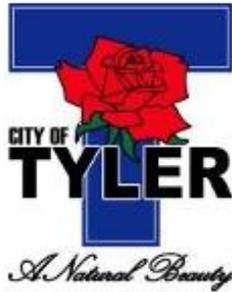




## **CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER)**



### **CDBG PROGRAM YEAR 2017**

## **Executive Summary**

The City of Tyler received \$1,056,559.00 supported from the following grants: (1) Community Development Block Grant (CDBG) - \$773,058; and (2) HOME Investment Partnership (HOME) - \$283,501 in the Program Year 2017-2018. This was the third program year in the 2015-2019 Consolidated Plan. In this third program year, funds were allocated to public service activities, public facilities and improvements, reconstruction/new construction, homebuyer's activities, clearance and demolition, code enforcement and program administration.

The City obligated 20% of CDBG funds (\$154,611) and obligated 10% HOME funds (\$28,300) of the total allocation to program administration and 3% of CDBG funds (30,000) to public services. The remaining \$1,056,559 was allocated to Public Facilities and Improvements, Clearance and Demolition, Code Enforcement, New Construction, PATH and Homebuyer's Program.

In addition to expenditure caps, other federal requirements were considered when determining if a project was eligible for funding. Project or activities must meet one of the following three National Objectives to be eligible [24 CFR § 570.200 (a)]: (1) to benefit low to moderate income persons; or (2) prevent slum and blight; or (3) to meet an urgent need (per HUD's definition).

In the 2017-2018 Program Year the City of Tyler expended \$1,342,668 in CDBG and HOME funds.

The activities in the 2017-2018 Annual Action Plan met the criteria for funding and the CDBG and HOME program's goals and objectives.

This document serves as the City of Tyler's 2017-2018 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs. This report is submitted in response to the performance requirements described in the Consolidated Plan regulations at 24 CFR 91.520.

The purpose of this report is to:

- \* Provide the community and the U.S. Department of Housing and Urban Development (HUD) with a summary of resources available and programs accomplishments;
- \* Update citizens and HUD on actions during the past year to address needs as described in the 2015-2019 Consolidated Plan; and
- \* Report progress made in Program Year 2017-2018 to address other priority needs and objectives.

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

#### 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City had several projects during the 2016 year that highlighted public services, code enforcement, clearance/demolition, homebuyers, affordable housing and facilities initiatives and programs. Through partnerships internally and externally the City was able to serve over a 1000 residents with activities below:

- **Homebuyer Activities** (IDIS #1061 and 1082) The City of Tyler First Time Homebuyer program assisted with down payment and closing on the following addresses: 928 Neches Dr. and 5017 Atlanta Ave. were funded to provide downpayment and closing cost to assist first time homebuyers.
- **Code Enforcement** (IDIS #1069) Staff identified and tagged 38 code violations related to neighborhoods revitalization in low income census tracts.
- **Clearance/Demolition** (IDIS# 1068 and 1080) Properties demoed and cleared: 706 W. 25th St, 1529 N. Palace, 707 Forest St., 2222 N. Gaston, 1209 E. Commerce St., 1715 W. 24th St., 715 N. Border, 706 Della St., 2901 E. 5th St., 322 N Gaston Ave., 522 S. Confederate, 1012 E. Front St., 1012 E. Front St., 1119 Lennox, 1302 W. 32nd St., 2703 N. Grand Ave., 1307 N. Confederate Ave., 2819 Carter Blvd, 2702 Frankston Hwy, 818 28th St., 1616 Texas College Road, 734 S. Peach Ave., 3018 W. Jackson St., 203 W. 24th St., 1021 E. Oakwood, 5309 Troup Hwy
- **2511 Patrick Street** (IDIS #1067) New Construction of 1 single family housing units for low to moderate family. Properties located at 2511 Patrick Street
- **Public Services** (IDIS #1062) PATH - PATH provided extensive rehabilitation with repairs to 1-2 rental homes, allowing one or two low-to-moderate income families of three persons to enter into PATH's Transitional Housing Program. Provided PATH funds to replace a roof and tub. Tyler Day Nursey - Funded North Tyler Day Nursery with funds to purchase a freezer.
- **People Attempting to HELP (PATH)** (IDIS #1064) Rehabilitation of 2 affordable and transitional rehabilitation housing units to be occupied by low income tenants. **319 Harpole**- Purchased home renovation materials, cabinets and replace and complete 3 ton airhandler due to leak in coil. **316 Harpole** - Installation of a 2 ton Carrier Air Handler.

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the

grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected Program Year

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

In accessing Tyler's use of funds that address the "High Need" priorities and objectives identified in the Consolidated Plan, Tyler used CDBG/HOME funds to address:

- Removal of dilapidated structures and clearance activities.
- Identification of code violations related to neighborhood revitalization in low income census tracts.
- Modest and affordable dwelling for low-income households.
- Construction of streets, curb and gutters.
- Improvement and increase of resources available for the low to moderate income residents to include correction of safety issues, affordable housing and transitional housing rehabilitation and adult basic education service.
- Removal of code violations and improvements through rehabilitation efforts involving the demolition of existing substandard dwelling and the rebuilding of the dwelling unit.

In addition to addressing "High Needs" priorities, the City continues to make available a significant portion of the federal grants to programs and activities that directly benefited low-income residents with affordable housing and health and human services needs. The City provided non-profit organizations and private housing developers with technical assistance and assistance with requests for data to research additional funding opportunities.

Additionally, the lack of funding and coordinated community effort to reduce gaps in services and duplication of effort amongst service providers has hindered the ability to provide effective and efficient services that meet the identified needs of low income and special need populations. To address this issue, the City continued to evaluate and rank requests from organizations seeking public service

funding. A **citizen's review committee** was utilized to assist city staff and officials in evaluating the requests for funding in regards to the organization's capacity and ability to provide the service, the need and proposed use of the federal funds, the targeted population and numbers to be served, and the addressing of identified priority needs contained in the Consolidated Plan.

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## **CR-10 - Racial and Ethnic composition of families assisted**

**Describe the families assisted (including the racial and ethnic status of families assisted).  
91.520(a)**

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

### **Narrative**

During the 2017 program year, funded agencies were required to submit monthly performance and beneficiary reports. Information on the racial and ethnic status of the families assisted were entered into IDIS. The combined total is significantly lower due to the decreased activities for the year.

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## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	773,058	621,164
HOME	HOME	283,501	721,505
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

The City disbursed **\$1,342,668.93** in federal funds made available. The disbursement consisted of PY 2017 - 2018 and prior year funding were expended during the period of October 1, 2017 thru September 30, 2018. The majority of funds expended were both current and prior year funds.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
McCain Drive Target Area	19		

Table 4 – Identify the geographic distribution and location of investments

### Narrative

In accordance with the successful past targeting of federal funds in identified annual target areas, the City made available a percentage of the CDBG funds for affordable housing and public facilities projects and activities located in an **“Annual Target Area”** of the City. The selection criteria for annual target areas included an analysis of the following: number and percentage of low-income residents, number and percentage of occupied dwelling units needing rehabilitation or reconstruction, opportunities for investment (i.e., availability of infill lots), condition of infrastructure, availability and condition of recreational areas, past target area designation, existence of active neighborhood associations, interest of residents in forming neighborhood associations, and other information determined by the City to be relevant to the concentrating of neighborhood revitalization funds.

PY 2016-17 Funds were reallocated to Fire Station #1 for professional services to include but not limited to design cost. The 2017-18 Funds were allocated to the Harmony Street curb and Gutter Public Facility activity. This activity has been slow to begin due to staff turnover in the various departments that are administering the activity. It is due to begin in early 2019.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Sources of funding received within the region included: HUD Housing Choice Voucher Program, Section 202, Low-Income Housing Tax Credit (LIHTC), Federal Home Loan Bank, FEMA, State funds, private lender financing, private foundation funds, non-profit organizations, for-profit developers, and local contributors.

Development and planning of programs eligible to receive federal funding was approached with the concept of maximizing the extent of the federal dollar commitment with the least actual dollar commitment required to make the project feasible. Leveraging was also accomplished through coordination of programs with non-profit and for-profit partners and volunteer work groups providing labor and assistance.

The region's HOME Program match requirement for FY 2016 remains at 50%. Accordingly, the City has considered funding projects that require local matching funds. Possible sources of local match include:

- City general and other local funds,
- City or County donated properties,
- Locally-funded infrastructure,
- **Funds provided by local Community Development Corporations,**
- Funds provided by other local non-profit housing organizations,
- Program delivery costs, and actual program expenses provided by non-profit organizations as supportive programming, and
  
- Value of volunteer labor

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	0
4. Match liability for current Federal fiscal year	2,621
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	(2,621)

**Table 5 – Fiscal Year Summary - HOME Match Report**

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Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Patrick Street	0	0	0	0	0	0	0	0

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

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## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	14	1
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>14</b>	<b>1</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	5	0
Number of households supported through Rehab of Existing Units	1	1
Number of households supported through Acquisition of Existing Units	8	0
<b>Total</b>	<b>14</b>	<b>1</b>

Table 12 – Number of Households Supported

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

The City of Tyler has continued to make progress in accomplishing community development activities in recent years. Some activities have been delayed for various administrative reasons, shortage of contractors, staff turnover, and limited available resources and funding. The City is aware of these constraints and has made progress in improving the management of the federally funded programs. Significant progress was made in designing, processing, and gaining approval of projects.

Some activities were inadvertently funded with HOME funds which resulted in the City's production time for incomplete activities. Also, due to the delay in sub-recipient's progress with public services funds it resulted in incomplete projects which will carry over to this year for completion.

**Discuss how these outcomes will impact future annual action plans.**

The City has assessed the effectiveness of its performance in the achievement of its overall five-year strategies, objectives, and priorities; and has concluded that while the City is currently working to meet its expected annual performance measures in some areas, the need still exists for the City to develop new strategies to achieve all of its proposed goals in the coming year.

Due to the redevelopment and streamlining of program guidelines and procedures, it is anticipated that the next program year will result in continued improved progress of the homeownership program, demolition, reconstruction, public facilities and a growing partnership with a local provider who intends to assume public service activities. This effort should ensure that the City will be able to achieve substantial progress in meeting its goals.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

**Table 13 – Number of Households Served**

**Narrative Information**

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## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City's 2015 - 2019 Consolidated Plan Non-Housing Objective 4 included objectives and specific strategies related to meeting the needs of the homeless and populations with special needs, including efforts related to ending chronic homelessness. A major component of the City's strategy includes the continued participation in the Texas Balance of State CoC and support of the various agencies and organizations that provide supportive services and emergency, transitional, and permanent housing.

The City has continued with these efforts as described in the Consolidated Plan and specific objectives contained in the 2017 - 2018 Annual Plan.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City participated with numerous local non-profit organizations in the **Texas Balance of States CoC** and has continued with efforts to increase coordinated services for the homeless and reduce duplication of efforts. A special focus of the organization has been on efforts to prevent homelessness by active and appropriate referral services and community education efforts.

Other efforts to prevent homelessness includes the continued funding of public services that provide assistance and educational/training opportunities to assist low-income households improve their abilities for self-sufficiency; and providing on-going technical assistance to local service providers to increase their organizational capacity and ability to provide effective services.

Member organizations include East Texas Crisis Center, PATH, Salvation Army, United Way, East Texas Cares Resource Center, The Andrews Center, Habitat for Humanity, Meals on Wheels, East Texas Food Bank, and others. These organizations continue to provide emergency shelter and transitional housing needs, in addition to actively identifying and seeking other resources.

During the development process of the 2015-2019 Consolidated Plan, these organizations actively assisted with the coalition for the homeless to address shelter and health and human service needs of the City's homeless population. This process included the identification of homeless needs, homeless providers, and gaps in services, and resulted in the formulation of goals and objectives that will continue until implemented and accomplished during the next 5-year period.

The Coalition continues to make progress in implementing the goals and strategies contained in the Continuum of Care, including the development of by-laws, informal agreements, the solicitation of

additional partners, and networking/information-sharing amongst agencies.

Local non-profit organizations that provide services to the homeless are successful in maintaining their resources through active fund-raising, grant-writing, and seeking donations from trusts and foundations.

The Tyler City Council appointed a Mayor's Veterans Roundtable with the Mayor Pro Tem to serve as the Council liaison. The intent of the Roundtable is to develop and implement a Community Blueprint for supporting and enhancing Veterans services in the community as well as positively impacting the local economy.

The City's Section 8 Housing Choice program issues 32 VASH vouchers to veterans to assist with housing services. Over the past year the City has expended \$174,000 in voucher assistance to veterans. The VASH vouchers have made a great impact in the community and with the transition for our local veterans.

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

The City has implemented a plan to help end homelessness at the local level using both CDBG and HUD technical assistance funds. We utilized this process to assist all homeless programs in the City of Tyler. Homebuyer education and counseling is provided to voucher holders, applicants of the First-Time Homebuyer program, Family Self-Sufficiency program and other low-income families in order to facilitate homeownership opportunities for low-income and minority households.

The City continues to provide and expand the Housing Choice Voucher Homeownership Program and apply each year for Family Self-Sufficiency Program funding, which is designed to provide supportive and educational services leading to a decreased dependency on subsidy programs; continually provide economic development incentives utilizing local funds to encourage the retention and creation of employment opportunities available to low-income residents; Continue to include and enforce requirements of Section 3 in applicable contracts utilizing federal funds; Encourage and initiate efforts to promote collaboration and reduce duplication of effort amongst the region's entities and public service providers; The City also actively participates with other local initiative designed to provide supportive services and environments to assist homeless and special need populations.

Information about the City's programs and eligibility are available to persons being discharged from the jail or hospitals through the City's website, the local 211 Help Line, and through information provided by public service agencies supporting low income individuals and families likely to become homeless, like PATH, the East Texas Human Needs Network and the Andrews Center.

The City will continue with efforts to support and facilitate supportive services provided by non-profit organizations. Additionally, the City committed \$30,000 in CDBG Public Service in PY16 funds that continued into PY2017, to assist four local non-profit organizations to provide educational services, counseling, and tuition assistance to populations that have been identified as underserved illiterate adults, abused children, poverty level preschoolers.

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

The City of Tyler actively participates with local initiatives designed to provide supportive services and environments to assist homeless and special need populations. Consultation with Texas Balance of States COC takes place with PATH, Salvation Army, HiWay 80 Rescue Mission, East Texas Cares Resource Center and Mayor's Veteran Roundtable to end homeless for the City's jurisdiction. These organizations help provide transitional and permanent supportive housing and assists with linking the clients to services to include independent living skills. The program requires that all participants have a self-sufficiency plan in efforts to assist them in becoming self-sufficient and to remain in permanent housing to avoid becoming homeless again. The City has non-HUD funds that it uses to provide needed public services from non-profit agencies to the community that would include assistance to the homeless and chronically homeless.

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

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

Tyler does not have a public housing authority or public housing units.

The continued affordability of housing units assisted through the City's programs is ensured through the use of liens with designated occupancy and affordability requirements. The City also continues to develop its relationship with non-profit housing and service providers and local lending institutions to improve the quality and quantity of its affordable housing stock. The City participates in HUD's **Section 8 Housing Choice Voucher Program** and currently manages 1006 allocated vouchers and 31 Port-In vouchers for rental assistance. The City's Section 8 Program inspectors ensure that the subsidized housing units continue to meet Housing Quality Standards through initial, annual, and special inspections.

A one-day snapshot of the program indicates a total of 1006 Households, with 85% black, 14% white, and 1% other. There were approximately 326 households on the waiting list, with a waiting period of approximately two years. Due to the limited number of vouchers and the large number of applicants the the waiting list was previously temporarily closed. In December 2014, the waiting list was opened to receive new applications in which 500 applicants were randomly selected. There were 1800 people applied when the list opened. The list was closed after this process with an attempt now to assist the 500 randomly selected applicants with a goal to fill in 24 months. As of December, 2018 the waiting list stands at 125.

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

The City of Tyler has no public housing. The City administers the Housing Choice Voucher Program and provides vouchers for 1006 families and 31 Port-In low income families each month.

To help HCV clients become more involved in management and participate in homeownership the City of Tyler administers the family self-sufficiency (FSS) program. The FSS program serves 68 families in the Housing Choice Voucher (HCV) Program. Participants have completed the following goals:

- Obtaining or maintaining employment
- Continuing to pursue higher education
- Continue to maintain first time businesses with supportive mentorship and education

The unique value of the FSS program is that clients are able to receive supportive case management to reach their individual goals towards self-sufficiency.

In the 2018 program year the Family Self-Sufficiency Coordinator partnered with 5 financial lending institution to teach financial literacy classes. During PY 18, there were 7 graduates who were able to

utilize their escrow to use as a downpayment towards homeownership. To date the FSS program has assisted 3 program participants with homeownership.

In addition to the FSS program the City will:

- Continue to provide and expand affordable housing programs to reduce the economic impact of rent and homeownership burdens on low-income households.
- Continue to support local non-profit organizations that provide educational courses in homebuyer and homeowner responsibilities, home maintenance, budgeting, nutrition, parenting, affordable rental units, and other health and human services.
- Continue to support public service activities that enhance the quality of life of low-income residents.
- 
- Continue to provide and expand the Housing Choice Voucher Homeownership Program and apply each year for the Family Self Sufficiency Program funding which is designed to provide supportive and educational services leading to a decreased dependence on subsidy programs.
- Continue to provide economic development incentives utilizing local funds to encourage the retention and creation of employment opportunities available to low income residents.
- Actively participate with other local initiative designed to provide supportive services and environments to assist homeless and special need populations. Continue to partner with People Attempting to Help (PATH) for single-family home units for low-to moderate-income families with the possibility of transitioning to homeownership.

### **Actions taken to provide assistance to troubled PHAs**

The City of Tyler Housing Choice Voucher Program received a High Performance Rating for 2016-2017 for meeting or exceeding the three statutory standards of completeness, consistency and compliance.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

In the City of Tyler, the primary barriers to affordable housing are not created through local policies. The City has made a concerted effort to streamline the development process and offer fee waivers for some development fees. An Affordable Housing Task Force was formed to examine barriers to housing development and explore ways to expand the stock of affordable housing which the City is in the process of implementing.

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

The lack of a coordinated community effort to reduce gaps in services and duplication of effort amongst service providers hinders the ability to provide effective and efficient services that meet the identified needs of low income and special need populations. To address this issue, the City continues to evaluate and rank requests from organizations seeking public service funding. A mandatory workshop was held for non-profit organizations interested in seeking federal funds, with the City providing technical assistance and information regarding the eligible uses of the funds and the mandatory compliance and monitoring requirements. City staff was also available to consult with individual agencies as requested. A **citizen's review committee** was again utilized to assist City staff and officials in evaluating the requests for funding in regards to the organization's capacity and ability to provide the service, the need and proposed use of the federal funds, the targeted population and numbers to be served, and the addressing of identified priority needs contained in the Consolidated Plan.

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

A large population of residential housing development in Tyler were built prior to 1978 located in the low-to-moderate income census tracts; however, some owner-occupied units who are assisted with grant funding were built after 1978.

With the implementation of various programs which require an pre-lead based assessment, the program policy and procedures manual addresses compliance with the Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September, 1999. The procedures include:

1. Notification
2. Identification
3. Treatment (if necessary)

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

In an effort to promote and encourage economic and social self-sufficiency, the City has undertaken the following actions:

- Continue to provide and expand the Housing Choice Voucher Homeownership Program and the Family Self Sufficiency Program (FSS) with funding received for FY 2015. The FSS Program is designed to provide supportive and educational services leading to a decreased dependence on subsidy programs, as well as downpayment funding assistance for homeownership
- Continue to provide and expand affordable housing programs to reduce the economic impact of rent and homeownership burdens on low-income households,
- Continue to provide economic development incentives utilizing local funds to encourage the retention and creation of employment opportunities available to low income residents,
- Continue to include and enforce requirements of Section 3 in applicable contracts utilizing federal funds,
- Continue to support local non-profit organizations that provide educational courses in homebuyer and homeowner responsibilities, home maintenance, budgeting, nutrition, parenting, affordable rental units, and other health and human services,
- Continue to support public service activities that enhance the quality of life of low-income residents,
- Continue to support public service activities that allow youth to meet their maximum potential and ultimately leave the poverty environment,
- Encourage and initiate efforts to promote collaboration and reduce duplication of effort amongst the region's entities and public service providers, and
- Actively participate in the Texas Balance of States CoC for the Homeless and other local initiatives designed to provide supportive services and environments to assist homeless and special need populations.

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

The City of Tyler coordinates and administers the identified goals, objectives, and strategies discussed in this document through its Neighborhood Services Department. The City will utilize and administer its CDBG, HOME, and other local, state, and federally-funded programs (as available) to support numerous affordable housing programs and other community development activities to assist low-income citizens and revitalize declining neighborhoods.

The City also considers and offer letters of support when appropriate to other organizations and agencies seeking grant or state/federal funding. The staff in the Neighborhood Services Department acts as liaisons to coordinate with volunteer groups who offer free labor assistance to low-income homeowners, other public and private groups providing housing assistance, and public and private groups who provide supportive services to low-income families. In addition, the City continues to provide technical assistance and funding of health and public services as funds are available.

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

The City has continued to pursue funding opportunities that provide assistance to public and private agencies and other public service providers. The City also continued to provide technical assistance, assist in securing other funding sources (federal and non-federal), and made efforts to break down barriers to streamline processes and increase local coordination efforts.

The City has implemented a coordinated program, the Housing Infill Program (HIP), whereby the City is the lead entity among Smith County Taxing Jurisdiction through its Tax Assessor-Collector, Tyler Independent School District and Tyler Junior College, that is designed to identify and utilize tax foreclosed property to help affordable housing and Neighborhood Revitalization needs.

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

We have identified action below to affirmatively further fair housing.

To remove the barriers identified through the 2010 Analysis of Impediments to Fair Housing Choice, the City has chosen the following Action Plan: 1) Continue to work with local developers and non-profit organizations to expand the stock of affordable housing. 2) Increase homebuyer outreach and education efforts in order to increase the number of minorities who apply for mortgage loans. 3) Encourage lending institutions to insure that banking services are extended to all low-income census tracts and to provide greater outreach to the low income and minority communities to lessen the use of predatory lenders. 4) The Chamber of Commerce should continue to work on expanding job opportunities through the recruitment of corporations, the provision of incentives for local corporations seeking expansion opportunities, assistance with the preparation of small business loan applications, and other activities aimed at reducing unemployment and expanding the base of higher income jobs. 5) The City of Tyler, in conjunction with the Chamber of Commerce, became more active in supporting recruiting industries that match the demographics of the populations most unemployed, as a means of decreasing poverty rates, and increasing incomes and home ownership rates in the city. 6) Increase fair housing education and outreach. 7) Continue to disseminate regularly, fair housing materials with a focus on the protected groups. 8) Continue to hold community events to bolster awareness and assist residents to obtain affordable housing.

The City of Tyler will further remove barriers to Fair Housing Choice by improving Fair Housing visibility on the City's website. The website contains links to tenants' rights resources. The housing supervisor serves as the local fair housing representative and customers are provided with the Fair Housing HUD hotline number.

\*\*\*The Analysis of Impediments to Fair Housing provides a list of impediments to fair housing in Tyler. These impediments are identified in the Analysis of Impediments completed in May 2010.

Impediments are identified and discussed as barriers to fair housing.

The City has evaluated the recommended remedial actions and continues its implementation of those recommendations that were feasible during FY 2016. In the City of Tyler, the primary barriers to affordable housing are not created through local policies. The City has made a concerted effort to streamline the development process and offer fee waivers for some development fees. An Affordable Housing Task Force was formed to examine barriers to housing development and explore ways to expand the stock of affordable housing which the City is in the process of implementing.

The city is currently in the process of seeking professional services as well uses internal resources to complete both the Analysis of Impediment and Affirmatively Futhering Fair Housing Plan due 2020.

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## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of Tyler provided effective monitoring of all HOME and CDBG funded organizations, projects, and activities to ensure compliance with city, state, and federal regulations, policies, and contracts.

Monitoring focused on the following areas:

- 1) Financial – Staff reviewed requests for expenditures to ensure that all funded requests are for authorized activities on approved projects. Activity agreements, expense documentation, and beneficiary reports must be provided for funds to be expended. As part of the contract agreement, each subrecipient that receives any CDBG or HOME funding (including CHDOs) must submit either an independent audit or financial reviews to ensure fiscal accountability.
- 2) Environmental – All projects and individual activities requiring environmental reviews per HUD regulations were reviewed for clearance prior to funding approval. The review were completed by staff, with the assistance of other departments and outside consultations as needed. Remediation of impacts were implemented where required. Projects or activities unable to meet environmental requirements were reviewed to determine alternative acceptable solutions, and if no alternatives are identified, the project was not be funded with federal funds.
- 3) Programmatic – Measurable results or accomplishments are expected on all funded projects, and are evaluated through the monitoring process. Progress toward project goals was reviewed on a monthly or quarterly basis. The City’s reimbursement of funds for project expenditures is directly correlated with the reporting of accomplishments.
- 4) Subrecipient & CHDO Monitoring - Agencies receiving City CDBG, HOME, or CHDO funds enter a contract which describes : funding amount, services provided, time frame for providing services, compliance responsibilities, reimbursement procedures, and reporting requirements. Each agency must submit performance reports, containing beneficiary information, such as the number, race, and income level of persons assisted. Each agency is monitored a minimum of once annually for each program year, with all organizations receiving a desk review as needed and at least one site visit. Agencies receiving funds will be closely monitored to ensure timeliness of expenditures. HOME-The City inspects each rental unit annually and inspects onsite daily for new construction projects.

5) Labor Standards - Compliance with labor standards on eligible construction sites have been monitored by City staff through on-site interviews and desk reviews of bid documents, payrolls and reports.

6) MBE/WBE - Solicited bids and services from MBE /WBE); Supported maintenance of MBE/WBE directory; Utilized regional certified local and regional W/M/DBEs; Reported W/M/DBE participation to federal funding agencies; Worked with the Purchasing Department to track W/M/DBE participation percentages; and Strengthened ties with the City's economic development initiatives as needed.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The proposed FY 2017 Consolidated Annual Performance and Evaluation Report was advertised as a Public Notice on November 27, 2017. It was published in the local Tyler Morning Telegraph newspaper in both English and Spanish . The draft report was available for viewing through November 28 thru December 12, 2017 at the City of Tyler's Neighborhood Services Department, between the hours of 8am to 5pm. No public comments were received before submitting the plan to the U.S. Department of Housing and Urban Development. A copy of the advertisement with the Publisher's Affidavit is attached.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes in the jurisdiction objectives as it was written in the annual plan.

PR-26: Line 10 in the PR 26 reflects the prior year expenses spent after October 1st. See explanation attached to the uploaded PR26.

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

No

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

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## **CR-50 - HOME 91.520(d)**

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

### **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

The City of Tyler, through a coordinated effort with other organizations, is committed to the goals of affirmative marketing and fair housing. The following steps were taken: Inform the public, potential tenants, and owners about federal fair housing laws and affirmative marketing policies; Placement news releases in the Tyler Morning Telegraph Newspaper and the Ebony News Journal promoting fair housing; Produced and utilized print and electronic media advertisements and public service announcements to spread public information on fair housing; Conducted fair housing workshops and seminars for the public; Conducted fair housing presentations and seminars to the local Board of Realtors, lenders, and property owners; Conducted a study to determine Impediments to Fair Housing. The aforementioned steps were used for used for 1501, 1437, and 1426 Pegues, 313 and 325 Vance.

### **Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

The City of Tyler has no other forms of investment than those that are described in Sec. 92.305(b) of this HOME Investment Partnership Act. The HOME entitlement for fiscal year 2016-2017 was \$289,067. There was no program income earned or used for FY 2016-2017. The program income has not been drawn due to activities being funded inadvertently with HOME funds and requesting HUD to allow Tyler to use PI for projects. We are in the process of drawing funds as projects are commencing. The projects were funded and thereafter project was defunded due to IDIS #1023 and #1024 being open for 120 days. The two activities have been closed and we are able to now fund our projects.

### **Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

In addition to utilizing HOME Funds to build new homes for sale through the City's first time

homebuyers program, HOME funds were used in reconstruction projects. Via the City of Tyler's Housing Infill Program (HIP) vacant lots owned by the City were donated and used to further the City's commitment to provide affordable housing. Fees for water taps, sewer taps, permits, etc. were waived for all CDBG and HOME projects by other City Departments for neighborhood revitalization efforts. The City of Tyler also encourages the building of LIHTC. Each year the City consults with entities that apply for housing tax credit projects and evaluate the benefit of providing support either by letter and/or funds.

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**Attachment**

**Public Notice - English**

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## NOTICE OF PUBLIC HEARING

A public hearing will be held by the Tyler City Council on Wednesday, December 12, 2018 at 9 am at the Tyler City Council Chambers located at 212 N. Bonner Ave. The purpose of the hearing is to receive public comments concerning the 2017-2018 Consolidated Annual Performance Evaluation Report (CAPER).

The City of Tyler is required by the U.S. Department of Housing and Urban Development to make an annual performance plan available to the public for examination and comment for a period of at least fifteen days. The 2017-2018 CAPER will be available from November 28, 2018 through December 14, 2018 at 5 p.m. for public review in the Office of Neighborhood Services, 900 W. Gentry Parkway, Tyler, TX, and on the City of Tyler Neighborhood Services Website at [www.cityoftyler.org/Departments/NeighborhoodServices](http://www.cityoftyler.org/Departments/NeighborhoodServices).

The City of Tyler is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. For a sign language interpreter, please call the City of Tyler Neighborhood Services Department at 903-531-1303 at least 24 hours in advance.

The City of Tyler wants to ensure that City Council meetings are accessible to persons with disabilities. If any individual needs special assistance or accommodations in order to attend this Council meeting please contact the City of Tyler Neighborhood Services at (903) 531-1303 in advance so accommodations can be made.

Date of Publication: Wednesday, November 28, 2018

# Public Notice- Spanish

## AVISO DE AUDIENCIA PÚBLICA

Una audiencia pública se tomara por el consejo municipal de la ciudad de Tyler el miercoles, 12 de diciembre de 2018 a las 9 am en la ubicación del Concilio Tyler en 212 N. Bonner Ave. El propósito de la audiencia es recibir comentarios públicos sobre el informe anual de evaluación de desempeño CAPER (Informe anual consolidado de resultados y evaluación) consolidado 2017-2018.

Es requerido que la ciudad de Tyler por el Departamento de vivienda y desarrollo urbano de los Estados Unidos para hacer un plan de desempeño anual disponible al público para examen y comentario para un periodo de al menos quince días. La CAPER 2017-2018 estará disponible desde el 28 de noviembre de 2018 a través de 14 de diciembre de 2018 a 5:00 pm para la revisión pública en la oficina de Neighborhood Services, 900 W. Gentry Parkway, Tyler, Texas y ciudad de Tyler sitio web en [www.cityoftyler.org/Departments/NeighborhoodServices](http://www.cityoftyler.org/Departments/NeighborhoodServices).

La ciudad de Tyler se compromete al cumplimiento de las Americans with Disabilities Act (ADA) y la sección 504 de la Rehabilitation Act de 1973, enmendado. Modificaciones razonables y acceso igualitario a las comunicaciones se proporcionará a petición. Si necesita un intérprete de lengua de señas, por favor llame a la ciudad de Tyler Neighborhood Services al 903-531-1303 por lo menos 24 horas antes.

La ciudad de Tyler quiere asegurarse de que reuniones del Consejo municipal de la ciudad sean accesibles a las personas con discapacidad. Si cualquier persona necesita asistencia especial o alojamiento para asistir a este Consejo por favor contacte a la ciudad de Tyler Neighborhood Services al (903) 531-1303.

Fecha de publicación: miércoles, 28 de noviembre de 2018

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