

# HOUSING & COMMUNITY DEVELOPMENT COMMISSION (HCDC)

November 19, 2020

**Electronic** Regular Meeting – 6:30 PM

**Zoom Meeting Platform**

## **Electronic Meeting**

*(Pursuant to Iowa Code section 21.8)*

An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of Commission members, staff and the public presented by COVID-19.

You can participate in the meeting and comment on an agenda item by going to: [https://zoom.us/webinar/register/WN\\_afAF1rCcTdiU5jTIJ8udMg](https://zoom.us/webinar/register/WN_afAF1rCcTdiU5jTIJ8udMg) to visit the Zoom meeting's registration page and submitting the required information. Once approved, you will receive an email message with a link to join the meeting. If you are asked for a meeting or webinar ID, enter the ID number found in the email. If you have no computer or smartphone, or a computer without a microphone, you can call in by phone by dialing (312) 626-6799 and entering the meeting ID **928 4520 6128** when prompted. Providing comment in person is not an option.

## **AGENDA:**

### **1. Call to Order**

### **2. Consideration of Meeting Minutes: October 15, 2020**

### **3. Public Comment of Items not on the Agenda**

Commentators shall address the Commission for no more than 5 minutes. Commissioners shall not engage in discussion with the public concerning said items.

### **4. Iowa City Council Meeting Updates**

Two commissioners are assigned each month to monitor Council meetings. This agenda item provides an opportunity for brief updates on City Council activity relevant to HCDC business.

### **5. Annual Project Monitoring Presentations**

HCDC reviews CDBG/HOME funded projects annually. HCDC will discuss the project to ensure it is proceeding properly by serving the intended clientele, and that it will be completed on time. This month will include updates on CDBG Aid to Agencies projects from the Domestic Violence Intervention Program, Neighborhood Centers of Johnson County, and Shelter House.

**6. Consider Approval of FY22 CDBG/HOME and Emerging Aid to Agencies Application Materials**

HCDC will consider approval of the FY22 CDBG/HOME and Emerging A2A applications and application guide. HCDC will need to formalize the application materials at this meeting for staff to prepare for the upcoming allocation period.

**7. Consider Approval of FY20 Consolidated Annual Performance and Evaluation Report (CAPER)**

The CAPER is a required document that is typically submitted to HUD within 90 days of the plan year end which concludes June 30. However, due to extenuating circumstances surrounding COVID-19, the City has received a waiver to allow an additional 90 days for submission. The report describes federally funded activities undertaken by the City and its partners, and accomplishments for City Fiscal Year 2020 (federal FY19).

The CAPER draft is online at [www.icgov.org/actionplan](http://www.icgov.org/actionplan) for review and comment. At this meeting, HCDC will consider approving the document for submission to HUD.

**8. Aid to Agency Visit Reports**

Commissioners will each provide a summary of their visits with assigned agencies.

**9. Housing & Community Development Information****10. Adjournment**

If you will need disability-related accommodations to participate in this program or event, please contact Brianna Gabel at [brianna-gabel@iowa-city.org](mailto:brianna-gabel@iowa-city.org) or 319-356-5230. Early requests are strongly encouraged to allow sufficient time to meet your access needs.



## CITY OF IOWA CITY

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# Housing and Community Development Commission November 19, 2020 Meeting Packet Contents

### **Agenda Item #2**

- October 15, 2020 HCDC Draft Meeting Minutes

### **Agenda Item #5**

- FY21 NCJC Project Update – CDBG Aid to Agencies

### **Agenda Item #6**

- FY22 CDBG/HOME Application Guide
  - 2020 AHLM Map update is underway and will be included in the final application
- FY22 CDBG/HOME Application
- FY22 CDBG/HOME Financial Verification
- FY22 Emerging Aid to Agencies Application

### **Agenda Item #7**

- FY20 Consolidated Annual Performance Evaluation Report (CAPER) Draft

### **Agenda Item #8**

- Aid to Agencies Visit Report Assignments

### **Agenda Item #9**

- Implicit Bias Training

MINUTES

Preliminary

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION  
OCTOBER 15, 2020 – 6:30 PM  
ELECTRONIC MEETING

**Electronic Meeting**  
*(Pursuant to Iowa Code section 21.8)*

An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of Commission members, staff and the public presented by COVID-19.

**MEMBERS PRESENT:** Megan Alter, Theresa Lewis, Nasr Mohammed, Peter Nkumu, Maria Padron

**MEMBERS ABSENT:** Peggy Aguilar, Matt Drabek, Lyn Dee Kealey, Kyle Vogel

**STAFF PRESENT:** Brianna Gabel, Erika Kubly

**OTHERS PRESENT:** Sara Barron, Crissy Canganelli, Cady Gerlach, Anthony Smith

**CALL MEETING TO ORDER:**

Padron called the meeting to order at 6:30 PM.

**CONSIDERATION OF MEETING MINUTES: SEPTEMBER 17, 2020:**

Alter moved to approve the minutes of September 17, 2020. Lewis seconded and the motion passed.

**PUBLIC COMMENT FOR TOPICS NOT ON THE AGENDA:**

Sara Barron (Johnson County Affordable Housing Coalition) wanted to make HCDC aware of new COVID-19 Residential Utility Disruption Prevention Program from Iowa Economic Development Authority. Application is available at iowahousingrecovery.com and residents can receive up to \$2,000 in assistance for utilities.

**IOWA CITY COUNCIL MEETING UPDATES:**

Padron noted that she and Vogel were responsible for providing updates on the Council meetings. Padron shared that she is behind on monitoring the meetings, but that she will provide an update to City staff that can be shared with HCDC later on.

Alter asked for clarification on the expectations for monitoring the Council meetings as she was not available for the September HCDC meeting. Lewis shared that the meetings can last several hours and said that when she had her turn last month, she looked mainly for the highlights. Padron shared that Drabek reads through the meeting minutes to find information relevant to HCDC.

**DISCUSS CDBG PROJECTS WITHOUT AGREEMENTS:**

Gabel explained that the Unsuccessful and Delayed Projects Policy on page 26 of the packet is related to timeliness requirements from HUD. The City can only have 1.5 times the grant amount in the line of credit to be considered timely. Expending CDBG dollars quickly is important to avoid HUD recapturing any funds. Kubly confirmed. Gabel stated that only one FY21 CDBG project does not have an agreement at this point and that is the Little Creations Academy kitchen rehab project. Gabel noted that Pastor Anthony Smith is on the call to provide a project update.

Smith stated that he accepts responsibility for the project being behind and that he still needs to finish paperwork for the City before they can enter an agreement. Smith shared that this year has had many COVID-19 and family issues, and that he plans to have the paperwork completed by the end of the month and the project started in November.

Padron asked staff what HCDC needs to decide about the project and where the project can go from here.

Kubly stated HCDC will make a recommendation to allow the project to proceed or take action if they don't feel the project can successfully proceed with the delay.

Padron stated she would like to have Commissioners weigh in with their thoughts.

Nkumu asked if this is the first time this project has been behind because he remembers previous issues with Little Creations Academy.

Kubly stated that the FY18 project for Little Creations Academy also came to HCDC to request additional funds, but that it was a separate project.

Smith stated that the FY18 project being behind was not his fault as he could not find a contractor to complete the work. If it had not been for the city he would not have been able to find a contractor.

Lewis asked staff how HCDC will review progress in the future.

Kubly shared that there is a second project checkpoint in March where 50% of the project funds should be expended.

Alter asked if Smith thinks he can meet the next project checkpoint and have 50% of the funds expended by March.

Smith confirmed that he can.

Mohammed stated that he understood that this year has had additional challenges and that he is comfortable proceeding with the project.

Padron noted that she works with contractors in her job and that they are experiencing shortages of construction materials currently, and suggested considering that with respect to the timeline for the project.

Alter motioned to recommend continuation of the Little Creations Academy kitchen rehab project with the understanding that 50% of the funds should be expended by the second checkpoint in March. Lewis seconded. A vote was taken and the motion passed 5-0.

**REVIEW SUBSTANTIAL AMENDMENT #2 TO THE FY20 ANNUAL ACTION PLAN:**

Kubly explained that the amendment is proposed to the FY20 Annual Action Plan to include the third round of CARES Act funding which will support local small businesses by offering loans, grants, or technical assistance. The amendment will be considered by Council October 20 following a five-day comment period, which is shorter than the normal period because this is emergency funding.

Lewis states that she has asked the City about this funding prior to the meeting, and that she wanted to reinforce the importance of offering employees a livable wage with benefits rather than another low paying job for an already low-income person, which is not in the spirit of what is intended by the program.

Alter noted that she agreed with everything Lewis shared and inquired about the technology side of the grants because access to internet and cell phones is a basic need for residents at this point.

Padron asked if this funding is required to be used for small businesses.

Kubly stated it is not required, but the funds are subject to all the CDBG regulations. She shared that the City looked into providing internet access for residents once before, but found that it was not a good fit for the federal regulations. Kubly also shared that the technical assistance side of the small business funding is support for businesses rather than actual technology.

Padron asked why the funding is going to small businesses rather than nonprofits in the community and said there are agencies like Neighborhood Centers of Johnson County that need additional funding.

Gabel shared that nonprofit agencies were allocated public service funds from the first round of the CARES Act funding. She stated that NCJC was allocated around \$15,000 from that round, and as things continue to shift the City is still working with NCJC and the Neighborhood Nest program to provide support. Kubly confirmed that there will be a second round of funding for nonprofit agencies once the City receives the funding.

Alter shared that she believes in supporting nonprofits, but also understands the need to preserve small businesses since they are closing left and right due to the pandemic.

Mohammed asked where businesses can apply for the program once it is available.

Kubly responded that the application will be available online once ready.

Nkumu asked if there are already programs available for small businesses as he remembered something mentioned about this before, and asked how many businesses will be assisted with this funding. Nkumu also stated that businesses should be spending the grant wisely.

Kubly shared that the City offers regular programing with CDBG funds for small businesses which includes the Small Business Resource Program and Technical Assistance Grants to Microenterprises. She estimates that 22 businesses will be supported with the CDBG-CV funds.

Alter expressed interest in offering preference to businesses that are owned by minority residents in the community.

Padron asked why the grant funding for each business is such a high dollar amount and states she is worried about giving such a large sum of money to private businesses when HCDL had to ask Council for more Aid to Agency money not long ago. She noted that Emerging Agencies only received \$5,000.

Kubly states that these funds are going to private, for-profit businesses for emergency funding rather than regular emerging nonprofits.

Lewis states that she is comfortable with the funding if there will be more available later for nonprofit agencies.

Padron motioned to recommend that Council support Substantial Amendment #2 to the FY20 Annual Action Plan with the suggestion that preference be given to minority owned businesses and microenterprises, and that businesses supported should offer livable wages and benefits. Nkumu seconded. A vote was taken and the motion passed 5-0.

### **HOUSING & COMMUNITY DEVELOPMENT INFORMATION:**

Gabel stated that HCDC's letter to HUD opposing the Equal Access proposed changes was submitted September 18, 2020 and that she learned from Crissy Canganelli this week that HUD must respond to each letter. Any response will be passed along to HCDC once received. Additionally, Gabel shared that the recommendation to Council regarding the joint funding application process was submitted in the October 6, 2020 Council packet. Gabel also pointed out the flyer on the last page of the HCDC packet for the "Our Children Spoke" Ribbon Cutting Ceremony which will take place October 23.

Alter encouraged HCDC to attend the ceremony and to drive by the mural.

Kubly stated that the biggest COVID-19 update right now is the utility assistance program that Barron mentioned during public comment.

Gabel shared agenda items for the November meeting which will include annual project monitoring presentations, approval for the FY22 CDBG/HOME and Emerging Agency application forms, Aid to Agency visit reports, and hopefully the CAPER.

Mohammed asked when Council meets, and Padron suggested staff send Mohammed the link to the meeting minutes. Gabel confirmed.

### **ADJOURNMENT:**

Alter moved to adjourn. Lewis seconded the motion and a vote was taken and the motion passed 5-0.

**Housing and Community  
 Development Commission  
 Attendance Record 2020-2021**

Name	Terms Exp.	7/16	8/20	9/17	10/15							
Aguilar, Peggy	6/30/22	O/E	X	X	O/E							
Alter, Megan	6/30/21	X	X	O/E	X							
Drabek, Matt	6/30/22	X	X	X	O/E							
Kealey, Lyn Dee Hook	6/30/22	X	X	X	O/E							
Lewis, Thersea	6/30/23	X	X	X	X							
Mohammed, Nsar	6/30/23	X	X	O/E	X							
Nkumu, Peter	6/30/22	O/E	X	O/E	X							
Padron, Maria	6/30/21	X	X	O/E	X							
Vogel, Kyle	6/30/23	X	X	X	O/E							

- Resigned from Commission

Key:

- X = Present
- O = Absent
- O/E = Absent/Excused
- = Vacant



## Neighborhood Centers of Johnson County

Report to Housing and Community Development Commission – November 19, 2020

Funding from the City of Iowa City is key to the mission and success of Neighborhood Centers of Johnson County (NCJC). The block grant nature of this funding allows us to respond to emerging needs and sustain successful programs while helping us leverage state, federal, and private funding. It also provides an essential base to cover overhead that other funders are less inclined to support.

In this time of Covid-19, funding and our ability and capacity to carry out programming are threatened making Iowa City and HCDC's role even more critical. We are facing difficult choices in maintaining existing programs, reacting to emerging needs with new services, and trying to keep staff and families safe and healthy.

With the assistance of the City of Iowa City, we provide education and support programming to help youth and adults make key life transitions and become happy, independent and engaged. This report to the Housing and Community Development Commission offers a brief overview of work completed, outcomes achieved, and challenges during this moment. Below is a brief overview of what has been happening in our four primary program areas:

**Early Childhood:** Programs for children birth to 5 years. During non-Covid times, it includes child care for 136 infants, toddlers and preschoolers. Early childhood programs are accredited through [NAEYC](#) and hold a [Quality Rating Scale 5](#) from the state of Iowa. During FY20 we renewed our accreditation from the National Association for the Education of Young Children (NAEYC). Our programs have been NAEYC accredited since 1998. Achieving NAEYC Accreditation is a four-step process that involves self-reflection and quality improvement in order to meet and maintain accreditation over a five-year period. Teachers and families participate in the process. We are the only early childhood program in Iowa to be both NAEYC accredited and hold a top QRS-5 rating by the state.

As a precautionary measure, we closed programs in late April and remained closed until September. We have now reopened most of our classrooms at reduced capacity to allow for greater social distancing. To date we have successfully avoided any Covid-19 outbreaks in our early childhood programs and in recent weeks have added children to our roster. We have continued to stress a circle of trust with families to ensure that we all are taking appropriate precautions in our lives outside of the Centers.

In October, the Early Childhood Education programs at Neighborhood Centers of Johnson County were awarded the 2020 Equity and Opportunity Award by the Iowa Association for the Education of Young Children.

**Youth Development:** Pre-Covid-19 programs for over 700 school-age children include before and after school programs (BASP) at Twain, Alexander, Wood, Hills, Garner and Pheasant Ridge, summer camps, [G!World](#), Bike Club, YELL (Youth Engaged in Leadership and Learning), and YES pre-employment.

Five of our six before and after school programs are hosted at elementary schools. Consequently, when the Iowa City Community School District closed school in mid-March, our BASPs were closed and remained closed until the ICCSD allowed us back into the buildings in September. In September, before the schools reopened, we started full day programming at Alexander Elementary. Once schools opened, we resumed afterschool programming at all five of the elementary schools.

In addition, because children are in-school only part time during the week, we have started two school-day programs (NEST) for children on the days they are not doing in-person learning. These programs are

located on both the east and west sides of Iowa City. We are receiving CDBG-CV funding for our eastside program at Pepperwood Plaza/Parkview.

We will be using Iowa City Aid-To-Agencies to help cover the cost of group-based activities in our G!World program. G! World supports young women of color in grades 7-12. These young women have needs that are not being met through school or other services. The group programming implemented through G! World focuses on identifying and reinforcing the strengths of members and providing resources for overcoming adversity. The group-based activities use the [Girls Circle](#) curriculum.

We have struggled to keep connected with girls during the Covid crisis. However, we have gone back to the drawing board and are using new approaches that rely less on contact with girls at school and focus more on small groups with food and fellowship.

**Family Development:** Provides support to families through home visitation, parenting classes, and family literacy. We use the [Parents As Teachers](#) (PAT) curriculum and provide 240 home visits with families each month. Our PAT program is accredited by the state of Iowa. Our family support workers represent the cultures of the families we serve. First languages spoken by our staff include Spanish, Arabic, French, Swahili, and Portuguese. These programs have continued on with remote visits and have not experienced any change in numbers, only process changes.

**Community Development:** Responds to issues and concerns that affect the entire neighborhood or the larger community. Community engagement remains an important part of our work. Helping families build strong support networks serves to improve outcomes and multiply our efforts through supportive relationships in the community. United Way support will be used to make these events happen.

Community Engagement Highlights:

- We continue to host mobile health care clinics in partnership with the University of Iowa interdisciplinary student organization. The clinics provide free health screenings, prevention, education, and basic health services.
- NCJC partnered with the South District Neighborhood Association on Thanksgiving Food Distribution, which will happen on November 20th.
- Regular weekly food distribution in partnership with HACAP, Table to Table, and CommUnity.
- We will again partner with St Andrew's to host a drop-in summer lunch program for families in the Pheasant Ridge and adjacent neighborhoods. The summer lunch program will be offered Monday through Friday for the entire summer. We will host activities following lunch. This is an important program for many reasons. In addition to providing a nutritious lunch, the program helps families stretch food budgets during the summer months.

### **AmeriCorps**

We will use some United Way funding to help support three AmeriCorps members. The AmeriCorps are helping with youth development programming in three of our established youth programs: 1) G! World 2) Youth Engaged in Leadership and Learning (YELL); and 3) NCJC before and after school programs (BASP).

## Snapshot of Outcomes for FY20 – Quarters 1&2

### YTD:

# of children age 0-5 (unduplicated):	185
# of families (unduplicated):	129
# of face-to-face visits:	2359

### **# children (%) screened for developmental delays**

During the period April-June, 2020, 61 children (43.6%) were screened for developmental delays. Of those 61 children, eight children (13.1%) screened positive for developmental delays. Three of these children (37.5%) were referred to Early Intervention services, four (50.0%) were not referred because they were already receiving services. The final child was provided with developmentally-appropriate activities and will be re-screened in FY2021.

Over the course of FY2020, 143 children (77.3%) of children received a developmental screening. Of those 143 children, 16 (11.2%) screened positive for developmental delays. Of those sixteen children, seven (43.8%) were referred to Early Intervention services, seven (43.8%) were not referred because they were already receiving services, and two (12.5%) were provided with developmentally-appropriate activities. One of these children re-screened negative for developmental delays and the other will be re-screened in FY2021.

Families with complete Demographic Survey: April-June - 98 families (100%), YTD – 129 families (100%). Families with complete LSP: January-March – 95/98 families (96.9%) had at least an initial LSP. The remaining 7 families were enrolled during the period April-June, 2020, and had not been enrolled long enough to have one completed.

During the fiscal year, 110 out of 129 families (85.3%) had both an initial LSP and a later LSP completed during the reporting period. Results are shown below:

### Outcome Measures:

- 101/110 (91.8%) of families improved or maintained **Healthy Family Functioning, Problem-Solving, and Communication**
- 79/110 (71.8%) of families improved or maintained **Connection to Social Supports**
- 87/110 (79.1%) of families improved **Connection to Concrete Supports**
- 65/110 (59.1%) of families improved **Nurturing and Attachment**
- 72/110 (65.5%) of families improved **Knowledge of Child Development and Parenting**

### Challenges for FY20

Most of our programming requires in-person contact to generate revenue. We made efforts early on to keep staff in place by supplementing our income through the federal Paycheck Protection Program. After depleting that support, we were forced to furlough 26 staff. Thankfully, we are now bringing back several of those furloughed employees, but we are far from where we were in March of this year. We remain hopeful that things will return to a safer and more historic normal.

Access to quality Early Childhood Education continues to be a struggle for families. Before Covid, our early childhood classrooms had over 100 families on the waiting list. Our Family Support Workers have been able to connect some families with programming through NCJC or through Head Start, but many

families are still relying on friends, relatives, or home providers to care for their children while they work or are in school.

We have assisted many families in enrolling in a program through Community Coordinated Child Care (4C's) whose focus is to support native speakers of languages other than English to become registered home day care providers, to provide high-quality care for families in need. Several families have completed the program and many are continuing to enroll – some with the assistance of an Early Childhood Iowa program - which can cover the costs of trainings and supplies.

Prior to Covid we were experiencing staffing shortage in youth programs. Particularly BASP counselors to work in youth development programs.



# Applicant Guide

## Iowa City CDBG and HOME Programs

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This guide outlines requirements for applicants seeking Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) program funds through the City of Iowa City. The CDBG program helps develop viable urban communities by providing decent housing and suitable living environments, and expanding economic opportunities, principally for persons of low and moderate income. The HOME program helps provide safe and decent affordable housing. Both programs are funded by the U.S. Department of Housing and Urban Development (HUD).

### Notes to applicants

- 1) Housing and Community Development Commission (HCDC) strongly encourages all applicants to attend the CDBG/HOME Applicant Workshop (see Application Timeline below).
- 2) First consideration for funding will go to housing (not including Community Housing Development Organizations [CHDO] operating expenses) and public facility projects of \$50,000 or more.
- 3) The application must be substantially complete for HCDC consideration. HCDC will not review any materials submitted by the applicant after the deadline unless the Commission requests it.
- 4) Please review the City's Strategic Plan ([www.icgov.org/strategicplan](http://www.icgov.org/strategicplan)) and City Steps 2025 (<https://www.icgov.org/actionplan>) to determine if your project fits into the identified priorities. If so, please identify in the application.

### Application Timeline

Due to the circumstances related to COVID-19, all meetings are expected to be virtual and will be held through the Zoom meeting platform.

- |    |                                                |                                  |
|----|------------------------------------------------|----------------------------------|
| 1) | Virtual Applicant Workshop                     | January 7, 2021 at 11:00 AM      |
| 2) | (Upon Request) Virtual Applicant Workshop      | January 12, 2021 at 3:00 PM      |
| 3) | <b>Applications Due</b>                        | <b>January 29, 2021 at 12 PM</b> |
| 4) | HCDC Meeting – Question/Answer with Applicants | February 18, 2021 at 6:30 PM     |
| 5) | HCDC Meeting – Recommendations                 | March 11, 2021 at 6:30 PM        |
| 6) | <b>Financial Verification Due</b>              | <b>May 3, 2021 at noon</b>       |

### PART I. Estimated Federal Funding Available

Federal funding has not yet been awarded, so numbers are subject to change. However, the City of Iowa City expects to have available approximately \$1,500,000 in FY22 federal funds (including entitlements and program income) from HUD (excluding CDBG-CV). The City has approximately \$650,000 available for allocation to recipients after Council set-asides have been removed for economic development, housing rehabilitation, CHDO reserve, administration, neighborhood improvements, and Aid to Agencies. Of this amount, approximately \$450,000 must be used for HOME eligible activities, which focus on affordable housing activities: rehabilitation or new construction of rental housing, tenant-based rent assistance, and homeownership opportunities. The remaining \$200,000 may be used for housing or public facilities projects.

## PART II. Application Requirements and Considerations

Applicants should evaluate the following HUD guidelines as well as City policies contained in *City Steps 2025* when considering the proposals, funding estimates, and time schedules for achieving their project goals.

### Program Purpose

All proposals must benefit low-moderate income individuals. The specific ways that a project must accomplish the program’s purpose (also called a National Objective) varies by program.

**CDBG Funds.** At least 51% of those benefiting from the program (persons or households) must have incomes at or below 80% of the area median income (AMI) based on household size (see table below). For programs that benefit individual households, all households must earn less than 80% of the median household income.

Applicants must document that its purpose is being met. CDBG allows households to self-certify their income with their signature, though a percentage of beneficiaries must also provide source documentation such as pay stubs or a Social Security statement to verify the household’s income. The City must approve this percentage based on the program and number of beneficiaries – usually set between two and five percent. This source documentation must be kept in the client’s file and is subject to monitoring when City or HUD staff review the client files.

**HOME Funds.** All activities undertaken with HOME funds must benefit households below 80% AMI, and nearly all assisted units must be targeted to households below 60% AMI.

Median household income limits for projects in Iowa City are as follows:

(effective 7/1/2020)

Household Size	Extremely Low Income	Very Low Income	Low Income	
	30% Median Income	50% Median Income	60% Median Income	80% Median Income
1	\$21,250	\$35,450	\$42,540	\$54,950
2	\$24,300	\$40,500	\$48,600	\$62,800
3	\$27,350	\$45,550	\$54,660	\$70,650
4	\$30,350	\$50,600	\$60,720	\$78,500
5	\$32,800	\$54,650	\$65,580	\$84,800
6	\$35,250	\$58,700	\$70,440	\$91,100
7	\$37,650	\$62,750	\$75,300	\$97,350
8	\$40,100	\$66,800	\$80,160	\$103,650

CDBG allows its purpose to be satisfied by meeting the following criteria:

- a. The activity must be carried out in an area or neighborhood consisting predominantly of low-moderate income persons, or the activity must involve facilities or services designed for use by predominantly low-moderate income persons. Demographic information is available at the Neighborhood & Development Services Department. In some instances, applicants may need to conduct a survey of the potential beneficiaries to determine income eligibility.
- b. Housing that is being improved, as part of a project must be occupied by low-moderate income households.
- c. Job creation or retention as an activity must involve employment of predominantly low and moderate-income persons.

## Eligible Activities

Activities that can be carried out with **CDBG funds** include, but are not limited to, the following:

- Acquiring real property, demolishing structures and clearing property, and relocation assistance for residents of property being demolished.
- Rehabilitation or preservation of residential and nonresidential structures, including weatherization, painting, accessibility improvements, emergency repairs and comprehensive rehabilitation.
- Construction of public facilities and improvements, such as water and sewer facilities, infrastructure repairs and installation of curb ramps, construction of neighborhood centers and installation of accessible playground equipment.

Activities that can be carried out with **HOME funds** include the following:

- Acquisition of real property (including Homeownership Assistance), payment of “soft” costs associated with a project, demolition and clearing property, site and infrastructure improvements, and relocation assistance for persons being displaced by a HOME activity.
- Rehabilitation or preservation of residential structures (comprehensive rehabilitation only).
- Tenant Based Rental Assistance (TBRA) for a period of up to 24 months.
- New construction of affordable housing units (rental or owner-occupied).
- Operational expenses and Capacity Building for Community Housing Development Organizations (CHDOs) within the limit of 5% of Iowa City's HOME allocation.

The following types of activities that are ineligible include, but are not limited to, the following:

- Public service eligible activities such as operations or salaries.
- Buildings for general conduct of government and expenses required to conduct the regular responsibilities of local government, e.g. street maintenance, public buildings for government.
- Political, religious and lobbying activities, income payments, such as rent assistance and mortgage payments. HOME only: tenant based rent assistance is an allowable activity.
- CDBG only: New housing construction, except for residential facilities providing shelter for persons with special needs (homeless shelters, convalescent homes, halfway houses, and group homes).
- Purchase of construction equipment.

NOTE: The purchase or lease of furnishings, equipment, or other personal property (such as vehicles) needed for an eligible public service will not be considered under this allocation process. However, these expenses would be eligible under the City's Aid to Agency process. Additional requirements and CDBG award limitations may apply, please contact Neighborhood Services staff to discuss.

## Performance Schedule and Payment

Reimbursements can be made after the contract has been formalized. Expenses incurred before July 1, 2021 or before a contract has been entered may not be reimbursable and may jeopardize all the CDBG/HOME funds awarded to the project. Disbursements can be made upon receipt of 1) invoices for labor, materials and services rendered, and 2) signed lien waivers (as appropriate) covering all amounts to be paid. In some instances, pre-agreement costs may be reimbursed to applicants; however, Neighborhood Services staff must be contacted prior to making any pre-agreement disbursements to verify if the cost may be reimbursed. In case of minor cost overruns or requests for additional funding, the City Manager and staff may approve a contract amendment that is non-substantial. In the case of substantial changes (as defined in the Citizen Participation Plan) the Housing and Community Development Commission and City Council must approve the change and an amended agreement is required.

## Budget Considerations

In estimating the amount of the proposal or the project budget, applicants should try to obtain documentation for the costs and consider the following expenses:

- Appraisals, legal fees, title opinions and surveying costs for property acquisition projects.
- Building permits, engineering or surveying costs, zoning application fees, professional fees, advertising and bidding costs for rehabilitation and building projects.
- HOME funds are **required** to be matched at the rate of one match dollar for each four HOME dollars or 25% of the HOME funds being requested. The City has made a commitment to match local HOME dollars, however, we also expect applicants for local HOME funds to contribute to meeting this matching contribution (see HOME regulations for eligible forms of match).
- The City requests that applicants leverage private funding, volunteers, and in-kind contributions whenever possible and to include this information on your application. These contributions are worth points in the ranking sheets and are included in HCDC's evaluation of your application.
- Construction estimates should be realistic. Funds remaining after the proposed work is completed will revert to the CDBG line of credit.
- Applicants can apply for grants and/or loans.
- Other project costs such as compliance with HUD regulations (audits, labor standards, environmental studies, fair housing, etc.) listed in Part III below should also be included.



# CDBG/HOME EVALUATION CRITERIA



CITY OF IOWA CITY

Points

## I. Goal Priority (max. 10 points)

- |   |                                                                                                                                |             |
|---|--------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 | How well has the applicant documented the ability of the project to meet a primary goal identified in <i>City Steps 2025</i> ? | 0-10 Points |
|---|--------------------------------------------------------------------------------------------------------------------------------|-------------|

## II. Leveraging Resources/Budget (max. 35 points)

- |   |                                                                              |            |
|---|------------------------------------------------------------------------------|------------|
| 1 | Does the project have realistic cost estimates?                              | 0-5 Points |
| 2 | Does the project leverage community partnerships and/or volunteer resources? | 0-5 Points |
| 3 | Does the project leverage other financial resources?                         |            |

Guide:  
 0-25% = 0-6 pts  
 26-50% = 7-12 pts  
 51-75% = 13-19 pts  
 76-99% = 20-25 pts

**Subtotal**

## III. Feasibility/Community Impact (max. 40 points)

- |   |                                                                                                                 |                                                                          |
|---|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1 | What primary percent of median income persons are targeted?                                                     |                                                                          |
|   |                                                                                                                 | Guide:<br>0-30%=20 pts<br>31-50%=15 pts<br>51-60%=10 pts<br>61-80%=2 pts |
| 2 | Will the project assist any specific vulnerable populations?                                                    | 0-5 Points                                                               |
| 3 | Does the project have a reasonable per-person/unit cost compared to other projects of similar scope?            | 0-5 Points                                                               |
| 4 | Does the project schedule adequately demonstrate the project will be completed within the required time period? | 0-5 Points                                                               |
| 5 | Does the project provide a long-term solution to the need identified?                                           | 0-5 Points                                                               |

**Subtotal**

## IV Capacity/History (max. 15 points)

- |   |                                                                                                                                                                 |            |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | Has the applicant demonstrated it can successfully complete projects and that the current request is necessary? (i.e. past projects are substantially complete) | 0-5 Points |
| 2 | Does the organization have the capacity to complete the project based on current description of staff?                                                          | 0-5 Points |
| 3 | Does the organization's activities and portfolio provide evidence of ability to undertake the project as described?                                             | 0-5 Points |

**Maximum Points: 100**

**TOTAL:**

**Bonus:** Is public facilities project documented in *City Steps 2025*?

5 Points

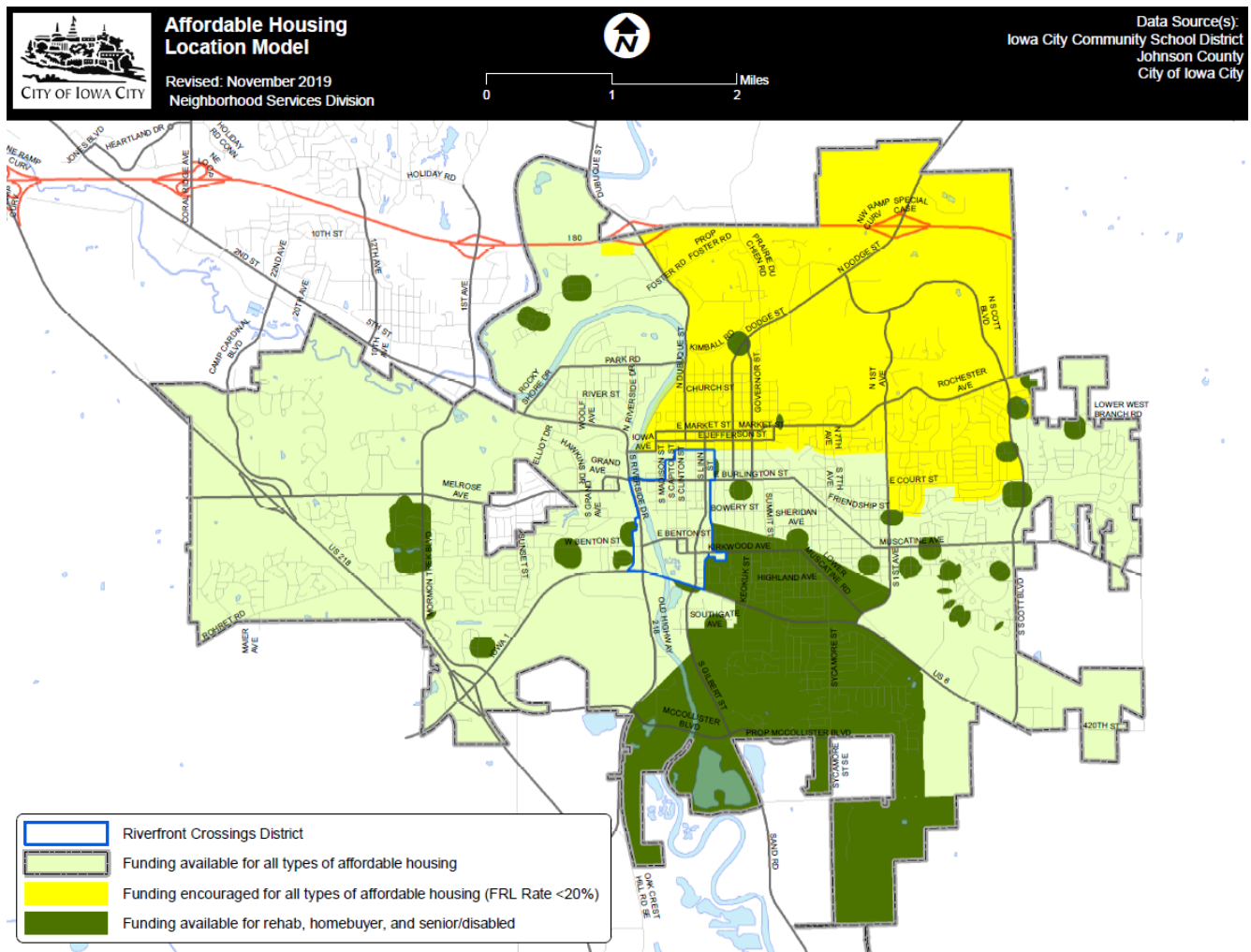
### PART III. Housing

**Additional Information Requirements.** Before an applicant may enter an agreement with the City, the applicant must submit updated information such as, but not limited to, the project schedule, sources and uses statement, construction budget (if applicable), and pro forma (if applicable). All other funding sources must be identified and verification submitted to the City to complete a subsidy layering analysis when multiple public funding sources are utilized.

**Appraised Value at Project Completion.** Each housing project, except minor home repairs, funded with CDBG and/or HOME funds must have an appraised value at project completion that demonstrates adequate equity to secure any liens.

**Site Location.** One of the City's goals is to encourage the distribution of housing and residential facilities (e.g. permanent housing – rental and homeownership, transitional housing, homeless shelters, and special needs housing) throughout Iowa City. See the Affordable Housing Location Model map below to view where new City-assisted rental housing may be located. The map is also available at [www.icgov.org/actionplan](http://www.icgov.org/actionplan).

**Pro Forma.** All final applications will require a completed pro forma that abides by the City's rules for project underwriting. See Appendix B on pages 12-13 for specific criteria.



#### **PART IV. Compliance with Federal Regulatory Requirements**

All CDBG/HOME contracts include requirements imposed by various Federal-sponsoring agencies. These include procurement standards for labor, materials, supplies and services not only related to the project but also to the applicant's operation.

- No choice limiting actions may be made prior to receiving environmental clearance from the City to move forward with a project. These include but are not limited to include signing contracts, acquisition, demolition, disposition, rehabilitation, repair, new construction, site preparation, and leasing or any other activities that commit to future activities.
- Procurement standards and subcontracting requirements are set forth in 2 Code of Federal Regulations (CFR) Part 200. The following list briefly describes the main points in contracting for services and purchasing supplies and materials.
- Affirmative efforts shall be made to utilize small and minority-owned businesses or sources of supplies and services. Conflict of Interest rules will also apply.
- Construction contracts in excess of \$2,000 shall comply with the Fair Labor Standards Acts. Specifically, 1) the Davis-Bacon Act which requires contractors to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor, 2) Copeland Anti-Kick Back Act which prohibits employers from inducing employees to give up any part of the compensation to which they are otherwise entitled, and 3) the Contract Work Hours and Safety Standards Act which requires contractors to compute wages on the basis of a standard work week of 40 hours. Work in excess of the standard workweek shall be permissible if the worker is compensated at a rate of 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. No worker shall be required to work in unsanitary, dangerous or hazardous surroundings.
- Contracts over \$10,000 shall contain requirements relating to Equal Employment Opportunity.
- Provisions for termination shall also be included in all contracts.
- Records should be kept for all procurements. Construction projects for more than \$250,000 must utilize the competitive sealed bids (formal advertisement) method of procurement. Procurement by small purchase procedures shall be utilized for projects \$250,000 or less. Contracts under \$10,000 may use the micropurchase method of procurement. Price or rate quotations shall be obtained from an adequate number of qualified sources under this method.
- Contracts in excess of \$25,000 shall contain provisions and conditions that allow for administrative, contractual or legal remedies in instances in which contractors violate or breach contract terms.
- Contracts in excess of \$100,000 shall meet bonding and Section 3 requirements. Minimum bond requirements include: bid guarantee equal to 5% of bid price, performance bond for 100% of contract price and payment bond for 100% of contract price.
- Provisions regarding federal regulations on Non-discrimination, Equal Employment, Affirmative Marketing and Fair Housing.
- Acquisition, Displacement and Relocation are also contained in the Agreement.
- Lead Based Paint regulations regarding interim controls and abatement may also apply.

## **PART V. Financial Management, Reporting, and Monitoring**

Standards for financial management and record keeping are provided in 2 CFR 200. Local accountants and agency directors experienced with federal requirements may be helpful resources.

- Each recipient shall have a financial management system that provides effective control over and accountability for all funds, property, and other assets, must identify the source and application of funds for federally-sponsored activities, and permit the accurate, complete, and timely disclosure of financial results in accordance with the reporting requirements of the City and HUD.
- A separate ledger for the CDBG and/or HOME account is strongly recommended.
- Appropriate time distribution records must be kept for employees paid with CDBG funds in addition to other funds.
- All project-related expenditures must be supported by third party documentation (invoices, contracts, and purchase orders). Lien waivers are required from all contractors and subcontractors.
- Reductions in project costs or increases in the commitment of other funding, if any, shall be brought to the immediate attention of staff. The impacts of these changes must be discussed with staff and appropriate reductions in CDBG and/or HOME funds may be made on a case-by-case basis.

In most cases, a financial audit of the project expenditures will be required. Qualified individuals who are sufficiently independent of the agency and can produce unbiased opinions and conclusions should conduct these audits. Audit reports should be submitted within six months of project completion and final disbursement of funds. Organizations that expect more than \$750,000 in federal assistance from all sources are required to have an audit covering the financial activities of the organization as well as the project disbursements as set forth in 2 CFR 200.

Neighborhood Services staff will monitor all aspects of the project beginning with pre-agreement activities, goal setting to project closeout. Any project changes must be approved by the City. Periodically, Neighborhood Services staff and HCDC members will conduct monitoring visits to review project progress, financial management, construction contracts, time records related to the project, as well as client statistics. Staff will attempt to give reasonable notice prior to the site visit.

The City of Iowa City requires quarterly reports and has a standardized reporting form. For rental and homeownership projects, the applicant must complete project close-out forms and submit to the City upon project completion. The period of affordability does not begin until the City has been notified and the data entered into HUD's information and management system. The compliance period will vary depending upon the regulatory requirements of the CDBG and/or HOME program and the information contained within the CDBG/HOME application. During the compliance period, Neighborhood Services staff will request records relating to the stated purpose of the project to see if goals have been carried out, to review the low and moderate income benefit requirements as established by HUD, and to monitor the financial status of the organization. All notices and reports should be directed to:

Neighborhood Services  
410 East Washington Street  
Iowa City, IA 52240

For CDBG projects, all records relating to the project should be kept at least four years after the submission of the Consolidated Annual Performance and Evaluation Report (CAPER) in which the activity is reported as complete. The CDBG Agreement should be retained until the end of the compliance period. For HOME projects, all records shall be maintained as required in 92.508 Recordkeeping depending on the type of project (rental, homeownership, or tenant-based rental assistance).

## Appendix A: CDBG and HOME Consolidated Policies

The City recognizes the need to utilize Community Development Block Grant (CDBG) and/or HOME Investment Partnership Program (HOME) projects and other funding as effectively and efficiently as possible to meet the needs of low-moderate income household for housing, jobs and services within Iowa City. To assist the Housing and Community Development Commission (HCDC) in investing funds and evaluating a project's status and ability to proceed, the following policies shall apply to all projects effective July 1, 2020:

### I. Investment Policies

#### a. Economic Development

Economic development projects making application to the CDBG Economic Development Fund will be reviewed and approved by City staff based on criteria identified in the Applicant Guide. Updates will be provided to the City Council Economic Development Committee periodically.

Typically, for-profit business projects will receive low-interest loans; whereas, non-profits may be recommended for forgivable loans or grants. Decisions regarding investment terms for economic development projects will be made based on the nature of the project including, but not limited to, the risk, potential for growth, the number of and quality of jobs created for low-moderate income persons, the ability to repay a loan and the amount of other funding leveraged. Economic development assistance may be used for direct business funding, or for funding technical assistance for eligible businesses.

#### b. Housing

*Rental Housing.* The interest rate for rental housing activities will be zero percent (0%) for non-profit owned projects and prime rate (determined at the time the CDBG/HOME agreement is executed by the City) minus two points for for-profit owned projects with an amortization period up to thirty (30) years or the period of affordability, whichever is less. The City may grant a different interest rate and/or a different repayment option based on the nature of the project including, but not limited to, the revenue generated, the ability to repay a loan, the type of housing provided, the beneficiaries, the amount of other funding leveraged and the location of the site.

*Homeownership.* Each year Iowa City adopts resale/recapture provisions that apply to all HOME assisted homebuyer projects. The recapture/resale provisions shall be the same for both CDBG and HOME assisted homebuyer projects. These provisions are set forth in the Annual Action Plan for the year the funds were allocated to the Subrecipient/Recipient.

*Tenant Based Rental Assistance (TBRA).* All HOME funds provided for TBRA will be in the form of a grant.

#### c. Public Facilities

Public Facility projects as defined in 24 CFR 570.201(c) may be completed by the City and/or subrecipients. Governmental entities (i.e. jurisdictions with taxing authority as provided for in Iowa Code) that conduct CDBG-assisted public facilities projects will receive a grant with a compliance period of five years (60 months). Non-governmental subrecipients will receive a conditional occupancy loan, which the City shall secure through a lien, mortgage, or other comparable security against the assisted real property, to only be repaid upon transfer of title, rental of the property, or termination of services or occupancy as outlined in the applicable CDBG Agreement. If the subrecipient fully satisfies the terms outlined in the applicable CDBG Agreement, the security instrument will be released by the City following the successful completion of the compliance period that begins on the date as listed within the applicable CDBG Agreement. If the real property is leased, the lease shall be for a period that matches or exceeds the compliance term of the earned grant.

The number of years in the compliance period of a conditional occupancy loan will be calculated by dividing the total amount of CDBG assistance allocated to a subrecipient in any one City fiscal year for a public facility project by \$10,000, rounded down. The minimum compliance period is five years (60 months). The maximum compliance period shall be no more than twenty (20) years. For example, \$75,000 in CDBG assistance equals a compliance term of 7 years or 84 months.

#### **d. Public Service**

Public Service projects as defined in 24 CFR 570.201(e) shall receive CDBG assistance in the form of a grant with a term of not less than one year (12 months).

### **II. Unsuccessful and Delayed Projects**

HCDC recognizes that from time to time, there may be CDBG and/or HOME projects that do not meet the anticipated schedule for implementation as presented to HCDC. These circumstances may be due to unforeseen events (e.g. unfunded applications for other financing). The following process helps ensure subrecipients use their funds in a timely manner.

1. All CDBG projects carried out by subrecipients will have entered into a formal agreement with the City of Iowa City for the utilization of funds by September 30 each year. Should a subrecipient fail to meet this schedule, the project will be reviewed by HCDC to evaluate if extenuating circumstances exist. If extenuating circumstances exist and it is anticipated the project will proceed, a new timeline will be established for the project. If circumstances do not warrant an extension of time, HCDC may recommend the recapture and re-use of the funds to the City Council.
2. All CDBG projects (except applicants for Low Income Housing Tax Credits) carried out by subrecipients will have expended a minimum of fifty percent (50%) of the assistance provided for the proposed project by March 15 each year. This provides the subrecipient with approximately 255 days following the start of the fiscal year to reach this threshold for CDBG projects. Should a recipient fail to meet this threshold, the project will be reviewed by HCDC to evaluate the timeliness of the project and its ability to proceed. If extenuating circumstances exist, a new timeline for expenditure will be established. If circumstances do not warrant an extension of time, HCDC may recommend the recapture and reuse of the funds to City Council.
3. All HOME projects carried out by subrecipients will have entered into a formal agreement with the City of Iowa City within two years of award (24 months). All HOME funds must be spent within five years. Should a subrecipient fail to show adequate progress towards meeting the schedule as identified in its application or the statutory requirements of the HOME program, the project will be reviewed by HCDC. If a HOME recipient is unsuccessful in obtaining funds identified in the application, HCDC will review the project and determine its viability without the proposed funds. HCDC may recommend the recapture and reuse of the funds to City Council.

### **III. Allocation of Uncommitted Funds**

The City may have uncommitted CDBG or HOME funds that become available after the regular funding round either through windfall income, project cancellation, or additional funds provided by HUD. In most cases, funds will be retained for the next regular funding round and/or be used for administrative amendments of existing projects. In the event uncommitted funds exceed \$150,000, HCDC may choose to:

1. Provide funding to existing projects that did not receive full funding and/or to projects that submitted applications but did not receive CDBG/HOME funding, up to their full request; or
2. Hold a special funding round to solicit and fund new proposals.

If funds shall be provided to existing and/or unfunded project, applicants will be notified of the availability of funds and asked to provide a written request for funds and how they will utilize them for their original request. If new projects are being considered, HCDC must publish notice of funding availability and proceed with a formal application process. In all cases the public must be given the opportunity for comment on the proposed use of funds in accordance with the City's adopted Citizen Participation Plan.

## APPENDIX B: PRO FORMA INSTRUCTIONS

The Full Housing Application, as in the past, requires the developers of rental housing projects to complete and submit a proforma for the project being proposed. The purpose of this proforma is to demonstrate that the Project is financially feasible and viable using the least amount of City funding and to help staff to make informed decisions on the allocation of local HOME and/or CDBG funding.

All applicants for rental housing (including rehabilitation projects) are required to complete the attached proforma with the full application. This form will provide the needed information in a format that is uniform among all applicants. The following are instructions for completing this form and some basic “rules of thumb” for your consideration. This form allows for up to 20 years of information, though only needs to be filled out through the period of affordability. Additional underwriting is also required prior to signing an agreement for funds.

If you have any questions about the form or need technical assistance, please call Community Development staff at 319-356-5230. **\*\*\*Fields shown in “grey” are for number entry when using the excel spreadsheet\*\*\***

**Revenues** [Income escalates at 2% as calculated in the spreadsheet; consistent with the Fair Market Rent (FMR) increases for Iowa City]

- Line 1 Gross Rent: Is the total amount of rent generated from the housing units, based on proposed rent levels and expected utility allowance deductions for tenant-paid utilities (proposed rents may be less than FMRs but cannot exceed FMRs).
- Line 2 Other Income: Include laundry income, application or pet fees, and interest income.
- Line 3 Tenant Contributions: Include other payments such as rent for parking or storage space.
- Line 4 Gross Income: Is the sum of Lines 1 through 3.
- Line 5 Vacancy Loss: Line 1 multiplied by 5% (may be increased up to 10% depending on Applicant's past performance in managing units).
- Line 6 Effective Gross Income: Line 4 minus Line 5.

**Operating Expenses** [Inflation escalator at 3% as calculated in the spreadsheet]

- Line 7 Insurance: Estimated insurance expense from an agent or similar property.
- Line 8 Maintenance & Structural Repairs: Repairs and replacements are typically 1% of the property's value, though varies depending on building age, condition, size, and use.
- Line 9 Management Fees: May not exceed 10% of Annual Gross Rent, typically 5% to 7%.
- Line 10 Misc. Operating Expenses: legal, accounting, advertising, owner-paid utilities, etc.  
**Sum of Lines 7-10 shall be no less than \$3,700/unit; SRO properties in single family homes shall be considered 0.3 units each**
- Line 11 Property Tax: Estimate available from City Assessor or Johnson County records.
- Line 12 Reserves: **Operating reserve no less than \$400/unit. If new construction, include a rent-up reserve for Year 1 of gross monthly rent for all units x 3 months)**
- Line 13 Total Operating Expenses: **Sum of Lines 7 through 12.**

**Net Operating Income**

- Line 14 Net Operating Income: Line 6 minus Line 13.

**Debt Service** [list mortgage payments for principal and interest only]

- Line 15 Debt Service for 1<sup>st</sup> Mortgage.
- Line 16 Debt Service for Subordinate Mortgage(s): Total payments for all junior mortgages.
- Line 17 Total Debt Service: **Sum of Lines 15 and 16** (should not be less than 87% of Line 14).

### **Cash Flow Available for Distribution**

Line 18 Cash Flow: Line 14 minus Line 17.

Line 18B Equity Investment: Amount of funds being invested in the project by the project developer\ sponsor. This does not include the equity raised through the sale of Low Income Housing Tax Credits as they are accounted for on Line 33. A minimum contribution of \$100 is required.

### **Cash on Cash Return on Investment** [shows return to developer or investors on their equity contribution before taxes or tax credits are included]

Line 19 Cash on Cash ROI: Line 18 divided by equity investment as shown on the application.

### **Debt Coverage Ratio**

Debt Coverage Ratio (DCR): Ratio of estimated net operating income to debt service. Line 14 divided by line 17. After year 3, DCR shall be no less than 1.20 or over 1.60 during the affordability period. Encourage 1.20-1.50.

### **Determining Taxes**

Line 20 Cash Flow: Carry over the figure from Line 18.

Line 21 Depreciation Expenses: Annual depreciation of property (27.5 year straight-line schedule).

Line 22 Amortization of Fees: Annual amortization of project fees (15-year straight-line schedule).

Line 23 Principal Payments: Calculate the amount of principal paid on all loans for each year.

Line 24 Reserves: Carry over the figure from Line 12.

### **Earnings (Loss) Before Taxes**

Line 25 Earnings Before Tax: Equals (Line 20 minus Lines 21 and 22) plus Lines 23 and 24.

### **Taxes**

Line 26 Tax Rate: Use 35% tax rate for for-profit organizations and 0% for nonprofits.

Line 27 Taxes Incurred (Saved): Line 25 multiplied by Line 26.

### **Cash Flow After-Tax**

Line 28 Cash Flow: Carry over figure from Line 20.

Line 29 Taxes Incurred (Saved): Carry over figure from Line 27.

Line 30 Cash Flow After-tax: Line 28 minus Line 29.

### **Total Benefit Analysis**

Line 31 Cash Flow After-tax: Carry over figure from Line 30.

Line 32 Rehabilitation Tax Credits: Calculate full value of rehab tax credits.

Line 33 Low Income Housing Tax Credits: Calculate full value of LIHTC annually for each of the 1<sup>st</sup> 10 years.

Line 34 Net Sale Proceeds: In year 20, calculate the estimated future market value of the property by taking the total cost of the project as presented in this application and compound it by 2% for each year. Place this amount on line 34.

Line 35 Net Cash Flow After-tax: Equals the sum of Lines 31 through 34.

Line 36 Return on Investment: Equals the Net Cash Flow After Tax divided by the Equity Investment.



# FY2022 CDBG/HOME Application

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- Review the Application Guide that follows this application form below.
- All applicants awarded funds are required to complete a full financial verification application once funds are awarded. However, applicants are encouraged to include as many financial details as possible in the application in order to be fully evaluated by HCDC.
- Only **one** project proposal may be submitted on each application. Use separate applications for each project proposal. HUD defines a project as a site or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with federal funds as a single undertaking. The project includes all the activities associated with the site and building. For direct assistance activities, project is defined as assistance to one or more families.
- Submit completed applications online at [www.icgov.org/actionplan](http://www.icgov.org/actionplan) or a PDF version to [brianna-gabel@iowa-city.org](mailto:brianna-gabel@iowa-city.org). Emailed applications must receive a confirmation email from City staff **before** the application deadline to be considered for funding. Online submittals are preferred, but you may send your application by certified or registered mail; overnight delivery service e.g., Federal Express; or deliver in person if arrangements are made with a Neighborhood Services representative. City Hall remains closed to the public at this time due to the COVID-19 pandemic. Please call 319-356-5230 to make drop off arrangements prior to arrival.

Applications are due on **Friday, January 29, 2021 by noon.**  
**NO EXCEPTIONS!**

Should you have any questions while completing the application contact  
Neighborhood Services staff at 319-356-5230 or by email at  
[brianna-gabel@iowa-city.org](mailto:brianna-gabel@iowa-city.org).

## Section 1 – General Information and Project Need

1. Lead Organization/Agency			DUNS Number	Organization Type (Mark all that apply)	
Name:					
Address:			CAGE Code	501(c)3:	
Website:				Public:	
Application Contact			App. Workshop Attendance Date:	For Profit:	
Name:				Faith-Based:	
Title:				CHDO:	
Phone:			Did not attend:	Other:	
Email:					
System for Award Management (SAM) Registration Expiration Date:					
Is there a secondary applicant: Yes/No					
Is applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state, and local laws, rules and regulations, including CDBG and/or HOME funded projects?					
Yes		If "NO" or currently in litigation, provide the name of and explain the basis for the case.			
No					

2. Project				Project Type (Mark all that apply)		Activity Type (Mark all that apply)	
Name:				Rental Housing		Acquisition	
Address:				Owner Housing		Rehabilitation	
City				Public Facility		New Construction	
State		Zip		CHDO Operations		Direct Assistance	
Additional Addresses		Yes	No	Other		Other	
Brief Description (include purpose, benefits, and specific activities of project)							

Note: Projects will need to submit a financial verification application following award of funds

3. Mark goal from <i>City Steps 2025</i> primarily addressed by this application		Briefly explain how the project will meet this goal.
<input type="checkbox"/>	Increase affordable rental housing units	
<input type="checkbox"/>	Provide Tenant-Based Rental Assistance	
<input type="checkbox"/>	Support homebuyer activities	
<input type="checkbox"/>	Rehabilitate/improve owner-occupied housing units	
<input type="checkbox"/>	Rehabilitate/improve renter-occupied housing units	
<input type="checkbox"/>	Serve homeless / reduce homelessness	
<input type="checkbox"/>	Provide public services	
<input type="checkbox"/>	Improve public facilities	
<input type="checkbox"/>	Improve public infrastructure & address climate action needs	
<input type="checkbox"/>	Support economic and workforce development	
<input type="checkbox"/>	Provide facilities and services in support of the pandemic	

<b>4. Will this project prevent, prepare for, or respond to COVID-19 (coronavirus)?</b>		<b>If yes, briefly explain how the project will prevent, prepare for, or respond to COVID-19 (coronavirus).</b>
	Yes	
	No	

Note: Project does not need to be related to COVID-19 to be considered for this funding round

## Section 2 – Budget and Resources

Program regulations encourage leveraging non-federal funds. Non-public funds are especially encouraged. HOME funds require a **minimum 25% match**. Funding terms including type of assistance and affordability period are determined upon award; evidence of funding commitments required with final financial verification application.

**Please attach a scope of work or estimate for any project that involves rehabilitation or new construction to demonstrate the cost reasonableness of any proposal.**

<b>5. Source of Funds</b>			
<b>Category</b>	<b>Amount</b>	<b>Description(s) of Funds</b>	<b>Status*</b>
Requested CDBG/HOME funds	\$		
Previous Award	\$		
Other local funds	\$		
State funds	\$		
Other federal funds	\$		
Applicant Funds (Equity)	\$		
Applicant Loan	\$		
Other Private Funds	\$		
Other:	\$		
<b>Total</b>	\$		
<b>Non-CDBG/HOME Match</b>		%	
<b>5. In-Kind Contributions</b>			
Materials	\$		
Labor	\$		
Other:	\$		
<b>Describe community partnerships or volunteers that will contribute to project</b>			

\*Statuses include pending (P), committed (C), received (R), or applied for (A)

6. Use of Funds			Description of Work
<b>Hard Costs</b>	Land Acquisition	\$	
	Building Acquisition	\$	
	Site Improvements	\$	
	Rehabilitation	\$	
	Construction	\$	
	Other	\$	
<b>Soft Costs</b>	Professional Fees	\$	
	Construction Finance	\$	
	Permanent Finance	\$	
	Developer Fees	\$	
	Reserves	\$	
	Other	\$	
<b>Total</b>	\$		

As noted above, please attach estimate or documentation of how these costs were determined.

## Section 3 – Feasibility and Community Impact

7. Anticipated Income Levels of Beneficiaries (Unduplicated)			Special Populations (If applicable, mark <u>one</u> “presumed benefit” category if required for assistance)	
	Households	Persons		
0-30% AMI			Domestic Violence Victims	
31-50% AMI			Elderly	
51-60% AMI			Homeless	
61-80% AMI			Persons with Disabilities	
Over 80% AMI			Migrant Farm Workers	
Total			Persons with AIDs	
Basis for Estimates			Other as defined in 24 CFR 570.208(2)	

AMI = Area Median Income, see [www.icgov.org/actionplan](http://www.icgov.org/actionplan).

8. Rental Housing		Owner Housing	
Number of Units	Proposed Contract Rent	Number of Units	Proposed Sales Price
	\$		\$
	\$		\$
	\$		\$

9. Proposed Project Timetable (include milestones such as rezoning, construction schedule, application(s) for other funding, and expected commitment dates.	
Date	Milestones
July 1, 2021	Beginning of City Fiscal Year and Project Start Date

10. Describe how the project will promote the efficient use of funding over the long-term (at least for the compliance period):	
11. Describe how the project will provide for affordable housing or public assistance at rates or prices lower than those in the existing market:	
12. Describe in what manner or form the project will proceed if awarded less than full funding; if there are several components, describe how they will be prioritized:	

## Section 4 - Capacity and Applicant History

13. CDBG and/or HOME funds received and status of the project(s) undertaken			
Timeframe	Budget	Expended through 2020	Date Project Completed
July 1, 2015 – June 30, 2016	\$	\$	
July 1, 2016 – June 30, 2017	\$	\$	
July 1, 2017 – June 30, 2018	\$	\$	
July 1, 2018 – June 30, 2019	\$	\$	
July 1, 2019 – June 30, 2020	\$	\$	
July 1, 2020 – June 30, 2021	\$	\$	
Describe your organization's experience and capacity to administer the proposed program. Identify any prior year funds that remain unspent. If funds remain, justify this funding request.			
Do you anticipate receiving and/or expending over \$750,000 in federal funds in a single fiscal year?  *This includes CDBG, HOME, and other federal funds such as ESG.			

14. Describe your organization's structure, officers, and staff.	
15. Describe the education and experience of the key staff who will implement the project (excludes volunteers, board members and consultants)	
16. Describe your organization's business/operations plan approach and identify relevant factors that help verify the demand for the proposed project. If another organization provides the same service, explain why both projects are needed to address the need.	
17. Describe your organization's activities and portfolio, including projects currently underway. For housing providers/developers, describe number of units owned/managed and how number of homes built/rehabilitated/sold.	

<p>18. Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc.</p>	
<p>19. Describe how you will incorporate sustainability initiatives into your project to help carry out the City's Climate Action Plan.</p>	
<p>20. Provide a description of your primary target population(s). Explain how your agency promotes racial equity and inclusivity for marginalized populations (including people of color, LGBTQ, immigrants/refugees, individuals with disabilities).</p>	

## Section 5 - Required Documentation

It is recommended that applicants submit as much information as possible with the initial application to facilitate a full project evaluation. The table below reflects the minimum requirements for each application. If an award is granted, all required documentation must be submitted prior to entering an agreement with the City.

Description	Required	Due
<u>W-9 Form (Request for Taxpayer ID # &amp; Certification)</u>	Yes	Application
<u>SAM.gov Registration</u> . All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Go to <a href="https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf">https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf</a> to search for your entity. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.	Yes	Application
<u>DUNS # Verification</u> . Go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.	Yes	Application
<u>Organizational Status</u> . Go to <a href="https://sos.iowa.gov/search/business">https://sos.iowa.gov/search/business</a> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.	Yes	Application
<p><u>Commitment letters</u>. HOME requires evidence of firm commitments before projects may be signed. Please attach the following for committed funding sources listed in Section 2.</p> <p>1) Letters of intent from lending institutions for private financing. These must be on the lending institution's letterhead.</p> <p>2) Commitment letters from all other sources (i.e. grants, loans, etc.). Each letter must include the value of the commitment; the interest rate &amp; term; the purpose the funds can be used for; and any time limitations related to the commitment.</p> <p>3) Evidence of capital for private equity such as current bank statements showing the funds</p>	Will be required for all sources of funds before a HOME agreement is signed	Financial Verification



<p><u>Evidence of Fiscal Capacity</u></p> <ul style="list-style-type: none"> <li>- 3 Yrs. Balance Sheets*</li> <li>- 3 Yrs. Profit &amp; Loss Statements*</li> </ul>	<p>Evidence of fiscal capacity is required. Sufficient alternative financial information may be accepted.</p>	<p>Financial Verification</p>
<p><u>Evidence of Organizational Capacity.</u> Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.</p> <p>If applicable, please include a complete list of board members and their contact information.</p>	<p>Optional (4 page max.)</p>	<p>Application</p>
<p><u>CHDO Certification Checklist.</u> If applying as a CHDO, please request the checklist, compile all required attachments and upload as a single PDF.</p>	<p>Only if applying for CHDO set-aside</p>	<p>Financial Verification</p>
<p><u>Scope of work.</u> Include a write up of the work to be completed and include copies of the cost estimates that are the basis of the uses table.</p>	<p>Only if activities include rehab. or new construction</p>	<p>Application</p>
<p><u>Pro forma.</u> Acquisition, rehabilitation, or new construction of rental housing <b>MUST</b> include completed pro forma once terms for outside funding are known; will help determine how local funds will be provided (Excel format is provided by the City). Applications without the City's pro forma will not be considered.</p>	<p>Only if project includes rental acquisition, rehabilitation, or new construction</p>	<p>Financial Verification</p>

# FY2022 CDBG/HOME Financial Verification

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- Submit completed verification online at [www.icgov.org/actionplan](http://www.icgov.org/actionplan) or a PDF version to [brianna-gabel@iowa-city.org](mailto:brianna-gabel@iowa-city.org). Online submittals are preferred, but you may send your application by certified or registered mail; overnight delivery service e.g., Federal Express; or deliver in person if arrangements are made with a Neighborhood Services representative. City Hall remains closed to the public at this time due to the COVID-19 pandemic. Please call 319-356-5230 to make drop off arrangements prior to arrival.
- Financial verification is required to enter into an agreement with the City. Incomplete applications will not be considered.
- Applicant Guide is available at [www.icgov.org/actionplan](http://www.icgov.org/actionplan).
- Contact [Brianna-gabel@iowa-city.org](mailto:Brianna-gabel@iowa-city.org) to request technical assistance.

# FY22 Financial Verification Application

1. Lead Organization/Agency	
Name:	
Address:	
Website:	
Application Contact	
Name:	
Title:	
Phone:	
Email:	

2. Project				Project Type (Mark all that apply)		Activity Type (Mark all that apply)	
Project Name:				Rental Housing		Acquisition	
Address:				Owner Housing		Rehabilitation	
City				Public Facility		New Construction	
State		Zip		CHDO Operations		Direct Assistance	
Additional Addresses	Yes	No		Other		Other	

3. What source of funds was the project awarded?	Source of Funds	
	CDBG	
	HOME	
	Both	

4. Was the project awarded CHDO operating or set aside funds?	Source of Funds	
	Yes	
	No	
	If yes are you a certified CHDO? Yes/No	

5. Final Project Budget			
Category	Amount	Description(s) of Funds	Status*
Awarded CDBG/HOME funds	\$		
Previous Award	\$		
Other local funds	\$		
State funds	\$		
Other federal funds	\$		
Applicant Funds (Equity)	\$		
Applicant Loan	\$		
Other Private Funds	\$		
Other:	\$		
<b>Total</b>	\$		
<b>Non-CDBG/HOME Match</b>		%	

In-Kind Contributions			
Materials	\$		
Labor	\$		
Other:	\$		
Describe community partnerships or volunteers that will contribute to project			

6. Final Use of Funds			Description of Work
Hard Costs	Land Acquisition	\$	
	Building Acquisition	\$	
	Site Improvements	\$	
	Rehabilitation	\$	
	Construction	\$	
	Other	\$	
Soft Costs	Professional Fees	\$	
	Construction Finance	\$	
	Permanent Finance	\$	
	Developer Fees	\$	
	Reserves	\$	
	Other	\$	
<b>Total</b>		<b>\$</b>	

7. Final Project Timeline	
Date	Milestones
July 1, 2021	Beginning of City Fiscal Year and Project Start Date

Note: If the timeline has not changed since initial application, you may leave this field blank.

8. Rental Housing Projects Only	
Number of units in the project	
Monthly rent that will be charged	
Number of people on the housing waiting list for your organization	
Total number of units owned by the organization	
Total number of units vacant	

Note: Count each SRO as an independent unit.

<b>9. Required Documentation</b>	
All FY22 CDBG/HOME Funded Projects	<b>Evidence of fiscal capacity:</b> Please attach three years of balance sheets and three years of profit and loss statements.
	<b>Scope of work:</b> Please attach a scope of work if project includes rehab or new construction activities.
	<b>DUNS Number Verification:</b> Go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.
	<b>SAM Registration:</b> All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Go to <a href="https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf">https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf</a> to search for your entity. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.
	<b>Organizational Status:</b> Go to <a href="https://sos.iowa.gov/search/business">https://sos.iowa.gov/search/business</a> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.
FY22 Projects Involving Acquisition, Rehabilitation, or New Construction	<b>Pro forma:</b> Acquisition, rehabilitation, or new construction of rental housing must include completed pro forma once terms for outside funding are known. Applications without the City's pro forma will not be considered. Excel format is provided by the City.
FY22 HOME Funded Projects	<b>Letters of intent from lending institutions for private financing:</b> These must be on the lending institution's letterhead.
	<b>Commitment letters from all other sources (i.e. grants, loans, etc.):</b> Each letter must include the value of the commitment; the interest rate & term; the purpose the funds can be used for; and any time limitations related to the commitment.
	<b>Evidence of capital for private equity:</b> Current bank statements or other official records.
FY22 HOME Funded Projects Receiving CHDO Operating or CHDO Set Aside Funds	<b>CHDO Certification Checklist:</b> Apply or recertify as a CHDO by filling out the application located at the link below. Please make sure to attach all required documentation. Contact Neighborhood Services for more information. <a href="https://www.icgov.org/actionplan">https://www.icgov.org/actionplan</a> .

# FY2022 Aid to Agencies Application

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## Emerging

- Aid to Agencies provides flexible operational funding for nonprofits. Applications are due Friday, January 29, 2020 at noon. This application is for “emerging” agencies, those that have not existed as a legal entity for at least 2 years or have not received A2A funds in any of the last five years. \$30,000 is estimated to be available this year. Each agency is eligible to apply for up to \$15,000. No award will be made for less than \$5,000. Please submit one project proposal per application. Questions can be directed to Brianna Gabel at [brianna-gabel@iowa-city.org](mailto:brianna-gabel@iowa-city.org) or to Neighborhood Services at 319-356-5230. Hard copy applications are available upon request.
- Submit completed applications online at [www.icgov.org/actionplan](http://www.icgov.org/actionplan) or a PDF version to [brianna-gabel@iowa-city.org](mailto:brianna-gabel@iowa-city.org). Emailed applications must receive a confirmation email from City staff **before** the application deadline to be considered for funding. Online submittals are preferred, but you may send your application by certified or registered mail; overnight delivery service e.g., Federal Express; or deliver in person if arrangements are made with a Neighborhood Services representative. City Hall remains closed to the public at this time due to the COVID-19 pandemic. Please call 319-356-5230 to make drop off arrangements prior to arrival.

Applications are due on **Friday, January 29, 2021 by noon.**  
**NO EXCEPTIONS!**

Should you have any questions while completing the application contact  
Neighborhood Services staff at 319-356-5230 or by email at  
[brianna-gabel@iowa-city.org](mailto:brianna-gabel@iowa-city.org).

## Section 1 – General Information

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1. Lead Organization/Agency	
Name:	
Address:	
Website:	
Application Contact	
Name:	
Title:	
Phone:	
Email:	

2. Organization/Agency Type	
501(c)3:	
Public:	
For Profit:	
Faith-Based:	
CHDO:	
Other:	
Years in Operation:	

3. Project	
Project Name:	
Brief Description:	
Total Funds Requested:	

4. History	
Has your agency/organization received City assistance in the last five years?	Yes
	No
	If yes, describe
Is the applicant currently in compliance with all federal, state and local laws, rules and regulations including any CDBG and/or HOME funded projects? (including partners, co-applicants, etc.)	Yes
	No
	Currently in litigation
	Provide comments if needed

## **Section 2 – Need and Priority**

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The City Steps Plan guides funding within the community that benefits low-moderate income persons by creating jobs, improving housing, and providing services. You can find a copy of City Steps at [www.icgov.org/actionplan](http://www.icgov.org/actionplan).

<b>5. Summary of proposed project:</b>	
<b>6. Why is the project needed?</b>	
<b>7. How does the project fill a gap in the community?</b>	
<b>8. How does the project address the goals of 2021-2025 CITY STEPS?</b>	
<b>9. Describe how you will incorporate sustainability initiatives into your project to help carry out the City's Climate Action Plan.</b>	
<b>10. Provide a description of your primary target population(s). Explain how your agency promotes racial equity and inclusivity for marginalized populations (including people of color, LGBTQ, immigrants/refugees, individuals with disabilities).</b>	

Additional documentation: Please submit no more than seven pages.



## Section 3 – Resources and Feasibility

Provide a budget breakdown for your specific project. Include only costs directly related to the project. For example, providing a specific service should include the total estimated costs and available resources, broke out by general categories such as salaries, materials, office expense, marketing, etc. If required by local and/or federal regulations, include the cost of an audit. Document costs whenever possible.

11. Budget					
Use of Funds	City Funds	Other Funds	Source of Other Funds	Type	Status
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
Subtotal	\$	\$			
<b>Project Total</b>	\$				

Attach cost documentation.

12. Labor				
Type	Description	Hours	Per Hour Rate	Total Cost
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<b>Total</b>				\$

<b>13. If volunteers are used, please describe how these volunteers are utilized for the proposed activity.</b>	
-----------------------------------------------------------------------------------------------------------------	--

<b>14. All Aid to Agency projects are required to expend their full award and complete the proposed project by the end of the fiscal year (June 30, 2022). Will you be able to meet this requirement?</b>	Yes
	No

## Section 4 – Beneficiaries

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<b>15. Anticipated Income Levels of Beneficiaries (Unduplicated)</b>		
	<b>Households</b>	<b>Persons</b>
<b>0-30% AMI</b>		
<b>31-50% AMI</b>		
<b>51-60% AMI</b>		
<b>61-80% AMI</b>		
<b>Over 80% AMI</b>		
<b>Total</b>		
<b>Percent LMI</b>		
<b>Percent Iowa City Residents</b>		
<b>Please describe the basis or methodology used to estimate the number of clients to be served.</b>		

AMI = Area Median Income, see [www.icgov.org/actionplan](http://www.icgov.org/actionplan).

<b>16. Signature</b>	
Name	
Title	
Signature	

# City of Iowa City

## ❖❖❖ Consolidated Annual Performance & Evaluation Report Federal Fiscal Year 2019 (City Fiscal Year 2020)

### Neighborhood and Development Services

**CDBG - Community Development Block Grant**

**HOME - HOME Investment Partnerships Funds**



CITY OF IOWA CITY

**Neighborhood Services**

410 E. Washington St.

Iowa City, IA 52240

Phone: 319.356.5230

[www.icgov.org/commdev](http://www.icgov.org/commdev)

November 2020

## **City Council of Iowa City, Iowa**

Bruce Teague, Mayor

Mazahir Salih, Mayor Pro Tem

Laura Bergus

Susan Mims

Pauline Taylor

John Thomas

Janice Weiner

## **Housing and Community Development Commission**

Maria Padron, Chair

Matt Drabek, Vice Chair

Peggy Aguilar

Megan Alter

Lyn Dee Kealey

Theresa Lewis

Nasr Mohammed

Peter Nkumu

Kyle Vogel

## **Neighborhood & Development Services**

Tracy Hightshoe, Neighborhood and Development Services Director

Erika Kubly, Neighborhood Services Coordinator

Brianna Gabel Community Development Planner

## **CR-05 - Goals and Outcomes**

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a).** This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

All Annual Action Plan projects address needs identified in the CITY STEPS 2016-2020, the 5-year Consolidated Plan. Each year, Iowa City staff and the Housing and Community Development Commission (HCDC) work to meet the goals of CITY STEPS through annual allocations of CDBG and HOME funds. Most projects are carried out by local organizations in partnership with the City.

FY20 (FFY19) marked the final chapter of the CITY STEPS 2016-2020 period. By the close of the year, the City completed nine of the eleven original goals, which are documented in the attached table, CITY STEPS Outcome Tracking Through City Fiscal Year 2020. In many cases, the progress achieved exceeded the target. For example, City met and exceeded the goal of increasing the supply of affordable rental housing by 690%, which equates to an additional 59 units beyond the target.

In response to the COVID-19 pandemic, a resolution was passed and approved by Council in May of 2020, which amended CITY STEPS 2016-2020 and the FY20 Annual Action Plan. The amendments established COVID-19 response as a high priority goal and expanded public service, public facilities, and administration activities to accommodate the pandemic response. These activities are ongoing and accomplishments will be reported in subsequent years. Future amendments may be required to include new funding sources.

The following goals were not completed:

- improve/maintain public infrastructure/amenities (60% complete)
- remove slum and blight, will likely not be reached (67% complete)

As noted in the FY19 (FFY18) CAPER, the City expected to not meet the goals due to the City completing fewer, larger projects, and to changes in priority away from addressing slum and blight with CDBG dollars. Although not completed in entirety, the City achieved significant progress towards the goals.

Per priorities outlined in CITY STEPS, the City allocated FY20 (FFY19) CDBG/HOME funds in the following ways:

### **1) Provide housing opportunities that are decent and affordable.**

- City of Iowa City: Rehabbing 22 homeowner units and acquiring, rehabilitating, and reselling 2 homeowner units
- The Housing Fellowship (THF): CHDO operations, and rehab of 2 rental units
- Habitat for Humanity: Acquiring 1 property and assisting 2 homebuyers acquire units
- Successful Living: Acquiring 3 properties for 12 SRO rental units for persons with disabilities
- Successful Living: Rehabbing 5 SRO rental units for persons with disabilities

- Mayors Youth Empowerment Program: Construction of 2 homes, each with 3 bedrooms, to provide housing for low income persons with disabilities

## 2) Provide a Suitable Living Environment

### Public Facilities

- The Domestic Violence Intervention Program – Rehabilitation of the parking and youth services area.
- Old Brick – Rehabilitation of the Kitchen

### Public Services

- Shelter House: Homeless shelter operations
- NCJC: Childcare services for LMI households
- Domestic Violence Intervention Program: Homeless shelter operations for victims of domestic violence
- COVID-19 Response: Funds allocated from the CARES act to prevent, prepare for, and respond to COVID-19.

### Neighborhood and Area Benefits

- Neighborhood Improvements Set Aside

## 3) Expand Economic Opportunities

- Economic Development Set Aide

The tables below show some accomplishment data, though they are auto-generated by HUD's Integrated Disbursement and Information System. The following tables provide data to supplement and clarify this information:

- CITY STEPS Outcome Tracking Through City FY20 (FFY19)
- Annual Action Plan Outcome Tracking City FY20 (FFY19)
- Activities Completed in City FY20 (FFY19)
- Activities Underway in City FY20 (FFY19)
- COVID-19 Response Activities Underway

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

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Improve access to affordable owner housing	Affordable Housing	CDBG: \$0 / HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0				
			Direct Financial Assistance to Homebuyers	Households Assisted	5	7	140.00%	2	2	100.00%
Improve access to affordable renter housing	Affordable Housing Homeless	CDBG: \$0 / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	50	70	140.00%	0	29	
			Other	Other	0	0		1	0	0.00%
Improve and maintain public facilities	Public and neighborhood facility improvement	CDBG: \$ / HOME: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	12149		470	1403	298.51%
			Homeless Person Overnight Shelter	Persons Assisted	0	1343		0	1343	
			Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
			Other	Other	8	8	100.00%			

Improve quality of affordable rental units	Affordable Housing Homeless	CDBG: \$0 / HOME: \$	Rental units rehabilitated	Household Housing Unit	18	65	361.11%	9	9	100.00%
Improve the quality of owner housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0				
			Homeowner Housing Rehabilitated	Household Housing Unit	90	106	117.78%	20	22	110.00%
Improve/maintain public infrastructure/amenities	Public and neighborhood facility improvement	CDBG: \$ / HOME: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	87485	5,832.33%	350	1730	494.29%
			Other	Other	10	6	60.00%			
Increase the supply of affordable rental housing	Affordable Housing	CDBG: \$0 / HOME: \$	Rental units constructed	Household Housing Unit	10	32	320.00%	6	0	0.00%
			Homeowner Housing Added	Household Housing Unit	0	0				
			Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
			Housing for Homeless added	Household Housing Unit	0	0				



			Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
			Other	Other	10	27	270.00%	12	17	141.67%
Planning and administration	Program admin	CDBG: \$ / HOME: \$	Other	Other	1	0	0.00%	1	1	100.00%
Provide public services	Non-Homeless Special Needs	CDBG: \$ / HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7600	14367	189.04%	2000	3109	155.45%
			Homeless Person Overnight Shelter	Persons Assisted	0	2202		1300	2202	169.38%
			Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
			Other	Other	15	12	80.00%			
Remove slum and blight	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	6	4	66.67%			
Strengthen economic development	Non-Housing Community Development	CDBG: \$ / HOME: \$0	Businesses assisted	Businesses Assisted	5	19	380.00%	2	24	1,200.00%

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

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

The tables in this report are largely auto-generated by HUD's Integrated Disbursement and Information System. The following tables are included to supplement the data:

- CITY STEPS Outcome Tracking Through City FY20 (FFY19)
- Annual Action Plan Outcome Tracking City FY20 (FFY19)
- Activities Completed in City FY20 (FFY19)
- Activities Underway in City FY20 (FFY19)
- COVID-19 Response Activities

All activities completed this fiscal year are consistent with the priorities, goals and objectives established in CITY STEPS which are designed to assist LMI residents in need of housing, jobs, and services. The priorities and associated activities completed this reporting year with CDBG/HOME funds are as follows:

**Expand Affordable Housing**

- Successful Living: Rental Acquisitions on Friendship Street and 2nd Avenue
- THF: CHDO operations
- Mayors Youth Empowerment Program: Rental Acquisition on Spruce Street
- IC South District Partnership on Sandusky Drive
- Habitat: Acquisition and Homeownership on Blazing Star Drive
- Iowa City Housing Authority: Tenant Based Rental Assistance

**Preserve Affordable Housing**

- Successful Living: Rental Rehabilitation at Johnson Street
- The Housing Fellowship: CHDO Reserve Rental Rehabilitation at Multiple Sites
- City of Iowa City: CDBG and HOME Owner-Occupied Rehabilitation

**Housing/Services for Those Experiencing or At Risk of Homelessness**

- Shelter House: Public Service Funding (also under public services)
- Domestic Violence Intervention Program: Public Service Funding (also under public services)

**Public Facility Improvements**

- Domestic Violence Intervention Program: Shelter Repair
- Little Creations Academy: Kitchen Rehab

**Public Services**

- Shelter House: Public Service Funding (also under homeless services)
- Domestic Violence Intervention Program: Public Service Funding (also under homeless services)
- Neighborhood Centers of Johnson County: Public Service Funding

**Infrastructure Maintenance and Improvement**

- Villa Park Phase 2 and Highland Park Improvements

## **Economic Development**

- 4Cs Community Coordinated Child Care: Technical Assistance for LMI Childcare Providers

## **Planning & Administration**

- City of Iowa City: HOME and CDBG Administration

While this list includes activities completed this year, ongoing projects also align with these priorities. They will be reported in subsequent CAPERs in the year when they are completed.

DRAFT

**CITY STEPS Outcome Tracking Through City Fiscal Year 2020  
(Federal Fiscal Year 2019)**

CITY STEPS Goals	Goal Outcome Indicator	Goal	FY16	FY17	FY18	FY19	FY20	TOTAL Completed	PERCENT Completed
Improve the quality of owner housing	Homeowner Housing Rehabilitated	90 Units	17	27	22	18	22	106	118%
Improve access to affordable owner housing	Direct Financial Assistance to Buyers	5 Households	2	2**	0	1**	2	7	140%
Improve quality of affordable rental units	Rental units rehabilitated	18 Units	0	2	0	54	9	65	361%
Increase the supply of affordable rental housing	Rental units constructed	10 Units	0	0	0	25	0	25	690%
	Rental units acquired	---	3	0	12	12	17	44	
Improve access to affordable renter housing	Tenant-based rental assistance	50 Households	0	0	41	0	29	70	140%
Improve and maintain public facilities	Other (Public Facilities Improved)	8 Other	0	2	2	2	2	8	100%
Provide public services	Other (Service Providers Assisted)	15 Other	3	3	3	3	3	15	100%
Improve/maintain public infrastructure/amenities	Other (Amenities Added/Improved)	10 Other	1	2	1	0	2	6	60%
Strengthen economic development	Businesses assisted	5 Businesses	1	0	16	2	24	43	860%
Remove slum and blight	Businesses assisted	6 Businesses	3	0	1	0	0	4	67%
Planning and administration	Other (Programs Managed)	1 Other	NA	NA	NA	NA	NA	NA	NA
Provide facilities and services in support of the pandemic response	Varies by Activity	Varies	NA	NA	NA	NA	TBD	TBD	TBD
Public Facility Beneficiaries			0	1,618	802	8,326	1403	12,149	NA
Public Service Beneficiaries			2,618	3,335	2,497	2,808	3,109	14,367	NA
Infrastructure Beneficiaries			0	72,770	12,985	0	1730	87,485	NA

**Annual Action Plan Outcome Tracking City Fiscal Year 2020  
(Federal Fiscal Year 2019)**

FFY19 Project	FFY19 Activity	CDBG Funds	HOME Funds	Status	Funds Spent	PERCENT Completed	Planned to Assist	Actual Assiste
Public Service Activities	Aid to Agencies Shelter House	\$8,000	\$0	Completed FY20	\$13,000	163%	700	
	Aid to Agencies DVIP	\$50,000	\$0	Completed FY20	\$50,000	100%	600	
	Aid to Agencies NCJC	\$55,000	\$0	Completed FY20	\$55,000	100%	2,000	
	**COVID-19 Response	\$519,000	\$0	Ongoing	\$0	0%	TBD	
Public Facility Activities	DVIP - Shelter Repair	\$120,000	\$0	Completed FY20	\$113,895	0%	340	
	Old Brick - Kitchen Rehab	\$36,000	\$0	Completed FY20	\$0	0%	130	
Neighborhood and Area Benefits	Wetherby Trails	\$75,000	\$0	Ongoing	\$0	0%	300	
Homeowner Housing Rehabilitation	Comprehensive Rehabilitation	\$235,000	\$90,000	Ongoing	\$346,345	107%	22	
	THF - Rental Rehabilitation	\$0	\$74,000	Ongoing	\$0	0%	2	
	MYEP - Rental New Construction	\$0	\$186,000	Ongoing	\$167,400	90%	6	
	Habitat - Homebuyer Assistance	\$0	\$53,000	Ongoing	\$0	0%	2	
	Successful Living - Rental Acquisition	\$0	\$173,000	Ongoing	\$173,062	100%	12	
	Successful Living - Rental Rehabilitation	\$0	\$62,000	Ongoing	\$44,962	73%	5	
Economic Development	Economic Development Set-aside	\$50,000	\$0	Ongoing	\$0	0%	2	
CDBG and HOME Administration/Planning	**CDBG Administration	\$227,000	\$0	Completed FY20	\$147,775	65%	NA	NA
	HOME Administration	\$0	\$54,000	Ongoing	\$39,543	73%	NA	NA
<b>TOTAL</b>		<b>\$1,375,000</b>	<b>\$692,000</b>		<b>\$1,150,982</b>	<b>56%</b>		

*Note: Some activity funds are rolled over into subsequent years for ongoing programs, such as HOME-funded owner-occupied rehab*

**Activities Completed in City Fiscal Year 2020  
(Federal Fiscal Year 2019)**

<b>CDBG Activities</b>	<b>City ID</b>	<b>IDIS</b>		<b>Project Type / Project</b>	<b>Planned to</b>	<b>Actual</b>
		<b>ID</b>			<b>Assist</b>	<b>Assisted</b>
FY17 4Cs Childcare Technical Assistance #2	61.06	690		Economic Development	10	24
FY18 Little Creations Academy Kitchen Rehab	62.08	671		Public Facility Activities	20	60
FY19 Villa Park Phase 2 and Highland	63.06	673		Neighborhood and Area Benefit	300	1,730
FY20 A2A Shelter House	64.01	701		Public Service Activities	700	859
FY20 A2A DVIP	64.02	702		Public Service Activities	600	1343
FY20 A2A NCJC	64.03	703		Public Service Activities	2000?	907
FY20 DVIP Shelter Repair	64.04	709		Public Facility Activities	340	1,343
FY20 CDBG Owner-occupied Rehab	64.07	704		Homeowner Housing Rehabilitation	19	18
FY20 CDBG Administration	64.16	705		Administration and Planning	NA	NA

<b>HOME-Activities</b>	<b>City ID</b>	<b>IDIS</b>		<b>Project Type / Project</b>	<b>Planned to</b>	<b>Actual</b>
		<b>ID</b>			<b>Assist</b>	<b>Assisted</b>
FY17 Tenant Based Rental Assistance (TBRA)	61.21	654		Housing	34	29
FY18 Successful Living Rehab	62.27	682		Other Housing Activities	5	5
FY18 HOME Rehab Creedan	62.28	686		Homeowner Housing Rehabilitation	1	1
FY18 HOME Rehab Hartley	62.28	689		Homeowner Housing Rehabilitation	1	1
FY18 THF Rental Rehab	62.23	669		Other Housing Activities	4	4
FY18 Habitat for Humanity Acquisition	62.25	670		Other Housing Activities	1	1
FY19 Habitat Homeownership	63.10	685		Other Housing Activities	2	2
FY19 MYEP - Rental Acquisition - 1507 Spruce	63.11	697		Other Housing Activities	3	3
FY19 Successful Living - Acquisition 3234 Friends	63.12	699		Other Housing Activities	3	3
FY19 Successful Living - Acquisition 500 2nd Ave	63.12	698		Other Housing Activities	5	5
FY19 IC South District Partnership - Sandusky	63.13	707		Other Housing Activities	2	2
FY19 HOME Administration	63.17	676		Administration and Planning	NA	NA
FY19 HOME Rehab Claeys	63.18d	708		Homeowner Housing Rehabilitation	1	1
FY19 HOME Rehab Dunnington	63.18c	700		Homeowner Housing Rehabilitation	1	1
FY19 Shelter House Acquisition	63.20	714		Other Housing Activities	5	5

**Other Activities Underway in City Fiscal Year 2020  
(Federal Fiscal Year 2019)**

<b>CDBG Activities</b>	<b>City ID</b>	<b>IDIS ID</b>	<b>Project Type / Project</b>	<b>Planned to Assist</b>	<b>Actual Assisted</b>
FY18 4Cs Childcare Technical Assistance	62.11	718	Economic Development	12	
FY18 Villa Park - Neighborhood Improvement	62.06	672	Neighborhood and Area Benefits	300	
FY18 Little Creations Academy	62.08	671	Low-Mod Clientele Public Services/Facilities	20	
FY18 Economic Development Set-aside	62.11	NA	Economic Development	2	
FY19 Economic Development Set-aside	63.15	NA	Economic Development	2	
FY20 Old Brick - Kitchen Rehab	64.05	729	Public Facility Activity	130	
FY20 Neighborhood Improvements Set Aside	64.06	710	Neighborhood and Area Benefits	300	
FY20 Economic Development Set-aside	64.15	NA	Economic Development	2	

<b>HOME Activities</b>	<b>City ID</b>	<b>IDIS ID</b>	<b>Project Type / Project</b>	<b>Planned to Assist</b>	<b>Actual Assisted</b>
FY19 IC South District Partnership -Taylor	63.13	717	Other Housing Activities	2	
FY19 HOME Rehab Cardona	63.18	719	Homeowner Housing Rehabilitation	1	
FY19 THF Rental Rehab	63.19	693	Other Housing Activities	4	
FY20 HOME Rehab Mason	64.08a	720	Homeowner Housing Rehabilitation	1	
FY20 HOME Rehab Brande	64.08b	721	Homeowner Housing Rehabilitation	1	
FY20 HOME Rehab Krause	64.08c	724	Homeowner Housing Rehabilitation	1	
FY20 MYEP - Lot Acquisition and Rental New Cons	64.09	723	Other Housing Activities	6	
FY20 Habitat - Homebuyer Assistance	64.10	NA	Other Housing Activities	2	
FY20 Successful Living Acquisition Palmer	64.11	715	Other Housing Activities	12	
FY20 Successful Living Acquisition Hickory	64.11	716	Other Housing Activities	12	
FY20 Successful Living Acquisition Juniper	64.11	722	Other Housing Activities	12	
FY20 Successful Living - Rental Rehab	64.12	713	Other Housing Activities	5	
FY20 THF Rental Rehab	64.13	712	Other Housing Activities	2	
FY20 THF CHDO Operations	64.14	711	Other Housing Activities	NA	
FY20 HOME Administration	64.17	706	Administration and Planning	NA	

## COVID-19 Response Activities Underway

<b>CDBG Activities</b>	<b>City ID</b>	<b>IDIS ID</b>	<b>Project Type / Project</b>	<b>Planned to Assist</b>	<b>Source of Funds</b>
FY20 CommUnity Housing Assistance Payments	CV-1	732	Public Services (Emergency Payments)	69	Local and 1st Round CARES Act
FY20 Table to Table	CV-2.1	733	Public Services (Food Assistance)	6,250	1st Round CARES Act
FY20 Domestic Violence Intervention Program	CV-2.2	736	Public Services (Homeless Prevention/Child Care)	5	1st Round CARES Act
FY20 Successful Living	CV-2.3	737	Public Services (Mental Health)	120	1st Round CARES Act
FY20 4Cs Community Coordinated Childcare	CV-2.4	738	Public Services (Child Care Services)	60	1st Round CARES Act
FY20 Neighborhood Centers of Johnson County (Cancelled)	CV-2.5	739	Public Services (Child Care Services)	16	1st Round CARES Act
FY20 Shelter House	CV-2.6	740	Public Services (Homeless Prevention/Child Care Services)	250	1st Round CARES Act
FY20 CommUnity Crisis Servcies and Food Bank	CV-2.7	741	Public Services (Child Care Services)	1,908	1st Round CARES Act
FY20 Horizons, Elder Services	CV-2.8	742	Public Services (Food Assistances)	124	1st Round CARESs Act
FY20 Arc of Southeast Iowa	CV-2.9	743	Public Services (Child Care Services)	20	1st Round CARES Act
FY20 Neighborhood Centers of Johnson County	CV-2.10	TBD	Public Services (Child Care Services)	14	1st Round CARES Act
FY20 Activities TBD	TBD	TBD		TBD	2nd Round CARES Act - State Funds
FY20 Activities TBD	TBD	TBD		TBD	3rd Round CARES Act



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

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

91.520(a)

	CDBG	HOME
White	2,297	33
Black or African American	1,642	24
Asian	43	0
American Indian or American Native	29	0
Native Hawaiian or Other Pacific Islander	5	0
<b>Total</b>	<b>4,016</b>	<b>57</b>
Hispanic	424	2
Not Hispanic	4,087	56

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

### Narrative

As required by HUD, the City of Iowa City and its subrecipients (public and private) follow affirmative marketing rules. The City's Affirmative Marketing Plan can be found at [www.icgov.org/actionplan](http://www.icgov.org/actionplan). Both public and private subrecipients of HOME funds are also required to follow the affirmative marketing requirements in 24 CFR 92.351. City staff reviews these efforts during annual monitoring visits. An evaluation of these efforts shows that both the City and its subrecipients have met HUD requirements. Note, the above table is auto-generated from HUD's Integrated Disbursement and Information System. The table below further provides data that supplements and clarifies this information, and is used as the basis for the conclusions drawn.

In addition, every five years the City studies the extent to which Iowa City residents are able to choose housing free from unlawful discrimination. In FFY19, the City continued to work on strategies identified through the FFY18 Analysis of Impediments to Fair Housing Choice. The study was adopted by City Council on August 20, 2019. Over the next five years, the City will carry out these strategies as part of its mission of affirmatively furthering fair housing choice. Specific progress on the strategies will be discussed in subsequent sections.

Beneficiary data suggests that the City of Iowa City and its subrecipients successfully market to minorities. According to 2019 estimates from the United States Census Bureau, approximately 78.5% of Iowa City's population is non-Hispanic white, compared to only 50% of CDBG beneficiaries and 56% of HOME beneficiaries for projects completed in FFY19. Similarly, approximately 5.8% of Iowa City's population is Hispanic, compared to 9.4% of CDBG beneficiaries in FFY19. Only 3% of HOME beneficiaries were Hispanic/Latino, which is a slight improvement from the previous year. However, the City and subrecipients will continue to

encourage everyone, especially BIPOC residents, to take advantage of CDBG- and HOME-assisted public services, public facilities, infrastructure, and housing.

DRAFT

**Beneficiaries by Race and Ethnicity for Projects Completed  
City Fiscal Year 2020 (Federal Fiscal Year 2019)**

Race/Ethnicity	CDBG		HOME		Total	
	Number	Percent	Number	Percent	Number	Percent
White, Non-Hispanic	2,297	50.9%	33	56.9%	2,330	51.0%
Black/African American, Non-Hispanic	1,642	36.4%	24	41.4%	1,666	36.5%
Asian, Non-Hispanic	43	1.0%	0	0.0%	43	0.9%
American Indian/Alaskan Native, Non-Hispanic	29	0.6%	0	0.0%	29	0.6%
Native Hawaiian/Other Pacific Islander	5	0.1%	0	0.0%	5	0.1%
Other Race, Non-Hispanic	255	5.7%	1	1.7%	256	5.6%
Two or More Races, Non-Hispanic	240	5.3%	0	0.0%	240	5.3%
Hispanic/Latino	424	9.4%	2	3.4%	426	9.3%
<b>Total</b>	<b>4,511</b>	<b>100.0%</b>	<b>58</b>	<b>100.0%</b>	<b>4,569</b>	<b>100.0%</b>



**CR-15 - Resources and Investments 91.520(a)****Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	831,737	682,180
HOME	public - federal	626,834	891,304

**Table 3 - Resources Made Available**

In FFY19 (City FY20), the City received approximately \$831,737 in CDBG funds, \$626,834 in HOME funds, and \$200,000 in general funds for projects. Of those newly available resources, 82% of new CDBG funds were expended and 142% of new HOME funds were expended. The City continues to spend down a backlog of past HOME funds, but still leaves additional funds to be utilized next fiscal year. The general funds are used exclusively for the City's General Rehabilitation and Improvement Program (GRIP), of which 79% were expended.

The City received additional CDBG-CV funds to prevent, prepare for, and respond to the COVID-19 pandemic. The attached table outlines the source and amount of the funds made available. The last quarter of the fiscal year was largely spent preparing for COVID-19 related activities, and the City expects to report CDBG-CV expenditures in FY21 (FFY20). Local funds were also utilized to facilitate a rapid response.

Note that HOME Program Income (PI) funding amounts below match City internal records rather than IDIS records. This can create discrepancies because PI is often receipted in City records at different times from when they were processed in IDIS. \$583.33 in program income was carried over from the previous fiscal year to FY20.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	100	All funds were used in Iowa City.

**Table 4 – Identify the geographic distribution and location of investments**

## Narrative

All projects funded by CDBG and HOME are located in Iowa City and serve individuals and families living city-wide according to their needs, especially public service and public facility projects. However, the City strives to invest HOME and CDBG funds in areas primarily home to non-student low- and moderate income (LMI) persons, defined as those making less than 80% of the Area Median Income (AMI). This includes areas that are home to families, the elderly, the disabled, and the homeless.

2011-2015 LMI Summary Data indicates 59% of Iowa City's population and 23 block groups are considered LMI, meaning at least 51% of persons living there are LMI. Several of the City's LMI census areas are located downtown and include rental housing stock predominantly occupied by University of Iowa students. The City first utilizes resources other than CDBG and HOME funds in these areas to maintain and preserve housing, infrastructure, and public services. This includes UniverCity project funds that help create a healthy balance of owner occupied and renter households within downtown/university neighborhoods, tax increment financing, and other program funds. This policy helps the City use federal funds to create the greatest impact for those who need it most.

Iowa City defines minority concentrations as census tracts where minority persons are at least 10 percentage points greater than in general population. Based on the 2019 Fair Housing Choice Study, three census tracts meet this criterion: 4, 18.02, and 23. The attached maps display LMI areas and minority concentrations in Iowa City.

The City's Housing Rehab Program serves residents citywide as well, distributing resources via individual projects located anywhere in Iowa City. The set-aside provides low interest, no-interest, and forgivable loans to homeowners to make exterior, emergency and comprehensive repairs to their homes. However, the City also provides incentives (partial forgiveness of loans) for rehabilitation projects in targeted neighborhoods with older homes and a higher percentage of LMI residents. Targeted neighborhoods include the College Green, Northside, Miller Orchard, Towncrest, Twain, and Grant Wood areas.

The development and acquisition of rental housing is governed by the City's Affordable Housing Location Model (AHLM). The model uses three factors – distance to existing subsidized family rental housing, elementary school poverty, and crime density – to determine where funding for new city assisted rental housing is available. This serves three goals of the City:

- Avoiding further burden on neighborhoods and elementary schools that already have issues related to a concentration of poverty,
- Promoting diverse neighborhoods in terms of income levels, and
- Incorporating factors important to the Iowa City Community School District in affordable housing siting as it relates to educational outcomes.

The AHLM, now cited as a best practice, has successfully achieved its objective of guiding where certain types of assisted rental housing are added. The City does not restrict funding for the location of owner-occupied housing, rental rehabilitation, or projects for the elderly or persons with disabilities. The AHLM Map can be found in the attachments. In FFY19, these policies directly reflect where funded projects were located.

## Leveraging

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

The City actively encourages applicants and subrecipients to obtain other public and private resources. For activities allocated funds in FY20 (FFY19), the City of Iowa City and its subrecipients leveraged CDBG & HOME funds at a rate of over \$.96 in non-formula funds for every \$1 of formula funds, excluding private funds leveraged for staff due to public service and CHDO operations activities and other resources from the City. The CDBG program does not have federal match requirements, however leveraging for the HOME and CDBG programs are based on activities completed during the reporting period. The calculations for the City's match contributions are found in the attachments. Note that there are slight differences in when HOME program Income was received or applied from when it was processed in IDIS.

The City continues to have a balance of excess matching funds that can be applied to projects in the future. Additional matching requirements are satisfied through tax forgiveness for new affordable rental properties. For projects completed this fiscal year, \$114,850.92 in local property taxes will be forgiven over the life of the period of affordability. The calculations for the City's match contributions are found in the attachments.

When the City has available property that is appropriate for redevelopment, it occasionally offers these lots for development with terms based on policies, the proposed development's needs and cash flow, and the ability of the developer ability to pay. As such, the land may be sold or donated according to terms negotiated on a case-by-case basis, though it typically includes affordable housing, public service, or employment components. Projects underway and/or completed in FFY19 on land formerly owned by the City include Augusta Place and The Chauncey. As a condition of sale for these properties, the City required a combined 11 affordable housing units for tenants at or below 60% AMI. The City also has \$557,693 in its land banking fund for affordable housing and is in the process of reviewing properties to purchase. In FFY19 land banking funds were used to purchase land that will provide six future units of affordable housing.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	3,523,106
2. Match contributed during current Federal fiscal year	114,906
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	3,638,012
4. Match liability for current Federal fiscal year	34,608
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	3,603,404

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

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
63.11	06/30/2020	0	19,074	0	0	0	0	19,074
63.12 (Friendship and 2nd Ave)	06/30/2020	0	40,357	0	0	0	0	40,357
63.20	06/30/2020	0	55,475	0	0	0	0	55,475

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	144,601	144,601	34,524	0

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	4,860	0	0	0	4,860	0
Number	1	0	0	0	1	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	3,186	3,186	0			
Number	1	1	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

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

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	1	0	0	1	0	0
Dollar Amount	186,000	0	0	186,000	0	0

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



<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		6	984,323			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

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

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	5
Number of Non-Homeless households to be provided affordable housing units	31	60
Number of Special-Needs households to be provided affordable housing units	22	16
<b>Total</b>	<b>53</b>	<b>81</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	29
Number of households supported through The Production of New Units	6	4
Number of households supported through Rehab of Existing Units	29	31
Number of households supported through Acquisition of Existing Units	18	19
<b>Total</b>	<b>53</b>	<b>83</b>

Table 12 – Number of Households Supported

To meet the needs of low-income persons with disabilities, the City has funded several projects. In FY20 (FFY19), the City completed projects providing 16 affordable housing units to persons with disabilities that also offer supportive services. In addition, many public services and facilities funded through CDBG and HOME dollars offer additional forms of assistance to all low-income residents, including persons with disabilities. Through these efforts and more, the City will continue to make progress in ensuring the needs of persons with disabilities are met.

The City is also dedicated to addressing worst case needs. For cost-burdened renters, the City often requires affordable housing providers to prioritize those most likely to face severe cost-burden first, specifically, those with extremely low incomes. This is also paired with other efforts, including partnerships with the Iowa City Housing Authority through the HCV program and TBRA to offer additional rent subsidies. To assist those living in substandard housing, the City funds rehabilitation for both rental units and homeowners. In addition, the City follows its anti-displacement plan with a goal of avoiding displacement, but in the event that residents are involuntarily displaced, the City provides relocation assistance. The City has also used local funds in displacement events caused by private developers who are not using federal funds to ease relocation.

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

FY20 (FFY19) represented the final year of the consolidated plan, CITY STEPS 2016-2020. For most goals, the City achieved over 100% of the target. Only two goals were not met by the end of FFY19 including:

- Improve and Maintain Public Infrastructure and Amenities (60% completed)
- Remove Slum and Blight (67% completed)

Differences between goals and outcomes can be explained by the City completing fewer, larger projects, and the shift of priorities moving away from addressing slum and blight with CDBG dollars. Although not completed in entirety, the City achieved significant progress towards the goals. Currently there are two additional public facility projects underway that are expected to be completed by FY21 (FFY20) including:

- FY18 (FFY17) Villa Park Improvements
- FY20 (FFY19) Wetherby Trails

Additionally, an amendment was approved in May of 2020, which created a twelfth goal related to the COVID-19 pandemic. The City plans to provide facilities and services in Iowa City in support of the pandemic response. As this is an ongoing effort, the City intends to provide more detailed accomplishment data related to these rapidly developing activities in the FY21 (FFY20) CAPER and subsequent years, as appropriate.

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

The ongoing COVID-19 pandemic is expected to influence future action plans and activities. Anticipated effects include increased time spent on COVID related activities, which may draw time and resources away from regular programming for City staff and community partners. Additionally, the pandemic has caused unusual disruptions to the construction industry such as material shortages, delays, and interference with the workforce (McDougal, 2020). In some cases, these externalities may result in delayed or reduced activity accomplishments.

The pandemic also caused a staggering increase in unemployment rates. Iowa City unemployment rates spiked from 2.6 percent in January of 2020 to 9.6 percent in April of 2020 (U.S. Bureau of Labor Statistics, 2020). The long-term effects of the local economic challenges are unclear at this time, but the City continues to leverage CDBG-CV funds and local dollars to address increased community need appearing in areas such as homeless prevention and services, childcare services, mental health services, food assistance, and utility assistance.

The situation continues to evolve, and the City remains committed to seeking public input on the goals and priorities outlined in City Steps in order to adapt to the new COVID-19 environment.

**References**

McDougal, J. C. (2020, June 16). What Iowa Construction and Design Companies Need to Know. Retrieved from Davis Brown Law Firm: <https://www.jdsupra.com/legalnews/what-iowa-construction-and-design-12221/>

U.S. Bureau of Labor Statistics. (2020, September 18). Economy at a Glance - Iowa City, IA. Retrieved from U.S. Bureau of Labor Statistics: [https://www.bls.gov/eag/eag.ia\\_iowacity\\_msa.htm](https://www.bls.gov/eag/eag.ia_iowacity_msa.htm)

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

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	3,398	50
Low-income	552	9
Moderate-income	269	4
<b>Total</b>	<b>4,219</b>	<b>63</b>

**Table 13 – Number of Households Served**

Nearly 94% of households served are low- and moderate-income, which is consistent with the consolidated plan. HOME funds tend to serve a higher proportion of those at the lower end of the income spectrum. These results demonstrate housing subsidies are being directed to those with highest need.

Rents for CDBG/HOME assisted projects depend on funding, tenant-paid utilities, and the number of bedrooms. For rental projects put into service in FY20 (FFY19), units had the following gross rents (i.e. inclusive of utilities) upon initial project agreement. Annual rent limits are available online at [icgov.org/actionplan](http://icgov.org/actionplan), and the updated limits are sent directly to those responsible for CDBG/HOME assisted units annually.

Housing Rehabilitation staff also works closely on other locally funded owner-occupied housing programs through the General Rehabilitation and Improvement Program (GRIP) and the UniverCity Neighborhood Partnership. Ten homes took part in GRIP and two homes began renovations under the UniverCity program in FFY19. Most UniverCity homes have the following items addressed through replacement or repair:

- Demolition and replacement of bathrooms and kitchens.
- Updating the plumbing and electrical systems, including the outlets, fixtures, and wiring.
- Installation of high-efficiency heating and air conditioning systems.
- Interior and exterior painting.
- Re-grading of yards to enable proper drainage away from the home and/or structural improvement.

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

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

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

In light of the limited amount of CDBG and HOME funds available, not all of the area's homeless needs can be addressed with CDBG and HOME funds. The City does not receive Emergency Shelter Grant or HOPWA entitlement funds, so it primarily relies on a variety of community agencies to provide basic needs assistance and other support, though it does use CDBG, HOME, and local funds towards this end.

In FFY19, the City provided funding for the operation and improvement of public facilities and services for non-profit organizations that assist the homeless or near homeless in Iowa City including

CommUnity, Shelter House, Domestic Violence Intervention Program (DVIP), Prelude Behavioral

Services, Hawkeye Area Community Action Program (HACAP), United Action for Youth (UAY), Inside Out, Free Medical Clinic, Free Lunch Program, Neighborhood Centers of Johnson County, and 4Cs Community Coordinated Child Care. The City also supports and participates in the Johnson County Local Homeless Coordinating Board (LHCB), the region's Continuum of Care organization, with members actively engaged in identifying and prioritizing individuals experiencing homelessness (including unsheltered persons) for available housing and service interventions through Coordinated Entry. Generally, nonprofit partners conduct direct outreach to homeless individuals, though the Iowa City Public Library (ICPL), Iowa City Police Department (ICPD), Iowa City Community School District (ICCS) and Iowa City Housing Authority (ICHA) also have regular contact with those experiencing homelessness.

The City advocates for human services coordination. Shelter House is the lead agency for Coordinated Entry in the Johnson and Washington Counties Coordinated Services Region. Shelter House and participating members of the LHCB utilize the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) to assess and prioritize the need of homeless households. A Prioritization List is generated and those with the longest length of homelessness are given housing priority. Data is entered and managed in the Homeless Management Information System (HMIS). Weekly pull meetings are held during which households are assessed and prioritized for the necessary housing intervention. If there are no current or near future openings in a particular intervention, the next-best intervention is offered to the homeless individual or family to end their homelessness episode as soon as possible. The LHCB also continues to organize volunteers for the annual Point in Time (PIT) counts, and new efforts for collaboration between service providers and the City have led to new crisis management and data driven justice initiatives. ICPD continues to work on developing a uniform crisis de-escalation and reporting system that would also inform service providers regarding certain individuals. The goal is to collect data and improve the handling of crises to act as a jail diversion program for those experiencing homelessness.

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

The City primarily addresses emergency shelter needs in partnership with Shelter House and DVIP. Shelter House provides emergency shelter for men, women, and children experiencing homelessness and maintains a 70-bed shelter facility (11 beds are prioritized for veterans) with dormitory style sleeping and bathing accommodations for single adults and private bedrooms and bathing facilities for families. All shelter residents have access to laundry facilities and breakfast and dinner are served daily. Drop-In Services are offered daily at Shelter House for anyone in need and include showers, laundry, phone, clothing and toiletries donations and access to Shelter House case management staff. Other Drop-In activities include haircuts, legal aid, mental health counseling, medical outreach, Job-Lab, and payee services. All services are available on a walk-in basis. During the winter months, and with additional support from the City, Shelter House opens a satellite temporary shelter facility targeted for otherwise unsheltered and chronically homeless adults to ensure all individuals seeking emergency shelter have access to a safe warm place to sleep. The City also provides operational funding to DVIP which serves youth and adult victims of domestic abuse. This includes an emergency shelter available to women, men, and youth when staying in their current situation is no longer safe. DVIP also operates a 24-hour hotline, housing and financial services, advocacy, counseling and support groups, education, and other related support for victims of domestic violence.

Iowa City primarily supports transitional housing through HACAP, Successful Living, United Action for Youth and Prelude Behavioral Services. However, as HUD has shifted funding from transitional housing supports in favor of a Housing First approach, some of these agencies have also shifted towards traditional affordable housing units with a preference for homeless residents, or towards Permanent Supportive Housing (PSH). The City is actively working with agencies through this process. In addition to operational support and other funding, the City also works with local agencies that manage Rapid Rehousing (RRH) programs for households experiencing homelessness, including Shelter House, DVIP, and HACAP. Agencies serves hundreds of households through RRH each year and execute each of the three core components of RRH utilizing a progressive engagement approach:

1. Housing identification;
2. Financial assistance (security deposit, move-in assistance and rent assistance for 3-6 months); and
3. Housing stability case management to connect people to jobs, services, and support to successfully maintain housing including household items and furnishings (through community donations) - stability services continue for up to 6 months after rent assistance ends to ensure a sustained housing placement.

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

Income and housing affordability are major factors that can lead to homelessness. The City consistently works with community partners to address the goals set forth in CITY STEPS.

Of CDBG and HOME dollars spent in FY20 (FFY19), approximately \$1,018,452 (64% of funds) supported affordable housing by increasing the stock of affordable units, assisting households to afford their homes, improving the quality of housing for low income households, or supporting affordable housing providers. Many of these are targeted for extremely low-income families and those with disabilities, as they are more vulnerable and are often more at risk of homelessness. In addition, the City provides local dollars to support affordable housing, including \$1.0 million to an affordable housing fund. These funds are used for activities like the Security Deposit Assistance Program and the General Rehabilitation and Improvement Program. In FY20 (FFY19), 31 households received security deposit assistance. The City also manages \$9.9 million for its Housing Choice Voucher and Public Housing programs.

Local funds were also utilized to respond to the pandemic including \$25,000 to the Center for Worker Justice for COVID-19 relief, and \$50,000 to Shelter House for eviction prevention.

Another 11% of CDBG/HOME funds (approximately \$173,067) went to organizations directly providing homelessness supports or to public facilities providing affordable or no-cost services for primarily low-income families, including shelter diversion activities, food assistance, childcare, and other forms of education, in addition to direct emergency shelter. \$555,000 in local dollars was provided to agencies through its Aid to Agencies and Social Justice/Racial Equity grants.

Approximately \$22,833 of the funds spent in FY20 (FFY19) assisted low income individuals start and improve childcare microenterprises or went directly as loans for low- and moderate-income entrepreneurs.

These programs and activities help low-income households avoid becoming homeless and provide valuable services to the community.

The City seeks to assist those who are at risk of becoming homeless after discharge from institutions and systems of care by supporting efforts of, funding organizations that provide mental health and disability services to create housing opportunities for persons with disabilities, and working with the Inside Out program which helps those discharged from corrections institutions to find housing. Johnson County jail diversion also participates in Coordinated Entry intake with the goal of getting those serving jail time into housing rather than discharging them on the street. Other initiatives include RentWise - a tenant education class and a landlord risk mitigation fund - to encourage landlords to accept hard-to-house tenants.

The City was also one of three pilot communities nationwide involved in the Data Driven Justice Initiative, and has dedicated ICPD resources to create data sharing partnerships to identify individuals with high criminal justice, health, and homeless services system involvement to divert non-violent offenders from the criminal justice system with a goal of reducing jail admissions and improving treatment outcomes. The program ended June 30, 2020, and a new crime analyst position was created to continue the work.

Iowa City is further participating in the county-wide effort to open GuideLink, a behavioral health urgent care campus, which will offer crisis stabilization, crisis observation, sobering and detox units, and mobile crisis services in one location. Guidelink is scheduled to open in 2021.

ICPD also completed an analysis of calls for service and crime data surrounding Cross Park Place, and found that the complex is no more likely to generate nuisance, property, or violent crime in the area than other authorized uses of the property.

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

The City is committed to assisting individuals establish permanent housing, primarily through partnerships with local agencies and organizations. This includes funding a cross-section of projects within the Continuum of Care. Affordable housing for those most in need, including homeless, near-homeless, and non-homeless persons is a focal point for the City and local organizations.

Shelter House provides services intended to rapidly move persons from homelessness to housed, including emergency shelter, rapid rehousing, permanent supportive housing (PSH), and supported employment. Through Coordinated Entry and the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT), persons experiencing homelessness are assessed weekly and need is prioritized for the most appropriate housing interventions given availability. Veterans services are further coordinated through meetings of Veterans Services providers including HACAP Supportive Services for Veteran Families, Iowa City Housing Authority and VAHCS (VASH), and Shelter House (Grant and Per Diem offering Bridge and Service Intensive Transitional Housing). The majority of households transition to permanent housing through rapid rehousing, which solves the immediate crisis of homelessness and connects households to community resources that address other service needs.

PSH combines permanent, affordable housing (tenants may remain in the unit as long as they wish) with voluntary support services to help tenants stay housed, address health issues, and build necessary skills to live as independently as possible. PSH prioritizes individuals with complex health and behavioral health issues, and it significantly reduces returns to jail and homelessness, reduces reliance on emergency health services, and improves quality of life. In 2018, ICHA created a targeted preference for individuals identified through Coordinated Entry



as needing PSH. Shelter House offers 2 PSH interventions: Fairweather Lodge (scattered site) and Cross Park Place. Fairweather Lodge is a recovery focused, peer-driven PSH program for adults experiencing homelessness diagnosed with a serious persistent mental illness. It uses a cooperative living model predicated on the belief that people who live and work together with control over their lives can overcome homelessness and improve recovery. Cross Park Place, opened January 2019, offers 24 one-bedroom units for chronically homeless adults who have a disabling condition and demonstrate frequent cross-system service utilization. It also contains on-site space for case managers and health and behavioral health services. As a Housing First intervention, Cross Park is based on the concept that the primary need for persons experiencing homelessness is to obtain stable housing, after which other issues (getting a job, addressing substance use or health issues, etc.) can be addressed voluntarily. Affordability is guaranteed by Iowa City Housing Authority project-based vouchers.

Other agencies focus on more specific populations. United Action for Youth assists unaccompanied youth and helps them transition into more stable living situations. Domestic Violence Intervention Program assists victims of domestic violence through their crisis with a goal of transitioning them into safe, affordable housing. Habitat for Humanity administers a program that diverts household furniture such as dressers, beds, etc. from the landfill to be provided free of charge to families transitioning out of homelessness. Mayors Youth Empowerment Program, Successful Living, and others provide supportive housing for persons with disabilities.

All agencies participating in the Local Homeless Coordinating Board actively try to prevent homelessness before individuals and families are caught in the system through diversion and prevention. This approach emphasizes problem solving and sharing resources to prevent the loss of housing.

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

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

The Iowa City Housing Authority (ICHA) works to improve the quality of life for those around Iowa City, acting as a community leader on affordable housing and providing information, education, housing assistance, and partnership opportunities. ICHA is a division of the City of Iowa City established in 1969 to administer housing assistance programs throughout its jurisdiction, including all of Johnson County and portions of Iowa and Washington Counties.

ICHA assists low-income families to acquire and maintain affordable housing through rental and ownership programs. Rental assistance includes 1,215 Housing Choice Voucher (HCV) recipients, 83 Veterans' Supportive Housing (VASH) vouchers, and 81 Public Housing units. ICHA also administers

Tenant Based Rental Assistance projects when awarded - its most recent was \$200,000 awarded in City FY17. The project was completed in FY20 (FFY19). In total, ICHA works with approximately 400 landlords and oversees Housing Assistance Payments of around \$7.8 million. ICHA also paid out approximately \$303,689 to private contractors for capital improvements and maintenance of Public Housing Properties in FY20 (FFY19).

Homeownership opportunities also exist under the HCV Homeownership Program. Participation in all programs requires the family be within federally established income guidelines.

ICHA continues to operate a "best practices" Family Self-Sufficiency Program (FSS) that helps motivated families build assets and become economically self-sufficient. The FSS Program helps remove barriers to economic self-sufficiency and connects participants with ICHA-leveraged resources within the community. The coordination of services, combined with an escrow savings account, promotes increased earnings and asset building among families receiving housing assistance. As of May 2020, 240 households participated in the Family Self-Sufficiency program. Of these, 220 (92%) participants had escrow savings balances. The average monthly deposit was \$340 per month with an average balance of \$5,178. The highest escrow savings account balance was \$44,167.17.

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

Since at least 2009, ICHA has continually tried to establish a Resident Advisory Board (RAB) to encourage public housing residents to become more involved in management of public housing. However, ICHA participating families show little interest in serving on an RAB focusing solely on ICHA programs and services. Most comments received via 3 separate surveys are beyond the scope, power, and authority of ICHA to impact, or other City Departments and Community-Based Agencies are better suited to meet these concerns. Examples include fixing streets, repairing abandoned homes, empowering neighborhoods, dealing with perception of City-wide increase in criminal activity, safety, events, neighborhood development and clean up, and other similar issues.

As a result, ICHA partners with Neighborhood Services to continue the "Good Neighbors—Strong Neighborhoods" initiative. The idea is to partner with Neighborhood Associations to develop strategies that promote the peaceful enjoyment of the neighborhood for all residents. The goal is increased participation of ICHA clients in activities sponsored by the City's Neighborhood Associations. The City supports and encourages neighborhood action and provides ideas and resources that can help shape the future of a neighborhood. The Iowa City Housing Authority sent a letter and schedule inviting Public Housing tenants and HCVP participants residing in Iowa City (does not include shared housing) to attend one or all of the three public meetings scheduled as part of the development of the City Steps 2025 Consolidated Plan and Annual Action Report. Five-hundred and thirty-one (531) letters were sent via US Mail; and, fifty-six (56) participants were contacted via e-mail.

ICHA has successfully encouraged its clients to participate in homeownership through its HCV Homeownership Program. The program allows HCV clients currently utilizing their voucher for rental assistance, to convert that payment to mortgage assistance. The family secures a mortgage loan from a private lender, with the lender determining the loan amount. The family may purchase a unit anywhere in Johnson County. Non-disabled families may receive mortgage assistance for up to 15 years, and there is no time limit for disabled families. Forty-three (43) HCV vouchers have been used to purchase homes since January 2003. Of these, fifteen (15) are still active. FSS programs have also allowed 59 FSS graduates to move to homeownership.

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

ICHA has an excellent track record as a PHA, but has continually networked and shared its knowledge with other PHAs through the National Association of Housing and Rehabilitation Officials.

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

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

Affordable housing is a top priority of the City as evident in the 15-step Affordable Housing Action Plan adopted in 2016 as a compliment to CITY STEPS. In FFY19, the Affordable Housing Action Plan was recognized by the APA with an award for implementation.

**Housing First Permanent Supportive Housing.** In 2016, Council amended City Code to enable Shelter House to proceed with the Cross Park Place project. This Housing First initiative provides 24 PSH units with onsite supportive services - including health services and case management - for chronically homeless adults.

**Regulatory changes.** The City reviews codes to eliminate barriers to affordable housing. Past changes included requirements for new city-funded housing to use universal design features, allowing smaller lot sizes and attached homes in single family zones, and density bonuses for 1-2 bedroom apartments, among others. However, regulatory barriers still impact housing affordability. Staff is working to address barriers in existing codes through collaboration with community stakeholders on topics including:

- Streamlining the Riverfront Crossings Form-Based Code to improve ease of use and improve affordable housing requirement enforcement
- Developing code provisions that increase flexibility for infill sites
- Permitting more building types by right

**Affordable Housing Requirement.** In 2014, the City adopted form-based zoning for RFC to allow higher density development near downtown. In 2016, the City adopted a housing policy in the district so 10% of residential units must be affordable to renters at 60% AMI or owners at 110% AMI. In 2018, the City amended the annexation policy for residential developments with a goal that 10% of units annexed must also be affordable for the same targeted groups. In FFY19, the requirement generated 17 affordable rental units.

**Residential Tax Increment Financing.** Iowa Code allows residential TIF districts if 10% of captured funds are set-aside for affordable housing. Other captured funding would assist with providing public infrastructure. The City entered into such a development agreement on Foster Road in 2018.

**Tax Abatement.** City Council adopted a tax exemption policy in FFY19 to incentivize construction of affordable multi-family housing. Projects are eligible for a 40% tax exemption for 10 years on all units in a residential development of over 6 units if 15-20% of total units are leased to households under 40% AMI and the rent is limited to what a household at 40% can afford minus utility allowances.

**Additional form-based codes.** The City is working on a form-based code for the South District neighborhood, an LMI Census tract. The code would allow a wide variety of housing types throughout the area, which also addresses goals identified in the City's Fair Housing Study, completed in 2019. Completion is expected in FFY21. Upon adoption, the City plans on utilizing the code as a blueprint for other greenfield sites in the City.

**Affordable Housing Location Model.** The City adopted the AHLM to prevent further accumulation of affordable housing in neighborhoods with existing concentrations of poverty. The model is updated annually based on current community data.

**Tenant Displacement and Rent Abatement.** In 2017, Council began requiring a City-approved transition plan and comprehensive and site plan ordinance amendments for plans that will displace 12+ households that do not require a rezoning. The City also adopted rent abatement for emergency orders when vacation of property is not necessary and continues to educate the public about housing code violations and how to report them.

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

The City meets underserved needs in the community through all of its programs. Obstacles to meeting these needs in Iowa City are primarily related to the affordability of and/or maintenance of the housing stock. To that end, the City has several programs:

**Homeowner Housing Rehabilitation.** The City's Housing Rehab Program provides guidance and financial assistance to low- and moderate- income homeowners to maintain and update their homes. The repairs enable owners to stay in their homes while maintaining the City's housing stock. Funding comes from both federal and local sources.

CDBG and HOME fund six specific homeowner rehab activities:

- Comprehensive Rehab. Assists homes to meet the City's Housing Code (\$3,000-\$24,999 per project).
- Emergency Assistance. Helps correct major housing code violations (\$100-\$6,000 per project).
- Exterior Repair. Covers the cost of exterior repair to main structures (\$1,000-\$15,000 per project).
- Accessibility. Makes homes accessible for owners with disabilities (\$1,000-\$16,000 per project).
- Manufactured Home Repair. Funds the repair of manufactured housing (\$500-\$6,000 per project).
- Energy Efficiency. Helps purchase high efficiency heating and insulation (\$500-\$6,000 per project).

During FFY19, the City expended about \$399,958 to complete 18 CDBG-funded and 5 HOME-funded homeowner rehabilitation projects.

The City's General Rehab and Improvement Program (GRIP) complements federally-funded homeowner rehab by helping to stabilize and revitalize targeted neighborhoods through the broader applicability of the Housing Rehabilitation and Historic Preservation programs. This

program provides low-interest loans that are repayable over a 20-year term, funded City general obligation bonds. Assistance ranges from \$10,000-\$40,000 per project. In FFY19, the City spent \$158,447 on GRIP and completed 10 projects.

**UniverCity Neighborhood Partnership Program.** UniverCity was created to stabilize neighborhoods near the University in areas where rental units were increasing but it was single family in character. Rehabbed homes are sold to income qualified buyers and renovation costs are forgiven over 5 years. The homes must remain owner-occupied for up to 30 years. To date, the City purchased 68 homes, 19 of which were sold to households under 80% median household income and another 47 of which were sold to households over 80% AMI. The City rehabbed two homes in FFY19 that are expected to be sold in FFY20.

**Affordable Housing Fund.** The City budgeted \$1,000,000 for affordable housing projects in FFY19:

- \$500,000 to the Housing Trust Fund of Johnson County (HTFJC) in FFY19. The HTFJC reports annually to Council to inform them of how they allocated funding.
- \$250,000 for land banking per the City's land banking policies. Currently \$711,000 is available. Staff is evaluating sites.
- \$50,000 for emergent situations, to be shifted to landbanking if not used.
- \$200,000 for LIHTC support. A total of \$200,000 was available in FFY19, to be allocated by the Housing and Community Development Commission via a competitive request for proposals.

**Leveraging Other Funds.** The City is leveraging \$2,500,000 in unused ICHA funds to create affordable housing. In 2015, the City agreed to pay \$1,000,000 to purchase 5 units in the Chauncey for affordable rental units which the City closed on in August of FY21. In 2017, Council agreed to purchase six units for permanent affordable rental housing at Augusta Place for \$1,080,000 and closed on the project in July of FY21

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

The Housing Rehabilitation Office provides code and lead paint inspection services and guidance to other City departments and sub-recipients of the CDBG and HOME funds. As such, it continues to implement all aspects of HUD's lead-based paint regulations. In its efforts to reduce lead-based paint hazards in all of its CDBG- and HOME-funded rehabilitation projects, they provided outreach on the dangers, identification, and reduction of lead-based paint hazards to all program participants. Rehabilitation and inspection staff members are certified lead inspector/risk assessors and conduct visual risk assessments and clearance tests on all applicable projects. The City does not own an XRF device, XRF testing is done by a consultant.

Rehabilitation and inspection specialists continue to receive lead education and training that they pass on to all contractors, sub-contractors, and others affiliated or working with the rehabilitation program. Due to prior City-sponsored training, the Rehabilitation Program has access to 100+ workers representing a multitude of different companies that provide services (i.e. electrical, plumbing, painting, roofing, general contracting, cleaning companies, etc.) in a safe and responsible manner.

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

Activities that a limited clientele to low and moderate-income persons were undertaken by several agencies. All agencies documented the household income of its beneficiaries at the time of program entry through income verifications. All of these helped serve families in poverty.

#### Public services

- Shelter House provided accommodations to people experiencing homelessness.
- Neighborhood Centers of Johnson County provided licensed child care and youth programming to low income children.
- Domestic Violence Intervention Program provided shelter services and programs for victims of domestic violence.

#### Public facilities

- The Domestic Violence Intervention Program rehabilitated the parking and youth services area of the facility.
- Little Creations Academy renovated the daycare facility which serves low to moderate income families.

The City also provided funds to 4Cs to provide microenterprise daycare providers with technical assistance to register their operations and help improve their economic security.

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

The City of Iowa City has developed a robust institutional structure to address housing and community development needs within the community.

The City itself is organized under the Council-Manager form of government. Iowa City citizens elect seven Iowa City residents to the City Council for overlapping four-year terms. Four Council Members are nominated and elected by the eligible electors of the City at large. The other three are District Council Members, nominated by the eligible electors of their respective districts and elected by the qualified voters of the City at large. The Council, in turn, selects one of its members to serve as mayor for a two-year term. The Mayor presides at the City Council meetings and has one vote on the Council - the same as the other six members.

The City administers housing and community development programs through the Neighborhood Services Division – comprised of three subdivisions: Community Development, Housing Inspection, and the Iowa City Housing Authority. Neighborhood Services coordinates all Consolidated Planning initiatives of the City, including plan preparation with community participation and management of all activities funded with CDBG and HOME funds.

The City created a citizen advisory group, the Housing and Community Development Commission (HCDC), in 1995, to assess Iowa City's community development needs for

housing, jobs and services for low- and moderate-income (LMI) residents, and to promote public and private efforts to meet such needs. HCDC leads the CDBG/HOME allocation process to determine what projects will be awarded funds based on priorities established in CITY STEPS. Each year the City and HCDC reviews applications on a competitive basis. HCDC also serves as a general advisory committee to Council on policy that similarly affects LMI individuals.

Staff also actively engages numerous boards, committees, working groups, and organizations. By participating in groups such as the Local Homeless Coordinating Board, the Affordable Housing Coalition, Livable Communities of Johnson County, and the Housing Trust Fund of Johnson County, the City supports in the coordination and communication of those groups. In addition, the City annually contributes funds to many of those groups, providing further incentive for collaboration. However, the City encourages agencies to pursue outside funding as indicated in the CITY STEPS. Many of the housing providers used private mortgages for their activities which provides private partnerships and coordination as well.

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

Because of its institutional structure, fragmentation and duplication of services in Iowa City is a minor obstacle. The City also undertakes extensive consultation as part of its consolidated planning efforts, particularly in association with the Johnson County Local Homeless Coordinating Board (LHCB) planning process as the Continuum of Care. The LHCB represents over 25 agencies in Iowa City providing services to the homeless and low-income persons in Johnson County. The City works closely with the LHCB to increase coordination between housing providers, health, and service agencies in addressing the needs of persons that are chronically homeless.

The City also facilitates coordination among its partner agencies that results in a broadly shared understanding of community needs, collaborative and complementary approaches to addressing needs, and responsiveness to changes in conditions. Additionally, resources such as Aid to Agencies and City General Funds available for economic development indicate a real commitment to leveraging all possible resources to meet needs.

The Iowa City Housing Authority administers housing vouchers awarded by HUD from the Housing Choice Voucher (HCV) Program. Housing Inspections staff also oversees rental permits which must be renewed annually or bi-annually. These roles also provide the City frequent contact with private housing providers. The City is also trying to be more active about soliciting their ideas for improving the affordability of housing in Iowa City, as seen through current efforts to engage developers about ways to improve housing affordability in the community.

The City supports the efforts of organizations that seek to provide supportive services and outreach or housing to low-income, elderly or disabled persons. Upon request, the City will consider issuing a Certificate of Consistency with the Consolidated Plan (CITY STEPS) for any program benefitting this clientele and meeting the goals of the Consolidated Plan.

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

The analysis of impediments to fair housing choice was updated in 2019. The following goals and strategies were developed to overcome identified barriers:

**Improve Housing Choice.** One barrier is a lack of housing choice throughout Iowa City based on availability and diversity in price points, types, and locations. Ensuring diverse, affordable housing is available in a range of locations and types promotes fair housing choice, especially in areas with more access to opportunity. Strategies include facilitating a range of housing types, lowering the cost of housing, continuing to invest in affordable housing, and retrofitting housing for equal access.

**Facilitate Access to Opportunity.** Housing that affords access to opportunities may be cost prohibitive or non-existent for persons in protected classes, especially for those with lower incomes. A balanced approach of strategically investing in areas that lack key opportunity indicators, preserving and developing a variety of housing in high opportunity areas, and creating effective mobility options can address disparities in access. Strategies include emphasizing variety of housing in areas of opportunity, community investment, and enhancing mobility linkages.

**Increase Education and Outreach.** Many residents lack of awareness about rights under fair housing and civil rights laws, presenting a major barrier to fair housing choice. Ensuring access to information about housing programs, neighborhoods, and fair housing will facilitate fair housing goals. Strategies include improving the awareness of housing consumers, housing suppliers, housing regulators, and providing meaningful language access.

**Improve Operations.** Barriers include smaller operational and planning changes that could help affirmatively further fair housing, such as administrative processes and regulations which can slow down and/or stop projects that would benefit protected classes, a need for increased regional cooperation in housing, a lack of critical data, and a need to improve the transparency of fair housing enforcement. Strategies include improving fair housing transparency and enforcement, reviewing implementing procedures and regulations, improving regional cooperation, and improving data collection.

Additional actions included:

- Granted \$75,000 to 7 organizations for social justice and racial equity initiatives
- Published Fair Housing in the Context of COVID-19 Memo for landlords and rental property managers
- Presented Fair Housing training to local real estate management companies and Iowa Association of Realtors
- April designated as Fair Housing Month through a mayoral proclamation
- Use of Racial Equity Toolkit in policies and practices
- Placed fair housing ads in Daily Iowan, Rental Guide 2020, Little Village, and the Press Citizen
- Participated in educational opportunities such as the Housing Iowa Conference, Criminal History and Occupancy Policy, and Iowa Regents Institutions Disability Awareness Summit
- Offered signage and flyers in Arabic, Swahili, Spanish, French African and Chinese



- Educated the public about fair housing through a variety of mediums including utility statement inserts
- Used the AHLM to avoid further concentrated city-assisted affordable rental housing in areas with higher concentrations of high free and reduced rate lunches
- Monitored subrecipients for compliance with the City's Affirmative Marketing Plan
- Published the City of Iowa City Racial Equity Report Card

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

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

Organizations are required to provide at least one project update to the Housing and Community

Development Commission (HCDC) during the Fiscal Year in which they were added to the Annual Action Plan. These reports are made either in-person or in writing, and they ensure HCDC remains informed about the progress of the activities to which it allocates funds.

City staff also conduct at least one on-site monitoring visit for each activity. It is the City's goal to conduct the monitoring visit within the same fiscal year the award is made. These visits allow staff to review the policies and procedures of organizations, ensure finances match project records, review submittals for consistency, and ensure the project complies with all federal requirements, including outreach to minority businesses. As a response to the COVID-19 pandemic, the City has adapted this model to include virtual monitoring visits, which leverage technology to connect safely with subrecipients through tools like Zoom, email, and phone calls.

##### **Unsuccessful or Delayed Projects**

From time-to-time, CDBG and/or HOME activities may not meet the anticipated schedule for implementation as initially presented to HCDC. These circumstances may be due to unforeseen events (e.g. unfunded applications for other financing), optimistic timelines, or organizational issues.

HCDC recognizes the need to utilize CDBG, HOME, and other funding as effectively and efficiently as possible to meet the needs of low-moderate income household for housing, jobs and services within Iowa City. To assist HCDC in evaluating an activity's status and ability to proceed, the

attached *Unsuccessful or Delayed Projects Policy* was adopted in 2003. If activities do not show progress, HCDC may reallocate their funding per the policy.

##### **Initial and Ongoing Reports and Monitoring**

The City requires each organization receiving Community Development Block Grant (CDBG) funds to submit quarterly reports for each activity until the project is completed. The City also requires organizations to submit a year-end report for each activity. The quarterly and year-end reports include information on the number of clients served, income level, and race/ethnicity. All

counts are unduplicated. If quarterly and year-end reports do not reconcile, the year-end report numbers are utilized for reporting.

For HOME and CDBG housing projects, each organization receiving funds must submit a project completion report and on-going annual tenant rental housing reports during their periods of affordability or as required by agreement. These reports document all units' compliance with all applicable regulations, including household income and fair market rents. Annual monitoring also includes a review of each property's insurance and compliance with other HUD requirements, including those related to affirmatively furthering fair housing and adequately verifying income. For rental projects, Housing Inspections staff also inspects properties at least every other year to ensure they comply with local property codes; this is required for them to maintain a valid rental permit.

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

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

Traditionally, the Consolidated Annual Performance and Evaluation Report (CAPER) is required to be submitted within 90 days of the end of the program year. Due to the ongoing pandemic, the Department of Housing and Urban Development waived the requirement and extended the window to 180 days after the end of the program year. This waiver allowed the City to prioritize COVID-19 relief projects for residents and non-profits in Iowa City.

Notices regarding the availability of the CAPER and the public hearing were published in the Iowa City Press Citizen on November 3, 2020. Copies of the CAPER were available for public review online on the City's Neighborhood and Development Services website ([www.icgov.org/actionplan](http://www.icgov.org/actionplan)). Due to COVID-19, print copies were made available upon request. A public comment period for longer than the required 15-day period was held from November 3 to November 19. HCDC then held a public meeting on November 19.

In addition, HCDC requires CDBG and/or HOME funded project sponsors to attend an HCDC meeting and provide an update on their progress. The agendas are all posted and disseminated in accordance with City policy and State law. Meetings are held in accessible locations. The public is welcome to attend.

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

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

On January 21, 2020, the Centers for Disease Control and Prevention (CDC) confirmed the first case in the United States of a coronavirus known by several names, including novel coronavirus, and SARS-CoV-2, and which causes the disease commonly referred to as COVID-19. On March 27, 2020, President Trump signed the Coronavirus Aid, Relief, and Economic

Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

As a result of the CARES Act, the City received an additional \$410,422 in CDBG-CV entitlement funds, and amended both CITY STEPS 2016-2020, and the FY20 Annual Action Plan. CITY STEPS 2016-2020 was amended to include COVID-19 response as a high priority need with the goal of providing facilities and services in support of the pandemic response, while the FY20 Annual Actual Plan was amended to add a goal of provision of public facilities and services in support of the pandemic response and incorporates said goal into corresponding activities.

The City continues to review its economic development activities and plans to provide additional funds to microenterprises. The City is also examining how to more effectively market the program to low to moderate income eligible participants.

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

No

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

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

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

The City of Iowa City has an existing inspection program that systemically inspects every rental unit in the community. The Department of Neighborhood and Development Services (NDS) oversees rental inspections and insures compliance with all local requirements, including Iowa City's Housing Code which establishes the minimum health and safety standards necessary to protect and promote the welfare of tenants and the public. Local codes are generally stricter than HUD's Housing Quality Standards (HQS), the comprehensive program that ensures subsidized housing remains safe.

Inspections are conducted by the Housing Inspection Workgroup, which includes six full-time inspectors inspecting nearly 20,000 rental units. The issuance of a valid rental permit depends upon properties complying with local codes. The following rental unit types are annually inspected through the City's regular inspection program:

- single family dwellings with four or more bedrooms
- duplexes where the unit has four or more bedrooms
- multi-family dwellings with an initial certificate of occupancy before January 1, 1996
- fraternity, sorority, and rooming houses
- transient housing units
- family care units and group homes
- public housing units

The following rental unit types are regularly inspected every two years:

- single family dwellings with no more than three bedrooms
- duplexes where the unit has no more than three bedrooms
- multi-family dwellings with an initial certificate of occupancy after January 1, 1996

Rental inspections are also conducted upon request and complaint. Results of inspections are written and corrective actions noted in individual property files, stored and maintained by the NDS. The City actively works with owners, property managers and tenants to ensure conformance.

All HOME-assisted properties are subject to this inspection cycle and various informal, on-site inspections made by Community Development Division staff throughout the year. Tenants receiving a

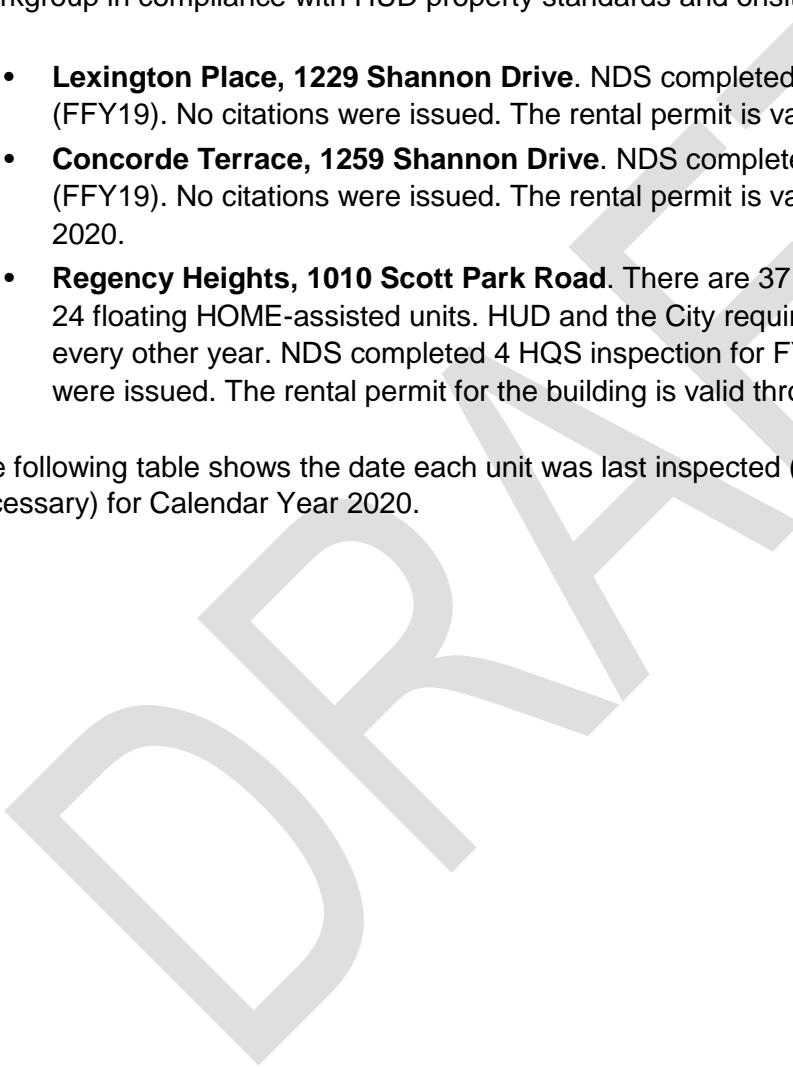
Housing Choice Voucher or Tenant Based Rental Assistance must also have their units regularly

inspected by the Iowa City Housing Authority at least bi-annually. These units must meet HQS requirements.

Two projects in the City's HOME rental housing portfolio have 25 or more HOME-assisted units, Lexington Place and Concorde Terrace. Each has 30 fixed HOME-assisted rental units. The City also used HOME funds to assist Regency Heights with 24 of their 37 units. Assisted units are inspected on a schedule maintained and completed by the City's Housing Inspection Workgroup in compliance with HUD property standards and onsite inspection requirements.

- **Lexington Place, 1229 Shannon Drive.** NDS completed 4 HQS inspection for FY20 (FFY19). No citations were issued. The rental permit is valid through January 31, 2022.
- **Concorde Terrace, 1259 Shannon Drive.** NDS completed 4 HQS inspection for FY20 (FFY19). No citations were issued. The rental permit is valid through September 30, 2020.
- **Regency Heights, 1010 Scott Park Road.** There are 37 rental units in this project with 24 floating HOME-assisted units. HUD and the City require this project to be inspected every other year. NDS completed 4 HQS inspection for FY20 (FFY19). No citations were issued. The rental permit for the building is valid through September 30, 2020.

The following table shows the date each unit was last inspected (and re-inspected when necessary) for Calendar Year 2020.



### Calendar Year 2020 HOME Inspection Update

Project Number	Address	Assisted Units	Inspection	Reinspection	Comments
43.14	1010 Scott Park Rd	24	10/16/2018	10/16/2018	2 year inspection 9/30/20
44.14	1259 Shannon Drive	30	10/30/2018	11/9/2018	2 Year inspection 9/30/20
45.15	1229 Shannon Dr.	30	2/28/2018	3/20/2018	2 year inspection 1/31/20
45.16	436 Southgate Ave.	12	9/18/2018	9/18/2018	2 year inspection 8/31/20
46.12	1310 Foster Road	10	6/10/2019	6/20/2019	
46.12	1201 Moses Bloom Lane	7	5/24/2019	7/5/2019	
46.12	1221 Moses Bloom Lane	7	9/6/2019	10/16/2019	
46.12	1241 Moses Bloom Lane	7	5/24/2019	7/5/2019	
46.12	1267-1269 Swisher	7	4/8/2019	4/8/2019	
46.12	1287-1289 Swisher	7	4/8/2019	4/8/2019	
48.16	2409 Whispering Meadow Dr.	12	1/16/2020	2/14/2020	2 year inspection
48.16	2417 Whispering Meadow Dr.	12	1/16/2020	2/14/2020	2 year inspection
48.16	2429-2431 Whispering Meadow Dr.	12	1/16/2020	2/14/2020	2 year inspection
48.16	2441-2443 Whispering Meadow Dr.	12	1/16/2020	2/14/2020	2 year inspection
48.16	2453-2455 Whispering Meadow Dr.	12	1/16/2020	2/14/2020	2 year inspection
48.16	2607 Indigo Ct.	12	1/23/2020	2/14/2020	2 year inspection
48.16	2613 Indigo Ct.	12	1/23/2020	1/23/2020	2 year inspection
48.16	2670 Indigo Ct.	12	1/23/2020	2/14/2020	2 year inspection
48.16	2680 Indigo Ct.	12	1/23/2020	2/14/2020	2 year inspection
48.17	2742 Triple Crown #2	2	5/22/2018	6/29/2018	2 year inspection
48.17	728 Westwinds #4	2	8/12/2019	1/28/2020	
49.20	857-859 Longfellow Place	6	1/15/2020	2/7/2020	2 year inspection
49.20	939-941 Longfellow Place	6	1/15/2020	1/15/2020	2 year inspection
49.20	963-965 Longfellow Place	6	1/15/2020	1/15/2020	2 year inspection
49.21	444 Samoa Drive	2	1/2/2019	1/2/2019	
49.21	802 Westwinds #5	2	2/21/2019	3/20/2019	
50.16	758 Westwinds #5	3	2/21/2019	3/20/2019	
50.16	806 Benton #14	3	1/9/2018	2/9/2018	incorrect expiration entered
50.16	814 Benton #13	3	3/8/2018	4/23/2018	incorrect expiration entered
50.19	4455 Melrose Ave (#1-9)	18	10/28/2019	11/25/2019	
52.04	335 Camden Rd	2	4/23/2019	4/23/2019	
52.04	810 Benton St. # 24	2	3/8/2018	4/23/2018	incorrect expiration entered
52.08/53.09	1062 Chamberlain	9	10/11/2018	11/5/2018	2 year inspection
52.08/53.09	1076 Chamberlain	9	10/11/2018	11/5/2018	2 year inspection
52.08/53.09	15 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	16 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	25 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	26 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	341 Westbury Court	9	8/14/2019	8/14/2019	
52.08/53.09	343 Westbury Court	9	8/14/2019	9/3/2019	
52.08/53.09	351 Westbury Court	9	8/14/2019	9/3/2019	
52.08/53.09	353 Westbury Court	9	8/14/2019	9/3/2019	
52.08/53.09	36 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	37 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	46 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	47 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	56 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	57 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	66 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	67 Aniston St.	9	3/6/2019	3/6/2019	
52.08/53.09	76 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	79 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	86 Aniston St.	9	4/4/2019	4/4/2019	
52.08/53.09	91 Aniston St.	9	4/4/2019	4/4/2019	
53.03	1220 Village Rd #11	1	8/15/2018	7/9/2019	
54.04	109 Shrader	3	10/14/2019	10/14/2019	
54.04	1424 Prairie Du Chien	3	3/3/2020	5/21/2020	
54.04	2247 Plaen View Drive	3	11/25/2019		Violations have not been corrected.
54.06	701 Arch Rock Rd	8	6/25/2019	6/25/2019	
54.06	705 Arch Rock Rd	8	6/20/2019	6/20/2019	

54.06	709 Arch Rock Rd	8	6/11/2019	6/11/2019	
54.06	713 Arch Rock Rd	8	6/11/2019	6/11/2019	
54.06	720 Foster Rd	8	6/3/2019	6/17/2019	
54.06	724 Foster Rd	8	6/3/2019	6/17/2019	
54.06	728 Foster Rd	8	6/3/2019	6/17/2019	
54.06	732 Foster Rd	8	6/3/2019	6/17/2019	
55.01	1325 Ashley Drive	6	4/1/2019	4/1/2019	
55.03	1514 Dover St.	4	12/4/2018	12/4/2018	2 year inspection
55.03	1841 Sterling Ct	4	10/31/2019	10/31/2019	
55.03	2043 Hannah Jo Court	4	9/23/2019	9/23/2019	
55.03	2806 Sterling Drive	4	7/17/2019	7/19/2019	
55.06	1301 Muscatine	4	10/11/2018	10/11/2018	2 year inspection
55.06	230-232 Elizabeth St.	4	4/10/2018	4/10/2018	2 year inspection
55.06	514 Fairchild St.	4	4/4/2019	4/4/2019	
56.04	15 Colchester Dr.	8	1/14/2020	1/14/2020	2 year inspection
56.04	80 Whitechapel Drive (4)	8	1/14/2020	1/14/2020	2 year inspection
56.05	1221-1223 Bloomington St.	3	9/6/2019	10/16/2019	
56.05	1231 Bloomington St.	3	3/14/2018	4/18/2018	2 year inspections
57.01	1814 Lakeside Drive	8	2/7/2019	2/7/2019	
57.01	2318 Birch	8	12/12/2019	1/13/2020	
57.06	1926-1946 Broadway	18	3/12/2018	5/16/2018	No inspection in 2019
58.01	909 Sandusky	4	6/11/2018	8/27/2018	No inspection in 2019
58.18	114 Amhurst	3	4/8/2019	4/8/2019	
58.18	1206 Diana	3	3/13/2019	3/13/2019	
58.18	1717 Flatiron	3	1/23/2019	1/23/2019	
59.31	446 HAWAII CT	2	6/20/2019	11/5/2019	
59.31	621 KEOKUK CT	2	6/3/2019	6/17/2019	
59.32	1896 N DUBUQUE RD	2	12/12/2019	12/12/2019	
59.32	2336 ABBEY LN	2	4/9/2019	5/8/2019	
60.03	403 ELMRIDGE AVE	6	11/15/2019	11/15/2019	
60.03	3335 SHAMROCK DR	6	11/15/2019	11/15/2019	
60.04	1628 California Ave	4	2/27/2018	3/1/2018	No inspection in 2019
60.05	164 Prentiss St	3	10/10/2019	10/10/2019	
60.05	174 Prentiss St	3	10/10/2019	10/10/2019	
60.05	180 Prentiss St	3	10/10/2019	10/10/2019	
61.13	2110 Taylor	3	7/6/2018	2/22/2019	2 year inspection
61.13	2112 Taylor	3	7/6/2018	2/22/2019	2 year inspection
61.13	1221 Ash	3	No permit for this address		
62.29	1156 Downey Dr	3	2/6/2018	2/6/2018	2 year inspection
63.08	4924 Raleigh Lane	1	7/11/2018	7/11/2018	2 year inspection
63.11	1507 Spruce Street	3	5/16/2019	5/16/2019	
63.11	1311 Esther Street	3	12/14/2018	1/13/2019	
63.12	500 2nd Ave	5	5/14/2019	5/14/2019	
63.12	3234 Friendship St	3	6/28/2019	7/24/2019	
63.12	2209 Russell Drive	4	4/12/2019	4/12/2019	
63.2	15 Wakefield Ct	5	10/11/2019	10/11/2019	
62.24	1403 Hollywood Blvd	4	8/20/2019	9/17/2019	
64.11	3104 Juniper Ln	5	No rental case in 2019		

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.**

**92.351(b)**

The actions outlined in the following section were undertaken by the City of Iowa City during the reporting year to affirmatively further fair housing. More information can be found in the Human Rights Commission's Annual Report, which will provide specific accomplishments for the program year. Additionally, the City's adopted Affirmative Marketing Plan can be found in the Consolidated Plan or online at [www.icgov.org/actionplan](http://www.icgov.org/actionplan).

- Continued work on strategies identified in the Analysis of Impediments to Fair Housing Choice, which was adopted on August 20, 2019.
- Granted \$75,000 to 7 organizations for social justice and racial equity initiatives
- Published Fair Housing in the Context of COVID-19 Memo for landlords and rental property managers
- Presented Fair Housing training to local real estate management companies and Iowa Association of Realtors
- April was designated as Fair Housing Month through a mayoral proclamation
- Continued use of the Racial Equity Toolkit in City policies and practices
- Placed fair housing ads in Daily Iowan, Rental Guide 2020, Little Village, and the Press Citizen
- Participated in educational opportunities such as the Housing Iowa Conference, Criminal History and Occupancy Policy – The Impact of Disparate Treatment, and Iowa Regents Institutions Disability Awareness Summit
- Offered translated signage and program flyers in Arabic, Swahili, Spanish, French African and Chinese.
- Educated the public about fair housing through a variety of mediums including utility statement inserts on fair housing rights and reporting discrimination
- Used the AHLM to avoid further concentrated city-assisted affordable rental housing in areas with higher concentrations of high free and reduced rate lunches
- Monitored subrecipients for compliance with the City's Affirmative Marketing Plan
- Published the City of Iowa City Racial Equity Report Card

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

The City received \$144,601.02 in HOME Program Income (PI) in FY20(FFY19), in addition to \$153,757.16 in PI from the previous fiscal year. The City continues to spend PI immediately upon receiving. PI was used for 11 activities. \$14,460.09 was drawn for HOME admin in FY20. Four activities benefitted renters, seven projects benefitted owners. \$583.33 in program income was carried from the previous fiscal year into FY20 (FFY19).



**Describe other actions taken to foster and maintain affordable housing. 91.220(k)**

Actions to foster and maintain affordable housing are primarily guided by the City's Affordable Housing Action Plan. This is detailed in previous sections. In response to the Black Lives Matter movement, City Council passed a resolution outlining 17 actions to be taken by the City to address systemic racism in the community. This plan and progress can be viewed at [icgov.org/blm](http://icgov.org/blm).

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# **FY20 CAPER Attachments**

100% Valuation of Property in 2020	
15 Wakefield Ct	\$ 236,720
3234 Friendship	\$ 178,720
500 2nd Ave	\$ 180,700
1507 Spruce	\$ 169,870
	<b>\$ 766,010</b>

Year	Taxable Year	Estimated 100% Valuation*	State Rollback Factor	Taxable Value	2018 Levy Rate	Taxes Payable
1	2018	766,010	0.550473	421,667.82	0.039547	16,675.70
2	2019	781,330	0.550473	430,101.18	0.039547	17,009.21
3	2020	796,957	0.550473	438,703.20	0.039547	17,349.40
4	2021	812,896	0.550473	447,477.27	0.039547	17,696.38
5	2022	829,154	0.550473	456,426.81	0.039547	18,050.31
6	2023	261,358	0.550473	143,870.53	0.039547	5,689.65
7	2024	266,585	0.550473	146,747.94	0.039547	5,803.44
8	2025	271,917	0.550473	149,682.90	0.039547	5,919.51
9	2026	277,355	0.550473	152,676.55	0.039547	6,037.90
10	2027	282,902	0.550473	155,730.08	0.039547	6,158.66
11	2028	-	0.550473	-	0.039547	-
12	2029	-	0.550473	-	0.039547	-
13	2030	-	0.550473	-	0.039547	-
14	2031	-	0.550473	-	0.039547	-
15	2032	-	0.550473	-	0.039547	-
						<b>116,390.15</b>

<b>Net Present Value of Taxes Forgone**:</b>	<b>\$114,850.92</b>
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\*Assuming a 2% annual increase in valuations.

\*\* Based on 5-year Treasury, July 1, 2020. Source: www.treasury.gov.

**Tbond Rate :** check Wall Street Journal or www.federalreserve.gov. Per Steven Nasby / PCD, use the effective date of tax exemption for the property. Note: most likely these will all be July 1. The Sr. Acct / Treasury keeps a copy of the July 1 Wall Street Journal, otherwise the Finance Director can look these up on the web.

**Property Taxes:** Per 'Final Rule' - all taxes foregone, not just those going to the participating entity count as a part of the local match - a general principle seems to be all contributions, public, private, state, local & federal - which make the project possible.

**Rollback factor:** see General Fund narrative / Fin Plan Analysis within the budget book.

100% Valuation of Property in 2020	
15 Wakefield Ct	\$ 236,720
	<b>\$ 236,720</b>

Year	Taxable Year	Estimated 100% Valuation*	State Rollback Factor	Taxable Value	2018 Levy Rate	Taxes Payable
1	2019	236,720	0.550743	130,371.88	0.039547	5,155.77
2	2020	241,454	0.550743	132,979.32	0.039547	5,258.88
3	2021	246,283	0.550743	135,638.91	0.039547	5,364.06
4	2022	251,209	0.550743	138,351.69	0.039547	5,471.34
5	2023	256,233	0.550743	141,118.72	0.039547	5,580.77
6	2024	261,358	0.550743	143,941.09	0.039547	5,692.38
7	2025	266,585	0.550743	146,819.92	0.039547	5,806.23
8	2026	271,917	0.550743	149,756.31	0.039547	5,922.35
9	2027	277,355	0.550743	152,751.44	0.039547	6,040.80
10	2028	282,902	0.550743	155,806.47	0.039547	6,161.62

**56,454.20**

**Net Present Value of Taxes Forgone\*\*:** **\$55,475.43**

\*Assuming a 2% annual increase in valuations.  
 \*\* Based on 5-year Treasury, July 1, 2020. Source: www.treasury.gov.

**Tbond Rate :** check Wall Street Journal or www.federalreserve.gov. Per Steven Nasby / PCD, use the effective date of tax exemption for the property. Note: most likely these will all be July 1. The Sr. Acct / Treasury keeps a copy of the July 1 Wall Street Journal, otherwise the Finance Director can look these up on the web.

**Property Taxes:** Per 'Final Rule' - all taxes foregone, not just those going to the participating entity count as a part of the local match - a general principle seems to be all contributions, public, private, state, local & federal - which make the project possible.

**Rollback factor:** see General Fund narrative / Fin Plan Analysis within the budget book.

100% Valuation of Property in 2020	
3234 Friendship	178,720
500 2nd Ave	\$ 180,700
	<b>\$ 359,420</b>

Year	Taxable Year	Estimated 100% Valuation*	State Rollback Factor	Taxable Value	2018 Levy Rate	Taxes Payable
1	2019	359,420	0.550743	197,948.05	0.039547	7,828.17
2	2020	366,608	0.550743	201,907.01	0.039547	7,984.74
3	2021	373,941	0.550743	205,945.15	0.039547	8,144.43
4	2022	381,419	0.550743	210,064.05	0.039547	8,307.32
5	2023	389,048	0.550743	214,265.33	0.039547	8,473.47

40,738.13

<b>Net Present Value of Taxes Forgone**:</b>	<b>\$40,357.05</b>
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\*Assuming a 2% annual increase in valuations.

\*\* Based on 5-year Treasury, July 1, 2020. Source: [www.treasury.gov](http://www.treasury.gov).

**Tbond Rate :** check Wall Street Journal or [www.federalreserve.gov](http://www.federalreserve.gov). Per Steven Nasby / PCD, use the effective date of tax exemption for the property. Note: most likely these will all be July 1. The Sr. Acct / Treasury keeps a copy of the July 1 Wall Street Journal, otherwise the Finance Director can look these up on the web.

**Property Taxes:** Per 'Final Rule' - all taxes foregone, not just those going to the participating entity count as a part of the local match - a general principle seems to be all contributions, public, private, state, local & federal - which make the project possible.

**Rollback factor:** see General Fund narrative / Fin Plan Analysis within the budget book.

100% Valuation of Property in 2020	
1507 Spruce	\$ 169,870
	<b>\$ 169,870</b>

Year	Taxable Year	Estimated 100% Valuation*	State Rollback Factor	Taxable Value	2016 Levy Rate	Taxes Payable
1	2019	169,870	0.550743	93,554.71	0.039547	3,699.77
2	2020	173,267	0.550743	95,425.81	0.039547	3,773.77
3	2021	176,733	0.550743	97,334.32	0.039547	3,849.24
4	2022	180,267	0.550743	99,281.01	0.039547	3,926.23
5	2023	183,873	0.550743	101,266.63	0.039547	4,004.75
						<b>19,253.76</b>

<b>Net Present Value of Taxes Forgone**:</b>	<b>\$19,073.65</b>
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\*Assuming a 2% annual increase in valuations.

\*\* Based on 5-year Treasury, July 1, 2020. Source: [www.treasury.gov](http://www.treasury.gov).

**Tbond Rate** : check Wall Street Journal or [www.federalreserve.gov](http://www.federalreserve.gov). Per Steven Nasby / PCD, use the effective date of tax exemption for the property. Note: most likely these will all be July 1. The Sr. Acct / Treasury keeps a copy of the July 1 Wall Street Journal, otherwise the Finance Director can look these up on the web.

**Property Taxes**: Per 'Final Rule' - all taxes foregone, not just those going to the participating entity count as a part of the local match - a general principle seems to be all contributions, public, private, state, local & federal - which make the project possible.

**Rollback factor**: see General Fund narrative / Fin Plan Analysis within the budget book.

U.S. Department of Housing and Urban Development  
 Office of Community Planning and Development  
 Integrated Disbursement and Information System  
 Home Matching Liability Report

IOWA CITY, IA

Fiscal Year	Match Percent	Total Disbursements	Disbursements Requiring Match	Match Liability Amount
1998	25.0 %	\$519,691.32	\$457,712.85	\$114,428.21
1999	25.0 %	\$354,261.01	\$305,001.57	\$76,250.39
2000	25.0 %	\$330,874.31	\$297,188.36	\$74,297.09
2001	25.0 %	\$595,237.20	\$534,144.73	\$133,536.18
2002	25.0 %	\$753,328.47	\$705,341.86	\$176,335.46
2003	25.0 %	\$1,166,094.72	\$1,106,560.14	\$276,640.03
2004	25.0 %	\$407,784.62	\$325,046.45	\$81,261.61
2005	25.0 %	\$387,571.02	\$305,215.70	\$76,303.92
2006	25.0 %	\$658,922.14	\$580,794.29	\$145,198.57
2007	25.0 %	\$885,098.03	\$795,588.39	\$198,897.09
2008	25.0 %	\$655,588.93	\$531,501.61	\$132,875.40
2009	25.0 %	\$816,290.34	\$703,296.35	\$175,824.08
2010	25.0 %	\$342,250.35	\$212,157.81	\$53,039.45
2011	25.0 %	\$879,859.19	\$775,859.51	\$193,964.87
2012	25.0 %	\$550,841.19	\$450,855.59	\$112,713.89
2013	25.0 %	\$605,574.26	\$534,794.87	\$133,698.71
2014	25.0 %	\$574,625.83	\$510,731.26	\$127,682.81
2015	25.0 %	\$348,843.77	\$299,907.35	\$74,976.83
2016	12.5 %	\$364,234.38	\$292,649.09	\$36,581.13
2017	12.5 %	\$427,851.52	\$345,064.90	\$43,133.11
2018	12.5 %	\$443,475.40	\$381,009.21	\$47,626.15
2019	12.5 %	\$402,011.68	\$276,863.00	\$34,607.87



**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	448,743.49
02 ENTITLEMENT GRANT	658,740.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	174,141.79
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	(2,700.47)
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,278,924.81

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	586,224.35
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	586,224.35
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	168,482.54
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	754,706.89
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	524,217.92

**PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	564,229.05
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	556,767.30
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,120,996.35
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	191.22%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2019 PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	118,000.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	118,000.00
32 ENTITLEMENT GRANT	658,740.00
33 PRIOR YEAR PROGRAM INCOME	133,229.24
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	791,969.24
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.90%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	168,482.54
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	20,707.14
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	189,189.68
42 ENTITLEMENT GRANT	658,740.00
43 CURRENT YEAR PROGRAM INCOME	174,141.79
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	832,881.79
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	22.72%

**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**



Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	6	688	FY19 Prelude Rental Rehab	14B	LMH	\$29,457.05
						<b>\$29,457.05</b>
<b>Total</b>						<b>\$29,457.05</b>

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	7	709	6330414	FY20 DVIP Shelter Rehab	03C	LMC	\$79,197.00
2019	7	709	6375942	FY20 DVIP Shelter Rehab	03C	LMC	\$34,698.00
						<b>\$113,895.00</b>	
2018	5	673	6341381	FY19 Villa Park Phase 2 & Highland Park Improvements	03F	LMA	\$3,335.37
						<b>\$3,335.37</b>	
2017	1	671	6298585	Little Creations Academy Daycare Expansion	03M	LMC	\$4,447.00
2017	1	671	6349595	Little Creations Academy Daycare Expansion	03M	LMC	\$34,720.00
2017	1	671	6359643	Little Creations Academy Daycare Expansion	03M	LMC	\$15,900.00
						<b>\$55,067.00</b>	
2019	1	701	6323125	FY20 Aid to Agencies - Shelter House	03T	LMC	\$3,250.00
2019	1	701	6349595	FY20 Aid to Agencies - Shelter House	03T	LMC	\$3,250.00
2019	1	701	6375942	FY20 Aid to Agencies - Shelter House	03T	LMC	\$6,500.00
						<b>\$13,000.00</b>	
2019	1	702	6323125	FY20 Aid to Agencies - DVIP	05G	LMC	\$3,906.63
2019	1	702	6349595	FY20 Aid to Agencies - DVIP	05G	LMC	\$15,676.11
2019	1	702	6368950	FY20 Aid to Agencies - DVIP	05G	LMC	\$11,390.09
2019	1	702	6375942	FY20 Aid to Agencies - DVIP	05G	LMC	\$19,027.17
						<b>\$50,000.00</b>	
2019	1	703	6306075	FY20 Aid to Agencies - NCJC	05L	LMC	\$1,232.38
2019	1	703	6313645	FY20 Aid to Agencies - NCJC	05L	LMC	\$7,704.89
2019	1	703	6323125	FY20 Aid to Agencies - NCJC	05L	LMC	\$3,297.77
2019	1	703	6330414	FY20 Aid to Agencies - NCJC	05L	LMC	\$3,375.11
2019	1	703	6341381	FY20 Aid to Agencies - NCJC	05L	LMC	\$5,518.55
2019	1	703	6349595	FY20 Aid to Agencies - NCJC	05L	LMC	\$5,245.73
2019	1	703	6359643	FY20 Aid to Agencies - NCJC	05L	LMC	\$5,703.24
2019	1	703	6368950	FY20 Aid to Agencies - NCJC	05L	LMC	\$3,718.87
2019	1	703	6375942	FY20 Aid to Agencies - NCJC	05L	LMC	\$3,674.79
2019	1	703	6389398	FY20 Aid to Agencies - NCJC	05L	LMC	\$15,528.67
						<b>\$55,000.00</b>	
2018	3	677	6287023	FY19 CDBG Owner-Occupied Housing Rehab	14A	LMH	\$189.96
2019	3	704	6298585	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$7,114.04
2019	3	704	6306075	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$25,587.37
2019	3	704	6313645	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$30,334.41
2019	3	704	6323125	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$32,494.80
2019	3	704	6330414	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$38,972.02
2019	3	704	6341381	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$39,634.17
2019	3	704	6349595	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$7,542.78
2019	3	704	6359643	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$8,521.16
2019	3	704	6368950	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$16,046.21
2019	3	704	6375942	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$1,452.00
2019	3	704	6385370	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$7,128.62
2019	3	704	6385502	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$100.00
2019	3	704	6385878	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$17,124.78
2019	3	704	6389398	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$11,352.79
2019	3	704	6396134	FY20 CDBG Owner-Occupied Rehab	14A	LMH	\$41.53
						<b>\$243,636.64</b>	
2016	6	690	6287023	4Cs Childcare Technical Assistance	18C	LMCMC	\$2,661.41
2016	6	690	6298585	4Cs Childcare Technical Assistance	18C	LMCMC	\$1,482.15
2016	6	690	6306075	4Cs Childcare Technical Assistance	18C	LMCMC	\$2,102.52
2016	6	690	6323125	4Cs Childcare Technical Assistance	18C	LMCMC	\$2,853.78
2016	6	690	6330414	4Cs Childcare Technical Assistance	18C	LMCMC	\$3,499.72
2016	6	690	6341381	4Cs Childcare Technical Assistance	18C	LMCMC	\$3,284.21
2017	4	718	6368950	4Cs Childcare Technical Assistance	18C	LMCMC	\$3,853.91

2017	4	718	6389398	4Cs Childcare Technical Assistance	18C	LMCMC	\$3,095.59		
							<b>18C</b>	<b>Matrix Code</b>	<b>\$22,833.29</b>
<b>Total</b>								<b>\$556,767.30</b>	

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Plan Year	IDIS Project	IDIS Activity	voucnr Number	Activity Name	matrix Code	National Objective	Drawn Amount		
2019	1	701	6323125	FY20 Aid to Agencies - Shelter House	03T	LMC	\$3,250.00		
2019	1	701	6349595	FY20 Aid to Agencies - Shelter House	03T	LMC	\$3,250.00		
2019	1	701	6375942	FY20 Aid to Agencies - Shelter House	03T	LMC	\$6,500.00		
							<b>03T</b>	<b>Matrix Code</b>	<b>\$13,000.00</b>
2019	1	702	6323125	FY20 Aid to Agencies - DVIP	05G	LMC	\$3,906.63		
2019	1	702	6349595	FY20 Aid to Agencies - DVIP	05G	LMC	\$15,676.11		
2019	1	702	6368950	FY20 Aid to Agencies - DVIP	05G	LMC	\$11,390.09		
2019	1	702	6375942	FY20 Aid to Agencies - DVIP	05G	LMC	\$19,027.17		
							<b>05G</b>	<b>Matrix Code</b>	<b>\$50,000.00</b>
2019	1	703	6306075	FY20 Aid to Agencies - NCJC	05L	LMC	\$1,232.38		
2019	1	703	6313645	FY20 Aid to Agencies - NCJC	05L	LMC	\$7,704.89		
2019	1	703	6323125	FY20 Aid to Agencies - NCJC	05L	LMC	\$3,297.77		
2019	1	703	6330414	FY20 Aid to Agencies - NCJC	05L	LMC	\$3,375.11		
2019	1	703	6341381	FY20 Aid to Agencies - NCJC	05L	LMC	\$5,518.55		
2019	1	703	6349595	FY20 Aid to Agencies - NCJC	05L	LMC	\$5,245.73		
2019	1	703	6359643	FY20 Aid to Agencies - NCJC	05L	LMC	\$5,703.24		
2019	1	703	6368950	FY20 Aid to Agencies - NCJC	05L	LMC	\$3,718.87		
2019	1	703	6375942	FY20 Aid to Agencies - NCJC	05L	LMC	\$3,674.79		
2019	1	703	6389398	FY20 Aid to Agencies - NCJC	05L	LMC	\$15,528.67		
							<b>05L</b>	<b>Matrix Code</b>	<b>\$55,000.00</b>
<b>Total</b>								<b>\$118,000.00</b>	

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Plan Year	IDIS Project	IDIS Activity	voucnr Number	Activity Name	matrix Code	National Objective	Drawn Amount		
2018	2	675	6287023	FY19 CDBG Admin	21A		\$20,707.14		
2019	2	705	6298585	FY20 CDBG Administration	21A		\$8,003.51		
2019	2	705	6306075	FY20 CDBG Administration	21A		\$11,199.50		
2019	2	705	6313645	FY20 CDBG Administration	21A		\$12,739.03		
2019	2	705	6323125	FY20 CDBG Administration	21A		\$15,866.17		
2019	2	705	6330414	FY20 CDBG Administration	21A		\$15,190.03		
2019	2	705	6341381	FY20 CDBG Administration	21A		\$10,681.24		
2019	2	705	6349595	FY20 CDBG Administration	21A		\$13,214.76		
2019	2	705	6359643	FY20 CDBG Administration	21A		\$13,208.84		
2019	2	705	6368950	FY20 CDBG Administration	21A		\$11,851.41		
2019	2	705	6375942	FY20 CDBG Administration	21A		\$15,946.17		
2019	2	705	6385370	FY20 CDBG Administration	21A		\$11,920.77		
2019	2	705	6389398	FY20 CDBG Administration	21A		\$7,617.64		
2019	2	705	6396134	FY20 CDBG Administration	21A		\$336.33		
							<b>21A</b>	<b>Matrix Code</b>	<b>\$168,482.54</b>
<b>Total</b>								<b>\$168,482.54</b>	

**City of Iowa City**  
**Community Development Block Grant (CDBG)**  
City 2020  
Federal 2019

**Financial Summary**

		<b>FFY2019</b>	<b>IDIS</b>
<b>Part I</b>			
1	Unexpended CDBG funds previous GPR (line 16)	473,326.44	448,743.49
2	Entitlement	658,740.00	658,740.00
3	Surplus Urban Renewal Funds	0.00	0.00
4	Section 108 Funds	0.00	0.00
5	Program Income Received	174,141.79	174,141.79
5a	Current Year Section 108 PI	0.00	0.00
6	Returns RL Balance	0.00	0.00
6a	Funds Returned to the Local CDBG Account	0.00	0.00
7	Adjustments to compute total available <sup>1</sup>	-916.40	-2,700.47
8	Total Available	1,305,291.83	1,278,924.81
<b>Part II</b>			
9	Disbursements other than 108 or planning/adm.	586,224.35	586,224.35
10	Adjustment to compute total amount sub to L/M	0.00	0.00
11	Amount subject to Low/Mod Benefit (9+10)	586,224.35	586,224.35
12	Disbursed in IDIS for Planning and Admin	168,482.54	168,482.54
13	Disbursed in IDIS for 108 repayment	0.00	0.00
14	Adjust to compute total expenditures	336.33	0.00
15	Total Expenditures (Line 11-14)	755,043.22	754,706.89
16	Unexpended Balance (8-15)	550,248.61	524,217.92
<b>Part III Low-Mod Benefit</b>			
17	Expended for L/M Housing in special areas	0.00	0.00
18	Expended for L/M multi-unit housing	0.00	564,229.05
19	Disbursed for other L/M activities	556,767.30	556,767.30
20	Adjustment to compute total L/M credit	0.00	0.00
21	Total L/M credit (17-20)	556,767.30	1,120,996.35
22	Percent L/M credit (21/11)	94.98%	191.22%
<b>Low/Mod Benefit for Multi-Year Certifications</b>			
23	Program Years	Federal	2019
24	Cumulative Net Expenditures Sub to L/M	586,224.35	0.00
25	Cumulative Net Expenditures benefitting L/M	556,767.30	0.00
26	Percent benefit to L/M persons (25/24)	94.98%	0.00%
<b>Part IV</b>			
27	Disbursed in IDIS for Public Services	118000	118000
28	PS Unliquidated Obligations End of Current Year	0	0
29	PS Unliquidated Obligations End of Previous Year	0	0
30	Adjustment to compute total PS obligations	0	0
31	Total PS Obligations (Line 27+28-29+30)	118000	118000
32	Entitlement Grant	658,740.00	658,740.00
33	Prior Year Program Income	133,229.24	133,229.24
34	Adjustment to compute total subject to PS cap	-916.40	0.00
35	Total Subject to PS Cap (Sum, Lines 32-34)	791,052.84	791,969.24
36	Percent Funds obligated for PS Activities (Line 31/35)	14.92%	14.90%
<b>Part V</b>			
37	Disbursed in IDIS for Planning/Administration	168,482.54	168,482.54
38	PA Unliquidated Obligations at end of Current Year	0.00	0.00
39	PA Unliquidated Obligations at end of Previous Year	0.00	0.00
40	Adjustment to compute total PA obligations	-20,707.14	20,707.14
41	Total PA Obligations (Line 37+38-39+40)	147,775.40	189,189.68
42	Entitlement Grant	658,740.00	658,740.00
43	Current Year Program Income	174,141.79	174,141.79
44	Adjustment to compute total subject to PA cap	-916.40	0.00
45	Total Subject to PA Cap (Sum, Lines 42-44)	831,965.39	832,881.79
46	Percent Funds Obligated for PA Activities (41/45)	17.76%	22.72%

**Notes**

This year's CAPER has several items that required reconciliations:

- 1 - \$1,144.47 of Program Income was received in FFY18 but was recorded in IDIS in July 2019.
- \$228.07 of Program Income was received in FFY19 but was recorded in IDIS in July 2020. PI totaled \$129,660.98 for FFY18 and \$174,141.79 for FFY19. Reflected in Lines 7 and 44.

2 - \$20,707.14 in funds were expended in FFY18 but were recorded in IDIS in July 2019 (Draw #6287023). These are listed in detail in the Detail Revised Activities lists. Reflected in Lines 10, 14, 20, and 40



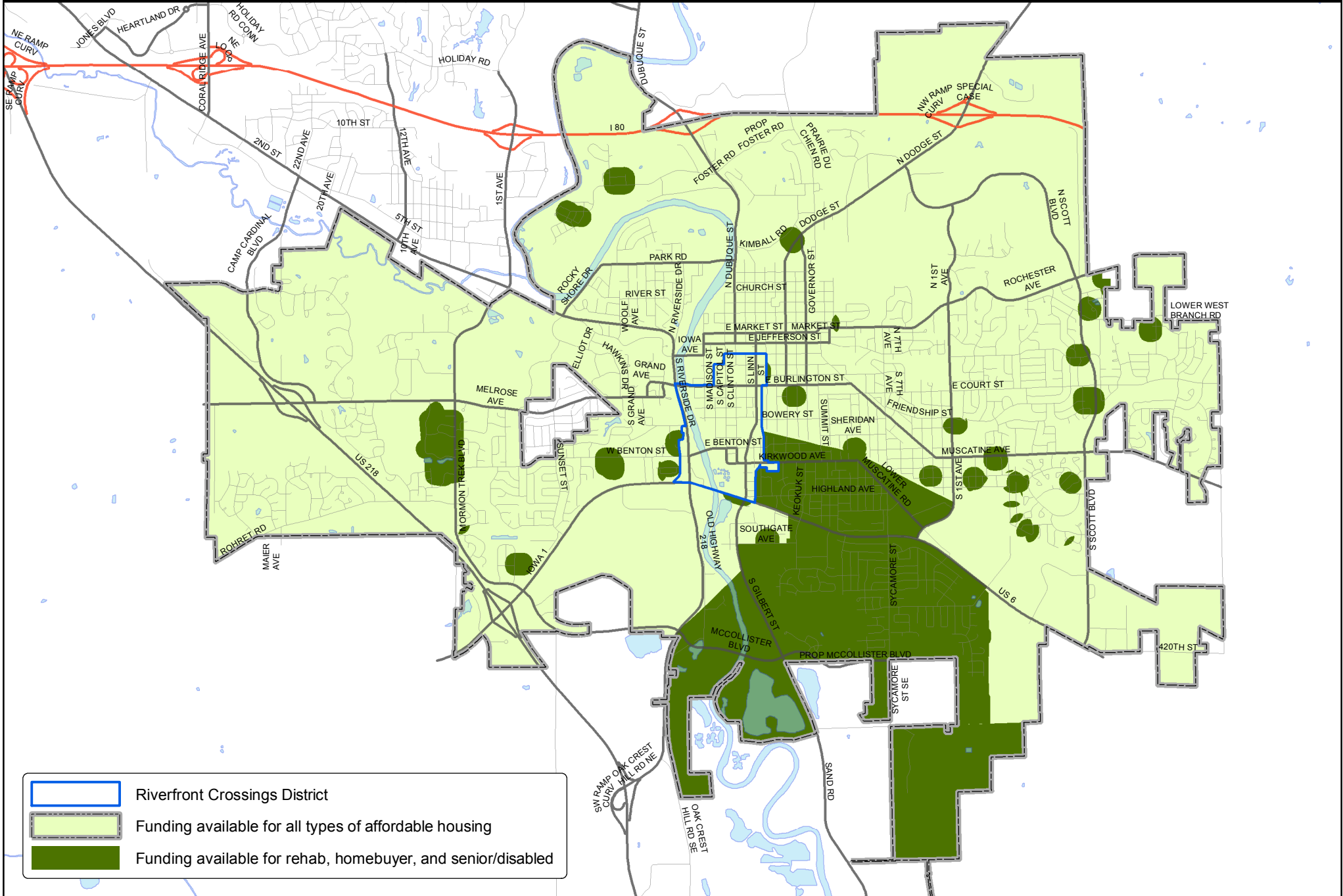
CITY OF IOWA CITY

# Affordable Housing Location Model

Revised: November 2019  
Neighborhood Services Division



Data Source(s):  
Iowa City Community School District  
Johnson County  
City of Iowa City



**Aid to Agencies Assignments  
Housing and Community Development Commission**

<b>HCDC Liaison</b>	<b>Agency</b>	<b>Contact Person</b>	<b>Email</b>
Aguilar	Iowa Valley Habitat for Humanity	Heath Brewer	<a href="mailto:heath@iowavalleyhabitat.org">heath@iowavalleyhabitat.org</a>
	Table to Table	Nicki Ross	<a href="mailto:mail@table2table.org">mail@table2table.org</a>
Alter	HACAP	Jane Drapeaux	<a href="mailto:jdrapeaux@hacap.org">jdrapeaux@hacap.org</a>
	Rape Victim Advocacy Program	Adam Robinson	<a href="mailto:adam-robinson@uiowa.edu">adam-robinson@uiowa.edu</a>
Drabek	CommUnity Crisis Services and Food Bank	Becci Reedus	<a href="mailto:becci.reedus@builtbycommunity.org">becci.reedus@builtbycommunity.org</a>
	Inside Out Reentry Community	Michelle Heinz	<a href="mailto:insideoutreentry@gmail.com">insideoutreentry@gmail.com</a>
Kealey	Iowa City Free Medical Clinic/Dick Parrott Free Dental Clinic	Barbara Vinograde	<a href="mailto:bvinograde@freemedicalclinic.org">bvinograde@freemedicalclinic.org</a>
	United Action for Youth	Ally Hanten	<a href="mailto:ally.hanten@unitedactionforyouth.org">ally.hanten@unitedactionforyouth.org</a>
Lewis	4 Cs Community Coordinated Child Care	Missie Forbes	<a href="mailto:Missie@iowa4cs.com">Missie@iowa4cs.com</a>
	Domestic Violence Intervention Program	Kristie Doser	<a href="mailto:Kristie@dviowa.org">Kristie@dviowa.org</a>
Mohammed	Prelude Behavioral Services	Ron Berg	<a href="mailto:rberg@preludeiowa.org">rberg@preludeiowa.org</a>
	Shelter House	Crissy Canganelli	<a href="mailto:crissy@shelterhouseiowa.org">crissy@shelterhouseiowa.org</a>
Nkumu	Arc of Southeast Iowa	Chelsey Markle	<a href="mailto:chelseymarkle@arcsei.org">chelseymarkle@arcsei.org</a>
	Pathways Adult Day Health Center/Aging Services, Inc.	Lindsay Glynn	<a href="mailto:lglynn@abbehealth.org">lglynn@abbehealth.org</a>
Padron	Free Lunch Program	Ronda Lipsius	<a href="mailto:icfreelunch@gmail.com">icfreelunch@gmail.com</a>
	Neighborhood Centers of Johnson County	Brian Loring	<a href="mailto:brian-loring@ncjc.org">brian-loring@ncjc.org</a>
Vogel	Big Brothers Big Sisters of Johnson County	Daleta Thurness	<a href="mailto:daletac@iastate.edu">daletac@iastate.edu</a>
	Horizons, A Family Service Alliance	Sofia Mehaffey	<a href="mailto:smehaffey@horizonsfamily.org">smehaffey@horizonsfamily.org</a>

**From:** [Stefanie Bowers](#)  
**To:** [Anne Russett](#); [Brianna Gabel](#); [Chris Olney](#); [Elsworth Carman](#); [Elyse Miller](#); [Jessica Bristow](#); [Karen Jennings](#); [Kellie Fruehling](#); [Kirk Lehmann](#); [Kristin Kromray](#); [LaTasha DeLoach](#); [Marcia Bollinger](#); [Michael Tharp](#); [Sarah Gardner](#); [Stefanie Bowers](#); [Tammy Neumann](#); [Tim Hennes](#); [Ty Coleman](#); [Wendy Ford](#)  
**Subject:** Please share this voluntary training opportunity with board and commission members  
**Date:** Monday, November 9, 2020 2:19:23 PM

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## Implicit Bias Training for Board and Commission Members

Unconscious bias occurs when we make spontaneous judgments about people or situations based on our past experiences, culture, background or exposure to social media. These biases can negatively impact the decisions we make and our process for making them.

In this training session, City board and commission members will explore what unconscious bias is and how it affects how we process information, the input we use to make decisions and the recommendations we make as a member of a City board, commission or committee. Most important, we will examine how to effectively challenge our biases so that we may lead and role model what is necessary to create a truly diverse, inclusive and welcoming community.

The training is voluntary and not required of any board/commission member or staff to a board/commission. Registration is required. The training will run about an hour.

Wednesday, December 2 from 5:30PM-6:30PM Via Zoom Platform

Registration: [https://zoom.us/meeting/register/tJMoc-msqjsjEtQFAy03GcfoHIXNKHqRtU\\_N](https://zoom.us/meeting/register/tJMoc-msqjsjEtQFAy03GcfoHIXNKHqRtU_N)

ID: 975 4044 0980

Presented by [Thomas Newkirk](#)

Questions? Email [stefanie-bowers@iowa-city.org](mailto:stefanie-bowers@iowa-city.org)