD so that housing opportunities can be expanded. Another impediment identified is the lack of property maintenance and code compliance in the lower-income neighborhoods of the City. The City has upgraded the quality of infrastructure in the older neighborhoods during the past three decades, along with rehabilitating many homes and constructing new housing in these areas. Still, many private properties are not well maintained and are leased to Terre Haute residents in potential violation of building and housing codes. The City can help its lower income residents have a cleaner and safer housing environment by stronger enforcement of the existing property maintenance and building codes. It was also noted again, by the group that costs associated with new development could be reduced or waived to increase the number of affordable sites for construction of new housing. Fair Housing awareness was identified as an area to improve, so that residents of the City are aware of their rights and what constitutes housing discrimination. The City also noted the lack of affordable housing stock for elderly and handicapped citizens as an impediment to fair housing in the City. More housing that is accessible to persons with disabilities should be developed in the community. It was noted that most elderly or disabled persons are of low income in Terre Haute. Many of the elderly and handicapped residents need minor repairs and remodeling of their properties for them to become accessible.

Some of the steps the City is taking to reduce the impediments are described below:

**Housing Cost.** The City is concentrating on developing more low cost housing to make housing more affordable in the community for its lower income citizens. This is being accomplished by subsidizing the cost of housing development through grants, loans, and forgivable loans with CDBG, HOME, and Urban Enterprise Association Zone funds. In addition, the City has been paying some of the cost of sewer and water line extensions to reduce the costs of lower income housing development. The City is providing sewer tap fee waivers to many developers of low-income housing. Also, the City, for the purpose of reducing the costs of developing low-income housing has donated building sites.

**Code Enforcement.** The City has reorganized its inspection and code compliance divisions to provide more emphasis on property maintenance and code violations. The Environmental Protection Division was created and additional staff members have been assigned to code enforcement. The City is providing additional means for citizens to dispose of junk and debris from houses and yards in the community. The City has a pick-up of most appliances, furniture, and brush at the time of regular garbage pick-up or through special request. Citizens also have the opportunity to dispose of paint, oils, and other liquid waste products once a year. This improves the quality of our City by making it easier to keep our neighborhoods clean.

**Home Ownership.** The City is conducting a Family Self-Sufficiency Program that offers lower income citizens the opportunity to purchase a home after a period of home ownership training and supportive services (during a time period of rental housing occupancy) has been completed. The City also operates a Housing

Ownership Program that subsidizes the purchase of new housing in the City. The City is providing housing sites to Habitat for Humanity for the development of new single-family homes to be purchased by low-income families. The City is providing housing counseling services to prospective home purchasers. The Department of Redevelopment and local financial institutions have conducted home ownership programs to inform first time homebuyers of the process and requirements of purchasing their own homes. These open houses also assist with the City's efforts to promote Fair Housing practices.

Elderly & Handicapped Housing. The City is assisting in the development of new housing for lower income elderly or handicapped persons. Four non-profit housing developers are currently working to develop housing for elderly or handicapped persons financed in part by CDBG or HOME funds.

A few of the goals the City has adopted for reducing the impediments to fair housing in the community in the next year are:

Housing Cost. New single-family homes will be constructed to lease to low-income families in Terre Haute. We will construct more low cost housing using forgivable loans in participation with local lending institutions. Water lines and sewer lines will be constructed to serve the housing sites. We will request that the City waive sewer tap-on fees for these units. Lots for the construction of the houses will be supplied by the City at little or no cost as well.

Home Ownership. The City will subsidize the purchase of homes through its Home Ownership Program, and also donate housing sites to Habitat for Humanity for the development of single-family homes for lower income families. The Department of Redevelopment also has a program available for individuals to purchase building sites for \$1.00, provided they develop it for residential purposes within one year. The City will work with local lending institutions to educate lower income persons in housing finance and provide housing counseling services to prospective homebuyers.

Fair Housing Awareness. The Human Relations Commission revised the City's Fair Housing Ordinance to attempt to make it substantially equivalent to the Fair Housing Law, and helps develop workshops for Real Estate and Landlord Associations.

Elderly & Handicapped Housing. Fifty-six (56) handicapped accessible apartments were constructed by a non-profit with Tax Credit Funds, leveraged by the City's HOME funds, to rent to primarily low/mod income handicapped persons/families.

Very Low and Low Income Families. The City will assist with the rehab and construction of residential units through HOME or CDBG funds to serve very low, low and moderate-income families. The units will be for homeowners or rental units owned by non-profit organizations.

New Fair Housing Analysis. The City is completing a new Analysis of Impediments to Fair Housing to coincide with the Consolidated planning cycle for Community Planning and Development funds.

Obstacles To Underserved Needs:

The City has not identified any obstacles to meeting underserved needs, other than a steady decline in Federal funding resources.

#### Leveraging Resources:

During the 2005 Program Year, the City of Terre Haute partnered with many community organizations to fund affordable housing, homeless prevention, and supportive service projects. This participation has allowed for the City to maximize the amount of housing and services being provided through the grant dollars that are received from the U.S. Department of Housing and Urban Development. In addition to matching HOME and ESG funds with other funds, the City of Terre Haute leverages its Community Development Block Grant (CDBG) with local public funds and several other community partners. All of the activities completed used leveraged sources of income to bridge the gap between the amount funded through CDBG sources, and the actual cost of the project. These funds were generated from other grants, from local government and private donations of funds and services. In some cases, CDBG funds were used as local match to leverage other federal grants.

The City utilized a portion of its HOME funds to leverage Community YOUNity's Supportive Housing application approved for the Vigo County Mental Health Association. The 10-unit residential project will provide permanent housing for chronically homeless persons and the HOME funds provided approximately 43% of construction costs.

Hamilton Community Center is being rehabilitated to provide counseling and outreach services for low/mod income persons. The City of Terre Haute's CDBG funds were used as a 10-year forgivable mortgage for approximately 48% of the rehabilitation costs of this inner city Community Center.

Wabash Valley Habitat for Humanity constructed one low-income single-family house. HOME funds were used as a 10-year forgivable mortgage to a minority first-time homebuyer for approximately 44% of the purchase price, leveraged with Habitat's 20-year mortgages at 0% for the balance.

The City assisted St. Ann's Community Outreach Services to rehab the second floor of an old elementary school for use as a handicap accessible free dental clinic, to serve the homeless and low/mod-income families. CDBG funds were used as a 10-year forgivable mortgage for approximately 80% of rehabilitation costs.

Jonah, Inc., a non-profit (CHDO) is designing and constructing six (6) single-family rental houses. HOME funds are being used for a 20-year forgivable mortgage for approximately 57% of the cost of construction, leveraged with a 20-year mortgage for the balance of the costs.

## Managing the Process

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

Program Year 1 CAPER Managing the Process response:

The City of Terre Haute reviews our funding requests for consistency with our local planning documents. We assure project compliance with the provisions of the National Affordable Housing Act in terms of housing quality standards, lead base paint abatement requirements, handicap accessibility, local and State building codes, Davis-Bacon prevailing wage, zoning and planning ordinances, and other applicable requirements in awarding contracts and in all our requests for proposals.

Information in the CAPER compares expenditures and accomplishments to the goals and priorities of the Consolidated Plan. A review of this information indicates that funds are being directed to meet the Consolidated Plan's priority needs.

Administration of the CDBG / HOME programs is proceeding effectively and efficiently. Disbursements are made on time, and the CDBG expenditure rate is within the limits of program requirements and generally exceeds them. The rate of HOME commitments and expenditures are within the requirements set by HOME regulations.

## **Citizen Participation**

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 1 CAPER Citizen Participation response:

The Consolidated Annual Performance and Evaluation Report (CAPER) is available for citizen review and comment in the Terre Haute Department of Redevelopment, City Hall, 17 Harding Avenue, Room 301. It is required that this report be available for review for a minimum of 15 days. The review period is May 14 – May 30, 2006. The CAPER availability and comment period notice was published on May 13, 2006 (see attached proof of publication, exhibit "B"). The CAPER will be submitted to the U.S. Department of Housing and Urban Development following this review period. There were no comments received from the public regarding the CAPER during this period.

Exhibit "C" is a map that shows the geographic location of Target Areas, designated by the City Council, where CDBG and HOME funds are directed. The projects are generally distributed evenly throughout the City's various target areas. Exhibit "D" is a map that shows the income eligible areas of the City. The Consolidated Annual Performance Report provided to the public identifies all of the Federal funds that the City of Terre Haute receives to further the objectives of the Consolidated Plan. This

report details the total funds available, what portion has been committed and the total amount expended during the reporting period (see the attached Financial Summary Report COPR26 for CDBG expenditures).

## **Institutional Structure**

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

Program Year 1 CAPER Institutional Structure response:

The City has established various housing, service provider and infrastructure focus groups. These focus groups met periodically to contribute ideas and assess the services being provided to the citizens of Terre Haute. This forum process offers a structured process to provide feedback through the completion of the Consolidated Plan and beyond. The Department of Redevelopment provides assistance to low, very-low, and extremely low-income groups requesting assistance in developing proposals for federal programs under the Housing and Community Development Consolidated Plan. The City of Terre Haute also gives assistance in helping to answer questions relating to equal opportunity requirements, relocation provisions, etc. This technical assistance is available on a continuous basis. Citizens will be encouraged by the City of Terre Haute to continually write their suggestions down and send them in for consideration.

To eliminate gaps in the housing delivery system, the Department of Redevelopment continues to analyze the existing institutional structure to develop solutions for a more effective service delivery. The Department of Redevelopment continues to work with Old National Bank, Terre Haute First National Bank, Terre Haute Savings Bank, Fifth Third and Union Planters Bank to provide matching and/or supportive funds for the HOME and CDBG programs. The Department of Redevelopment is working to assist local banks in meeting the Community Reinvestment Act.

The Terre Haute Department of Redevelopment and Housing Authority continues to work with other community organizations and government entities to participate in and/or assess the existing programs for affordable housing and services, and assess the need for new programs to be developed to meet any housing deficiencies. Mental health agencies, area aging agencies, physical abuse agencies, charities, and nonprofit organizations are a few of the community organizations are involved with the assessment process. Some of the government entities that participate with the housing programs and/or assessment are the Indiana Housing Finance Authority, State Historic Preservation Office, Vigo County Public Welfare Office, and the Federal Home Loan Bank.

The City of Terre Haute continues to meet with public and assisted housing providers, private and government health, mental health and service agencies, to help coordinate housing and community development activities for low/moderate income individuals and families. These actions have helped the City to decide which housing activities to undertake in the past. The City of Terre Haute will continue to leverage its financial resources with private funds by participating with local banks on housing finance and development. The City's focus groups identified goals to help make the community more livable and better functioning.

The community has also developed an Economic Development Strategy which identifies and evaluates the opportunities and assets for educational institutions, job training efforts, and community development programs. The overall goals, of this Economic Development Strategy, are to improve the employment opportunities for citizens of Terre Haute; to raise per capita income in the Terre Haute area; and improvement of the local tax base. The City of Terre Haute is updating its Comprehensive Plan which should include a physical assessment of its Streets and a Housing Inventory, to help develop its priority housing and community development needs. Through these actions, the Department of Redevelopment has and will continue to coordinate with other agencies, to implement its strategy.

The Department of Redevelopment will continue to assist the Vigo County Homeless Coalition with the enhancement of the City's Continuum of Care Strategy. Two persons from the Redevelopment staff will serve on the Coalition and work closely with the organization to develop strategies and support local projects.

## Monitoring

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

Program Year 1 CAPER Monitoring response:

The City of Terre Haute is a CDBG entitlement city and has supplied HUD with the documentation required for their monitoring and compliance visits. We review our funding requests for consistency with our local planning documents. We assure project compliance with the provisions of the National Affordable Housing Act in terms of housing quality standards, lead base paint abatement requirements, handicap accessibility, local and State building codes, Davis-Bacon prevailing wage, zoning and planning ordinances, and other applicable requirements in awarding contracts and in all our requests for proposals. The City Engineering Department's

Building Code Division and the Department of Redevelopment inspects all of the rehabilitation and construction projects funded by the CDBG and HOME programs. They issue a certificate of occupancy when the projects are completed by state and municipal code standards. When discrepancies are noted, the owner is required to make corrections. Corrective action ranges from the owners making corrections on their reports to providing maintenance or building code requirements. If any state or federally funded projects involves relocation or displacement we assure compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, but we will try to avoid any relocation or displacement in our projects if possible.

The Terre Haute Department of Redevelopment and the Housing Authority monitor and comply with the Federal Fair Housing Laws. We also support and encourage the Fair Housing Standards in all of our housing programs. The City of Terre Haute does not have any sub-recipients, so monitoring requirements are extremely limited.

The City participates with several CHDO's to expend HOME funds. None of the CHDO'S that the City works with are Sub-recipients. The Department of Redevelopment works directly with the CHDO's to insure compliance with program requirements, including timeliness of expenditures. The Department also oversees the bidding and procurement procedures for all projects. The Department annually monitors the affordable housing projects it has funded to insure compliance with all HOME program requirements and provides on-site inspections to ensure long term compliance with housing codes as stated in the borrower certification agreements that are recorded as part of the mortgages. HOME activities which assist homebuyers include a recorded agreement that protects the affordability provisions regarding resale of the housing units. The owners are required to sell the existing property to a subsequent qualified low-income purchaser and the owner will receive a fair return on their investment, including improvements. Tenant household characteristics and affirmative marketing procedures are required from the CHDO's and other non-profit organizations each year to maintain the affordability compliance of the programs.

The Department of Redevelopment annually reviews programs in order to monitor the City's performance in meeting its goals and objectives set forth in it's consolidated plan. These results are reported in the CAPER and made available to HUD and the public.

The above actions have assured timeliness of program expenditures as indicated by HUD's publication of the City's high percentage of state and national rankings of expenditures from the past several years.

#### Self Evaluation

The City of Terre Haute's planning process allows the City the opportunity to indicate a clear vision of the future that is to be funded with HUD funds. The City has, for many years, continued to rebuild neighborhood infrastructure and provide more affordable housing units. The City has also increased its assistance to the homeless, through non-profits, and has worked to create five Comprehensive Housing Development Corporations (CHDOs) and is working on developing more. The City has been able to commit and expend the funds for all grant programs in a timely manner. All of the proposed activities are being completed on schedule and the major goals are on target, or are being exceeded. The City of Terre Haute does not

propose any adjustments to its strategies and activities at this time. The City will continue to pursue the following locally determined objectives: (1) Enhance the quality of life in the City's neighborhoods with construction of curbs, gutters, sidewalks, and street/drainage facilities; (2) Conserve and revitalize housing through the rehabilitation of housing stock; (3) Eliminate blight and unsightly conditions through the demolition and clearance of vacant and dilapidated structures; (4) Construct new residential units throughout the City for income eligible persons; (5) Provide homeownership opportunities for first time homebuyers.

Although increasing land and housing prices make affordable housing difficult to find for very-low and low income households, it also puts homeownership nearly out of reach for the average worker such as teachers, firemen, and police. Due to storms that hit the coast these past two years, construction costs have increased, materials are more scarce and prices have increased.

Demolition/ Clearance Activities have reduced areas conducive to crime and vagrancy, removed health and safety hazards and improved property values.

CDBG and HOME funded projects continue to meet major goals set out in the action plan.

HOME mortgage assistance for first-time homebuyers has been used as gap funding to reduce the first mortgage, lowering monthly payments.

CDBG funded projects continue to meet major goals set out in the action plan. The HOME program has been slowed in meeting its affordable housing goals mainly due to the use of funds as a match source for a Supportive Housing Project. This project is underway and will be completed in FY06. Other HOME funded projects continue to meet major goals set out in the action plan.

The City has been able to commit and expend the funds for all grant programs in a timely manner. All of the proposed activities are being completed on schedule and the major goals are on target, or are being exceeded. The City of Terre Haute does not propose any adjustments to its strategies and activities at this time.

## **Lead-based Paint**

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

Program Year 1 CAPER Lead-based Paint response:

During 2005 the City continued to work with the Lead-Based Paint Coalition of Vigo County, which was formed by several interested groups in the Terre Haute area. The group prepared a grant application for lead hazard education as a part of the FY2005 SuperNOFA, but was not funded. The organization recognized that lead poisoning is a preventable disease, and it is an important issue that must be addressed. At present, there are no formal programs in place. Lead-based paint issues cross all socio-economic lines. In addition to the low/mod income areas of the community, there are also several well established older middle/upper income neighborhoods where renovation, remodeling is going on. Educating our Citizens about lead-based

paint issues is a responsibility, not only now, but to future generations. The group developed a plan with the assistance of the Vigo County Health Department, Vigo County School Corporation, Western Indiana Community Action Agency, Terre Haute Department of Redevelopment and the Terre Haute Housing Authority to identify housing and community development needs and set forth strategies and goals to address lead-based paint issues. The grant application was for a community wide education program. The Coalition plans to submit additional applications in the future to address both education and remediation programs.

The City of Terre Haute will continue with lead-hazard reduction activities through its current housing program requirements.

## HOUSING

### Housing Needs

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 1 CAPER Housing Needs response:

In the 2005 Action Plan, owner and rental housing for very-low, low and moderate income residents was identified as a priority need along with housing opportunities for all low/mod income residents regardless of family size and age.

The City is in the process of completing or has completed seventeen (17) housing units during FY 2005 for income eligible residents. Six (6) single-family rental units are under design with HOME funds. These units will assist low/mod-income families. Ten (10) units are also being completed with HOME and Supportive Housing funds to provide permanent housing for the chronically homeless, all ten (10) units will assist very low-income persons. The City provided Homeowner Assistance to one (1) minority first-time homebuyer which is a low-income family and has one family in the process of closing on another home. The City of Terre Haute is among the most affordable cities in the State to purchase a home and live. The City continues to direct CDBG, HOME and other housing programs to help pay for buildings to be brought up to code. This in turn makes decent, safe & sanitary housing affordable. The City has not identified a problem with overcrowding, lost assisted housing as a result of public housing demolition, conversion to homeownership, prepayment, or voluntary termination of a federally assisted mortgage (or any other actions). The City does not contribute to concentration of racial or ethnic minorities through its housing programs. Also the Department of Redevelopment provides a program to make housing sites available for \$1.00 to persons who will develop a home on the property within one year of purchase.

In addition to the entitlement grants, local banks also participate in the programs by lending funds for mortgages at affordable interest rates and terms to leverage the City's expenditure of HOME and CDBG funds in order to make the units affordable.

## Specific Housing Objectives

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

Program Year 1 CAPER Specific Housing Objectives response:

Specific housing objectives outlined in the City of Terre Haute's Strategic Plan indicate that 15-17 housing units would be completed during year one of the project. There are 16 units either completed or underway during FY05. The HOME CHDO requirement of 15% has been exceeded by obligating over \$255,000 for current projects under design with a CHDO (Jonah, Inc.).

An ongoing problem faced by the City of Terre Haute is a lack of availability of affordable housing for very-low income residents. Even though this problem is most difficult on the very-low income group, the rising cost of housing in the last few years has created issues for the low and moderate income residents as well. In addition, a problem faced by many low-income applicants is poor credit history which makes it difficult to qualify them for housing programs offered in the City.

The Terre Haute Department of Redevelopment over the past years has made funds available through the CDBG and Home Program for developmentally and physically disabled individuals for housing units through the local not-for-profits. United Cerebral Palsy and Hamilton Center both own houses and apartment units that are accessible to individuals with physical disabilities. Both agencies usually have people that are on a waiting list. Rehabilitation of our aging housing stock will still be a priority for all household income groups over the next several years. We should continue to see an increase in the very low and low-income elderly owner population as people live longer, and their houses will require more repair and maintenance at much higher costs. These factors tell us that all very low and low-income individuals will continue to need similar mortgage and tenant assistance, so the City should continue rental and ownership housing programs in the future.

## Public Housing Strategy

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

Program Year 1 CAPER Public Housing Strategy response:

The Terre Haute Housing Authority utilized its Capital funding grants to make improvements to the public housing units. Homeownership activities were accomplished through the use of the FSS Coordinator grant. Tenants who receive Section 8 assistance, and have lived in qualified houses for a period of three years and participated in the Homeownership guidance program are able to purchase the housing units.

The Terre Haute Housing Authority (THHA) is rated a “High Performing” Organization by the Office of Housing and Urban Development (HUD). The THHA has ongoing resident initiatives that will continue during the coming year. Residents are active in each of the THHA’s Public Housing communities where meetings are held every other month. A THHA staff person attends some of the meetings as a liaison. A representative from the Terre Haute Police Department attends meetings to assist with Neighborhood Watch Programs.

### **Barriers to Affordable Housing**

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

Program Year 1 CAPER Barriers to Affordable Housing response:

The City of Terre Haute provided CDBG and HOME funds to several nonprofit agencies providing affordable housing. Terre Haute has no public policies, regulations, or rules that would negatively affect the affordability of housing. Terre Haute has been among the most affordable cities in the state and country in which to live and purchase or rent a home. The City will continue to direct CDBG resources and other housing programs to help pay for buildings to be brought up to code and subsidize new development to make decent, safe and sanitary housing affordable. In the past the City has not identified a problem with overcrowding, or losing any assisted housing inventory as a result of public housing demolition or conversion to homeownership, prepayment, or voluntary termination of a federally assisted mortgage or any other actions. The City will not contribute to the concentration of racial or ethnic minorities through its housing programs. The City has not identified any negative policies or barriers towards affordable housing. The City strives to facilitate programs that provide housing opportunities for all very low/low or moderate income residents regardless of family size and age.

### **HOME/ American Dream Down Payment Initiative (ADDI)**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report

- a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction's affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

Program Year 1 CAPER HOME/ADDI response:

1. The City of Terre Haute distributed its HOME funds among categories identified as a high priority in its Consolidated Plan. New construction was directed toward providing rental housing and first-time homeownership for households with very low/low and moderate income. 15-17 housing units were proposed for FY05. Six (6) single-family rental units are under construction with a CHDO (JONAH, Inc.). Ten (10) rental apartment units are also under construction to serve the chronically homeless, utilizing HOME funds as match for Supportive Housing funds awarded to Community YOUUnity. Purchase mortgage money was provided for a minority first time homeownership program to assist one (1) low-income family. Two homeownership opportunities were proposed for FY05, with one of the homeowners being a minority. The second family was unable to close on the home before the end of FY05.
2. No Match is required. There is a 100% Match Reduction for the City of Terre Haute. (see attached match reduction report, Exhibit "E").
3. There were no MBEs or WBEs participating in our HOME programs in 2005.
4. Assessments
  - a. The City of Terre Haute monitors rental projects on an annual basis for adherence to HUD guidelines. All projects are currently in compliance. HOME assisted rental housing site inspections for 2005 were conducted on 22% of the required HOME units. The following is a list of owners and addresses that were inspected using HUD inspection form 52580 for Tenant Based Assistance. All of the units passed the inspections.

Council on Domestic Abuse, Inc.  
1400 Hulman Street - Apt. # 3  
Apt. # 4

Light House Mission, Inc.  
1450 Wabash Avenue - Apt. # 310  
Apt. # 316  
Apt. # 337  
Apt. # 340

Jonah, Inc.  
444 S. 14<sup>th</sup> Street  
2401 N. 16<sup>th</sup> Street

1910 Tippecanoe Street  
1918 Tippecanoe Street  
2442 5<sup>th</sup> Avenue  
Visions of Hope, Inc.  
1432 S. 13<sup>th</sup> Street  
1514 Wilson Street  
Mother Theodore Corp.  
1409 2<sup>nd</sup> Avenue  
1421 2<sup>nd</sup> Avenue  
1465 S. 11 1/2 Street  
829 S. 15<sup>th</sup> Street  
United Cerebral Palsy  
1504 S. 14<sup>th</sup> Street  
1512 S. 14<sup>th</sup> Street  
1450 S. 13 1/2 Street  
High-I, L.P.  
2439 N. 15 1/2 Street  
3126 N. 23<sup>rd</sup> Street

b. Our past and present affirmative marketing efforts to tenants and homeowners that are least likely to apply for housing assistance have been positive. Very low and low income individuals from diverse backgrounds, including race, color, sex, religion, national origin, handicap or familial status have participated widely in our programs. The HOME program requires participating jurisdictions to design a statement of policy and procedures to follow to meet the affirmative marketing and minority and women business outreach requirements as defined in 24 CFR Part 92. The Terre Haute Housing Authority and the non-profit agencies affirmatively market the new housing units in projects containing five or more HOME-assisted housing units to all individuals, including minority and women tenants in accordance with the Federal Affirmative Marketing procedures as defined in 24 CFR Part 92. The initial marketing of the housing units is carried out by the Terre Haute Housing Authority or non-profit agencies. The City informs the public, owners and tenants about Federal Fair Housing Laws by:

- Placing statements regarding affirmative marketing policy and procedures in any media releases and reports. A copy of a description of applicable fair housing laws is also provided to owners and tenants;
- Placing the equal housing opportunity logo, slogan, or statement, in any newspaper ads and other media regarding the program;
- Giving direct notice to owners and tenants of the affirmative marketing policy, procedures, and fair housing law;

Owners of the housing constructed with HOME funds are required to implement the following practices & procedures:

- Advertising vacant units in commercial media, using the equal opportunity logo type, slogan, or statement;
- Displaying the fair housing poster in their leasing office;
- Making good faith efforts by using community contacts and provide information to attract eligible persons from all racial, ethnic, and gender groups in the housing market area.

Special outreach efforts are undertaken to reach persons who are least likely to apply for the housing by contacting community organizations, churches,

employment centers, fair housing groups, housing counseling agencies, and minority Section 8 landlords.

Racial, ethnic, and gender characteristic records as required by Section 511.71 is maintained concerning tenancy before and after construction. Likewise, relocation data for displaced households will be maintained in individual files and on a computer spreadsheet, which will be a total of the individual files. Assessment of affirmative marketing efforts of owners is accomplished by requiring the housing owners to keep records regarding their marketing information and the racial, ethnic, and gender characteristics of their tenants. The City assesses the marketing effort of the owners by collecting and reviewing the data collected by the owners. If affirmative marketing efforts are not met, the City will work with the owners to complete special outreach programs to seek tenants, and/or foreclose the mortgage loan. The results of the affirmative marketing for rental tenants are stated on the attached sheet (see Exhibit "F").

c. To comply with the affirmative marketing actions to provide outreach to minority and women owned businesses, we stated in our newspaper "invitation to bid" ads, that minority and women owned businesses were encouraged to apply. The City also sent "invitation to bid" notices to known minority and women owned businesses as well as to three construction news magazines and to the Indiana Small Business Development Corporation. The City of Terre Haute has achieved limited success in its outreach program for minority-owned and women-owned businesses due to the small number of minority and female contractors located in the Terre Haute and surrounding areas. The City has expanded its outreach efforts for minority and women-owned businesses, through various resources. The City continues to send notices for construction bids to the following sources:

- Advertisements in the local newspaper with a notation that minority and women-owned businesses are encouraged to bid.
- Minority and women-owned businesses that requested to be put on our mailing list.
- The Division of Minority Enterprise with the Indiana Department of Administration.
- The Minority Business Development Division of the Indiana Small Business Development Corporation.
- The F. W. Dodge, Inc. Offices in Indianapolis and Evansville.
- Construction Market Data located in Indianapolis.
- Tri-State Construction News in Evansville.
- The Department of Redevelopment's web page.

The City of Terre Haute does not receive ADDI funding.

## HOMELESS

### Homeless Needs

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.

2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 1 CAPER Homeless Needs response:

The Vigo County Homeless Coalition, our local CoC, established in 1996, serves as the lead entity in the Continuum of Care for Terre Haute area. Comprised of local Social Service Agencies, Homeless Providers, Government Officials, and Community leaders, the group was formed to address the needs of the homeless and those at risk of becoming homeless.

Over the past twelve months, the Coalition has worked on outlines for projects desperately needed in the community, including youth homelessness, chronic homelessness, and urban revitalization. The intent of these outlines is to have in place desired programs should funding become available on a short time frame. Having these outlines in place would increase the likelihood that the community could respond on a short time frame.

In addition, a large focus of the Vigo County Homeless Coalition (VCHC) over the past twelve months has been to focus on the needs of the chronically homeless. The strategy to accomplish this task has been to include substance abuse providers to address the additional needs. Many members of the Coalition are working on expanded drug treatment in residential settings, and pulling together the appropriate agencies to provide supportive services. Many projects are currently on the drawing board. The Department of Redevelopment continues to assist the Vigo County Homeless Coalition with the enhancement of the City's Continuum of Care Strategy. The Vigo County Homeless Coalition is the Lead Agency for the continuum of care. The Coalition was established specifically to address the growing homeless population in the area, and develop a proactive approach to meeting the needs of that population. The Coalition draws membership from a broad section of the community, and invites all community members to participate. As the only group in the region specifically dedicated to look at the needs of homeless persons, the VCHC has assumed the role as lead entity in planning and developing the community, Continuum of Care. Carolinn McKillip, Executive Director of the Council on Domestic Abuse, Inc. (CODA) who has been a member of the coalition since its inception, currently chairs the VCHC. She was elected at the July 2003 meeting by the membership to serve a three-year term as Chair. The Vigo County Homeless Coalition (VCHC) is composed of housing and/or supportive services and other concerned citizens, banks, groups, individuals and churches. Thirty-five (35) organizations provide supportive services, ten (10) organizations provide housing and there are eight (8) others are members. The VCHC meets on the second Tuesday each month with committees meeting as needed. Two persons from the Redevelopment staff serve on the Coalition and work closely with the organization to develop strategies and support local projects. Two major priorities identified were to assist the mentally handicapped with permanent and independent housing and assist the homeless with transitional and permanent housing. Services for the homeless and low-income residents were also identified as a need to be addressed.

The VCHC supported the Community YOUunity project, for a Supportive Housing application through the SuperNOFA, for a 10-unit apartment project to serve

chronically homeless persons (These units are being constructed with \$400,000 of SHP funds, \$120,000 of Developer's funds and \$400,000 of City's HOME funds). SHP funds will supplement Supportive Services and Operations for three years to assist this project. The Mental Health project will reduce the chronic homeless population by approximately 10-15 persons in supervised units with on-site supportive services. The VCHC also supported the rehabilitation of transitional housing units on the 3rd floor of the Light House Mission building for homeless individuals. The individuals are participating in life skill classes so that they will be self-sufficient in the near future. CDBG funds were used for this project. Another project supported by the VCHC was St. Ann's Community Outreach Center. The rehabilitation of the second floor of an old elementary school, complete with an elevator, to be used for a handicap accessible free dental clinic, for low-income persons. The dental clinic has 5 dental chairs and 2 x-ray machines. CDBG funds were used for this project, to assist the non-profit group.

In addition to following the State of Indiana's Plan to end Chronic Homelessness, the Vigo County Homeless Coalition is continuing to develop networks within the area to educate members of the community to the needs of the chronically homeless. The VCHC believes that the more substance abuse residential treatment available, the more likelihood that those completing it will be able to obtain and keep permanent housing. Members of the Coalition are working with the Sheriff's Task force on Jail overcrowding and the Compass II Methamphetamine Task Force. With Community YOUnity's Project under construction and the Hamilton Center Project open, agencies participating in the Homeless Coalition are continuing to look for additional funding to provide case management services. The VCHC has been targeting chronic homelessness, youth homelessness, and substandard rental property.

The Vigo County Homeless Coalition will continue to work with publicly funded institutions to request that they comply with guidelines similar to & following state mental health services for release of individuals to the community: Before an individual is discharged or placed on outpatient status, a discharge plan shall be formulated in consultation with the patient's designated case-manager. The superintendent shall provide copies of the individual's plan of discharge or placement to a community mental health center or a managed care provider serving the area in which the individual will reside. The plan must include the following: (1) A copy of the papers authorizing the discharge or placement; (2) An assessment of the individual's mental health; (3) The superintendent's recommendations concerning the follow-up treatment services and the specific residential placement that the individual should receive after the individual is discharged or placed; (4) If the individual has been placed on outpatient status, a description of the conditions relating to the individual's placement.

## **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Housing Prevention Elements response:

The Vigo County Homeless Coalition was established specifically to address the homeless population in the area, and develop a proactive approach to meeting the

needs of that population. Comprised of local Social Service Agencies, Homeless Providers, Government Officials, and Community leaders, the group was formed to address the needs of the homeless and those at risk of becoming homeless. The chronically homeless that are mentally ill, substance abusers and dually diagnosed are currently being underserved in the community. Most of these individuals are not sheltered or receiving the necessary supportive services. In order to address these needs, organizations like the Community YOUunity are developing permanent supportive housing for the unsheltered chronically homeless.

The City of Terre Haute along with housing financial institutions and service providers communicate with each other throughout the year concerning the needs of social service programs, such as the Terre Haute Housing Authority's Family Self-Sufficiency Program to prevent low-income individuals and families with children from being homeless.

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

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

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

Program Year 1 CAPER ESG response:

The City solicited proposals for the Emergency Shelter Grant funding. The City of Terre Haute received \$81,451 for FY 2005. Only two agencies submitted qualified applications; Catholic Charities and Council On Domestic Abuse. Each of these agencies met the required matching funds and supporting documents for eligible expenditures.

\$35,611 in ESG funds were expended in FY05 by the Council On Domestic Abuse (CODA) for assistance in the operation of an existing shelter for victims of domestic violence (228 individuals received services). CODA's facility provides emergency shelter, transitional housing, outreach and soup kitchen/meal distribution. CODA exceeded the match requirements (\$120,000) for their programs by funding from private contributions, other government grants, in-kind services and cash donations .

\$31,767 in ESG funds were expended in FY05 by Catholic Charities for the operation of an existing shelter for single women, women with children, and families with children (287 individuals received services). Catholic Charities' facility provides emergency shelter, vouchers for shelters, outreach, drop-in center soup kitchen/meal distribution, food pantry, health services, employment, child care, homeless prevention and clothing/furniture. Catholic Charities exceeded the match requirements (\$180,000) for their programs by funding from private contributions, other government funds, in-kind services and cash donations.

The Vigo County Homeless Coalition will continue to work with publicly funded institutions to request that they comply with guidelines similar to & following state mental health services for release of individuals to the community: Before an individual is discharged or placed on outpatient status, a discharge plan shall be formulated in consultation with the patient's designated case-manager. The superintendent shall provide copies of the individual's plan of discharge or placement to a community mental health center or a managed care provider serving the area in which the individual will reside. The plan must include the following: (1) A copy of the papers authorizing the discharge or placement; (2) An assessment of the individual's mental health; (3) The superintendent's recommendations concerning the follow-up treatment services and the specific residential placement that the individual should receive after the individual is discharged or placed; (4) If the individual has been placed on outpatient status, a description of the conditions relating to the individual's placement.

In addition to following the State of Indiana's Plan to end Chronic Homelessness, the Vigo County Homeless Coalition (VCHC) is continuing to develop networks within the area to educate members of our community about the needs of the chronically homeless. The VCHC believes that the more substance abuse residential treatment available, the more likelihood that those completing it will be able to obtain and keep permanent housing. Members of the Coalition are working with the Sheriff's Task force on Jail overcrowding and the Compass II Methamphetamine Task Force. With Community YOUNity's Project under construction and the Hamilton Center Project open, agencies participating in the Homeless Coalition are continuing to look for additional funding to provide case management services.

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.

- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
  - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
  - a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.
  - c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
  - a. Identify the type of program and number of projects/units completed for each program.
  - b. Provide the total CDBG funds involved in the program.
  - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
  - a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 1 CAPER Community Development response:

In order to receive CDBG Entitlement funds, the City annually submits a one year Action Plan of proposed projects to meet the goals and objectives of the Consolidated Plan. The Action Plan is developed in accordance with the City's Citizen Participation Plan. As a result of this process, the following priorities were established for FY05:

1. Provide and sustain decent, safe and affordable housing.
2. Promote the provision of safe and decent, transitional and permanent housing for homeless and special needs persons and very-low income, at risk households.
3. Create and maintain suitable living environments for low/mod income residents through neighborhood revitalization activities.

The City of Terre Haute uses a combination of CDBG and HOME funds to address affordable housing issues. CDBG funds are used to rehabilitate rental housing units, and HOME is primarily used to construct new housing units. 15-17 units were proposed for FY05.

1. One low/mod income family benefited from first-time homebuyer assistance. Two were proposed for FY05, however the second family was not able to close on the property prior to the end of the program year.
2. Ten very-low income individuals will benefit from rental units being constructed with HOME funds used as match requirements for Supportive Housing funds to serve the chronically homeless.
3. Six families will benefit from six single-family rental units being constructed with HOME funds. The families will range from very-low to moderate income.

The City of Terre Haute used CDBG and HOME funds to meet National Objectives, and complied with the overall benefit requirement for the activities completed during FY05.

Low/Mod Limited Clientele Activities: The City of Terre Haute funded three limited clientele activities during FY 2004/05 that were presumed benefit:

1. Hyte Community Center
2. St. Ann's Community Outreach Services
3. Hamilton Community Center

Low/Moderate Income Benefit: 81% of the City of Terre Haute's expenditures were for activities meeting the National Objective - benefiting low/moderate income

persons, thereby complying with the 70% low/moderate income requirement for activities completed during FY05.

The City of Terre Haute regularly reviews the progress of projects in its Action Plan. If it appears that an activity cannot be completed, or that an activity will use substantially less funds than what was budgeted, the funds may be reallocated to another eligible activity. There were no substantial changes in the direction of programs budgeted in the FY05 Action Plan.

The City of Terre Haute pursued all resources indicated in the Consolidated Plan during FY05.

The City of Terre Haute provided the requested certifications of consistency for HUD programs in a fair and impartial manner as part of the annual Action Plan.

The City of Terre Haute supported applications by other entities. No partially funded projects were hindered because of inaction on the part of the City.

80.73% of the City's expenditures were for activities meeting the National Objective: benefiting low/moderate income persons, thereby complying with the 70% low/moderate income requirement for activities completed during FY05.

The City of Terre Haute did not undertake any acquisition, rehabilitation, or demolition activities that involved occupied real property. All of the activities the City undertook, involved vacant or abandoned real property. No displacement occurred as a result of these activities. Consistent with the goals and objectives of 24 CFR Part 570.606 and Part 92.353, the City of Terre Haute commits to making all reasonable efforts to ensure activities undertaken with Federal funds will not cause unnecessary displacement or relocation of persons.

The City of Terre Haute did not undertake any Low/Mod Job Activities during FY05.

The City of Terre Haute funded two limited clientele activities during FY05 both were presumed benefit.

See Financial Summary Attachment (with COPR26 Report) for information on Program income; Prior Period Adjustments; Loans and other receivables; and Lump sum agreements.

#### Housing Rehabilitation

CDBG Funds are proposed to be used with Light House Mission, Inc., to complete the renovation of part of the 3rd floor for five (5) transitional housing units for homeless individuals. CDBG funds will be used as a 10-year forgivable mortgage for approximately 90% of the cost of construction. Anticipated cost \$150,000. Design issues have delayed the completion of this project.

The City of Terre Haute does not currently have any HUD-approved NRA's.

## Antipoverty Strategy

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

Program Year 1 CAPER Antipoverty Strategy response:

Terre Haute Housing Authority's Self-Sufficiency continues the type of programs that will guide and support families to empower themselves to take control of their lives and become independent, productive members of the community and taxpayers. This has been achieved with support from the Western Indiana Employment and Training Services, Indiana Workforce Development, T.A.N.F-U.P., Vigo County Head Start, 4-C Child Care, Ryves Hall, Catholic Charities free medical and dental clinics, Vigo County Adult Stay Well clinic, Consumer Credit Counseling, Area 7 Agency on Aging, along with other agencies, educational facilities and private businesses that have committed time and resources to their programs.

The City of Terre Haute continues to work with all agencies to identify barriers and issues related to poverty, including those concerns with the number of persons struggling with mental health, substance addictions and abuse problems.

The Department of Redevelopment and Terre Haute Housing Authority help supply single-family and multi-family housing for those individuals in poverty and will continue to do so in the future. When rehabilitating or constructing new housing, the City requests the contractor to employ, when possible, low income individuals from the area. The City of Terre Haute continues to work with and support local organizations in an effort to eliminate poverty and assist low income residents with purchasing affordable housing.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 1 CAPER Non-homeless Special Needs response:

Persons with special needs are the elderly and frail elderly, persons with severe mental illness, persons with disabilities, persons with addiction disorders, persons with HIV/AIDS and related diseases, families, single custodial parents and youth. These groups are not necessarily at risk of becoming homeless but may require supportive housing and services. The income of these individuals are below the level of moderate-income (80% MFI) and, because of particular social, economic or health related circumstances, may have greater difficulty acquiring or maintaining affordable housing. The greatest need expressed by all of the agencies the City works with, is insufficient funding for supportive services. Each agency has a large waiting list for needed services, and some subpopulations, have no services (counseling, treatment, etc.) available to them. Supportive housing funds are also a

priority issue. Agencies providing these services state that there is a much greater need than what the existing funds allow them to assist.

The City of Terre Haute identified the following as populations that necessitate assistance with transitional and affordable housing: elderly, veterans, chronic substance abusers, persons with mental illness, persons with dual-diagnosis, and persons with HIV/AIDS. The City collaborates with and supports several local organizations that carry out such activities. The City will continue to support these organizations. No significant changes have been made to the process.

## Specific HOPWA Objectives

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
  
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body

- (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
  - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
    - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
    - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
    - (3) A brief description of any unique supportive service or other service delivery models or efforts
    - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
  - iii. Barriers or Trends Overview
    - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
    - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
    - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
    - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
    - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 1 CAPER Specific HOPWA Objectives response:

The City of Terre Haute does not receive HOPWA funding.

## OTHER NARRATIVE

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

Program Year 1 CAPER Other Narrative response:

N/A

