



City of Jefferson

Community Development Block Grant

2017 Annual Action Plan



City of Jefferson Department of Planning and Protective Services
Division of Redevelopment and Grants

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In 2004, the City of Jefferson became an entitlement community for the Community Development Block Grant program. The City uses a five-year planning period, which the Consolidated Plan for FY 2014-FY 2018 was approved. Year 4 Annual Action Plan will begin in January 2017.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City's goals for the 2017 planning period focus on continuing neighborhood revitalization efforts, providing affordable housing and assisting low income, homeless and special needs residents with supportive services.

Specifically, the City will do the following:

Provide Decent, Affordable Housing:

Annually assist 7 to 10 low income homeowners with needed rehabilitation to address code deficiencies, energy efficiency, accessibility and/or emergency repairs.

Create Sustainable Living Environments:

Invest city wide to eliminate slum and blight (demolition), improve public facilities and work toward a greater accessibility of public infrastructure, especially sidewalks, to benefit people with disabilities and residents traveling by foot, bike or other non-vehicular forms.

Improve Economic Opportunity:

Assist low income and special needs residents by continuing the Public Service Category of funding for local non-profits. The eligible activities include, but not limited to employment services (e.g. job training), crime prevention and public safety, child care, health services, substance abuse services (e.g. counseling and treatment), fair housing counseling, education programs, services for senior citizens and services for homeless persons.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The city's past programs have focused on community needs that continue to exist including aging housing and infrastructure and neighborhood and public improvements. The programs the city has used to address these needs have been well received by residents and neighborhood organizations. The City

of Jefferson believes the programs proposed for the 2017 Action Plan year will be similar to those used in the past to continue to be the most efficient and effective use of HUD block grant funds.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation and consultation process for the 2017 Annual Action Plan was achieved through a variety of strategies, including an interactive budget-based public hearing, direct correspondence, and outreach to community organizations. All efforts were made to contact appropriate parties and obtain thorough input. These consultations with participation from citizens provided the plan direction and scope. A survey monkey was made available and sent to members of the local Unmet Needs Committee with encouragement to pass the survey on to their clients and others who may be interested. The survey was open from July 3, 2016 until August 5, 2016. The survey requested input to assess the needs of the community by utilizing CDBG funds.

The first public hearing on the 2017 Annual Action Plan was held in the Council Chambers on June 30, 2016 from 3:30 pm to 5:30 pm. Public notice was published within the Jefferson City News Tribune on June 23, 2016, posted at the Public Housing Authority and Missouri River Regional Library and on www.jeffersoncitymo.gov. Comments were accepted through August 5, 2016.

The public hearing was set up to be a participatory budgeting session. Participants were given the opportunity to play "Grant Manager" and decide how they would spend grant funds if it were up to them. They were given \$1.00 in dots in ten-cent increments and had to budget the money between different programs presented to them. A map was available for participants to pinpoint specific areas of the city where and what kind of projects they would like to see. There was also a general "What kind of Improvements would you like to see in the city" board available for comments. We found that by providing an interactive experience to the community, we were extremely successful in not only getting them to attend, but also to be vocal when telling us what they want to see in the community. CDBG Staff was very active in attending other meetings of community groups. When attending these meetings we informed the attendees of what the CDBG program is, what kind of funding we have available, and how we might be able to assist if necessary.

A public hearing was held on September 27, 2016 to present the draft copy of the 2017 Annual Action Plan. Notice was published in the News Tribune on September 13 and 20. The draft copy of the 2017 Annual Action Plan was made available on www.jeffersoncitymo.gov on September 27, 2016. Comments regarding the draft plan were accepted through October 28, 2016. In addition, the draft action plan was presented during the October 20, 2016 Public Works and Planning Committee meeting and during the November 7, 2016 City Council meeting.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public comments received based on the budgeting activity included ranking proposed current CDBG activities based on the 5 Year Con Plan. Those activities include homeowner support (down payment assistance, code deficiency repairs, energy efficiency improvements and emergency assistance), neighborhood revitalization, public improvements and public services. In addition, comments were received on maps identifying potential projects proposed by participants on the provided maps. See attached documentation from the Citizen Participation section of the plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

During the participatory budgeting activity some suggestions were provided that are not currently identified within the 2014-2018 Consolidated Plan such as rental assistance. These suggestions will be kept and included as potentials for the next 5 year planning process.

7. Summary

There were multiple opportunities for the public to participate in the draft 2017 Annual Action Plan. In addition to the public hearing and meetings the plan was discussed at the Unmet Needs Committee meetings which comprises of local service non-profit agencies. The draft action plan was presented on September 27, 2016 public hearing, during the October 20, 2016 Public Works and Planning Committee meeting and during the November 7, 2016, City Council meeting.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	JEFFERSON CITY	
CDBG Administrator		Department of Planning and Protective Services
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The City of Jefferson’s Planning and Protective Services Department is responsible for preparing the Consolidated\Annual Action Plan. City of Jefferson entitlement funding consists of the Community Development Block Grant (CDBG) which is administered by the Redevelopment and Grants Division. The CDBG program is administered by the Neighborhood Services Coordinator.

Consolidated Plan Public Contact Information

Consolidated Plan Public Contact Information
 Jayme Abbott, Neighborhood Services Coordinator
 320 E McCarty St
 Jefferson City, MO 65101
 573-634-6410 phone
 jabbott@jeffcitymo.org or jcplanning@jeffcitymo.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Consultation for the 2017 Annual Action Plan was achieved through a variety of strategies, including public hearings, surveys, direct correspondence, and public meetings. All efforts were made to contact appropriate parties and obtain thorough input. These consultations, in conjunction with participation from citizens, provided the plan direction and scope.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Activities to enhance coordination between public and assisted housing providers and governmental health, mental health and service agencies are conducted on a regular basis. The City of Jefferson's activities will include: 1) Starting in 2014 the city accepted funding applications from housing, health care and service providers through its Public Services Funding Cycle. 2) City staff participates in local and regional committees such as the Unmet Needs Committee, Independent Living Resource Center and Region Five Governor’s Committee to End Homelessness. A continued coordination is anticipated for planning efforts, as well as project implementation, between all of these groups.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Jefferson is within Region 5 of the Balance of State (BoS) Continuum of Care. The BoS is administered by the Missouri Governor’s Committee to End Homelessness (GCEH).

The GCEH was established in 1987. The GCEH is comprised of Governor appointed committee consisting of state departments, non-profit agencies, eight Continua of Care (CoC), and formerly homeless citizens. The GCEH is responsible with raising awareness about homelessness and an advocate for housing through resource collaboration.

The BoS also conducts quarterly Regional Housing Team Meetings (RHTM). These meetings are open to members of the continuum, including BoS funded or non-funded agencies, service providers and community stakeholders.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Department of Social Services along with the Missouri Housing Development Commission (MHDC) administers the ESG funds statewide. The application is accessed through MHDC’s website under Community Initiatives department. There is an advisory committee that consists of 23 members with representation from each Missouri CoC, state departments and non-profits. The advisory committee will create formal policies regarding ESG allocations, performance standards and HMIS policies and procedures. The City of Jefferson historically has not been a direct recipient of ESG funds, although the Jefferson City Salvation Army was a recipient of a \$50,000 emergency shelter award. The Salvation Army utilizes the ESG funds for the emergency shelter component.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Central Missouri Community Action
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Central Missouri Community Action Agency provided support by participating in the public hearings. The City continues to have greater coordination with CMCA and is a key partner in the Down Payment Assistance Program and also with the Unmet Needs Committee
2	Agency/Group/Organization	Capital Region Medical Center
	Agency/Group/Organization Type	Services-Health Major Employer

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Capital Region Medical Center provided support by participating in budgetary participation activity of the plan.
3	Agency/Group/Organization	Rape and Abuse Crisis Center
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	RACS provided support by participating in budgetary participation activity of the plan.
4	Agency/Group/Organization	CAMPO
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Capital Area Metropolitan Planning Organization (CAMPO) provided support by participating in budgetary participation activity of the plan.

Identify any Agency Types not consulted and provide rationale for not consulting

Please note that local agencies and service providers in City of Jefferson were invited to participate in the Annual Action Plan process. In addition to the publication of public hearing notices, these organizations were provided flyers, emailed invites, etc. to all public hearing and meetings.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Missouri Housing Development Commission	The City of Jefferson will continue to support Balance of State Continuum of Care's goals and objectives through projects funded locally.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City encouraged participation and comments on the Annual Action Plan by posting public hearing information on the City’s website at www.jeffersoncitymo.gov. Notification of the 2017 Annual Action Plan was sent out to City staff, Councilman, and area agencies.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The first public hearing on the 2017 Annual Action Plan was held in the Council Chambers on June 30, 2016 from 3:30 pm to 5:30 pm. Public notice was published within the Jefferson City News Tribune on June 23, 2016, posted at the Public Housing Authority and Missouri River Regional Library and on www.jeffersoncitymo.gov. The second public hearing was held on September 27, 2016 to present the draft 2017 Annual Action Plan.

A survey monkey was made available from July 3, 2016 until August 5, 2016. It was send out via constant contact and posted on the City's homepage.

The second public hearing was held in the Boone/Bancroft Conference Room on September 27, 2016 from 4:00 pm to 5:30 pm. Public notice was published within the Jefferson City News Tribune on September 13 and September 20, 2016. The draft 2017 Annual Action Plan was presented during the October 20, 2016, Public Works and Planning Commission and the November 7, 2016, City Council for approval by resolution. Comment on the draft plan were accepted through October 28, 2016.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Public hearing on the 2017 Annual Action Plan was held in the Council Chambers on June 30, 2016 from 3:30-5:30 pm. There were 10 people who attended	Connect Greenway trails, reduced bus pass costs for non profits, contribute funding to expand transit hours, better sidewalks on MO blvd, more sidewalks, pocket parks, Revitalize E. Miller Park, add benches, more bike lanes all over town.	Increase bus hours. This comment cannot be implemented because the Transit Department controls the bus hours.	
2	Public Hearing	Non-targeted/broad community	TBD	TBD		
3	Internet Outreach	Non-targeted/broad community	Mass email sent out on September 22, 2016 notifying copy of draft Annual Action Plan available for viewing at www.jeffersoncitymo.gov . Comments were accepted through October 28, 2016			
4	Public Meeting	Non-targeted/broad community	Public Works and Planning Committee meeting on October 20, 2016 at 7:30 am.			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The City of Jefferson is recipient to multiple state and federal grants. Funding from these resources support local projects such as transportation and infrastructure improvements, elimination of slum and blight, and support neighborhood reinvestment. The resources, at times, dovetail and spur additional investment by private companies and residents.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	262,865	15,000	0	277,865	0	City anticipates receiving \$262,865 in CDBG allocation with an additional \$15,000 in program income through sales of properties that participated in the Home Ownership Programs prior to end of the 5 year Deed of Trust.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Jefferson City's CDBG allocation will complement a number of other federal resources, as well as state and local resources. The primary resources are: 1) The city's Neighborhood Reinvestment Act programs, which is used with in the Old Town area neighborhoods; 2) Consolidated Planning grant from Federal Transit Administration, and 3) Capital Area Improvement Funds. The city of Jefferson was the recipient of HeRO funds in 2016. These funds assist homeowners with home repairs up to \$22,500 and can be used with CDBG funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not Applicable.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide safe, decent affordable housing	2014	2018	Affordable Housing Public Housing Non-Homeless Special Needs	Citywide	Affordable Housing	CDBG: \$50,000	Homeowner Housing Rehabilitated: 10 Household Housing Unit
2	Increase Economic Opportunities	2014	2018	Affordable Housing Homeless Non-Housing Community Development	Citywide	Affordable Housing	CDBG: \$25,000	Direct Financial Assistance to Homebuyers: 5 Households Assisted
3	Preserve and Improve Area Neighborhoods	2014	2018	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	Citywide	Public Infrastructure & Facility Improvements Removal of Slum and Blight	CDBG: \$110,292	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted Buildings Demolished: 2 Buildings
4	Promote Self-Sufficiency Through Service Provision	2014	2018	Homeless Non-Homeless Special Needs	Citywide	Supportive Services for Low Income & Special Needs	CDBG: \$25,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide safe, decent affordable housing
	Goal Description	
2	Goal Name	Increase Economic Opportunities
	Goal Description	
3	Goal Name	Preserve and Improve Area Neighborhoods
	Goal Description	
4	Goal Name	Promote Self-Sufficiency Through Service Provision
	Goal Description	

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City estimates that 13 Low to Moderate Income families will be assisted with CDBG funds per the following:

1) Tenant Based Rental Assistance (TBRA) including non-homeless special needs - As part of the City's application process for non-profits, TBRA may be a service provided if it is considered a new or quantifiable increase of existing service. All is subject to 15% CDBG funding cap.

2) New Unit Production - City of Jefferson does not utilize CDBG funds for new unit production. The Missouri Housing Development Commission (MHDC) administers programs such as the Federal and State Low Income Housing Tax Credit (LIHTC) Program, MHDC Fund Balance and HOME Rental Housing Production Programs; Affordable Housing Assistance Tax Credit Program, Home Repair Opportunity (HeRO) Program and the Missouri Housing Trust Fund (MHTF) Program.

3) Rehabilitation - City of Jefferson utilizes CDBG funds for assistance with rehabilitation. The homeowner support programs assist homeowners up to \$5,000 for accessibility, energy efficiency, code deficiencies, and emergency home repairs. In addition public facilities may be assisted with rehabilitation costs for ADA, retrofitting, etc.

4) Acquisition- The City of Jefferson utilizes CDBG funds for acquisition in the form of down payment assistance to LMI households up to \$5,000. As part of the application process the applicant is required to attend a homebuyer education course.

AP-35 Projects – 91.220(d)

Introduction

The allocation of funds is closely aligned with the top housing and community development needs identified in the needs assessment, housing market analysis and contributed by stakeholders and citizens who participated in the development of the Consolidated Plan. The primary obstacle to addressing underserved needs is lack of funds. The cost of needed improvements to the city's sidewalks, for example, far exceeds the city's five year allocation of HUD block grant funds. The city also faces budgetary constraints associated with the economic downturn.

#	Project Name
1	CDBG Planning and Administration
2	Housing Rehabilitation
3	Down Payment Assistance
4	Public Facility & Public Improvements
5	Demolition Assistance
6	Public Services

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	CDBG Planning and Administration
	Target Area	
	Goals Supported	Provide safe, decent affordable housing Increase Economic Opportunities Preserve and Improve Area Neighborhoods
	Needs Addressed	
	Funding	CDBG: \$52,573
	Description	
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
2	Project Name	Housing Rehabilitation
	Target Area	Citywide
	Goals Supported	Provide safe, decent affordable housing Increase Economic Opportunities Preserve and Improve Area Neighborhoods
	Needs Addressed	Affordable Housing Removal of Slum and Blight
	Funding	CDBG: \$50,000
	Description	
	Target Date	12/31/2017

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 10 LMI families will benefit from the proposed activity.
	Location Description	Jefferson City Limits
	Planned Activities	Planned activities include correcting exterior code deficiencies such as roofs, gutters, downspouts, broken windows, decks, porches, sidewalks, handrails, etc. Improvements may include replacement/repair of HVAC systems, water heaters, insulation, window replacement, etc. based on age of product.
3	Project Name	Down Payment Assistance
	Target Area	Citywide
	Goals Supported	Provide safe, decent affordable housing Preserve and Improve Area Neighborhoods
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$25,000
	Description	Provide direct financial assistance for low to moderate income households up to \$5,000 for purchase of a single-family residence.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 5 LMI households will benefit from the program.
	Location Description	Jefferson City limits
	Planned Activities	Participation and completion of homeowner education course.
4	Project Name	Public Facility & Public Improvements
	Target Area	
	Goals Supported	Increase Economic Opportunities Preserve and Improve Area Neighborhoods Promote Self-Sufficiency Through Service Provision
	Needs Addressed	Public Infrastructure & Facility Improvements Removal of Slum and Blight
	Funding	CDBG: \$80,292
	Description	Projects assisting in providing improvements to public infrastructures and/or facilities.
	Target Date	12/31/2017

	Estimate the number and type of families that will benefit from the proposed activities	For 2017, an estimated 2,000 individuals within LMI Census Tracts 105, 106, and 207 will benefit from the proposed activities.
	Location Description	To be determined.
	Planned Activities	Planned activities may include water and sewer improvements; sidewalk, curb and gutter improvements; way finding signage, community facility, etc.
5	Project Name	Demolition Assistance
	Target Area	
	Goals Supported	Provide safe, decent affordable housing Increase Economic Opportunities Preserve and Improve Area Neighborhoods
	Needs Addressed	Affordable Housing Removal of Slum and Blight
	Funding	CDBG: \$30,000
	Description	Removal of slum and blight
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 2 structures will be demolished.
	Location Description	Jefferson City Limits
	Planned Activities	Program is designed for removal of slum and blight within the City limits.
6	Project Name	Public Services
	Target Area	Citywide
	Goals Supported	Provide safe, decent affordable housing Increase Economic Opportunities Promote Self-Sufficiency Through Service Provision
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$25,000
	Description	Provide funding up to 15% of annual CDBG allocation to local non-profit organizations for supportive services. Services are either new or a substantial increase over previous year.
	Target Date	12/31/2017

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 100 LMI and homeless households be assisted with funds.
	Location Description	Jefferson City Limits
	Planned Activities	Planned activities include but not limited to employment services (e.g. job training), crime prevention and public safety, child care, health services, substance abuse services (e.g., counseling and treatment), fair housing counseling, education programs, services for senior citizens and services for homeless persons.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City has several census tracts that are identified as to having at least 51% Low-Moderate Income households. These census tracts are 105, 106 and 207. Public improvements will be concentrated within these census tracts. By the nature of the homeowner support programs, down payment assistance, and public services funding will directly go to LMI households as they all require verification of income for the assistance. It's anticipated that funding for slum and blight removal will assist local non-profits with reconstruction low income housing, or removal of structures from floodplain.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Within the City limits the priorities for CDBG funding are directed to LMI households while construction projects will be within census tracts 105, 106 and 207. If construction projects are conducted outside the listed census tracts, LMI survey's will be completed to ensure compliance with 51% LMI national objective.

Discussion

Assistance of the CDBG program will not be highly concentrated on any specific neighborhood, but rather on census tract 105, 106 and 207. The homeowner support program does not have any specific area that is concentrated on (i.e. Old Town Area) but rather the determining factor is the LMI status of the household.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Beginning in 2014, the City provided the opportunity for non-profits to apply for funding from the public assistance category. Figures of assistance vary each year, therefore the third year goals (PY 2016) for the number of households to be supported is only an estimate.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	0
Special-Needs	0
Total	50

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	5
Total	15

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

Although the City of Jefferson does not provide rental assistance or production of new units, affordable housing may be met through multiple programs the City offers in 2017. Those programs include homeowner support programs, down payment assistance, and public assistance. Homeowner support program assist LMI homeowners with rehab/repairs to correct code deficiencies, increase energy efficiency, ADA assessibility and emergency repairs up to \$5,000. The down payment assistance program will assist LMI households with up to \$5,000 to defray the cost of down payment/closing costs. Finally, the public assistance category will be available to non-profits to provide a new service or a quantifiable increase to an existing service which may or may not include employment services, health services, fair housing counseling, education programs, services for senior citizens, services for homeless persons, etc. The assistance may be in the form of obtaining birth certificates, state identification and/or social security card which are all documentation required to apply for housing and/or loans.

AP-60 Public Housing – 91.220(h)

Introduction

The JCHA operates 319 units of public housing and administers the Section 8 Housing Voucher program for the Jefferson City area. A Section 8 voucher assists eligible families pay rent for apartments owned by private landlords. The JCHA inspects Section 8 properties prior to move-in and on a yearly basis to ensure that apartments comply with HUD standards for safety, size and accessibility. The JCHA keeps a list of Section 8 Landlords on its website. The Housing Authority also offers several affordable senior housing developments, some with units accessible for persons with disabilities.

Actions planned during the next year to address the needs to public housing

The goal of the Public Housing Authority is to provide improved living conditions for very low and low income families while maintaining their rent payments at an affordable level. To operate a socially and financially sound public housing agency that provides decent, safe and sanitary housing within a drug free, suitable living environment for tenants and their families. To avoid concentration of economically and socially deprived families in any one or all of the PHA's public housing developments.

The Authority continues to offer low income families affordable housing. It works closely with local police to keep the neighborhoods drug free and to avoid crime in the area. The Authority tries to attract a variety of families of various socio-economic backgrounds to each of its public housing developments.

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

Brochures for the down payment assistance program will be available at the Housing Authority. The program provides assistance up to \$5,000 towards the down payment/closing costs associated with purchasing a residential home. The program requires completion of a first time homebuyers course and obtain a certificate of completion.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable according to the Housing Authority.

The City does not manage the local public housing authority. The Housing Authority is comprised of a board in which the Mayor does delegate member(s) to.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City is located within the Balance of State Continuum. Each continuum provides oversight of federal homeless assistance dollars and collaborates with local communities to provide the best service to our residents who are homeless. In addition, to local level supporters, each continuum holds an appointed seat on the Governor's Committee to End Homelessness.

The Governor's Committee to End Homelessness provides the oversight of homeless assistance in Missouri. CEH members include the Department of Social Services, Department of Health and Senior Services, Department of Elementary and Secondary Education, Department of Economic Development, Veterans Administration, Social Security Administration, Balance of State Continuum of Care, Missouri Housing Development Corporation, Public Housing Authorities, Head State, Missouri Association for Community Action Department of Mental Health, Missouri Association of Social Welfare, United States Department of Agriculture, Salvation Army, Missouri Coalition Against Sexual and Domestic Violence, etc.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Jefferson participates in the Unmet Needs Committee that is comprised of Central Missouri Community Action Agency, Samaritan Center, Red Cross, United Way, Jefferson City Public Schools, Health Department, Food Pantry, etc. During meetings, the committee provides updates and information on the current needs of their clients and services of their organization. Usually the outcome includes multiple agencies teaming up to meet the needs of those clients. Project Homeless Connect is a community event where these organizations get together to offer birth certificates, social security cards, identification documents, food, clothes, haircuts, etc.

Addressing the emergency shelter and transitional housing needs of homeless persons

Locally, the Salvation Army Center of Hope has a 40 bed capacity available to men, women and families with children. The Center of Hope offers a 90 day shelter that provides hot meals, a safe place to sleep, case management to help residents plan for independent living, life skills classes, professional referrals, and laundry facilities. The Rape and Abuse Crisis Service serves 9 counties providing a shelter, court advocacy, counseling, 24 hour hotline, crisis intervention, support groups and case management to domestic and sexual abuse victims. They provide emergency shelter to 36 residents not including baby cribs

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

There are a variety of service providers in Jefferson City that assist low income individuals and families. These providers coordinate amongst themselves to ensure that they are meeting the needs of the community to the best of their abilities. One of the ways they coordinate is through the area's Unmet Needs Committee. This committee is a chance for service providers to have a round table discussion about updates and changes in their organizations and a chance for them seek assistance and advice if needed. Project Homeless Connect is a community event where these organizations get together to offer birth certificates, social security cards, identification documents, food, clothes, haircuts, etc.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

There are a variety of agencies in the Jefferson City area that provide housing options and case management assistance including those returning from mental and physical health institutions. They provide the option of living independently in a group setting. The state of Missouri Department of Mental Health also offers on housing assistance options such as rental assistance, home purchasing program, home repair/weatherization assistance, home access modifications. The independent living resource center in Jefferson City offers programs that provide people with the tools to learn how to live independently including cooking, budgeting, reading and finding employment. They also offer disability assistance for improvements on homes for people with disabilities. The unmet needs group is also a good resource for case management.

Discussion

Continuing in 2017, the City will assist low income, special needs and homeless with the Public Service Category of funding to local non-profits. The eligible activities include, but are not limited to employment services (e.g. job training), crime prevention and public safety, child care, health services, substance abuse services (e.g., counseling and treatment), fair housing counseling, education programs, services for senior citizens and services for homeless persons.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

There are several planned zoning code amendments that will affect housing affordability in City limits including census tracts 105, 106 and 207:

1. A reduction (perhaps elimination of the requirement in some cases) in off street parking requirements. Managing parking effectively can increase property values, enhance business opportunities, mitigate developer impacts, provide opportunities for active and sustainable transportation and improve traffic circulation.
2. Allowing live-work units in commercial zoned areas. Benefits of including "mixed-use" zoning may include the following:
 - greater housing variety and density
 - reduced distances between housing, workplaces, retail businesses, and other destinations
 - more compact development
 - stronger neighborhood character
 - pedestrian and bicycle-friendly environments
3. An area around Capital Avenue was designated a Blight Area in 2016.

Discussion

In October 2016, the City applied for an EPA Smart Growth America Grant focusing on Sustainable Land Use Code Audit. The grant would provide technical assistance to the City in reviewing and revising the City's Code.

AP-85 Other Actions – 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

New in the 2014 Action Plan was the inclusion of the Public Assistance Category. This allowed for non-profit entities to apply for funds up to 15% of the City's annual entitlement allocation for eligible activities assisting low-moderate income households. Eligible Public Assistance activities according to Section 105(a) of the Community Development Act include, but not limited to:

- Employment services (e.g. job training);
- Crime prevention and public safety;
- Child care;
- Health Services;
- Substance abuse services (e.g. counseling and treatment);
- Fair housing counseling;
- Education programs;
- Services for senior citizens; and
- Services for homeless persons.

For 2017, the City plans to continue the Public Services category to local non-profits. At this time it is unknown who will be funded as the application process will begin in early 2017. Past funded applicants included Central Missouri Community Action who provided clients with daycare payments, Project Homeless Connect providing area homeless birth certificates, SS cards, access to resources, etc., and Independent Living Resource Center who provided bus passes.

Actions planned to foster and maintain affordable housing

The City currently has several programs within the Neighborhood Reinvestment Act (NRA) including Residential Old Town Tax Reimbursement Program, Commercial Old Town Facade Tax Reimbursement Program, Residential Old Town Down Payment Assistance and Mixed Use Adaptive Reuse Program. These programs are locally funded and intended to foster affordable housing and create improvements within the Old Town sector of the City. The programs have been in place for several years and so far the council continues to fund the programs.

New in 2015 was the Rental Facade Improvement Program. The Rental Façade Program helps landlords with rental properties by paying for 50% of the cost of improvements to façades of eligible buildings, up to \$5,000 per unit with a maximum of \$10,000. The goal of the program is to improve the exterior appearance and condition of residential rental properties. Eligible properties include single-family or duplexes utilized as rental property, located within the Old Town or East Side districts, and constructed prior to 1959. Exterior improvements must be significant and meet appearance guidelines published by the Historic Preservation Commission.

In addition, the CDBG funded programs include homeowner assistance in areas of code deficiencies, energy efficiency upgrades, accessibility and emergency repairs. This program aids in maintaining affordability and sustainability by keeping the homeowners within their homes by correcting code deficiencies; increasing energy efficiency which potentially lower utility bills; completing ADA accessibility retro-fits; and/or repairing emergency health and safety issues such as replacing the wastewater connection.

The CDBG Down Payment Assistance Program may aid in a household obtaining homeownership status. The program is designed for first time LMI homebuyers (per HUD's definition) in purchasing a residential house within the City limits. This program is different from the City funded NRA Down Payment Assistance as the CDBG program does not have the requirements of purchasing a property within the "Old Town" sector. By providing assistance with down payments or closing cost will aid in providing decent housing that is affordable.

Actions planned to reduce lead-based paint hazards

The CDBG Down Payment and Homeowner Assistance Programs require lead based paint inspections for properties that were constructed prior to 1978.

The Down Payment Assistance Program requires a visual inspection prior to closing. If there are any identified peeling paint or other lead based paint hazards positively identified through testing the buyer could be entitled to an additional \$500 in order to mitigate the lead based paint hazard.

As for the Homeowner Assistance programs any painted areas that will be disturbed with rehabilitation will be tested for lead based paint. The areas positively identified as having lead based paint the EPA certified contractors shall repair the surfaces disturbed and include safe work practices clearance.

Actions planned to reduce the number of poverty-level families

The 2017 Annual Plan will be the fourth year of providing the Public Assistance Category. This category allows for non-profit entities to apply for funds up to 15% of the City's annual entitlement allocation for eligible activities assisting low-moderate income households. Eligible Public Assistance activities according to Section 105(a) of the Community Development Act include, but not limited to:

- Employment services (e.g. job training);
- Crime prevention and public safety;
- Child care;
- Health Services;
- Substance abuse services (e.g. counseling and treatment);
- Fair housing counseling;
- Education programs;
- Services for senior citizens; and
- Services for homeless persons.

This category of funding may aid in reducing the number of poverty-level of families as non-profits will have the ability to add a new service or have a quantifiable increase in the level of an existing service.

Actions planned to develop institutional structure

The City partners with various local and state agencies such as the Unmet Needs Committee, Housing Authority, Governor's Committee to End Homelessness, Balance of State Continuum of Care, State and local departments. In addition, the City has an excellent relationship with the local Chamber of Commerce and Mid-Mo Regional Planning Commission.

Actions planned to enhance coordination between public and private housing and social service agencies

The City plans to attend the Region Five Regional Housing Team Meeting (RHTM). These meetings are held quarterly and are in collaboration with the Governor's Committee to End Homelessness (GCEH), Missouri Housing Development Commission (MHDC), the Homeless Missourians Information System (HMIS), local Supportive Housing Programs and local resource agencies. The purpose of these meetings is to establish a network of agencies to enhance the service delivery to homeless, disabled individuals and families, and others seeking services for their current hardship and challenges in their lives. The meetings are comprised of two sessions: one focusing on housing and homelessness issues and the other session on using HMIS data for performance improvement.

In addition, the City will continue participation in the monthly Unmet Needs Committee meetings. The Committee is comprised of various local agencies who provide updates of their existing programs and needs. Each meeting also includes a speaker and information on services an agency provides. By collaborating together often results in ideas, suggestions and a positive outcome.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%