



City of Rochester, NY

ANNUAL ACTION PLAN 2020 - 2021

Draft for Public Review

Lovely A. Warren, Mayor
City of Rochester



Believe.



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Lovely A. Warren, Mayor
Rochester City Council

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Expected Resources

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

Introduction

This section describes the federal resources that the City expects to utilize in furthering the goals set forth in this Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Federal-public		\$8,297,074	\$1,500,000		\$9,797,074	\$33,188,296	The expected amount available for the remainder of the Consolidated Plan is four times the FY2020 annual allocation. Program Income is unknown.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	Federal-public		\$2,513,637	\$850,000		\$3,363,637	\$10,054,548	The expected amount available for the remained of the Consolidated Plan is four times the FY2020 annual allocation. Program Income is unknown.
ESG	Federal-public		\$708,965			\$708,965	\$2,835,860	The expected amount available for the remained of the Consolidated Plan is four times the FY2020 annual allocation.
HOPWA	Federal-public		\$975,953			\$975,953	\$3,903,812	The expected amount available for the remained of the Consolidated Plan is four times the FY2020 annual allocation.

Table 1 - 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

The City does not require all sub-recipients to match allocations to sub-recipients. However, sub-recipients typically have additional funding sources and fund-raising activities that allows their agencies and organizations to effectively leverage federal funds awarded. Rochester will provide matching funds as required and will continue to seek funding from other federal sources as well as State, County and private funding.

In addition, the City will use CDF dollars in support of the goals of the Consolidated Plan as follows:

- Business Development Financial Assistance Program: \$50,000 for the support of three businesses/15 jobs
- Homebuyer Assistance: \$50,000 for the support of 17 households
- Project Development: \$50,000 for support of one redevelopment project

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

The City has a robust program to monitor the status and physical condition of vacant structures located throughout the City. If a structure is vacant, it could either be acquired by the City, demolished, and the land used to meet the needs identified in the plan. Or, the City partners with the Rochester Land Bank and the Greater Rochester Housing Partnership's (GRHP's) Home Rochester program, or other development partners, to rehabilitate formerly vacant structures and make them available for affordable homeownership and rental opportunities.

The City also has a robust program for monitoring, maintaining, and strategically disposing of City-owned vacant land, which is often RFPed to identify development partners for strategic scattered site as well as larger scale affordable and mixed income housing and mixed-use development.

This program is in alignment with the goals and needs identified in the plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase supply of affordable housing	2020	2021	Affordable Housing	Citywide	Increase Supply and Access To and Quality of Affordable Housing	CDBG: \$186,000 HOME: \$2,862,274	Rental Units Constructed: 17 housing units Rental Units rehabilitated: 25 housing units Homeowner Housing Added: 12 housing units Homeowner Housing Rehabilitated: 4 housing units
2	Improve quality of housing stock	2020	2021	Affordable Housing	Citywide	Increase Supply and Access To and Quality of Affordable Housing	CDBG: \$1,265,374	Homeowner Housing Rehabilitated: 145 housing units

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Increase access to homeownership	2020	2021	Affordable Housing	Citywide	Increase Supply and Access To and Quality of Affordable Housing	HOME: \$250,000	Direct Financial Assistance to Homebuyers: 80 households
4	Provide Homelessness prevention and homeless housing and services	2020	2021	Homeless	Citywide	Provide Housing and Services to Homeless and At-Risk of Homelessness	ESG: \$708,965	Tenant-based rental assistance/Rapid Rehousing: 110 households Homeless Person Overnight Shelter: 1500 persons Homelessness Prevention: 50 persons Other: 75 Other
5	Housing and services for persons with HIV/AIDS and their families	2020	2021	Non-Homeless Special Needs	Citywide	Provide Housing and Services for Persons with Special Needs	HOPWA: \$946,674	Housing for People with HIV/AIDS added: 135 households housing units
6	Improve Public Infrastructure	2020	2021	Non-Housing Community Development	Citywide	Improve Public Infrastructure and Facilities	CDBG: \$500,000	To be determined

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Improve Public Facilities	2020	2021	Non-Housing Community Development	Citywide	Improve Public Infrastructure and Facilities	CDBG: \$1,050,000	To be determined
8	Provide public services	2020	2021	Non-Homeless Special Non-Housing Community Development	Citywide	Provide Public Services	CDBG: \$1227,100	Public Service activities other than Low/Moderate Income Housing Benefit: 64,494 persons Public Services activities for Low/Moderate Income Housing Benefit: 1,700 households
9	Demolish dilapidated structures	2020	2021	Non-Housing Community Development	Citywide	Eliminate Slum/Blighting Influences	CDBG: \$1,800,000	Buildings Demolished: 100 buildings
10	Provide economic and workforce development	2020	2021	Non-Housing Community Development	Citywide	Economic and Workforce Development	CDBG: \$604,000	Businesses Assisted: 10 businesses

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
11	Provide City planning	2020	2021	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Planning	CDBG: \$249,000	Other: 1 Other
12	Program administration	2020	2021	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Administration	CDBG: \$865,500 HOME: \$251,363 HOPWA: \$29,279	Other: 3 Other
13	Program delivery	2020	2021	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Program Delivery	CDBG: \$2,050,100	Other: 1 Other

Table 2 – Goals Summary

Goal Descriptions

1	Goal Name	Increase supply of affordable housing
	Goal Description	The City may utilize HOME and CDBG dollars to increase access to and the number of affordable rental units and affordable homeownership opportunities in the City.
2	Goal Name	Improve quality of housing stock
	Goal Description	Funding can also provide for making improvements to the quality and safety of units to ensure the health of occupants.
3	Goal Name	Increase access to homeownership
	Goal Description	The City may utilize HOME and CDBG dollars to increase access to homeownership opportunities in the City.
4	Goal Name	Provide Homelessness prevention and homeless housing and services
	Goal Description	City of Rochester uses ESG funds to address a number of homeless issues including emergency shelter operations, transitional housing, Rapid Rehousing, and permanent supportive housing; shelter and assistance for victims of domestic violence, unaccompanied youth, persons with health and mental health conditions who are homeless, veterans, families and individuals; homelessness prevention; and rental and financial assistance for households that are literally homeless.
5	Goal Name	Housing and services for persons with HIV/AIDS and their families
	Goal Description	HOPWA dollars may be used for affordable housing, medical and other essential supportive services, and accessibility modifications for persons with HIV/AIDS and their families.
6	Goal Name	Improve Public Infrastructure
	Goal Description	Public infrastructure and facilities in various income-eligible areas of the City are inadequate for current demands. Priority projects in the infrastructure category include the reconstruction or rehabilitation of

		streets (including installation of bicycle, multimodal elements, and streetscaping amenities, as recommended) and the installation/reconstruction of sidewalks to be brought into compliance with ADA standards to create “complete streets”; the reconstruction or installation of trail, pathways, and pedestrian gateways to parks, playgrounds, recreation centers, or other open spaces; water and sewer improvements and/or storm water management improvements; and broadband improvements to bridge the digital divide. Infrastructure improvement projects will contribute to the safety and quality of life of neighborhoods and municipalities throughout the City and will benefit LMI persons. Commercial corridor improvement projects are also public improvements that would also be a priority in this category.
7	Goal Name	Improve Public Facilities
	Goal Description	Public facilities in various income-eligible areas of the City are inadequate for current demands. Priority projects in the public facilities category includes design and construction of recreation center facilities, as well as play apparatus, spray parks, and recreation or athletic amenities in parks and playgrounds, including the installation of updated equipment and safety surfaces, where needed, to achieve compliance with current Consumer Product Safety Commission and ADA guidelines. Additional projects that would improve access to broadband service and close the digital divide are also a priority. Facility improvement projects will contribute to the safety and quality of life of neighborhoods and municipalities throughout the City and will benefit LMI persons.
8	Goal Name	Provide public services
	Goal Description	Providing public services is a high priority for the City. Dollars may be used for a wide array of activities that support community development, business development, fair housing, legal services, housing services, healthy housing, neighborhood development, senior services, youth development, parks and recreation, arts and culture, public safety, community health, health services, financial empowerment, family self-sufficiency, education, childcare, transportation, food access, or other community supportive services.
9	Goal Name	Demolish dilapidated structures

	Goal Description	To provide safe, livable communities for its residents, the City may use federal funds to acquire, demolish, and dispose of blighted properties that present safety hazards in various communities throughout the City.
10	Goal Name	Provide economic and workforce development
	Goal Description	The City may use federal dollars for activities that promote employment, self-sufficiency, education, job training, technical assistance, business attraction and retention, façade grants, commercial corridor development/revitalization, and economic empowerment of low- and moderate-income persons.
11	Goal Name	Provide City planning
	Goal Description	The City will provide comprehensive and strategic planning, including community engagement, to guide the implementation of federal, state and local programs and policy.
12	Goal Name	Program administration
	Goal Description	Effective administration of CDBG, HOME, ESG and HOPWA programs
13	Goal Name	Program delivery
	Goal Description	Program delivery covers the development of overall economic and community development policies and provides support services, coordination of real estate development, management of feasibility and consultant studies, monitoring of legal and professional service agreements, reparation of site and financial analyses, performing market research, outreach to businesses, preparation of loan packages and support, pre-development services, outreach, financial, technical and site selection assistance to businesses, organization of neighborhood commercial business assistance programs. It also includes staff costs for the planning, coordinating, and monitoring of HUD-funded housing initiatives.

Projects

AP-35 Projects – 91.220(d)

Introduction

The projects included in the 2020-21 Annual Action Plan are listed below. Funds will be used for a variety of activities that work towards promoting economic stability, improving the housing stock, providing for community needs, and other activities such as program delivery, as well as planning and administration of funds.

Projects

#	Project Name
1	Business Development Financial Assistance Program
2	Street Liaison
3	HOME Rochester Program Management
4	Aging in Place
5	Legal Services for Seniors
6	Tenant and Landlord Services
7	Foreclosure Prevention
8	Demolition Program
9	Emergency Assistance Program (EAP)
10	Housing Rehabilitation Program
11	Fire Department Small Equipment
12	Residential Street Rehabilitation
13	STEAM Engine
14	DRYS Play Apparatus
15	Job Creation / Youth Development
16	Connecting Children to Nature
17	Employment Opportunity Job Training Support Staff
18	Youth Leadership & Civic Engagement Staff
19	Emergency Solutions Grants (ESG)
20	Housing Opportunities for Persons with AIDS (HOPWA)
21	Community Housing Development Organization (CHDO) Reserve
22	Affordable Housing Fund
23	Homebuyer Assistance
24	Planning
25	Administration
26	Neighborhood and Business Program Delivery
27	La Marketa at the International Plaza

Table 3 – Project Information

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

CDBG and HOME funds are intended to provide low- and moderate-income households with viable communities, including decent housing, a suitable livable environment, and expanded economic opportunities. Eligible activities include community facilities and improvements, removal of blighting conditions, housing rehabilitation and preservation, affordable housing development activities, public services, economic development, planning, and administration. ESG and HOPWA funds are intended to assist persons and households experiencing homelessness and homelessness prevention and housing and services for persons with HIV/AIDS and their families, respectively.

The system for establishing the priority for the selection of FY 2020 projects is predicated upon the following criteria:

- Meeting the statutory requirements of the CDBG, HOME, ESG and HOPWA programs
- Meeting the needs of very low-, low-, and moderate-income residents
- Focusing on low-to-moderate income areas or neighborhoods
- Coordination and leveraging of resources
- Response to expressed needs
- Sustainability and/or long-term impact
- Ability to measure or demonstrate progress and success
- Existence of blighting conditions
- Focusing on the needs of persons and households experiencing homelessness and the need for homeless prevention
- Focusing on the needs of persons with HIV/AIDS and their families

The primary obstacle to meeting underserved needs is the limited funding resources available to address identified priorities. In addition, the gap in what households can afford to pay for housing and the price of housing is another obstacle to meeting the needs of the underserved. The City has a significant affordable housing stock, yet the income level for individual households such as single parent, elderly, disabled, or others of limited economic means, is not sufficient to afford even the lowest priced of the market-rate units.

The effects of greater community needs in the form of homelessness, risk of homelessness, the increased demand for supportive services (particularly for persons with multi-system contact) paired with slightly rising costs of rent and declining wages and an aging housing stock in need of revitalization puts added pressures on the need for affordable housing within the City.

The City will continue to collaborate with other public agencies and non-profit organizations, when feasible, to leverage resources, and maximize outcomes in housing and community development.

AP-38 Project Summary

Project Summary Information

1	Project Name	Business Development Financial Assistance Program
	Target Area	Citywide
	Goals Supported	Provide Economic and Workforce Development
	Needs Addressed	Economic and Workforce Development
	Funding	CDBG: \$604,000
	Description	The program provides loans, grants, grant-to-loans/loans-to-grants and interest rate subsidies to city businesses or businesses which are relocating to the City which are expanding and creating jobs. Funding can be used for purchase and renovation (interior and exterior) of real estate, purchase of machinery and equipment (including security equipment), predevelopment services including environmental testing, feasibility & planning studies and architectural assistance, targeted support to MWBEs, and working capital and soft costs including payroll, insurance, legal fees, utilities, lease/mortgage, engineering, architectural, inventory, supplies, and accounting services. Funds may also be used in environmental remediation associated with projects in development.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	CDBG-10 Businesses Assisted, 90 Jobs
	Location Description	Citywide
	Planned Activities	All activities focus on facilitating business growth for established and new businesses which are creating and retaining jobs. Funds for building construction, expansions and facades improve the appearance of neighborhood commercial corridors and industrial parks. Funds are utilized to recruit a diverse set of new businesses and increase the number of entrepreneurial firms.
2	Project Name	Street Liaison
	Target Area	Citywide
	Goals Supported	Provide Public Services

	Needs Addressed	Provide Public Services
	Funding	CDBG: \$80,000
	Description	Function as a liaison between the City of Rochester Business Development Team, Neighborhood Service Center Administrator and neighborhood businesses; Provide detailed reports of business activities and concerns faced by businesses to City of Rochester staff; Work collaboratively with business associations, neighborhood groups, residents and City of Rochester staff to attract and populate business corridors with products and services that meet the consumer needs of the local and greater community.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	42,595 Persons Assisted
	Location Description	Citywide
	Planned Activities	Weekly corridor walks and visits to businesses; Monthly attendance to association meeting; As needed assist association with marketing and promotion activity; Marketing of city programs
3	Project Name	Home Rochester Program Management
	Target Area	Citywide
	Goals Supported	Increase Supply of Affordable Housing
	Needs Addressed	Increase Supply and Access To and Quality of Affordable Housing
	Funding	CDBG: \$186,000
	Description	Funds provide operating support to facilitate development from a City-designated Community Housing Development Organization (CHDO), resulting in reduced blight and increased homeownership opportunities for low-moderate income households.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	To be determined

	Location Description	Citywide
	Planned Activities	Complete high-quality rehab of vacant properties and sell to income-qualified owner occupants.
4	Project Name	Aging in Place
	Target Area	City-wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$40,000
	Description	This program provides support services to keep elders productive in the community. This project offers a safety assessment of the home environment and makes a variety of minor improvements and repairs such as bathroom grab bars, stairway hand rails and door grips, all designed to avoid accidents and maintain household safety. In addition, Lifespan provides consumer education sessions and if necessary, consumer support case management around home repairs.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	130 Persons Assisted
	Location Description	Citywide
	Planned Activities	Households for elderly are surveyed and minor modifications are made. Consumer education sessions are held and cases involving consumer support for home repair problems are conducted and closed.
5	Project Name	Legal Services for Seniors
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$30,000

	Description	Provides assistance with legal services for the elderly that would improve their quality of life. This includes but is not limited to wills and estates, elder abuse, consumer fraud, home repair complaints, accessing medical services, and foreclosure prevention.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	50 Persons Assisted
	Location Description	Citywide
	Planned Activities	Services will include identifying the best approach to assisting this vulnerable population and engaging the most appropriate service provider(s).
6	Project Name	Tenant and Landlord Services
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$100,000
	Description	Services to low/mod income tenants who face eviction due to improperly issued eviction notices, loss of income, or warrant habitability issues receive legal representation, workshops proactively educate tenants on rights and responsibilities. Landlords seeking immediate assistance regarding their rental property and tenant management receiving counseling on a one-one-one basis to maintain their properties and businesses to the highest standards.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	224 Households Assisted
	Location Description	Citywide
	Planned Activities	Legal advocacy, assistance in avoidance of immediate eviction, alternative dispute resolution and counseling to landlords and tenants, tenant workshops, landlord assistance including the housing hotline.

7	Project Name	Foreclosure Prevention
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$148,600
	Description	Two projects work interdependently to assist low to moderate income households to avoid foreclosures due to mortgage default, predatory loans, or tax default. The Housing Council program analyzes the financial and household situation and work with the client, mortgage lender, realtors, lawyers, and other appropriate parties to prevent the loss of the property to foreclosure. Strategies include budget restructuring, forbearance options, reinstatement, sale and bankruptcy, and assistance related to New York State mandated settlement conferences. Empire Justice helps households avoid foreclosure with direct legal services and/or representation for mandatory settlement conferences or to combat predatory/unfair lending and servicing practices. Additional households receive expert advice on loans and referrals to appropriate agencies.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	130 Households Assisted
	Location Description	Citywide
8	Planned Activities	Funds go to a HUD-certified counseling agency (The Housing Council) or statewide legal agency (Empire Justice), both with decades of experience, to provide direct counseling services to households at risk of mortgage or tax default.
	Project Name	Demolition Program
	Target Area	Citywide
	Goals Supported	Demolish Dilapidated Structures
	Needs Addressed	Eliminate Slum/Blighting Influences
	Funding	CDBG: \$1,800,000

	Description	Funds will be used for demolition of residential, industrial and/or commercial properties. Includes implementation of a Clean Demo Strategy, which requires the removal of all subsurface concrete structures and utilizing clean virgin soil for backfill focused on targeted areas of past and future development.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	100 Buildings
	Location Description	Citywide
	Planned Activities	Demolish approximately 100 vacant and blighted buildings
9	Project Name	Emergency Assistance Program (EAP)
	Target Area	Citywide
	Goals Supported	Improve quality of housing stock
	Needs Addressed	Increase Supply and Access To and Quality of Affordable Housing
	Funding	CDBG: \$200,000
	Description	This program will provide financial assistance to address emergencies including, but not limited to, heat and/or hot water tanks for income eligible owner-occupants.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	100 Households Assisted
	Location Description	Citywide
10	Planned Activities	Repair/replacement of furnaces or hot water heaters for low/mod owner occupants.
	Project Name	Housing Rehabilitation Program
	Target Area	Citywide
	Goals Supported	Improve quality of housing stock

	Needs Addressed	Increase Supply and Access To and Quality of Affordable Housing
	Funding	CDBG: \$1,065,374
	Description	This program will provide financial assistance for rehabilitation to eligible property owners to address blight and hazards. The funds will be distributed through a variety of efforts including to: enhance targeted areas of development, address city-wide blight and health and safety hazards, and combine with other funding for more impactful results.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	45 Household Housing Units
	Location Description	Citywide
	Planned Activities	Rehabilitation grants
11	Project Name	Fire Department Small Equipment
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$55,000
	Description	The RFD provides and installs free smoke and carbon monoxide detectors to low and moderate income families living in residential properties. The RFD coordinates and implements fire prevention and education programs to reach at-risk target populations.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1700 Persons Assisted
	Location Description	Citywide
	Planned Activities	Distribution of smoke detectors and carbon monoxide detectors

12	Project Name	Residential Street Rehabilitation
	Target Area	Citywide
	Goals Supported	Improve Public Infrastructure
	Needs Addressed	Improve Public Infrastructure and Facilities
	Funding	CDBG: \$500,000
	Description	This project will support residential street rehabilitation, new curbs, sidewalks, water, receiving basins, and street lighting improvements for residential streets.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	To be determined
	Location Description	Citywide
	Planned Activities	Residential street rehabilitation, new curbs, sidewalks, water, receiving basins, and street lighting improvements for residential streets.
13	Project Name	STEAM Engine
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$155,000

	Description	<p>The S.T.E.A.M. (Science, Technology, Engineering, Arts and Math) Engine is a mobile education and recreation program that will engage youth in free, high quality STEM and visual/performing arts activities in parks, playgrounds, recreation centers, and cultural art institutions. The program will be delivered using the Rec on the Move model, which brings activities, equipment, staff, and all of the benefits of R Centers right to youth and families in their neighborhoods.</p> <p>A portion of the STEAM Engine funds will continue to support the delivery of community-based music instruction through the ROCmusic program, an after-school and summer music education program that offers tuition-free classical music instruction, instrument lessons, and performance opportunities at R-Centers.</p>
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	3,190 Persons Assisted
	Location Description	Citywide
	Planned Activities	Deliver weekly neighborhood-based mobile arts engagement & STEM program in at least 15 Rochester neighborhoods and 13 R-Center locations. Deliver weekly classical music instruction, instrument lessons, and performance opportunities to Rochester youth in grades 1-12 at 4 R-Centers.
14	Project Name	DRYS Play Apparatus
	Target Area	Citywide
	Goals Supported	Improve Public Facilities
	Needs Addressed	Improve Public Infrastructure and Facilities
	Funding	CDBG: \$1,050,000
	Description	Includes design and construction of play apparatus at several parks and playgrounds, including the installation of updated equipment and safety surface as needed and to maintain compliance with current Consumer Product Safety Commission and ADA guidelines.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	To be determined
	Location Description	Citywide
	Planned Activities	Play apparatus at various City parks and playgrounds
15	Project Name	Job Creation/Youth Development
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$400,000
	Description	This project will support City of Rochester DRYS Youth Employment Services programs and activities, including the Summer of Opportunity program, that provide year-round job readiness, work awareness, and basic occupational skills development for low/mod income youth seeking employment or career exploration services. The JC/YD funds also support the DRYS mural arts youth employment program "Roc Paint Division".
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	120 Persons Assisted
	Location Description	Citywide
16	Planned Activities	The activity will include programs and activities that provide job readiness, work readiness, basic occupational skills development, asset development opportunities and skills development. Funding will be used for Summer of Opportunity youth and program staff wages/stipends as well as school year youth wages or for subcontracts with agencies who will hire youth. Funding will also be used for Roc Paint Division staff and youth worker wages, supplies and materials, and guest artist/training fees to help install 6-10 murals at parks and recreation sites.
	Project Name	Connecting Children to Nature
	Target Area	Citywide

	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$50,000
	Description	This project will expand on the Mayor's 10-Minute Walk to Parks pledge and the City's commitment to the Cities Connecting Children to Nature initiative by providing park activation and environmental education programming for City of Rochester residents.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1000 Persons Assisted
	Location Description	Citywide
	Planned Activities	Coordinate and implement a wide array of environmental and parks programming tailored to diverse audiences, including parks stewardship, environmental education, volunteer activities, family-friendly fitness activities in parks, and nature-based play activities.
17	Project Name	Employment Opportunity Job Training Support
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$52,500
	Description	This program will fund staff to coordinate employment readiness and career awareness training to city students, ages 14-20, as well as leadership skills development including social and interpersonal skills, conflict resolution, team building, and decision making. Additionally, students will participate in internships with the City and/or local employers. Funding will provide workforce development support to low/mod income city youth participating in the program in the form of resume consultation and development, interview skills development, and job placement assistance.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	100 Persons Assisted
	Location Description	Citywide
	Planned Activities	The focus of the program is to train youth ages 14-20 on the soft and hard skills needed to obtain and maintain a job, exposure to community members who can talk to the importance of education and how it is a direct link to picking a career, and moving out of poverty and giving back to the community through community service. The youth who participate in the program move on to apply for the Youth Employment Training and/or Summer of Opportunity Program for job placement.
18	Project Name	Youth Leadership and Civic Engagement (YVOV)
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$70,000
	Description	Provide youth-led civic engagement support to low/mod income youth ages 10-25 participating in DRYs leadership training and youth development programs. Funding will support staff to coordinate youth civic engagement and entrepreneurship opportunities and leadership skills development including social and interpersonal skills, conflict resolution, event planning, service learning, team building, decision making, and work readiness. It will support the Youth Voice, One Vision, Mayor's Youth Advisory Council, and other youth development programming. Each R-Center will have its own YVOV council of at least 10 members.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	160 Persons Assisted
	Location Description	Citywide

	Planned Activities	Youth engaged in this program will work to alleviate problems within their neighborhoods. Youth learn life skills by attending workshops and by developing positive peer relationships and mentoring relationships with adults. Youth members learn concrete skills related to marketing and media production, civic engagement and advocacy, politics and government, and producing community events that prepare them for planning for future life events, college and careers. They see real improvements to their communities as they carry out community service projects thus gaining confidence in their personal efficacy.
19	Project Name	Emergency Solutions Grants (ESG)
	Target Area	Citywide
	Goals Supported	Provide Homelessness prevention and homeless housing and services
	Needs Addressed	Provide Housing and Services to Homeless and At-Risk of Homelessness
	Funding	ESG: \$708,965
	Description	Street outreach, emergency shelter operations, rapid rehousing, homelessness prevention, operational support to shelters, support services to low-income at-risk households, coordinated access.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	110 Households Assisted Tenant-based Rental Assistance/Rapid Rehousing 1,500 Persons Assisted Homeless Person Overnight Shelter 50 Persons Assisted Homelessness Prevention 75 Persons Assisted Other (Street Outreach programs with case management and housing search as 2 main components)
	Location Description	Citywide
	Planned Activities	Street outreach, coordinated access/entry, rapid rehousing, homelessness prevention, emergency shelter operations and support services to qualified households that meet the appropriate definition of "homeless" or, for homelessness prevention activities, households that meet the HUD definition of "at risk of homelessness." \$53,172 of the funds (7.5% of the allocation) will be used for the City's administration of the ESG Program. That amount is included in this project as only one activity can be listed for this funding source.
20	Project Name	Housing Opportunities for Persons with AIDS (HOPWA)

	Target Area	Citywide
	Goals Supported	Housing and services for persons with HIV/AIDS and their families
	Needs Addressed	Provide Housing and Services for Persons with Special Needs
	Funding	HOPWA: \$946,674
	Description	Provides rental assistance and other supportive services to low income households where a member of the household is diagnosed with HIV/AIDS.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	135 Households Assisted
	Location Description	Citywide
	Planned Activities	Rental assistance and other supportive services to those with HIV/AIDS.
21	Project Name	Community Housing Development Organization (CHDO) Reserve
	Target Area	Citywide
	Goals Supported	Increase supply of affordable housing
	Needs Addressed	Increase Supply and Access To and Quality of Affordable Housing
	Funding	HOME: \$377,046
	Description	Subsidy funds to facilitate development from a City-designated Community Housing Development Organization (CHDO), resulting in reduced blight and increased homeownership opportunities for low-moderate income households.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	8 Homeowner Housing Added

	Location Description	Citywide
	Planned Activities	Development and rehabilitation assistance to complete high-quality rehab of vacant properties and sell to income-qualified owner occupants.
22	Project Name	Affordable Housing Fund
	Target Area	Citywide
	Goals Supported	Increase supply of affordable housing
	Needs Addressed	Increase Supply and Access To and Quality of Affordable Housing
	Funding	HOME: \$2,485,228
	Description	Provides gap financing for the development and/or rehabilitation of affordable housing. Funds may be for costs associated with new and/or rehabilitated housing; energy efficiency and sustainability features, enhances, and/or improvements; approved soft costs or limited pre-development costs necessary to create or continue the availability of affordable rental and homeownership housing.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	17 Rental Units Constructed, 25 Rental Units Rehabilitated 4 Homeowner Housing Added, 4 Homeowner Housing Rehabilitated
	Location Description	Citywide
23	Planned Activities	Gap financing for the development of affordable housing.
	Project Name	Homebuyer Assistance
	Target Area	Citywide
	Goals Supported	Increase Access to Homeownership
	Needs Addressed	Increase Supply and Access To and Quality of Affordable Housing
	Funding	HOME: \$250,000
	Description	Provides down payment and closing cost assistance of up to \$8,000.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	HOME-80 Households Assisted
	Location Description	Citywide
	Planned Activities	Down payment and closing cost assistance
24	Project Name	Planning
	Target Area	Citywide
	Goals Supported	Planning
	Needs Addressed	Planning
	Funding	CDBG: \$249,000
	Description	Funds are used for Planning staff.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Other 1
	Location Description	Citywide
	Planned Activities	Planning staff
25	Project Name	Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration
	Funding	HOPWA: \$29,279 HOME: \$251,363 CDBG: \$865,500
	Description	This project provides funds to administer and monitor federal programs, including CDBG Program Management (\$415,500), CDBG Indirect Costs like legal and financial services (\$450,000), HOPWA administration (\$29,279), and HOME administration (\$251,363).

	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Other 3
	Location Description	Citywide
	Planned Activities	Program management, monitoring, legal and financial services, contracting, coordination, and administration of federal programs.
26	Project Name	Neighborhood and Business Program Delivery
	Target Area	Citywide
	Goals Supported	Program Delivery
	Needs Addressed	Program Delivery
	Funding	CDBG: \$2,050,100
	Description	The allocation provides funds for the development of overall economic and community development policies and provides support services, coordination of real estate development, management of feasibility and consultant studies, monitoring of legal and professional service agreements, reparation of site and financial analyses, performing market research, outreach to businesses, preparation of loan packages and support, pre-development services, outreach, financial, technical and site selection assistance to businesses, organization of neighborhood commercial business assistance programs. Funds are also used for staff involved in the planning, coordinating, and monitoring of the City's housing initiatives.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Other 1
	Location Description	Not applicable

	Planned Activities	Development of overall economic and community development policies and provides support services, coordination of real estate development, management of feasibility and consultant studies, monitoring of legal and professional service agreements, preparation of site and financial analyses, performing market research, outreach to businesses, preparation of loan packages and support, pre-development services, outreach, financial, technical and site selection assistance to businesses, organization of neighborhood commercial business assistance programs. Funds are also used for staff involved in the planning, coordinating, and monitoring of the City's housing initiatives.
27	Project Name	La Marketa at the International Plaza
	Target Area	CDBG Eligible Areas
	Goals Supported	Provide public services.
	Needs Addressed	Provide public services.
	Funding	CDBG: \$46,000
	Description	CDBG funding will be used to support the management and daily operations of the La Marketa at the International Plaza. La Marketa is a public gathering and event space for community and culturally relevant programming as well as a market space that will offer a variety of vending options ranging from pop-up tents and carts to more permanent retail locations housed in converted shipping containers. Local entrepreneurs can sell their products and services in a low risk, low cost, flexible environment that is envisioned to become an incubator for neighborhood economic development.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Persons Assisted – 16,795
	Location Description	La Marketa is located in the Northeast quadrant of the City of Rochester.
	Planned Activities	Oversee La Marketa operations including vendor recruitment and management, special event & promotional development activities, site maintenance, community engagement activities, nutrition education, and culturally relevant experiential learning opportunities.

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

Assistance will be directed throughout the City based on income eligibility and areas in which the percentage of households with incomes at or below 80% AMI is at least 51%. The selected projects are largely based on an applicant household's income more than being placed-based investments.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	99%
CDBG Eligible Areas	1%

Table 4 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Not all of the housing and community development needs identified in this plan can be addressed over the next five years, due primarily to the limited resources available. Therefore, the City has established priorities to ensure that scarce funds are directed to the most pressing needs. The selection of non-housing community development priorities reflects the City's desire to create appreciable and lasting living environment improvements throughout the City. Specific geographic targeting of housing investment reflects the need to affirmatively further fair housing by directing development to a broader range of neighborhoods and communities and broadening the supply of affordable housing outside of historically saturated areas. HOPWA funds are allocated based in part on the agencies' abilities to effectively serve clients who are eligible for housing and services under HOPWA.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City is committed to creating and preserving affordable housing for homeless, non-homeless and special needs populations through a variety of methods including rental assistance, production or new units, rehabilitation of existing units and acquisition.

One Year Goals for the Number of Households to be Supported	
Homeless	110
Non-Homeless	283
Special-Needs	135
Total	528

Table 5 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	245
The Production of New Units	29
Rehab of Existing Units	174
Acquisition of Existing Units	80*
Total	528

Table 6 - One Year Goals for Affordable Housing by Support Type

*See discussion section below

Discussion

Acquisition of units in the above table includes financial assistance to homebuyers in acquiring a home through down payment and closing cost assistance programs.

AP-60 Public Housing – 91.220(h)

Introduction

RHA currently has its 2020-21 Agency and Capital Fund Program Plan on display for public comment. This section outlines plans and actions that will be undertaken by RHA in the coming year to address the needs of those in public housing as well as the physical needs of the units.

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

RHA will continue to provide quality affordable housing and services for its residents. RHA meets with our resident councils, resident Commissioners, staff and neighborhood associations to address needs and discuss upcoming projects. We take all suggestions and recommendations from these sources into consideration when preparing the five year Capital Improvement plan. Due to ever changing conditions, items are prioritized and can fluctuate within the plan from year to year. Some planned activities that make use of capital funds include interior and exterior renovations, weatherization, systems upgrades, renovations to common areas, site work to increase security (lighting, sidewalks, etc.), renovation of laundry facilities and new windows, gutters and siding.

The RHA Resident Service Department is also working hard to partner with other agencies that can assist our residents in self-sufficiency initiatives and goals. Training, employment, and life skills are a focus in the upcoming year.

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

RHA will continue to administer a Family Self-Sufficiency (FSS) program. Under this program, families set goals and a case manager works with them to achieve the goals over a 5-year period. Some families' goals include homeownership. FSS funds four case manager positions. Per HUD guidelines, one case manager position is funded for the first 25 families and an additional case manager for each additional 50 families. There is a waiting list to participate among Section 8 families; open slots are currently available for public housing residents. Outreach to those PH residents consists of management referrals, brochures, and door to door outreach.

RHA will continue to assist participants in the Family Self Sufficiency (FSS) program to achieve their homeownership goals by providing participants with homeownership activities such as credit counseling, building escrow savings accounts, linking them with local grant opportunities and other local homeownership programs. To date 58 families purchased homes without RHA homeownership voucher assistance. In 2019, there were 33 graduated of the FSS program who collectively saved over \$200,000 in escrow savings over the five-year period.

RHA will also continue to utilize funding from a ROSS (Resident Opportunities and Self-Sufficiency) Grant. This grant funds Service Coordinators who assess the needs of residents of conventional Public Housing and coordinate available resources in the community to meet those needs. This program promotes local strategies to coordinate the use of assistance under the Public Housing program with

public and private resources, for supportive services and resident empowerment activities. These services should enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and reach housing self-sufficiency.

RHA is committed to developing a successful Section 3 program that will provide training, apprenticeship, and employment opportunities for Section 3 candidates. Outreach efforts are ongoing. RHA's Resident Services department works with candidates to determine skill sets, training needs, career paths and desired job placements. RHA has developed a maintenance training program and is utilizing that program to train Section 3 participants. RHA is working with community partners to provide additional training and apprenticeship opportunities for candidates. RHA actively works with contractors to hire Section 3 candidates for federally funded projects throughout the authority.

The Rochester Housing Authority (RHA) provides various opportunities for resident participation. RHA Participant Activities include Resident Programs, Resident Council, Jurisdiction Wide Resident Council, Mobile Food Markets w/Foodlink, Youth Programs, Summer Camp through Community Place of Greater Rochester, Boy Scouts of America, Family Food and Fun Program through University of Rochester Medical Center, Center for Community Health, Adult Programs, Community Service, Eviction prevention counseling, Resident Worker Program, Elderly/disabled service coordination for Senior/Disabled residents.

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

Rochester Housing Authority is not designated as a troubled agency.

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

Introduction

Rochester will continue to work with the Continuum of Care to coordinate services to the homeless and to provide outreach and other services, emergency shelter, transitional housing and permanent supportive housing to persons with special needs.

The CoC has incorporated the goals of Opening Doors into its strategic planning. To end chronic homelessness, the CoC is obtaining commitment from PSH providers to give chronically homeless persons priority when a unit vacancy occurs. It is also supporting the Housing First model. To end veteran homelessness, the CoC is partnering with the Veterans Administration and supporting housing targeted to veterans. To end homelessness for families and dependent children, the CoC is emphasizing a rapid rehousing approach. To end homelessness for unaccompanied youth, the CoC is stressing outreach.

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 Rochester/Monroe County Continuum of Care adopted Coordinated Entry System (CES) in 2014. The CES provides a strategy to quickly move people from homelessness to permanent housing by establishing a streamlined and uniform method of serving clients in need of housing crisis services, using a single point of entry model; reducing burden on both client and provider by having a unified systemic approach to quickly identify, assess, and refer clients to the best intervention to meet clients' specific needs at first contact; increasing collaboration between agencies in serving client needs more effectively and efficiently; and collecting data on community trends of housing needs to better target limited resources. When households or individuals present to the Continuum in an emergency shelter, the household is assessed using a vulnerability index to determine the type of housing intervention that will most adequately address their need.

Addressing the emergency shelter and transitional housing needs of homeless persons

As discussed above, all persons presenting to the continuum are assessed using a vulnerability index to determine the type of housing intervention that will most adequately address their need. Potential interventions include transitional housing, rapid rehousing or permanent supportive housing. There are currently emergency shelters available for homeless individuals and families, including victims of domestic violence. The CoC has adopted housing first, which seeks to place persons in permanent housing as quickly as possible, then provide supportive services to promote stability in housing.

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

To end homelessness among households with dependent children, the CoC is investing in Rapid Rehousing so that those who enter emergency shelters exit quickly. It is also providing diversion assistance for those who have a viable alternative to a shelter but require some support. In 2011, Rochester Housing Authority implemented a “Moving On” preference for its Housing Choice Voucher (HCV) program. This allowed families that no longer need case management and services but who still face an economic barrier to transition to the HCV program, freeing up PSH units for families experiencing homelessness who need supportive services. The CoC will be intensifying its outreach efforts to identify and provide support for unsheltered families with dependent children.

ESG funding supports a Rapid Rehousing partnership that includes several housing and service providers. Rapid Rehousing responds quickly and uses an array of mainstream benefits and supports to maximize resources.

The needs of domestic violence victims, including their families, will continue to be broadly addressed. Willow Domestic Violence Center serves women who are victims of domestic violence (or at risk) along with their children, offering counseling, education, and a secure shelter, whose location is not publicly identified. A 24-hour hotline provides information on housing and services for domestic violence victims. Willow Center has stringent policies to ensure the safety and privacy of its clients, and names and other identifying data are not entered into HMIS. In addition, staff of housing providers who serve domestic violence victims are trauma trained.

The Center for Youth Services, Hillside Children’s Center, Salvation Army, and Monroe County Youth Bureau will continue to provide housing and services for unaccompanied homeless youth. CoC will continue to offer a range of outreach, emergency and transitional housing and support services are available through CoC and other funding resources. Outreach and drop-in center activities focus on diverting youth from the homeless system. Youth providers have a common intake form, work together closely, and meet on a monthly basis to ensure that homeless youth have access to safe housing and services. In all cases, before a youth leaves a program, he/she is linked to a family member or other responsible, supportive adult. Youth providers will continue to work with Monroe County OMH to ensure access to mental health services and ease transition from the youth to the adult mental health system. Youth ages 16-17 and 18-24 will be targeted separately and offered age-appropriate services, while youth as young as 12 will also be served.

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

Youth being discharged from foster care or other institutional settings typically return to their family of origin or another responsible family member or adult. When no such adult can be located, the youth is placed in a community program specifically designed to prepare youth for independent living. The CoC will continue to educate homeless providers about the importance of ensuring that youth are not discharged into homelessness. Shelters have been instructed to immediately contact the Monroe County Department of Human Services to report the failed discharge plan if a youth is attempting to access homeless services. The youth is then connected to a caseworker who attempts to re-unite the youth with his/her family or other responsible adult and link him/her to appropriate services. If such a re-uniting is not possible, the youth is referred to a community program that prepares youth to transition to independent living.

Through the Homeless Services Network (HSN), the CoC will continue to work with hospital staff to develop protocols for those occasional times when appropriate stable housing cannot be located at discharge from the hospital. Hospital social work staff have been provided with information on local emergency shelters (e.g., physical layouts, staffing, hours open) so a referral is made to the shelter that can best meet the person's needs. Hospital staff calls the shelter to confirm a bed is available, any required follow-up care is communicated to shelter staff, and the patient is provided with an inpatient facilities licensed or operated by the New York State Office of Mental Health are encouraged to refer individuals to housing consistent with the level of care required by the patient and to not discharge patients until a comprehensive discharge plan is in place. Prior to discharge, individuals in need of supervised housing, and who agree to a referral, are referred to the Monroe County Single Point of Access (SPOA). The SPOA facilitates housing assistance for eligible individuals and connects persons to mental health care coordination services and a sufficient supply of medication.

Inpatient facilities licensed or operated by the New York State Office of Mental Health are encouraged to refer individuals to housing consistent with the level of care required by the patient and to not discharge patients until a comprehensive discharge plan is in place. Prior to discharge, individuals in need of supervised housing, and who agree to a referral, are referred to the Monroe County Single Point of Access (SPOA). The SPOA facilitates housing assistance for eligible individuals and connects persons to mental health care coordination services.

The Veterans Administration (VA) and the Veterans Outreach Center (VOC) will continue to exclusively serve veterans in the CoC geography. The VA and Rochester Housing Authority (RHA) are partners for the HUD VASH program and have developed the local VASH referral/application process and coordinated support services.

AP-70 HOPWA Goals - 91.220 (I)(3)

The following table outlines the one year HOPWA goals:

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	55
Tenant-based rental assistance	80
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	135

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

Introduction

Local barriers to affordable housing include:

- Insufficient income to purchase or rent a safe and decent housing unit;
- Cost of safe, decent housing may not be affordable;
- Housing that is affordable may require significant rehabilitation;
- Poor credit, lack of financial literacy, and lack of savings for down payment and closing costs for house purchase due to generally low incomes in the city;
- Expensive and complex process faced by affordable housing developers, as well as lack of land available for affordable housing development in Areas of Opportunity;
- Discriminatory practices from lenders and providers in the housing market on the basis of race, ethnicity, or familial status;
- High rates of home purchase loan denials for Black and Hispanic applicants, despite documented instances of Black and Hispanic applicants having similar financial qualifications to non-minority applicants that were approved.

In addition, the following impediments were identified in the analysis and writing of the AI:

1. Persons with lower incomes, who are disproportionately members of the protected classes, are less able to afford safe, decent affordable housing.
2. More fair housing education, outreach, investigation, and enforcement is needed.
3. Group homes are not clearly defined in the City's Zoning Code. This makes it unclear whether group homes are allowed by right in low-density residential districts, which could be discriminatory.
4. The City of Rochester needs to update some of its policies and procedures related to fair housing.

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

The City of Rochester will:

- expand the supply of affordable rental and home ownership housing;
- increase homeownership among low and moderate income prospective home buyers;
- preserve and improve the existing stock of affordable housing; and
- Improve equitable access to housing.

To implement these objectives, the City will offer:

- first time homebuyer assistance;
- housing rehabilitation;
- tenant-landlord counseling;
- fair housing programs; and
- develop new affordable housing.

And the City will pursue the following non-housing actions to ameliorate barriers to affordable housing:

- job training/employment assistance;
- financial literacy, counseling, and training; and

In addition, the City will make progress over the next five years in the Fair Housing Action Plan as identified in the AI.

AP-85 Other Actions – 91.220(k)

Introduction

The City plans a variety of initiatives to address obstacles to meeting underserved needs, to foster and maintain affordable housing, to reduce lead-based paint hazards, reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting underserved needs for affordable housing in the city of Rochester is the gap in what households can afford to pay for housing and the price of housing. The City has a significant affordable housing stock, yet the income level for individual households such as single parent, elderly, disabled, or others of limited economic means, is insufficient to afford even the lowest of the market rate units. The City will continue to work on economic development to provide better job opportunities and with social service providers to assist such households. In addition, the City will work with for-profit and non-profit developers to create more affordable housing.

Another obstacle to meeting the needs of underserved households is the limited amount of funding received by the City. The City of Rochester will partner with other public agencies and nonprofit organizations, when feasible, to leverage resources and maximize outcomes in housing and community development.

A primary obstacle to meeting underserved economic development needs is the ability of developers to secure the necessary financing to undertake and complete projects. It is typically the role of the public sector to fill the gaps of these financing needs. However, on occasion, these gaps exceed the assistance capabilities of the City. Another obstacle is the ability to secure inexpensive and convenient parking options for Center City businesses and development projects

Actions planned to foster and maintain affordable housing

As stated in the Needs Assessment sections, the primary housing problem is cost burden. Cost burden is caused when a household spends more than 30% of its income on housing costs. This can happen because housing costs are high and/or household income is low. In Rochester, the latter reason is the largest driver of cost burden. To address the need for housing that is affordable to residents, the City will undertake activities that will increase the supply of affordable housing, increase the quality of housing through various rehabilitation programs as well as address economic development and capacity building to attract and retain jobs that pay living wages to increase household incomes.

Actions planned to reduce lead-based paint hazards

The City will continue to implement its proactive Lead Based Paint Poisoning Prevention Law and strategically implement Lead Hazard Control activities. It will continue to apply to HUD for lead hazard control funding and seek non-traditional funding for these activities as well. As at-risk children primarily reside in rental housing built before 1978, the City will continue to target this housing stock as it carries out its lead hazard control efforts.

The City will also continue to work with the Coalition to Prevent Lead Poisoning to undertake comprehensive outreach and education programs designed to reach at-risk populations. These efforts focus on reaching populations least likely to have access to media and other resources that provide awareness. And the City will continue its partnership with the Monroe County Department of Public Health to serve children and families at risk of lead-poisoning.

Actions planned to reduce the number of poverty-level families

Rochester will focus on economic development, job creation, youth service and supportive services to reduce the number of families in poverty. Programs to ensuring safe neighborhoods and improve public facilities will help to create economic opportunities for residents.

Consistent with the work groups formed to carry out the Rochester-Monroe County Anti-Poverty Initiative, Rochester's Anti-Poverty Strategy will address:

- Education and training, particularly for youth
- Job retention and creation
- Decent, affordable housing
- Health and nutrition
- Safe neighborhoods
- Improving public policy and the systems dealing with poverty

Actions planned to develop institutional structure

To enhance the City's housing systems, staff will work with internal departments to streamline and increase efficiencies by reviewing current procedures compared to best practices and implement changes where necessary.

The primary gap in the service delivery system is currently a lack of funding that would allow agencies to scale up to meet the needs of persons experiencing homelessness or who are at risk of homelessness. Because of this, the City and County award funding to agencies that demonstrate the ability to effectively and efficiently carry out the activities in support of the CoC's identified priorities.

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

Plans to coordinate between public and private housing social services agencies is a high priority. To this end, Housing staff will participate with the County, local and state housing and social service agency networks to ensure housing programs for the homeless and non-homeless populations are well coordinated to help ensure their success.

Program Specific Requirements

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

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(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	\$1,470,000
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	\$30,000
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	\$1,500,000

Other CDBG Requirements

1. The amount of urgent need activities	\$0
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HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City's investment of HOME funds is consistent with the forms of assistance included in 24 CFR 92.205(b). The City leverages its HOME funds with other funding secured by its housing partners to develop affordable homeownership and rental housing. Community Development Housing Development Organizations (CHDOs) and other non-profit housing developers apply for and receive funding from state and local resources to support the City's housing programs, projects and goals.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

HOME PROGRAM-HOMEBUYER RESALE AND HOME SUBSIDY RECAPTURE GUIDELINES-The City of Rochester will comply with the following HOME regulations (24 CFR Part 92.254(a)(5) regarding resale and recapture of HOME subsidies. In addition, prescribed language for both resale and recapture provisions is also provided below.

The City of Rochester operations regarding Resale and Recapture are as follows:

Home Rochester-Write down subsidy for the acquisition/rehabilitation for owner occupants Resale

Community Development Organization (CHDO) - Write down subsidy for the acquisition/rehabilitation for owner occupants Resale

New Construction Infrastructure for Habitat for Humanity and other developers of affordable homeowner-housing Resale

Employer Assisted Housing Initiative-Provides a match of up to \$3,000 of down payment and closing cost assistance to employees of participating employers purchasing homes Recapture

Home Purchase Assistance-Provides up to \$3,000 of down payment and closing cost assistance to buyers purchasing homes on the private market Recapture

Homebuyer Assistance-Provides up to \$6,000 of down payment and closing cost assistance to buyers purchasing CHDO/Home Rochester homes Recapture

Resale/Recapture Updated Policies

HOME PROGRAM AFFIRMATIVE MARKETING REQUIREMENTS AND PROCEDURES FOR
MULTIPLE FAMILY HOUSING

The City of Rochester will require that owners of all HOME-assisted housing containing five (5) or more units shall affirmatively market said units to attract eligible persons from all racial, ethnic, and gender groups in the housing market area. The City will annually assess the affirmative marketing program to determine the success of the affirmative marketing activities and the need for any necessary corrective measures.

The owner will make good faith efforts to affirmatively market the units in accordance with the following procedures:

Fair Housing Information

1. The owner and the City shall agree upon an initial affirmative marketing strategy.
2. The owner shall prominently display a federal Fair Housing poster in his/her rental office.
3. The owner shall direct all Fair Housing questions from applicants to the City.

Marketing Strategy

4. The owner and the City shall agree upon an initial affirmative marketing strategy.
5. The strategy shall establish occupancy goals for the units based upon the demographic characteristics of the market area.
6. The strategy shall describe the specific marketing and outreach activities to be employed by the owners.
7. The marketing strategy may be amended, upon the written approval of the City, to reflect changed market conditions.

Marketing Contacts

8. The owner may utilize printed and/or electronic (radio and television) news media to advertise the availability of the units.
9. The owner may utilize local newspapers of general circulation, local magazines, newsletters or neighborhood organizations and housing advocacy organizations, or other approved publications which are known to circulate among low income populations for the placement of written advertisements.
10. The owner shall contact and provide information to any groups or individuals known or believed to be interested in the availability of the affordable rental units.

Targeted Outreach

11. The owner shall undertake specific efforts to inform and solicit rental applications from persons in the housing market area who are not likely to apply for the housing without

specified outreach. These efforts may be directed toward non-English speaking populations, the developmentally or physically disabled, or other low income populations unlikely to become informed about the availability of the units through the efforts required in paragraph C above.

12. Specialized outreach efforts may be undertaken through direct contact or contacts with organizations known to represent the interests of the population of special concern, e.g. community or advocacy organizations, places of worship, employment centers, fair housing groups, housing counseling agencies, neighborhood health centers, and government agencies delivering services to the populations of special concerns.

Recordkeeping

13. The owner shall maintain a copy of the approved marketing strategy.
14. The owner shall maintain records documenting specific efforts taken in accordance with paragraphs A, B, C, and D.
15. The owner shall annually report to the City on activities and results of this affirmative marketing effort and shall make all affirmative marketing records available to the City at its request.
16. Affirmative marketing files shall include copies of advertisements; the racial, ethnic, and gender characteristics of potential tenants (applicants) who respond to the ad; and the characteristics of the tenants who actually rented the units.

Annual Assessment

17. The City will independently evaluate and assess the adequacy of the owner's affirmative marketing efforts on an annual basis.
18. The annual assessment will be based upon a number of factors, including but not limited to: consistency with the approved marketing strategy; the owner's success in meeting occupancy goals; the cumulative number of vacancy days; the number of rental applications generated from targeted groups; and the extent to which handicap-accessible units, if any, are occupied by the people for whom they were designed to serve.
19. When it can be determined that affirmative marketing efforts have been limited or unsuccessful, the City will require changes to improve their effectiveness.

In furtherance of the City's commitment to non-discrimination and equal opportunity in housing, it is the City's affirmative marketing goal to assure that individuals who normally might not apply for vacant rental units because of their race, color, ethnicity, religion, sex, handicap, or familial status be made aware of vacancies in housing units funded through the HOME program; feel welcome to apply; and have the opportunity to rent the units.

This policy will be carried out through the affirmative marketing procedures set forth in Section I above and through the following direct actions:

The City will inform the public about: its affirmative marketing policy under the HOME program; the Fair Housing Act; Title VI of the Civil Rights Act of 1964; Executive Order 11063, as amended; and Section 504 of the Rehabilitation Act of 1973.

20. The City will carry out "A" above by: the placement of public notices in local newspapers of general circulation; the placement of public service announcements through electronic media; the distribution of printed materials; and through community contacts.

HOME PROGRAM-HOMEBUYER RESALE AND HOME SUBSIDY RECAPTURE GUIDELINES: The City of Rochester will comply with the following HOME regulations (24 CFR Part 92.254(a)(5) regarding resale and recapture of HOME subsidies. In addition, prescribed language for both resale and recapture provisions is also provided below. It should be noted that the City of Rochester operations regarding Resale and Recapture are as follows: The chart below delineates the programs for Resale and Recapture and provides the tools to be used including the mechanisms for affordability.

Home Rochester-Write down subsidy for the acquisition/rehabilitation for owner occupants-Resale

Community Development Organization (CHDO)-Write down subsidy for the acquisition/rehabilitation for owner occupants-Resale

New Construction-Infrastructure for Habitat for Humanity and other developers of affordable homeowner housing-Recapture

Employer Assisted Housing Initiative-Provides a match of up to \$3000 of down payment and closing cost assistance to employees of participating employers purchasing homes-Recapture

Home Purchase Assistance-Provides of to \$3,000 of down payment and closing cost assistance to buyers purchasing homes on the private market-Recapture

Homebuyer Assistance-Provides up to \$6,000 of down payment and closing cost assistance to buyers purchasing CHDO/Home Rochester homes.-Recapture

Resale: The City shall use the Resale option for the Home Rochester and Affordable New Construction (Homeownership) programs. The City shall not use a presumption of affordability but instead use an enforcement mechanism to meet the resale requirement. The following deed restrictive covenant below shall be used. Also, see attached copy of deed restriction that is recorded.

Restrictive Covenant-Title to this property (the "Property") is conveyed subject to the following

restrictions: The Grantee has acquired this property with the assistance of funds from the City of Rochester provided under 24 CFR Part 92, the HOME Investment Partnership Program (the "Regulations"). As a condition of the subsidy, the Grantee agrees: The Property must be the Grantee's principal residence for ten (10) or fifteen (15) years dependent on HOME investment from the date of this deed; If the above ten (10) or fifteen (15) year period has not expired and the Grantee sells the Property, the Grantee agrees to sell the Property to a low-income family as defined in the Regulations that will use the Property as its principal residence for the duration of the ten (10) or fifteen (15) year period. Documentation must be provided to the City of Rochester verifying the prospective buyer's income eligibility. The price at resale must: (1) ensure that the Property will remain affordable (as defined in the Regulations) to a reasonable range of low-income homebuyers, and (2) provide the Grantee a fair return on investment (including the Grantee's investment and any capital improvement). Notwithstanding the aforementioned provisions, the affordability restrictions and residency requirement shall terminate upon occurrence of any of the following termination events: Foreclosure; Transfer in lieu of foreclosure; or Assignment of an FHA insured mortgage to HUD. However, the affordability restriction and residency requirement shall be revived according to their original terms if, during the original residency period of ten years, the Grantee before the termination event, or any other entity that includes the Grantee or those with whom the Grantee has or had family or business ties, obtains an ownership in the project or property. In the event that the HOME-assisted Grantee wishes to sell the assisted home, the City of Rochester shall be afforded the right of first refusal to purchase the subject property.

Fair Rate of Return: The rate of return will be based upon the percentage change in the Consumer Price Index over the period of ownership plus the owner's downpayment and any capital improvements. Capital improvements would include window replacement, major system replacement such as roofs, plumbing, updated electrical, bathrooms and kitchens, additions and porches and central air conditioning. If the property depreciates in value there may not be a return on investment. **Reasonable Range of Low-income Buyers:** The City will continue make the home affordable to buyers within 48 to 80% of buyers the Area Median Income (AMI). **Affordability:** During the affordability the City would help market the home through the affordable housing network which includes pre purchase counseling agencies, housing maintenance organizations and local associations dedicated to promoting affordable housing. The City will also make available down payment and closing cost assistance to new, eligible, homebuyers of HOME assisted house to assist with affordability. **Recapture:** The City uses the Recapture option for all of its downpayment and closing cost assistance programs; Employer Assisted Housing Initiative, Home Purchase Assistance Program and the Homebuyer Assistance Program. The homeowner shall be required to repay a portion of the HOME funds used to assist the homeowner with the original purchase of the home on a pro-rated basis in accordance with the following schedule, per the Note and Mortgage securing the HOME subsidy:

Time Elapsed-Repayment % 5 Yr 1st month through 24th month 100%; 25th month - 36th month 75 %; 37th month - 48th month 50%; 49th month -60th month 25%; 61st month- 0%

Repayment terms are subject to the terms of 24 CFR Part 92, specifically if the recapture requirement is triggered by a sale (voluntary or involuntary) of the Property, and there are no net proceeds or the net proceeds are insufficient to repay the HOME investment due, the City of Rochester may recapture an amount less than or equal to the net proceeds. The net proceeds are defined as the sales price minus loan repayment (other than HOME funds) and any closing costs.

3. *A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:*

See above.

4. *Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:*

HOME funds may be used toward the costs of rehabilitating existing affordable multifamily housing communities for the purpose of sustaining affordable rental housing.

Such projects may be located anywhere within the City of Rochester's boundaries, to include the following objectives: maintaining the affordability of existing rental housing, the creation of additional affordable rental units, or both as part of the redevelopment plan.

The primary objective of such projects is to rehabilitate the existing units and sustain affordability over time, though such projects may include refinance of existing debt. Creation of new units is acceptable, in addition to rehabilitation of existing units.

For projects to be eligible for HOME investment as part of the project, related rehabilitation will be required to meet or exceed a minimum level of \$50,000 per unit, to be sufficient to meet the City's requirements to demonstrate that rehabilitation is the primary project intention. Minimum rehabilitation may include work done to the units themselves, as well as a pro-rata share of building mechanical upgrades, and related soft costs. The City's HOME funds would be contributed only toward the rehabilitation costs of the project and not be used toward refinance of any existing debt.

The investment of HOME funds will be used to ensure that the existing affordable rental housing will be maintained as affordable for a minimum of 15 years, though the City of Rochester will retain the right to assign, at its discretion, an additional local affordability period consistent with the terms of the project's permanent financing and/or payment-in-lieu-of-tax (PILOT) agreement.

Projects will be reviewed to confirm the following: disinvestment in the property has not occurred, feasibility is demonstrated that the project will be able to service the target population over an extended affordability period.

The City's HOME funds cannot be used to refinance multifamily loans made by any other federal

program, including Community Development Block Grant funding.

Emergency Solutions Grant (ESG)

Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

The City, Continuum of Care (CoC) and HSN (a collaboration of more than 60 local homeless services legal, primary care, mental health, substance abuse, re-entry providers and community stakeholders) have met throughout each program year to jointly plan for ESG. In keeping with the City's past practice of providing the Emergency Shelter Grants (ESG) Program Desk Guide March 2001 to all sub-recipients, the City has provided sub-recipients and community providers that coordinate with them the Emergency Solutions Grant Rules and Regulations, and tools available to date including Definition of Homelessness (Criteria for Defining Homeless and Record Keeping Requirements), and Emergency Solutions Grants (ESG) Program Components and Activities. The City provided sub-recipients with information about the homeless and chronic homeless definitions and eligibility, documentation and record requirements and HMIS participation. The CoC provides HMIS licenses and HMIS training to the City's ESG sub-recipients.

Written standards are included for Street Outreach, Emergency Shelter, Transitional Housing and Rapid Rehousing are attached. These programs are eligible for ESG funding.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Coordinated Entry is defined by HUD as a consistent and streamlined process for accessing the resources available in the homeless crisis response system...ensuring that those with the highest need, most vulnerable households in the community are prioritized for services and that the housing and supportive services in the system are used as efficiently and effectively as possible.

The intended target population for Coordinated Entry is all households or person(s) who are experiencing homelessness or at-risk of experiencing homelessness in Rochester and Monroe County and seeking assistance from the local crisis response system, which includes prevention assistance and a full spectrum of homeless housing and services. This includes single adults, adults accompanied by children, families, unaccompanied youth, parenting youth, person(s) fleeing domestic violence, and veterans.

The community has agreed upon the use of a common assessment tool, known as the V-SPDAT, to help identify the vulnerability of the household and prioritizing them for the appropriate permanent housing intervention based on those needs. Interventions include Rapid Re-Housing for those who have moderate needs and Permanent Supportive Housing, which will be reserved for those with the highest needs. Households scoring low on the assessment are identified as not needing a housing intervention and are likely able to resolve their homelessness without ongoing assistance. The V-SPDAT score will be used as one of the determinants in the community-wide prioritization model. While it is important to have an efficient and effective process by which households can access the

homeless system, it is equally important for households to be quickly exited into the appropriate permanent housing that will best meet their needs and minimize their likelihood of returning to homelessness.

Prioritization is a critical component of a Coordinated Entry system to appropriately exit households to permanent housing and to ensure those with the greatest needs have timely access to services. CE has developed a prioritization model based on input from community stakeholders to establish a process to effectively identify those with the highest needs and connect them to the appropriate permanent housing more quickly. CE Workgroup meets regularly to determine how households are prioritized and what information will be used to determine the way in which the list is ordered. A by name prioritization list is now in place and all TH, PSH and RRH housing providers are only permitted to accept households that are referred through the Coordinated Entry prioritization process. This process is fairly new, the prioritization list began being used by all providers in December 2017. The work group continues to meet to make sure CE is functioning efficiently and revises policies and procedures as needed.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Awards for 2019-20 were based upon a 2019 Request for Proposal (RFP) process in which the City and County jointly published by Legal Notice in The Daily Record; announced availability on its established website for proposals; distributed via networks including those of the CoC, HSN and Housing Choice listservs. Awardees were chosen by a committee of City, County, CoC administrative board, and a formerly homeless community member. Services under this proposal cycle will run through June 30, 2020. The 2020-21 ESG RFP will be publicized and distributed following the same procedure.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Rochester is in compliance with Section 576.405(a) of the Interim Rule, the City has engaged persons who are currently or formerly homeless in their planning process.

5. Describe performance standards for evaluating ESG.

The City utilizes the Integrated Disbursement and Information System (IDIS) to document program progress and monitor program performance on an ongoing basis. The City requires all ESG sub-recipients to enter data into HMIS as required by HUD. A Consolidated Annual Performance and Evaluation Report (CAPER) is prepared annually by the City. Each ESG funded project now uses to run their CAPER and download it directly into SAGE for the City and County to produce that report. The CoC will assist the project as needed to do the submission. The consolidated CAPER contains a summary of resources and programmatic accomplishments, the status of actions taken in concert with

the CoC to implement the strategies contained in the Consolidated Plan, and evaluation of progress made in addressing identified priority needs and objectives.

Performance Standards are in alignment with the HUD required measures including reducing the duration of homelessness; reducing recidivism; reducing the number of people who become homeless; increasing employment and income; and stability in permanent housing. Additional local standards have also been established and are included in the community written standards; occupancy rate, number of days to respond to referrals, number of days from program entry to move-in date into RRH or PSH, etc.

HOPWA Program Specific Requirements

The only qualified agencies in the Greater Rochester area to serve persons with AIDS with housing services are Catholic Charities Community Services and Trillium Health. Funds are divided between these organizations in a 60/40 split. Organizations that are grass roots, faith based, and community based are able to and do refer clients to these two project sponsors.

Attachments

Written Standards for Provision of Assistance

Policies and Procedures for Evaluating Those Eligible for Assistance

Each household receives an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed. The household must be either homeless (to receive rapid rehousing assistance) or at risk of losing its housing to receive homelessness prevention assistance and must meet the following circumstances: The household's total income must be at or below 30 percent of Area Median Income (AMI); No appropriate subsequent housing options have been identified; The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and The household lacks support networks needed to obtain immediate housing or remain in its existing housing.

Documentation requirements: Verification/proof of income; SSN for head of household; Verification of address/current living situation; Verification of household size; Some documentation of the problem(s) that led to the need for assistance as determined by the case manager (i.e.; proof of medical bills, loss of income, etc.)

Standards for the City/County rapid rehousing programs operated by Coordinated Care Services have been developed with those set out in the 2010 "Eligibility Determination and Documentation Guidance- Homeless Prevention and Rapid Rehousing Program.

These include: Eligibility requirements: Initial consultation/assessment and determination of income and housing status; access to alternative housing options; Documentation: written or oral third-party verification; applicant self-declaration

Performance Standards for Documentation are as follows:

- Housing status: HMIS documentation or written verification of shelter stay, sleeping in a place not meant for human habitation, being a patient in a hospital or other institution, being a participant in a transitional housing program, being a victim of domestic violence
- Homelessness prevention eligibility: written verification of potential loss of housing due to non-payment of rent and/or other lease violations, utility non-payment, foreclosure on rental or owner-occupied property, eviction of host family/friends, uninhabitable conditions, or discharge from an institution
- Housing options/resources: written documentation must be provided for other subsequent housing options, financial resources (e.g. wages and salary, self-employment/business, interest/dividend, pension/retirement, unemployment/disability, TANF/public assistance, alimony/child support/foster care, armed forces income) and support networks

Policies and Procedures for Coordination among Providers

Staff meetings are held monthly to discuss program logistics and processes. Periodically, meetings of all participating agencies will be held to ensure effective ongoing management and provide updates on any new program developments, including HUD regulation updates.

Meetings with the City, County, and CoC also occur monthly to provide for oversight as well as updates on project status, outcomes to date, and to allow for discussion and resolution of any project issues.

Additionally, case managers will be meeting clients weekly in community-based organizations (CBO) sites, as well as in shelters. CBO and shelter staff will be routinely engaged in conversations and will be requested to participate in any process to assist the program in meeting the needs of the people and families it served.

Policies and Procedures for Determining and Prioritizing Type of Assistance

Below are detailed the procedures for determining and prioritizing eligible families and individuals by the type of assistance requested.

Prevention High Priority Risk Factors

- Prior episodes of homelessness
- Eviction within two weeks
- Sudden and significant loss of income
- Sudden and significant increase in utility costs
- Severe housing cost burden (greater than 50% of income)
- High overcrowding
- Recent traumatic life event (loss of spouse, or recent health crisis)
- Significant medical debt

Rapid Rehousing High Priority Risk Factors:

- Sleeping in an emergency shelter
- Sleeping on the streets, etc.
- Graduating from a transitional shelter
- Victim of domestic violence

Standards for Determining Share of Rent Each Participant Must Pay

Each program determines the share of rent that each participant must pay . Counseling and case management services will focus on maintaining stable housing after program financial assistance ends.

Standards for Determining How Long Rent Assistance/How Amount is Adjusted Over Time

In order to avoid excessive funding of individual households, (thus limiting the number of households that can be served by the program), and in order to respond to the variety of circumstances that may create or threaten homelessness, and in order to emphasize serving those most in need of assistance, it has been determined that this program would benefit most from limiting the services provided to one-time only.

ESG funds for rapid rehousing do not support the long-term maintenance of any person or family. It will be the procedure of the ESG-funded Heading Home Program to provide short-term assistance for these individuals and families to help them obtain/maintain housing until a longer-term or even permanent subsidy becomes available.

Total benefit amounts will be made on a case-by-case basis. However:

- Payments cannot duplicate other subsidy programs
- All other sources of assistance in the community must be exhausted
- Potential DHS recipients will be referred there prior to acceptance in the program

Standards for Determining Type, Amount and Duration of Stabilization and/or Relocation Assistance

The types of assistance provided will be determined on a case-by-case basis by the case manager with consultation with the program manager under the guidance of the director of finance. The types of assistance provided will reflect program dollars available, number of clients served to date, and will recognize the established program end date.

Specific guidance and details are offered below by type of assistance:

- Rental Assistance: amount of rent assistance cannot exceed the actual amount of rent and must comply with the HUD rent reasonableness and affordability standards
- Short term rental assistance: cannot exceed 3 months
- Medium term rental assistance: cannot exceed 18 months and must be reviewed every three months. This option will be used in extraordinary circumstances only.
- Financial Assistance:
- Security Deposits: cannot exceed rent reasonableness standards as established by HUD
- Rental Arrears: cannot exceed rent reasonableness standards.
- Utility Payments: will follow local DHS/HEAP guidelines

- Moving Cost Assistance: is reviewed on a case-by-case basis - A local moving company partnership has been established and estimates are provided prior to move
- Storage Fees: maximum of 3 months

Process for Making Sub-Awards

The City of Rochester receives and utilizes ESG funds to help address the needs of homeless individuals and families and to prevent homelessness. Based on the input of the CoC and other stakeholders, the City of Rochester and Monroe County annually issue a joint RFP for the ESG funding. In the RFP the following services were solicited to receive funding to enact the plan for how the ESG funding will be used: Coordinated Entry, Homelessness Prevention/Rapid Rehousing Services, Emergency Shelter, Shelter Diversion, Street Outreach Essential Services and Hospitality Services.

A project review committee reads all of the applications submitted and scores based on specific criteria: responsiveness to the ESG priorities, potential impact of proposed programs in reducing homelessness, soundness and efficacy of proposed services, engagement with community partners, feasibility of service delivery plan, organizational capacity of applicant and previous record of success in meeting performance measures and timely spending ESG funds in prior years. Projects are awarded funds until allocation is fully utilized.

Homeless Participation Requirement

In compliance with Section 576.405(a) of the Interim Rule, the City and Monroe County have engaged persons who are currently or formerly homeless in their planning process. Four formerly homeless individuals have participated in our planning process. A past Co-Chair of the Rochester/Monroe County CoC is a formerly homeless individual.

In addition to serving as CoC Co-Chair, he has been substantially involved in planning for the use of ESG funding. Additionally, there are two other formerly homeless individuals on the CoC Team, as well as another member of the Homeless Services Network, who have also been consulted in the planning process for ESG funding.

Performance Standards

Performance standards for ESG recipients are required by HUD and have been developed in consultation with the CoC. The purpose of performance standards is to provide a measure for the ESG recipient and the CoC to evaluate each ESG service provider's effectiveness. It is anticipated that the City and County's performance standards for ESG activities will continue to evolve over time and will be developed to complement the CoC program performance measures.

Specific performance standards that will be applied to the ESG Program are based on the proposed accomplishments of:

- Increasing the range of housing options and related services for program participants
- Increasing knowledge of rights and responsibilities through Tenant Education for 70% of program participants
- Increasing the number of program participants stably housed at 12 months to 75%
- Reducing participant transiency by providing opportunities for safe and affordable housing
- Reducing the number of participants who have received rapid re-housing services from entering or re-entering local shelter programs to 20% or less

Rapid Re-Housing (RRH) Written Standards

Definition: Rapid Re-Housing (RRH) – 24 CFR Part 578.37

RRH provides short-term (up to 3 months) and/or medium term (3 to 24 months) tenant based rental assistance and supportive services as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible to permanent housing and achieve stability in that housing.

Access to Rapid Re-Housing (RRH) is through:

- Coordinated Entry Community Prioritization list

Eligibility Criteria

- Must meet HUD Definition of Homeless (Categories 1 or 4)
- Prior living situation must be ES or Unsheltered
- VSPDAT score will generally be in the 4-7 range

Operational Standards - Standards represent minimum local standards for all PSH programs. PSH providers may have funders who have additional requirements and/or may need to meet standards of the state or local government. In those cases, the more stringent standard applies.

Core components required of every RRH program

- Housing Search:
 - must include a plan to work with landlords to encourage them to provide available units for the program
 - rental units must pass inspection prior to rental assistance being paid to the landlord; for ESG funded programs Housing Habitability Inspection can be utilized; for CoC funded programs Housing Quality Standards (HQS) inspection is required
- Rent and Move-In Assistance: must include at a minimum short or medium term rental assistance.
 - Each program will determine the average amount and length of time rental assistance is provided and the percentage of rent that participants will pay
 - For participants where rent does not include utilities, the amount of rental assistance provided will incorporate the applicable utility allowance established by the Rochester Housing Authority will be used to calculate the tenant share of rent. Program participant must be reimbursed for any amount that the allowance exceeds the participant's share of rent.
- Case Management Services:
 - Initial focus is on accessing PH
 - Once housing is secured, focus changes to housing stabilization;

- Case management ends when household is no longer imminently at risk of being homeless;
 - A once per month contact at the minimum is required while participant is enrolled in the RRH program;
 - Warm hand-off to mainstream and community based services should be utilized
- Each participant must have a written lease/rental agreement.
 - ESG funded programs - month to month is allowable;
 - CoC funded programs - initial lease must be for at least one year, that is renewable and terminable by cause
- Program participation is limited to a maximum of 24 months
- All programs will utilize Housing First principles

Standard Outcomes/Performance Measures

- 92% if all participants will remain stable in RRH or exit to other permanent housing destinations
- 64% or more of adult participants will have non-cash benefits
- 64% or more of adult participants will have income from sources other than employment
- 20% or more of adult participants increase income from sources other than employment
- 20% or more of adult participants will have income from employment
- 20% or more of adult participants will increase income from employment
- 92% of participants do not return to homelessness within a one-year period after exit from RRH
- 85% of participants do not return to homelessness within a two-year period after exit from RRH
- Average time from program enrollment to moving to permanent housing is (30) thirty days
- Minimum 95% occupancy rate based on number of households projected to be served in application and amount of rental assistance that is expended annually

Transitional Housing (TH) Written Standards

Definition: Transitional Housing (TH) – 24 CFR Part 578.37

Transitional housing facilitates the movement of homeless individuals and families to permanent housing within 24 months of entering a TH program.

TH should be utilized for families and individuals that need more assistance than RRH offers but who do not qualify for permanent supportive housing. Sub-populations that are likely to benefit the most from TH are youth, survivors of DV, persons with histories of substance abuse and/or persons who have recently exited criminal justice system.

Primary Access for Sub-Populations:

- Unaccompanied Youth and Young Adults coming through Prioritization List will be referred to Center for Youth
- Re-Entry Population coming through Prioritization List will be referred to Spiritus Christi Prison Outreach

Eligibility Criteria

- Must meet HUD Definition of Homeless – Categories 1, 2 and 4
- VSPDAT score will generally be in the range of 6-9

Operational Standards - Standards represent minimum local standards for all TH programs. TH providers may have funders who have additional requirements and/or may need to meet standards of the state or local government. In those cases, the more stringent standard applies.

- Services and programming create a pathway to permanent housing
- Maximum length of stay is 24 months
- Participant's rent cannot exceed 30% of household income
- Participants must have a lease or occupancy agreement
- Housing First principles will be utilized by all programs

Standard Outcomes/Performance Measures

- 92% or more of participants will exit to permanent housing destinations
- 75% or more of adult participants will have non-cash benefits
- 64% or more of adult participants will have income from sources other than employment
- 64% or more of adult participants increase income from sources other than employment
- 20% or more of adult participants will have income (includes part-time) from on the books employment
- 20% or more of adult participants will increase income from employment
- 85% of participants do not return to homelessness within a two-year period after exit from TH

- Minimum 90% average occupancy rate will be maintained

Street Outreach (SO) Written Standards

Definition: Street Outreach (SO) - 24 CFR 576.101

Street Outreach provides essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility

Eligibility Criteria

- Must meet HUD Definition of Homeless

Operational Standards

- Proactively reach out to unsheltered homeless; whenever possible, provide resources to address immediate needs such as placement in emergency shelter, food, personal hygiene items, etc. Priority for Street Outreach will be unsheltered homeless; however, street outreach teams may also go to shelters that are not able to provide services.
- Provide Engagement services – assessing housing and service needs, completion of VSPDAT and other assessment tools based on need
- Provide short term case management - provide linkages to emergency health and behavioral health services, mainstream resources, etc.
- Provide transportation to emergency shelters or other services
- Street Outreach activities will be conducted with a minimum of (2) two trained persons whenever possible; or outreach worker will always let someone know where they will be
- Should an unsheltered household with minor children be encountered during outreach activities:
 - A placement into shelter must be made
 - If placement is refused call 9-1-1 or CPS Hotline: 1-800-342-3720

Standard Outcomes/Performance Measures

- 30% of all participants engaged who will exit to permanent housing destinations
- 30% of all participants engaged who have successful exits from the program
- 70% or more of adult participants will have non-cash benefits
- 60% or more of adult participants will have income from sources other than employment
- 15% or more of adult participants will have income from employment
- 80% of participants will not return to homelessness within two years
- Average time from contact to engagement is 60 days
- Average time from engagement to successful exit from program is 45 days

Permanent Supportive Housing (PSH) Written Standards

Definition: Permanent Supportive Housing (PSH) – 24 CFR Part 578.37

Permanent Housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. PSH can only provide assistance to individuals with disabilities and families in which one adult or child has a disability. Support services designed to meet the needs of the program participants must be made available to the program participants.

Access to Permanent Supportive Housing (PSH) is only through:

- Coordinated Entry Community Prioritization List

Eligibility Criteria

- Must meet HUD Definition of Homeless
- Prior living situation must be ES or Unsheltered; if prior living situation is TH or institution for less than 90 days, must have been homeless prior to entering TH or institution
- Household member must have long-term disability
- VSPDAT score will generally be in the range of 8+

Operational Standards - Standards represent minimum local standards for all PSH programs. PSH providers may have funders who have additional requirements and/or may need to meet standards of the state or local government. In those cases, the more stringent standard applies.

- There is no prescribed or suggested length of stay in PSH
- Supportive services must be available to participants throughout their stay in PSH, but participation in services is not required. It is expected that providers will continue to attempt to engage participation in supportive services.
- Initial lease must be for at least one year and must be renewable and terminable by cause. Subsequent years lease, must be a minimum of term of one month.
- Participant rent cannot exceed 30% of their income
 - For participants where rent does not include utilities, the amount of rental assistance provided will incorporate the applicable utility allowance established by the Rochester Housing Authority will be used to calculate the tenant share of rent. Program participant must be reimbursed for any amount that the allowance exceeds the participant's share of rent.
- Units must pass Housing Quality Standards Inspection prior to rent being paid to the landlord
- Housing First principles will be utilized by all PSH programs
- Prioritization of potential participants is determined by Coordinated Entry policies and procedures
- VSPDAT score will generally be 8+

Standard Outcomes/Performance Measures

- 92% if all participants will remain stable in PSH or exit to other permanent housing destinations
- 85% or more of adult participants will have non-cash benefits

- 85% or more of adult participants will have income from sources other than employment
- 20% or more of adult participants increase income from sources other than employment
- 20% or more of adult participants will have income (includes part-time) from on the books employment
- 20% or more of adult participants will increase income from employment
- Average time from referral to housing move in date is (45) forty-five days
- Minimum 95% occupancy rate based on number of households projected to be served in application and amount of rental assistance that is expended annually

Emergency Shelter (ES) Written Standards

Definition: Emergency Shelter (24 CFR 576.2)

Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which do not require the occupants to sign leases or occupancy agreements.

The Emergency Shelter system currently consists of nineteen (19) shelters; sixteen (16) are year- round and three (3) are seasonal. In addition to the emergency housing programs, the Monroe County Department of Human Services can provide vouchers for hotel placements. The role of the emergency shelters in the CoC homeless system is to provide immediate safe shelter, with few or no barriers to admission.

Emergency Shelter can be accessed through MCDHS, "2-1-1", hot-lines (DV and youth), self-referral (calling or going to a shelter), referrals from other community organizations, sent to shelter by hospitals or law enforcement.

Primary Access for Sub-Populations:

- Victims of Domestic Violence 24-hour Hotline: 585-222-SAFE (7133)
24-hour TTY: 585-232-1741
- Unaccompanied Youth (ages 12 – 18) and young adults (ages 18 – 24): 585-271-7670
Or 2-1-1

Eligibility Criteria:

- Must be literally homeless
- Fleeing Domestic Violence
- Unaccompanied Youth (ages 16 -17)
- Runaway Youth (not HUD Homeless)

Operational Standards – Standards represent minimum local standards for all Emergency Shelters. Shelters may have funders who have additional requirements and/or may need to meet standards of the state or local government. In those cases, the more stringent standard applies.

- A daily census of current participants must be kept in a central location;
- Food and basic personal care items will be provided;
- Emergency shelters will relax their standards and/or increase their occupancy (must still meet fire codes) during Code Blue conditions;
- Emergency shelters who serve children may have additional entry requirements to ensure the safety of children in the program;

- Emergency Shelters will have written discharge policies and procedures that provide a consistent approach and enforced in a consistent manner. Must provide due process and grievance procedure.
 - Whenever possible participants will not be asked to leave shelter evenings or weekends for reasons other than health or safety. On the rare occasions this does occur, shelter staff will follow After-Hour Discharge Procedures.
- Shelters, at a minimum, will provide the following services (Services can be provided by shelter staff or by another community based organization):
 - Completion of Assessment Tool – VSPDAT
 - Making referrals to the Coordinated Entry Prioritization List
 - Assistance with accessing permanent or other appropriate housing
 - Assistance with accessing mainstream resources

Standard Outcomes/Performance Measures

- Average length of stay is less than 30 days
- 60% of participants exit with a successful housing outcome
- 50% of participants exit to permanent housing
- Less than 20% of participants exit to an unknown location
- 50% of participants exit with/linked to cash income
- 60% of participants exit with/linked to non-cash resources
- Minimum 90% average occupancy rate will be maintained