



City of Peoria 2016 Annual Action Plan

City Hall
419 Fulton Street, Suit
Peoria, IL 61602



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

1. Introduction

The City of Peoria is pleased to present the 2016 Annual Action Plan. The purpose of this Plan is to set forth the investment priorities and activities of the City during its 2016 program year (January 1, 2016 to December 31, 2016). The funding for these activities are received from the United States Department of Housing and Urban Development (HUD). The City is an entitlement community with HUD and receives annual allocations from three formula grants – Community Development Block Grant (CDBG), HOME Investment Partnership Grant (HOME) and Emergency Solutions Grant (ESG). A total of over \$2.1 million comprised of the CDBG allocation (\$1,526,765), HOME allocation (\$504,384) and ESG allocation (\$139,993) will be received for program year 2016.

The 2016 Annual Action Plan is the third year of the City's 2014-2018 Consolidated Plan. The Consolidated Plan is designed to help the City assess the affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus HUD funding from the CDBG, HOME and ESG programs. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. The City will report on accomplishments and progress toward Consolidated Plan goals and Annual Action Plan activities in the Consolidated Annual Performance and Evaluation Report (CAPER).

2. Summarize the objectives and outcomes identified in the Plan

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

The objectives and outcomes of this Annual Action Plan are those of the 2014-2018 Consolidated Plan and are attached below. The attachment shows the linkage between these objectives and outcomes and the planned 2016 projects.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Focus Area Housing Program Leverage	2014	2018	Affordable Housing	CDBG Target Area	Affordable Housing - New construction	CDBG: \$345,000 HOME: \$154,384	Rental units constructed: 2 Household Housing Unit Homeowner Housing Added: 1 Household Housing Unit Homeowner Housing Rehabilitated: 1 Household Housing Unit Direct Financial Assistance to Homebuyers: 1 Households Assisted Housing Code Enforcement/Foreclosed Property Care: 400 Household Housing Unit
2	PCCDH Lead Match Program	2014	2018	Affordable Housing		Affordable housing - Rehab of existing units	CDBG: \$130,000	Homeowner Housing Rehabilitated: 13 Household Housing Unit
3	Roof Housing Rehabilitation Program	2014	2018	Affordable Housing		Affordable housing - Rehab of existing units	CDBG: \$207,765	Homeowner Housing Rehabilitated: 13 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Demolition Program	2014	2018	Non-Housing Community Development		Clearance	CDBG: \$100,000	Buildings Demolished: 8 Buildings
5	CHDO Set Aside	2014	2018	Affordable Housing		Affordable Housing - New construction	HOME: \$300,000	Homeowner Housing Added: 3 Household Housing Unit
6	Public Service Set Aside	2014	2018	Non-Housing Community Development		Public Services	CDBG: \$229,000	Public service activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
7	Emergency Solutions Grant	2014	2018	Homeless		Homeless- Emergency Shelter Homelessness - Rapid Re-housing	ESG: \$130,293	Tenant-based rental assistance / Rapid Rehousing: 10 Households Assisted Homeless Person Overnight Shelter: 300 Persons Assisted
8	Planning / General Administration	2014	2018	Planning / General Administration			CDBG: \$255,000 HOME: \$50,000 ESG: \$9,700	
9	Housing Rehabilitation Delivery	2014	2018	Affordable Housing		Affordable housing - Rehab of existing units	CDBG: \$60,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit
10	ADA Ramp Program	2014	2018	Non-Housing Community Development			CDBG: \$200,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted

Programs and Objectives Page 2

3. Evaluation of past performance

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

The overall performance and progress for the City is good. To date, the City has not received a HUD 2015 Program Year End Review Letter. The City anticipates receiving the letter by May 2016. In program year 2015, HUD conducted a monitoring visit and program review of its CDBG grant. As a result of the HUD monitoring visit, the City had one finding, which was that the timesheets of employees funded by the grant needed to be signed monthly rather than quarterly. In response, the City provided a corrected timesheet process on site. As of November 2015, the City's CDBG expenditure rate is at 1.14. The expenditure rate compares the CDBG funds available to the amount of its current grant allocation. If the balance exceeds 1.5 times the annual entitlement amount then the City has failed its timeliness test of expending CDBG funds.

During the 2014 program year, HUD performed an analysis of the City's compliance with the 24-month commitment deadline for 2012 HOME funds as well as the 5-year expenditure deadline for 2008 HOME funds. The City was in compliance. The City continued compliance of HOME funds commitment and expenditures in program year 2015. Further, no HOME funds were recaptured from the City during the 2015 program year. HUD will complete its review of the City's HOME program and issue results in the anticipated 2015 Program Year End Review Letter.

The City is in compliance with the ESG fund commitments (180 days after the date that HUD signs the grant agreement), fund expenditures (24 months after the date the HUD signs the grant agreement) and grant percentage restrictions (7.5% for administration and 60% for shelter costs) for its 2015 ESG grant allocation.

Specific activity and project accomplishments for the City's 2015 HUD grant allocations can be found in the 2015 Consolidated Annual Performance and Evaluation Report (CAPER). In 2016, the City will continue to explore additional funding opportunities and efficiencies in programming and services, with the goal of providing a better product to our citizens. The City will work to remove any barriers to affordable housing and any obstacles to meeting the housing and non-housing needs for the community. The City will also continue to develop and create partnerships with other organizations and community stakeholders to better serve the low-income population.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

For the creation of the 2016 Annual Action Plan, the citizen participation process was based on the City's adopted Citizen Participation Plan.

5. Summary of public comments

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

The public comments received during the citizen participation process can be viewed in section AP-12: Participation of this Annual Action Plan.

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

The City accepted all comments received throughout the citizen participation and consultation process of the 2016 Annual Action Plan. The City will continue to accept public input related to housing, non-housing and community needs and make referrals to other entities when appropriate.

7. Summary

The 2016 Annual Action Plan includes all the requirements for the CDBG, HOME and ESG grant programs, including those for citizen participation. The citizen participation element follows a City Council approved Citizen Participation Plan. In addition, special consultations and coordination was obtained from the Heart of Illinois Homeless Continuum of Care, Peoria Housing Authority, neighborhood associations and other entities.

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	PEORIA	
CDBG Administrator		COMMUNITY DEVELOPMENT
HOPWA Administrator		Not Applicable – City of Peoria is not a HOPWA grantee
HOME Administrator		COMMUNITY DEVELOPMENT
ESG Administrator		COMMUNITY DEVELOPMENT

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency responsible for the 2016 Annual Action Plan is the City of Peoria, a State of Illinois municipality. The City’s Community Development Department, Grants Management Division is responsible for administering the Annual Action Plan. The City is not a member of a Consortium utilizing HUD funds.

The primary public and private agencies that may be utilized in implementing the Annual Action Plan activities include, but are not limited to, the City’s Community Housing Development Organizations (CHDO's), the Heart of Illinois Homeless Continuum of Care, neighborhood associations, faith-based organizations, governmental entities, private contractors, and non-profit service and housing providers.

Consolidated Plan Public Contact Information

For more information about the 2016 Annual Action Plan, please contact Kathryn Murphy, Grants Coordinator, City of Peoria, 419 Fulton Street, Room 300, Peoria, Illinois 61602-1217, call (309) 494-8607, or send an e-mail to kmurphy@peoriagov.org.

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

1. Introduction

The City of Peoria has adopted a Citizen Participation Plan for its Consolidated Plan and Annual Action Plans that identifies when public hearings and other consultations are to take place. The Citizens Participation Plan was used in preparing the 2016 Annual Action Plan. The Annual Action Plan was also prepared to comply with all the consultation requirements of the CDBG, HOME and ESG programs, including consultation with the local homeless Continuum of Care.

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

The City has a good relationship with the Peoria Housing Authority (PHA) and other assisted housing providers. The City regularly assists the PHA in the environmental clearance process for the PHA's annual Capital Fund and other grants. The City has also used its CDBG funds to provide match for the Peoria City/County Health Department's Lead Hazard grant and its residential lead mitigation programs. The City also has an established relationship with Habitat for Humanity, which has served as the City's CHDO. Coordination between the City and private and governmental health, mental health and service agencies is primarily accomplished through the City's Advisory Commission on Human Resources (HRC) and the City's active participation with the Heart of Illinois Homeless Continuum of Care Governing Board, Steering Committee, and General Membership. All of these programs require considerable coordination and planning for desired outcomes to be accomplished. Processes for this coordination are well established.

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

The City remains pleased with how services to the homeless and persons at risk of homelessness are provided in Peoria. The City is an active member of the Heart of Illinois Homeless Continuum of Care (HOIHCOC) by serving on the Continuum's Steering Committee, participating as an advisor to the Continuum's Governing Board, and as a part of the General Membership. The increased coordination and cooperation with the HOIHCOC has allowed the City to better integrate programs and services into the plans of the Continuum. The City fully supports and endorses the 10 Year Plan to End Homelessness and participated in its development.

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

A City staff member serves as a HOIHCOC Steering Committee member as well as an advisor to the Governing Board and participates in General Membership meetings. As a Steering Committee member, the City is an instrumental participant in the development of policies, procedures and performance measures for ESG and the Continuum.

To better align the consultation related to ESG funding allocations, the City Council approved the reassignment of funding recommendations to the HOIHCOC from the Advisory Commission on Human Resources (HRC) – a standing City Commission. Historically, the HRC Commissioners would review, rank and make funding recommendations to the City Council for approval. Beginning in 2014, that process is now the responsibility of the HOIHCOC and its Governing Board is comprised of the homeless participation requirement (homeless individual or formerly homeless individual holds a board member position for the HOIHCOC). To facilitate the funding recommendation process, the HOIHCOC submits both a collaborative/Continuum-wide application and each agency, approved for ESG funding, submits an individual application to the City. The HOIHCOC Governing Board works with its member agencies to identify service priorities, program performance measures, provider capabilities to comply with ESG regulations and opportunities to leverage other funding. ESG subgrantee grants are awarded for a 2-year term. This extended grant term allows for a partnership between the awarded service provider, the City and the HOIHCOC to shift the focus from an application/funding cycle to program performance. This process is very team orientated and requires communication between service providers on how to best allocate funds for the most needed services.

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

See Table 2 – Agencies, groups, organizations who participated listed in the chart below.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Peoria Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-homeless Services-Employment Service-Fair Housing Other government - Local Housing Authority
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation between the City and PHA to improve the programming and outcomes of the 2016 Annual Action Plan.

2	Agency/Group/Organization	HEART OF ILLINOIS CONTINUUM OF CARE
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy HOPWA Strategy Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Heart of Illinois Homeless Continuum of Care was consulted at a planning meeting for the draft of the revised 10 year plan to end homelessness. All agencies, specifically those providing services within the City of Peoria, were invited to attend and encouraged to provide comments on the Continuum's Plan and how its goals, objectives and activities could be supported by the City's 2016 Annual Action Plan.
3	Agency/Group/Organization	Village of Creve Coeur
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.
4	Agency/Group/Organization	EAST PEORIA
	Agency/Group/Organization Type	Other government - Local

	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.</p>
5	<p>Agency/Group/Organization</p>	<p>COUNTY OF PEORIA</p>
	<p>Agency/Group/Organization Type</p>	<p>Other government - County Major Employer</p>

<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy</p>
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.</p>

6	Agency/Group/Organization	Peoria City/County Health Department
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Health Agency Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter for the overall 2016 Annual Action Plan goals, objectives and activities. Additional consultation through staff meetings were held to discuss the Health Department's CDBG funded match program activity identified in the 2016 Annual Action Plan.

7	Agency/Group/Organization	Village of Peoria Heights
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.
8	Agency/Group/Organization	PEORIA PUBLIC SCHOOLS DISTRICT 150
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Education Other government - Local Local School District Major Employer
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.
9	Agency/Group/Organization	Peoria Park District
	Agency/Group/Organization Type	Services-Health Other government - Local Recreational Services
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.
10	Agency/Group/Organization	Tri-County Regional Planning Commission
	Agency/Group/Organization Type	Service-Fair Housing Regional organization Planning organization Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local organizations to improve the programming and outcomes of the 2016 Annual Action Plan.
11	Agency/Group/Organization	COUNSELING AND FAMILY SERVICES
	Agency/Group/Organization Type	Housing Services-Children Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise to improve the programming and outcomes of the 2016 Annual Action Plan.
12	Agency/Group/Organization	ADVOCATES FOR ACCESS
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Lead-based Paint Strategy Accessibility Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise to improve the programming and outcomes of the 2016 Annual Action Plan.
13	Agency/Group/Organization	THE CENTER FOR PREVENTION OF ABUSE
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Service-Fair Housing Services - Victims

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise to improve the programming and outcomes of the 2016 Annual Action Plan.
14	Agency/Group/Organization	VILLAGE OF BARTONVILLE
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.
15	Agency/Group/Organization	City of West Peoria
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.
16	Agency/Group/Organization	Illinois Department of Public Health
	Agency/Group/Organization Type	Other government - State

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among governments to improve the programming and outcomes of the 2016 Annual Action Plan.
17	Agency/Group/Organization	Illinois American Water Co.
	Agency/Group/Organization Type	Housing Business Leaders Major Employer
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation between businesses and local governments to improve the programming and outcomes of the 2016 Annual Action Plan.
18	Agency/Group/Organization	Illinois Department of Commerce and Economic Opportunity
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among governments to improve the programming and outcomes of the 2016 Annual Action Plan.
19	Agency/Group/Organization	ILLINOIS HOUSING DEVELOPMENT AUTHORITY
	Agency/Group/Organization Type	Housing Services - Housing Service-Fair Housing Other government - State

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among organizations to improve the programming and outcomes of the 2016 Annual Action Plan.
20	Agency/Group/Organization	Greater Peoria Airport
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among governmental entities to improve the programming and outcomes of the 2016 Annual Action Plan.
21	Agency/Group/Organization	Central Illinois Agency on Aging, Inc.
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Health Other government - State

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise to improve the programming and outcomes of the 2016 Annual Action Plan.
22	Agency/Group/Organization	City of Pekin
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was contacted via letter. The City anticipates that those consulted will provide comments regarding their own areas of expertise and this will improve coordination and cooperation among local governments to improve the programming and outcomes of the 2016 Annual Action Plan.

23	Agency/Group/Organization	HABITAT FOR HUMANITY GREATER PEORIA AREA
	Agency/Group/Organization Type	Housing Services - Housing Service-Fair Housing Community Housing Development Organizatin (CHDO) Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis CHDO activities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City staff participated in a Habitat for Humanity Board meeting on January 28, 2016. This meeting agenda focused on Habitat's Community Housing Development Organization (CHDO) status, current housing needs, participation in larger neighborhood revitalization strategies and future CHDO projects.

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

There were not any agency types that were not consulted.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Heart of Illinois Homelessness Continuum of Care	Both the City and the HOIHCOOC work to end homelessness, following HUD regulations and key initiatives. The goals of the Strategic Plan have been coordinated with those of the Heart of Illinois Homeless Continuum of Care to make sure that areas of need are addressed.
City of Peoria Comprehensive Plan	City of Peoria	The goals of the Strategic Plan have been developed in concert with those contained in the City of Peoria Comprehensive Plan in order to address critical issues.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

With respect to the public entities involved, does the 2016 Annual Action Plan describe the means of cooperation among the state and local units of government in the metropolitan area in the implementation of the Plan?

The City does not have intergovernmental agreements with other units of local governments or the State for the implementation of the 2016 Annual Action Plan. The City welcomes the opportunity to leverage area resources to meet the strategic goals of the Plan. The Peoria Metropolitan Statistical Area contains two HUD entitlement communities – City of Pekin and City of Peoria. The City often discusses best practices, policies and community development needs of the region with City of Pekin staff.

In July 16, 2015, HUD published the Affirmatively Furthering Fair Housing (AFFH) final rule. Under the AFFH rule, the Analysis of Impediments (AI) to fair housing would be replaced with a new Assessment of Fair Housing (AFH). The AFH contemplates four steps - 1) HUD provided community data on core AFFH goals, disproportionate housing needs and outstanding discrimination findings, 2) the City using this data, through a HUD-provided template, to analyze fair housing issues in the community and identify goals that would inform the investment planning process, 3) public outreach and engagement during the AFH process and 4) HUD approval of the submitted AFH and incorporating the conclusions into housing and community development plans. In the AFFH final rule, there is a timeline process and instructions regarding the submission requirements for the City's first AFH. Following the submission instructions, the City's first AFH would be due to HUD on or before April 1, 2018. HUD strongly

encourages communities to partner together to complete the AFH as fair housing issues often cross over jurisdictional boundaries. The City will consult with the City of Pekin on the AFH as HUD releases additional guidance in 2016.

In late 2014, the City was one of 12 US cities to be awarded a Bloomberg Philanthropies' Innovation Grant. The \$1.5 million dollar grant (\$500,000 annually for 3 years) will be used to establish Innovation teams (i-teams) to function as in-house innovation consultants, moving from one community priority to the next. Fully staffed in June 2015, the City's i-team will help community leaders and City staff through a data-driven process to assess problems, generate responsive new interventions, develop partnerships, and deliver measurable results. The i-team is initially focusing on the City's Combined Sewer Overflow (CSO) issue. Combined sewers carry both sanitary wastewater and stormwater. When rain or snowmelt overwhelm the system, around 20 to 30 times a year, the combined sewers overflow into the Illinois River. The Environmental Protection Agency has mandated that the City remedy this issue. The i-team is identifying ways for Peoria to leverage the tremendous expense of solving the CSO problem while simultaneously improving the lives of residents in these areas through such means as job creation, sustainability and reinvestment.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

For the creation of the 2016 Annual Action Plan the City followed the City Council adopted Citizen Participation Plan. This included public hearings, a 30-day comment period, and consultation with local organizations. Mailings were also used to gain input from entities with specific expertise, including but not limited to, those in the areas of housing, non-housing, community development, homelessness and the near homeless. This effort met and exceeded the requirements of the City's Citizen Participation Plan and provided meaningful input for the creation of the 2016 Annual Action Plan.

Public hearings were held to obtain citizen comments on issues related to the housing, non-housing and community development needs in the City. Two public hearings were held on March 1, 2016. Public notices for each hearing were published in the Peoria Journal Star newspaper. These public hearings allowed the public to comment on the development of the 2016 Annual Action Plan.

A draft copy of the 2016 Annual Action Plan was made available for public review and comment from February 20, 2016 to March 20, 2016 (30-day comment period). Public notice of the 30-day comment period was published in the Peoria Journal Star newspaper. Copies of 2016 draft Annual Action Plan were available for review at the following locations:

- City of Peoria City Clerk's Office
- City of Peoria Community Development Department's office
- Posted on City of Peoria website
- Peoria Public Library, Downtown Branch
- Peoria Housing Authority

There are no Colonias (unregulated housing settlements) in the City and therefore, no related consultation was required.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community homeless	One General Membership Meeting of the Heart of Illinois Homeless Continuum of Care regarding the open 30-day public comment period of the City's 2016 Annual Action Plan. 26 Continuum members were in attendance.	The City did not receive specific comments regarding the Plan at the meeting from members present. City staff invited members to submit any additional comments directly to staff. No comments were received.	Not Applicable.	
2	Newspaper Ad	Non-targeted/broad community	Published Legal Notice in Peoria Journal Star regarding open 30-day public comment period of the City's 2016 Annual Action Plan.	The City did not receive any comments during the open 30-day public comment period.	Not Applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	Two public hearings were held on March 1, 2016 at City Hall for public comment on the draft 2016 Annual Action Plan. Legal Notice of the public hearings were published on February 20, 2016 in the Peoria Journal Star.	No members of the public were in attendance.	Not Applicable.	
4	Letter	Non-targeted/broad community	Letters were sent to state and local agencies as well as area non-for profit organizations soliciting comments on the draft 2016 Annual Action Plan. A list of agencies and organizations contacted are included in section AP-10: Consultation.	No comments were received.	Not Applicable.	

Table 4 – Citizen Participation Outreach

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

Introduction

On February 16, 2016, the Office of Community Planning and Development for HUD announced the FY 2016 formula allocations for Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) programs. Per the announcement, the City anticipates receiving the following amounts for its 2016 program year: \$1,526,765 in CDBG funds; \$504,384 in HOME funds; and \$139,993 in ESG funds. The City's 2016 program year is from January 1, 2016 to December 31, 2016.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,526,765	0	0	1,526,765	3,138,634	There are no prior year resources that are to be reallocated to meet the goals and objectives of the 2016 Annual Action Plan. Expected amount is an estimated amount for final two years (2017 and 2018) of the City's Consolidated Plan. Please see below regarding how these funds will be leveraged.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	504,384	14,000	0	518,384	936,699	There are no prior year resources that are to be reallocated to meet the goals and objectives of the 2016 Annual Action Plan. Anticipated program income and recapture funds for 2016 is approximately \$14,000 based upon the average of program income/recapture funds received by the City in program years 2014 and 2015. Expected amount is an estimated amount for final two years (2017 and 2018) of the City's Consolidated Plan. Please see below regarding match requirements and how these funds will be leveraged.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	139,993	0	0	139,993	283,022	There are no prior year resources that are to be reallocated to meet the goals and objectives of the 2016 Annual Action Plan. Expected amount is an estimated amount for final two years (2017 and 2018) of the City's Consolidated Plan. Please see below regarding the match requirements and how these funds will be leveraged.

Table 5 - Expected Resources – Priority Table

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

The federal funds identified above will be leveraged with additional private, state and local funds.

The City allocates approximately \$200,000 in corporate funds annually for supportive neighborhood development activities, including but not limited to, crime prevention, public safety initiatives, housing rehabilitation and capacity building of organizations. The combined investment of corporate, state and federal funds into Peoria neighborhoods yields holistic and sustainable results.

Match Requirements:

The CDBG program has no regulatory match requirement. However, for most activities, CDBG is not the sole funding source. For example, CDBG funded public service activities are almost always coupled with an organization's other financial sources and program budgets reflect the amount of funding leveraged. Additionally, the 2016 Annual Action Plan activity, Peoria City/County Health Department Match Program, will leverage \$3,231,610 of funding for the \$130,000 of CDBG invested for match.

The HOME regulatory match is 25% of the total grant expenditures in a program year, excluding admin costs. On an annual basis HUD publishes the HOME match reduction list which includes match reductions granted to certain communities due to fiscal distress, severe fiscal distress and Presidential disaster declarations. Fiscal distress of a community is based upon the percentage of families in poverty. For program year 2016, the City was included on the FY 2016 HOME Match Reduction List at a match reduction of 50%; resulting a total match requirement of 12.5% for the 2016 program year. The City has received this match reduction (50%; yielding a 12.5% match requirement) since the 2003 program year. HOME match is achieved through cash contributions from non-Federal sources from HOME funded organizations. Match may also be achieved from prior year match balances.

The ESG regulatory match requirement is 100% of the total grant expenditures in a program year. This match is achieved through cash contributions of other non-ESG HUD funds, other Federal funds, State government funds, and private funds provided by the City and ESG subrecipients organizations. Match funds from previous years have included funds from the State of Illinois Department of Commerce and Economic Opportunity (DCEO), the City of Peoria, the Illinois Department of Human Services (IDHS), the Federal Emergency Management Agency (FEMA), the local United Way and private funds of a subrecipient organization.

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

The City, through the City Manager's office, now manages the real estate function of City-owned land and property. In discussions with the City's certified CHDOs, lack of site control has been cited as a potential barrier to project development. For CHDO activities in program year 2016, the City will donate property to a CHDO for in-fill new construction of single family homes. Further, the City Manager's office, has developed a pilot rehab program for properties received by the City through the abandoned property process from the demolition court. The program allows qualified individuals, neighborhood association, nonprofits, or development firms to submit a proposal for rehab as an alternative to demolition. To date, the program has released Request for Proposals for two single family homes owned by the City. While the program does not stipulate that the rehab homes must be offered to low-income owners or tenants, the opportunity to re-establish safe and decent housing in the community is a need identified in the 2016 Annual Action Plan. The continuation of the program will be dependent upon participation and interest of private individuals.

In early 2016, the City Council approved a redevelopment agreement that included the sale of a City owned parcel (under three-quarters of an acre) to the Peoria Housing Authority (PHA) for its redevelopment of Taft Homes. The PHA has been working for several years to redevelop the 216 units of Taft Homes with the intention of repurposing its current site just north of Downtown with mixed-use developments. With the acquisition of the City parcel, the PHA will own the entire block between the public right-of-way and the current Taft site. The City is supportive of PHA's efforts to redevelop Taft and its other public housing developments. Additional information regarding the City and PHA coordination can be found in section AP-60: Public Housing.

Discussion

In program year 2016, CDBG funds will be allocated for a Clearance/Demolition activity in the amount of \$100,000. This activity will be completed on a spot blight, City-wide basis. This activity is not listed in the CDBG Use of Funds section on the Priority Table above due to the limited editing options allowed in IDIS.

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Focus Area Housing Program Leverage	2014	2018	Affordable Housing	CDBG Target Area	Affordable Housing - New construction	CDBG: \$345,000 HOME: \$154,384	Rental units constructed: 2 Household Housing Unit Homeowner Housing Added: 1 Household Housing Unit Homeowner Housing Rehabilitated: 1 Household Housing Unit Direct Financial Assistance to Homebuyers: 1 Households Assisted Housing Code Enforcement/Foreclosed Property Care: 400 Household Housing Unit
2	PCCDH Lead Match Program	2014	2018	Affordable Housing		Affordable housing - Rehab of existing units	CDBG: \$130,000	Homeowner Housing Rehabilitated: 13 Household Housing Unit
3	Roof Housing Rehabilitation Program	2014	2018	Affordable Housing		Affordable housing - Rehab of existing units	CDBG: \$207,765	Homeowner Housing Rehabilitated: 13 Household Housing Unit
4	Demolition Program	2014	2018	Non-Housing Community Development		Clearance	CDBG: \$100,000	Buildings Demolished: 8 Buildings

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	CHDO Set Aside	2014	2018	Affordable Housing		Affordable Housing - New construction Affordable housing - Rehab of existing units	HOME: \$300,000	Homeowner Housing Added: 3 Household Housing Unit
6	Public Service Set Aside	2014	2018	Non-Housing Community Development		Public Services	CDBG: \$229,000	Public service activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
7	Emergency Solutions Grant	2014	2018	Homeless		Homeless- Emergency Shelter Homelessness - Rapid Re-housing	ESG: \$130,293	Tenant-based rental assistance / Rapid Rehousing: 10 Households Assisted Homeless Person Overnight Shelter: 300 Persons Assisted
8	Planning / General Administration	2014	2018	Planning / General Administration			CDBG: \$255,000 HOME: \$50,000 ESG: \$9,700	
9	Housing Rehabilitation Delivery	2014	2018	Affordable Housing		Affordable housing - Rehab of existing units	CDBG: \$60,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit
10	ADA Ramp Program	2014	2018	Non-Housing Community Development			CDBG: \$200,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Focus Area Housing Program Leverage
	Goal Description	<p>This goal will focus on housing related activities in specific eligible area(s).</p> <p>HOME funded housing activities related to this goal could include rehab of owner occupied units, rehab of rental units, new construction of rental units, new construction of homebuyer units and/or homebuyer direct assistance. This goal will be accomplished through either identified City subreipients or City administered programs. Please note that this activity is city-wide, but allocated funding will be used primarily to support targeted neighborhood revitalization strategies in an identified geographic area. Prioritization of funding will be given to activities that are also located in the CDBG Target Area (low income area- where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County).</p> <p>CDBG funded housing activities related to this goal will include code enforcement activities. Specific activities will include code enforcement inspections and staff related costs. This activity will only occur in the CDBG Target Area that is considered deteriorated or deteriorating by the City.</p>
2	Goal Name	PCCDH Lead Match Program
	Goal Description	<p>This goal will provide matching funds to the Peoria City/County Health Department's (PCCHD) Lead Hazard Control grant and the lead abatement activity serving low-income homeowners. The activity is city-wide, but will primarily serve the zip codes 61602 and 61603 which have the highest number of reported child lead poisoning in Peoria County. The zip codes 61602 and 61603 are located in the CDBG Target Area (low income area - where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County).</p>

3	Goal Name	Roof Housing Rehabilitation Program
	Goal Description	This goal is to install new roofing, associated materials and rehabilitation to ensure a property is habitable on eligible owner-occupied, single family homes. The activity is city-wide, but will be prioritized for the CDBG Target Area (low income area- where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County).
4	Goal Name	Demolition Program
	Goal Description	This goal is to clear deteriorated structures on a spot blight basis. The activity is city-wide, but will be prioritized for the CDBG Target Area (low income area- where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County).
5	Goal Name	CHDO Set Aside
	Goal Description	This goal is to create housing units for low income eligible households using no less than 15% of HOME funds from the 2016 allocation. This goal will be associated with activities completed only by certified Community Housing Development Organizations (CHDO). The City will certified an organization's CHDO status prior to committing any HOME funds under this goal/activity. The activity is city-wide, but will be prioritized for the CDBG Target Area (low income area- where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County).
6	Goal Name	Public Service Set Aside
	Goal Description	This goal is to provide a variety of public services to be utilized by low income residents. This goal will be accomplished through the City's subgrantee agreements with local service providers.
7	Goal Name	Emergency Solutions Grant
	Goal Description	This goal will provide rapid re-housing assistance, emergency shelter and housing relocation and stabilization services to eligible homeless individuals. Additionally, this goal will include funds for grant administration and HMIS (Homeless Management Information System) activities. The City will partner with the Heart of Illinois Homeless Continuum of Care for funding allocation and goal performance.

8	Goal Name	Planning / General Administration
	Goal Description	This goal is to ensure the CDBG and HOME grants and their associated activities are properly planned and administered. Please note that ESG planning/general administration is included under the Strategic Plan Goal for ESG. The total amount of administration allocated in ESG is \$9,700 for program year 2016.
9	Goal Name	Housing Rehabilitation Delivery
	Goal Description	This goal is for staff costs associated with the housing rehab programs funded with CDBG. It is designed to ensure that the housing rehabilitation activities are properly inspected and administered. This goal's outcome indicators will be reported in the PCCDH Lead Match Program, listed as goal #2 and the Roof Housing Rehabilitation Program, listed as goal #3 in the 2016 Annual Action Plan.
10	Goal Name	ADA Ramp Program
	Goal Description	This activity will install ADA ramps at intersections and other pedestrian crossing areas. The activity is city-wide, but will be prioritized for the CDBG Target Area (low income area- where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County). For the Goal Outcome Indicator, the City expects that the total persons assisted under this goal will be 2,000. During the 5-year period of the Consolidated Plan in which this Strategic Plan Goal is included, the City expects that a total of 10,000 persons will be assisted under the ADA Ramp Program if the Program is funded in each year of the Consolidated Plan. This goal performance expectation is based upon the 2013 American Community Survey which reported 12,204 disabled individuals in Peoria. Since this goal will be provided city-wide, the City anticipates that it will serve 80% of the total reported disabled individuals.

Table 7 – Goal Descriptions

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

The City uses the IRS Form 1040 Adjusted Gross Income definition for its HOME program. Under this definition the City expects to serve 2 extremely low income (households below 30% of AMI), 2 low-income (households between 31%-50% of AMI) and 4 low-moderate-income (51%-80% AMI).

AP-35 Projects – 91.220(d)

Introduction

The projects listed below will address the high priority needs in 2016.

#	Project Name
1	Focus Area Housing Leverage
2	PCCHD Lead Match Program
3	Housing Rehab Programs
4	Demolition Program
5	CHDO Set Aside
6	Public Service Set Aside
7	ESG16 Peoria
8	Code Enforcement
9	Planning / General Administration
10	Housing Rehabilitation Delivery
11	Public Infrastructure and Improvements

Table 8 – Project Information

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

The reason for these allocation priorities is that they address the identified needs contained in the City's 2014-2018 Consolidated Plan. Funding priorities have not changed from those outlined in the Consolidated Plan. A known obstacle to addressing the underserved needs is the continued decrease in funding from previous grant allocations and the increase in the community's request for services for a variety of needs. This is a common issue in the City's housing rehab programs as there is often a greater number of individuals in need of assistance compared to the amount of available resources. In order to overcome this obstacle, the City has established a double dipping policy that limits the participation of households who have received housing rehab assistance in the past. Further, although housing rehab programs can assist households earning up to 80% of area median income, the City restricts some of its housing rehab programs to serving only households at 50% of area median income. The double dipping policy as well as additional income restrictions allows the City to target limited available resources to those in the community with the lowest income and greater need.

AP-35 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Focus Area Housing Leverage
	Target Area	
	Goals Supported	Focus Area Housing Program Leverage
	Needs Addressed	Affordable Housing - New construction Affordable housing - Rehab of existing units
	Funding	HOME: \$154,384
	Description	HOME funded housing activities related to this goal could include rehab of owner occupied units, rehab of rental units, new construction of rental units, new construction of homebuyer units and/or homebuyer direct assistance. This goal will be accomplished through either identified City subrecipients or City administered programs. This activity is city-wide, but allocated funding will be used primarily to support targeted neighborhood revitalization strategies in an identified geographic area. Prioritization of funding will be given to activities that are also located in the CDBG Target Area (low income area- where 51% or more of the resident households have reported incomes at 80% or below area median income).
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Five (5) low-income families will be assisted.
	Location Description	Location is unknown at this time, but will be within the City of Peoria.

	Planned Activities	HOME funded housing activities related to this goal could include rehab of owner occupied units, rehab of rental units, new construction of rental units, new construction of homebuyer units and/or homebuyer direct assistance. This goal will be accomplished through either identified City subrecipients or City administered programs. This activity is city-wide, but allocated funding will be used primarily to support targeted neighborhood revitalization strategies in an identified geographic area. Prioritization of funding will be given to activities that are also located in the CDBG Target Area (low income area- where 51% or more of the resident households have reported incomes at 80% or below area median income).
2	Project Name	PCCHD Lead Match Program
	Target Area	
	Goals Supported	PCCDH Lead Match Program
	Needs Addressed	Affordable housing - Rehab of existing units
	Funding	CDBG: \$130,000
	Description	This activity will provide matching funds to the Peoria City/County Health Department's (PCCHD) Lead Hazard Control grant and the lead abatement activity serving low-income homeowners. The activity is city-wide, but will primarily serve the zip codes 61602 and 61603 which have the highest number of reported child lead poisoning in Peoria County. The zip codes 61602 and 61603 are located in the CDBG Target Area (low income area - where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County).
	Target Date	10/1/2018
	Estimate the number and type of families that will benefit from the proposed activities	Thirteen (13) low-income families will be assisted.
	Location Description	Locations are unknown at this time, but will be within the City of Peoria and primarily serve the zip codes 61602 and 61603 which have the highest number of reported child lead poisoning in Peoria County.

	Planned Activities	This rehab activity will conduct lead paint inspection, mitigation and clearance activities under the Peoria City/County Health Department's (PCCHD) Lead Hazard Control grant to serve low-income homeowners in the City of Peoria.
3	Project Name	Housing Rehab Programs
	Target Area	
	Goals Supported	Roof Housing Rehabilitation Program
	Needs Addressed	Affordable housing - Rehab of existing units
	Funding	CDBG: \$207,765
	Description	This activity is to install new roofing and associated materials for low-income, owner occupied, single family homes in the City of Peoria.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Thirteen (13) low-income families will be assisted.
	Location Description	Locations are unknown at this time, but will be within the City of Peoria.
	Planned Activities	Planned activities are to receive and approve applications from eligible low-income, owner occupied, single family homes for rehabilitation and roof repair to ensure the property is habitable.
4	Project Name	Demolition Program
	Target Area	
	Goals Supported	Demolition Program
	Needs Addressed	Clearance
	Funding	CDBG: \$100,000

	Description	This activity is to clear deteriorated structures on a spot blight basis.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable. Properties to be demolish will be vacant at time of demolition. Additionally, properties will be demolished on a spot blight basis. Therefore, by CDBG regulation, this activity will not directly benefit low-income households. It is estimated that eight (8) properties will be demolished.
	Location Description	Locations are unknown at this time, but will be within the City of Peoria.
	Planned Activities	This activity is to clear deteriorated structures on a spot blight basis.
5	Project Name	CHDO Set Aside
	Target Area	
	Goals Supported	CHDO Set Aside
	Needs Addressed	Affordable Housing - New construction
	Funding	HOME: \$300,000
	Description	This activity is to create housing units for low-income eligible households using no less than 15% of HOME funds from the 2016 grant allocation. This goal will be associated with activities completed only by certified Community Housing Development Organizations (CHDO). The City will certified an organization's CHDO status prior to committing any HOME funds under this goal/activity.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Three (3) low-income households will be assisted.
	Location Description	Locations are unknown at this time, but will be within the City of Peoria.

	Planned Activities	This activity is to create housing units for low-income eligible households using no less than 15% of HOME funds from the 2016 grant allocation. This goal will be associated with activities completed only by certified Community Housing Development Organizations (CHDO). The City will certified an organization's CHDO status prior to committing any HOME funds under this goal/activity.
6	Project Name	Public Service Set Aside
	Target Area	
	Goals Supported	Public Service Set Aside
	Needs Addressed	Public Services
	Funding	CDBG: \$229,000
	Description	This activity is to provide a variety of public services to be utilized by low income residents. This will be accomplished through the City's subgrantee agreements with local service providers.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Two thousand (2,000) low income individuals will be assisted.
	Location Description	Locations of awarded public service organizations are throughout the City of Peoria. Many public services will be offered to individuals residing in the CDBG Target Area (low income area - where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County).
	Planned Activities	This activity is to provide a variety of public services to be utilized by low income residents. This will be accomplished through the City's subgrantee agreements with local service providers.
7	Project Name	ESG16 Peoria
	Target Area	

Goals Supported	Emergency Solutions Grant
Needs Addressed	Homeless-Emergency Shelter Homelessness - Rapid Re-housing
Funding	ESG: \$139,993
Description	This activity will provide rapid re-housing assistance, emergency shelter and housing relocation and stabilization services to eligible homeless individuals. Additionally, this activity will include funds for grant administration and HMIS (Homeless Management Information System) activities and may include street outreach and homeless prevention. The City will partner with the Heart of Illinois Homeless Continuum of Care for funding allocation and goal performance. In addition, administration costs for staff (\$9,700) will be retained by the City for general management, oversight and coordination of the ESG program.
Target Date	1/1/2018
Estimate the number and type of families that will benefit from the proposed activities	Three hundred (300) homeless persons to be assisted with emergency shelter. Ten (10) homeless households to be assisted with rapid re-housing assistance.
Location Description	The location of emergency shelters and housing units to be provided rapid re-housing assistance will be within the City of Peoria.
Planned Activities	This activity will provide rapid re-housing assistance, emergency shelter and and housing relocation and stabilization services to eligible homeless individuals. Additionally, this activity will include funds for grant administration and HMIS (Homeless Management Information System) activities and may include street outreach and homeless prevention. The City will partner with the Heart of Illinois Homeless Continuum of Care for funding allocation and goal performance. In addition, administration costs for staff (\$9,700) will be retained by the City for general management, oversight and coordination of the ESG program.
Project Name	Code Enforcement

8	Target Area	CDBG Target Area
	Goals Supported	Focus Area Housing Program Leverage
	Needs Addressed	Affordable housing - Rehab of existing units Clearance
	Funding	CDBG: \$345,000
	Description	This activity will include code enforcement inspections and staff related costs. This activity will only occur in the CDBG Target Area (low income area - where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County) of the City that would be considered deteriorated or deteriorating.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 400 housing units will be inspected/enforced under this activity. These housing units may be occupied at time of inspection. This activity will directly benefit low income residents as the code enforcement activities will only occur in the CDBG Target Area (low income area - where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County) of the City that would be considered deteriorated or deteriorating.
	Location Description	Code enforcement activities will only occur in the CDBG Target Area (low income area - where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County) of the City that would be considered deteriorated or deteriorating.
Planned Activities	This activity will include code enforcement inspections and City staff related costs. This activity will only occur in the CDBG Target Area (low income area - where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County) of the City that would be considered deteriorated or deteriorating.	
9	Project Name	Planning / General Administration
	Target Area	
	Goals Supported	Planning / General Administration

	Needs Addressed	Affordable Housing - New construction Affordable housing - Rehab of existing units Public Improvements and Infrastructure Public Services Economic Development Clearance
	Funding	CDBG: \$255,000 HOME: \$50,000
	Description	This activity is to ensure the CDBG and HOME grants and their associated activities are properly planned and administered. Please note that ESG planning/general administration is included under the ESG Strategic Plan Goal and the ESG16 activity. The total amount of administration allocated to ESG is \$9,700 for program year 2016.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable as planning and administration activities are not subject to benefit numbers.
	Location Description	Planning and administration activities will be for City staff who report to City Hall at 419 Fulton Street, Peoria, IL 61602.
	Planned Activities	This activity is to ensure the CDBG and HOME grants and their associated activities are properly planned and administered. Please note that ESG planning/general administration is included under the ESG Strategic Plan Goal and the ESG16 activity. The total amount of administration allocated to ESG is \$9,700 for program year 2016.
10	Project Name	Housing Rehabilitation Delivery
	Target Area	
	Goals Supported	Housing Rehabilitation Delivery

	Needs Addressed	Affordable housing - Rehab of existing units
	Funding	CDBG: \$60,000
	Description	This activity is for City staff costs associated with the housing rehab programs funded with CDBG. It is designed to ensure that the housing rehabilitation activities are properly inspected and administered. This goal is for staff costs associated with the housing rehab programs funded with CDBG. It is designed to ensure that the housing rehabilitation activities are properly inspected and administered. This goal's outcome indicators will be reported in the PCCDH Lead Match Program, listed as activity #2 and the Roof Housing Rehabilitation Program, listed as activity #3 in the 2016 Annual Action Plan Project Summary.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	One (1) low-income household will be reported as served under this activity. The remaining number of families that will be served under this activity will be reported in the PCCDH Lead Match Program, listed as activity #2 and the Roof Housing Rehabilitation Program, listed as activity #3 in the 2016 Annual Action Plan Project Summary.
	Location Description	Locations are unknown at this time, but will be within the City of Peoria.
	Planned Activities	This activity is for City staff costs associated with the housing rehab programs funded with CDBG. It is designed to ensure that the housing rehabilitation activities are properly inspected and administered.
11	Project Name	Public Infrastructure and Improvements
	Target Area	
	Goals Supported	ADA Ramp Program
	Needs Addressed	Public Improvements and Infrastructure
	Funding	CDBG: \$200,000
	Description	This activity will install ADA ramps and sidewalk improvements at intersections and other pedestrian crossing areas in need of infrastructure for improved mobility.
	Target Date	12/31/2018

Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 2,000 total persons will be assisted from the proposed activity. All persons to be served are presumed to be low income as they qualify as adults meeting the Bureau of the Census' Population Reports definition of "Severely Disabled".
Location Description	Locations are unknown at this time, but will be within the City of Peoria at areas in need of infrastructure for improved mobility.
Planned Activities	This activity will install ADA ramps and sidewalk improvements at intersections and other pedestrian crossing areas within the City at areas in need of infrastructure for improved mobility. For the Goal Outcome Indicator listed below, the City expects that the total persons assisted under this activity will be 2,000. During the 5-year period of the Consolidated Plan in which this Strategic Plan Goal is included, the City expects that a total of 10,000 persons will be assisted under the ADA Ramp Program if the Program is funded in each year of the Consolidated Plan. This goal performance expectation is based upon the 2013 American Community Survey which reported 12,204 disabled individuals in Peoria. Since this activity will be provided city-wide, the City anticipates that it will serve 80% of the total reported disabled individuals.

AP-50 Geographic Distribution – 91.220(f)

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

The CDBG Target Area includes Census Tracts (CT) and Block Groups (BG) where at least 51% of the resident households have reported incomes that are 80% or below the area median income. This information is published annually by HUD and uses the statistical information identified in the 2006-2010 American Community Survey (ACS) (per Notice CPD 14-11). The CDBG Target Area is also referred to as Peoria's Low Income Area. This area is in the older sections of the City of Peoria, generally south of McClure Avenue.

The CDBG Target Area includes the following Census Tracts (CT) and Block Groups (BG): CT 1; CT 2 BG 1,2,3; CT 3 BG 1,2,3; CT 5 BG 1,2,3; CT 6 BG 1,2,3,4; CT 7 BG 1,2; CT 8, BG 1; CT 9 BG 1,2,3; CT 12 BG 1,2; CT 13, BG 1; CT 15 BG 1,2; CT 16 BG 1,2; CT 18, BG 1,2,3; CT 19, BG 1,2,3; CT 21 BG 1,2,3,4,5,6; CT 22 BG 3; CT 24 BG 3, CT 25 BG 2,4; CT 26 BG 2; and CT 27 BG 2.

In order to calculate the percentage of allocation/investment in the past, City staff included the expenditures from the CDBG and HOME grants that were invested specifically into housing units/real property located in the Target Area and divided by the total amount of CDBG and HOME funds expended in the program year (excluding admin costs). The expenditures included activities for demolition/clearance, housing rehab programs, CHDO projects and new construction of rental units. Beginning in 2015 and will continue in 2016, the City will also include the costs associated with the Code Enforcement activity in the CDBG Target Area. This activity will include staff costs, but as a result of the inspections and enforcement, improvements will be made to real property located in the CDBG Target Area. Additionally, inspectors will be limited to only working in the Target Areas. Allocations for administration, public service, ADA ramps, housing delivery and ESG costs were excluded from the calculation of the percentage as these expenditures are not specifically invested into real property.

Geographic Distribution

Target Area	Percentage of Funds
CDBG Target Area	70

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The basis for giving priority to the allocation of investments geographically to the CDBG Target Area is to utilize available resources that address priority needs that will have a desired, and, when possible, measurable positive impact in the area where there is the most need.

Discussion

The overall geographic distribution/investment of 70% of the City's 2016 grant entitlement funds is not a HUD requirement. The 70% investment is a goal of the City for its 2016 Annual Action Plan to allocate available funding in an area of the community where there is the most need and the majority of low income households reside, thereby encouraging a concentrated impact. However, specific to the CDBG program, the City must select a consecutive period of one, two or three years that will be used to determine that a minimum overall benefit of 70% of CDBG funds were used to directly benefit low income households. The City has selected a three year benefit period, which currently includes program years 2014, 2015 and 2016. The 2016 Annual Action Plan covers the third and final year of this three year period. Upon conclusion of the 2016 program year, another three year period will begin. For program years 2014 and 2015, the City is at a 57.40% benefit rate (per the IDIS PR26 Report). The City will carefully monitor all expenditures in the 2016 program year to ensure compliance with the 70% benefit rate.

AP-55 Affordable Housing – 91.220(g)

Introduction

The 2016 Annual Action Plan will address affordable housing for homeless, low income (non-homeless) and special needs households through the creation of new units, rehabilitation of existing units and short-term/medium term rental assistance.

One Year Goals for the Number of Households to be Supported	
Homeless	10
Non-Homeless	32
Special-Needs	2
Total	44

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	6
Rehab of Existing Units	27
Acquisition of Existing Units	1
Total	44

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

Discussion

The number of households to be supported as identified above include the following 2016 Annual Action Plan projects:

Rental Assistance: ESG Rapid Rehousing Assistance - 10

Production of New Units: CHDO activities - 3; Focus Housing Leverage New Construction - 3

Rehab of Existing Units: Housing Rehabilitation Program 13; PCCHD Lead Grant Match Program - 13;
Focus Housing Leverage Rehab - 1

Acquisition of Existing Units: Focus Housing Leverage Direct Financial Assistance to Homebuyer - 1

AP-60 Public Housing – 91.220(h)

Introduction

The Peoria Housing Authority (PHA) is the sole housing authority located in the City of Peoria and primarily serves the Central Illinois region. The PHA provides both tenant-based and project-based Section 8 voucher programs as well as managing four (4) housing developments owned by the Authority. The PHA offers many services to its residents, including but not limited to, Access to Resource and Referral Opportunities (ARRO) program, Family Self-Sufficiency (FSS) Program, AmeriCorps service members and the National Association of Housing and Redevelopment Officials (NAHRO) Training Center. In 2016, the City will continue to support the PHA.

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

In early 2016, the PHA appointed a new CEO from a HUD field office in Detroit. The previous CEO held the position since 2006, but started at the PHA in 1983 and retired after 27 nonconsecutive years of service. In 2016, the PHA will undergo a major transition with the new CEO leadership. The City Mayor's Office appoints the PHA Board Commissioners and City Administration was involved in the selection and on boarding of the new CEO. The City will continue to support PHA during this year of transition as well as supporting its efforts to redevelop Taft Homes. Since 2013, the PHA has identified Taft Homes as an opportunity for housing redevelopment. Taft Homes is a public housing project (owned and managed by the PHA) located off the Illinois River. In total there are 200 apartment units at Taft, housed in separate wood-framed buildings. Built in 1952 as a temporary means of shelter for veterans returning from the Korean War, the buildings soon transitioned to low income housing. In 1996, all 220 units in the complex underwent comprehensive rehabilitation efforts by the PHA in conjunction with the City. During its modernization effort the PHA decided to demolish the fifteen (15) buildings closest to the river, that had extensive rehab needs and were known for illicit activities. The Taft Homes redevelopment plan proposes a mixed-income neighborhood to include market rate units as well as commercial space, along the desirable Illinois River. The PHA along the City and the Local Initiatives Support Corporation (LISC) of Greater Peoria will continue the planning process for Taft Homes redevelopment in 2016.

Increasing the utilization of the Section 8 tenant-based voucher program is a priority goal for 2016. The PHA intends to review opportunities for increasing landlord participation, particularly in areas of the City where there are not existing concentrations of low income households.

The City has no funded projects from its 2016 grant allocations that will specifically address the needs of public housing residents.

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

The PHA continues its efforts to engage residents in management through resident councils, committees and the creation of Resident Advisory Boards. Two properties currently have active resident councils: Sterling Towers and Taft Homes. Harrison Homes has a board recognized resident council, but the council is inactive. Monthly resident meetings continue at Taft Homes to provide opportunities for feedback and reporting in relation to the proposed redevelopment initiatives. There is a core group of Taft Home residents who continue to attend monthly and have communicated a desire to have multiple housing options. Some PHA residents have expressed concerns with having to obtain utilities in their own name and recognize this could be a barrier for housing relocation/advancement. The ARRO program services supplement the FSS program and provide resources for residents to prepare for utility placement. In addition, PHA collaborates with local HUD certified housing organizations to provide financial literacy services and homeownership counseling for households in public housing.

The AmeriCorps service members are focused specifically on employment skills, coaching, training and job referrals to facilitate the outcome of obtaining employment for families who reside at Taft Homes, Harrison Homes, and other scattered sites. The ARRO is a resident intern program for public housing residents that provides counseling services and self-sufficiency advocacy. Both of these programs also work with families who need additional resources to improve quality of life and may help with obtaining social security, budgeting, caregiver assistance, etc. The Family Self-Sufficiency (FSS) Coordinator for public housing focuses on developing family training plans with goals related to creating economic independence and increasing family wealth through employment, education, and financial literacy. There are homeownership goals for public housing that are related specifically to providing homeownership education services with purchasing a home as a long-term goal.

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

PHA was designated as troubled for FYE 2012 and will be working with the Chicago HUD Field Office on a recovery action plan to ensure long term sustainability of operations for public housing. In FY 2013, the PHA was a standard performer except under the management indicator in which they were designated substandard. Sixteen (16) out of the possible twenty-five (25) points for the management indicator are related to occupancy. Unit turnaround time has been the primary barrier. The Section 8 tenant-based voucher program has a preliminary standard performer designation. The City is not actively providing assistance to help the PHA with public housing performance.

Discussion

No additional information is needed.

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

Introduction

The City objectives under the 2016 Annual Action Plan are to continue the priority of funding for Rapid Re-housing assistance with its ESG allocation, continue the partnership with the Heart of Illinois Homeless Continuum of Care (HOIHCO) to implement the federal HEARTH Act requirements and encourage the advancement of the Homeless Management Information System (HMIS) as data collection tool for service delivery and funding prioritization.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

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

The City will continue to participate in the HOIHCO annual Point-in-Time Count (including the unsheltered count/"street sweep") and the Housing Inventory Count. The City will require a formerly homeless or currently homeless individual to participate in the HOIHCO and have input in the allocation of ESG funding to best assess the funded activities and needed services. The City will distribute Continuum member agencies program locations, provider capacity and general referral information to its staff (including Police, Fire and 9-1-1 Center), local officials and neighborhood associations.

The City will encourage Continuum members to expand outreach with faith-based organizations and the possibility of having a formal needs survey available at these organizations' events, such as soup kitchens, food pantries and clothing donations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City plans to continue ESG funding for emergency shelters. In addition, the City will continue to work to decrease the number of people who enter and stay in emergency shelters through funding prioritization of its ESG allocation to Rapid Re-housing assistance.

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 has a Rapid Re-housing program funded with its ESG allocation. This program is designed to assist currently homeless individuals and families move from homelessness (emergency shelters) to permanent housing.

The City collaborates with developers interested in the creation of new permanent supportive housing of affordable housing units. City HOME funds may be allocated to this development.

In addition, the City will explore opportunities to link private landlords with social service agencies for the availability of housing. Finally, the City will continue its proactive code enforcement efforts to ensure housing units are well maintained, safe and secure and not have any deficiencies that would endanger tenants.

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

The City will collaborate with the local homeless Continuum of Care to redesign the homeless prevention services and allocate only dollars, such as State or private donations, to fund homeless prevention assistance. The City and the HOIHCOC are in agreement that Federal resources should be prioritized to assist those currently homeless.

Additionally, the City will continue to assist the local homeless Continuum of Care in the design of the coordinated/centralized intake system to ensure those individuals with the greatest need are identified and appropriate referrals are made to available services immediately.

Engaging representatives from the local hospital institutions, education systems, Department of Corrections and Department of Child and Family Services with the planning initiatives of the Continuum has continued to be a challenge. The multifaceted structure for some institutions has also contributed to the challenge of "who" at the organization should be contacted regarding the Continuum and its member services. One of the 2016 strategic goals for the Continuum will be to increase the partners/membership of traditional non-homeless organizations. The Continuum intends to specifically target the local business

community, churches, county governments and youth services providers (including local boards of education) to attempt to engage these representatives in active participation with the Continuum. The City will use its networking resources to encourage response and participation from the Continuum to these organizations.

The City will continue to collaborate with institutions regarding discharge planning and how best to reintegrate populations back into community-based living. The City will also continue to require all funded institutions and systems to have housing relocation plans identified for individuals and families prior to program discharge.

Discussion

In 2016, it is anticipated that the HOIHCOC will establish a permanent staffing structure under its new Governing Board. In mid-2015 the Continuum, in partnership with the local United Way, the City, Caterpillar Foundation and Community Foundation, hired a consultant team to develop a Continuum staffing strategy, revise its 10-year plan to end homelessness and create a centralized intake/coordinated assessment system. For many years, the activities and efforts of the Continuum were completed by volunteers of member agencies. With the implementation of the federal HEARTH Act, volunteer manpower is no longer an efficient, capable way to continue manage the Continuum. Significant action by the consultant team and Continuum Governing Board members have been completed and by the end of 2016, it is anticipated that a new Continuum lead agency will be selected and staff will be hired. City staff, through participation on the Continuum's Steering Committee, Governing Board and General Membership, have been directly involved in the consultant team work. The City recognizes the need to have a permanent staffing structure of the Continuum and will continue to support its progression in 2016.

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

Introduction

Taxes, land use control and building codes can have a negative effect on affordable housing and residential investment. The City has no taxing policies that would negatively impact the development of affordable housing or residential investment. Housing taxes are based solely on the assessed value of the property and are determined by the Peoria County Assessor's Office. Land use controls include zoning, subdivision and building codes. The Land Development Code (LDC) requires residential design elements that could increase development costs in older neighborhoods of the City. The LDC covers a majority of the CDBG Target Area (low income area - where 51% or more of the resident households have reported incomes at 80% or less than the area median income for Peoria County). Building Code requirements and fees are uniform to all types of residential development and present no barriers to affordable housing or residential development, in fact in some circumstances the City's fees are considerably lower than those assessed by surrounding communities. Affordable housing developments frequently obtain subsidies from the City and environmental clearance assistance when federal funds are involved. There are no fees, charges, growth limits, or other policies that affect the return on residential investment. Land costs, especially vacant land held by the Peoria County Trustee, are reasonable and feasible for development. The City does not assess impact fees on developers to pay for all or a portion of the costs to provide public services for new residential developments located in the City's established neighborhoods.

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

The introduction summary listed above identifies the applicability of the Land Development Code (LDC) as a potential barrier to affordable housing development in the City. The LDC requires in-fill, new construction development to be consistent with the current character of an existing street or block. The LDC could increase design and construction costs in order to meet the design standards. In order to ameliorate this policy, the City will make HOME funds available to affordable housing developers at a level significant enough to cover the additional cost of the design standard. These design standards provide low income households with housing units that better match the surrounding properties, and the additional HOME funds allow the units to remain affordable to those households as well as encouraging developers to undertake projects in the City's older neighborhoods.

The City Manager has the authority to waive or reduce building permit fees on a case-by-case basis. Although the City's building code fees are reasonable and in some circumstances considerably lower than those assessed by surrounding communities, the City has provided a reduction or no charge building permits to affordable housing developers. This type of assistance is provided when the housing

development project is a part of a larger neighborhood revitalization strategy.

In 2016, City staff intends to examine the definition of "family" in the zoning ordinance. The zoning ordinance currently permits that 3 unrelated individuals can live in a single-family home. This definition could be interpreted as limiting or restricting who or what constitutes a family. Staff must ensure that an acceptable balance is met in the revised definition to provide for appropriate representation of a family as well satisfying lot size/density concerns.

Discussion

Additional information regarding the City's planned activities to foster and maintain affordable housing can be found in section AP-85: Other Actions.

AP-85 Other Actions – 91.220(k)

Introduction

The City's planned actions in this section are to promote the coordination of services among providers, seek and support the pursuit of additional funding to address underserved needs, and reduce the number of households in poverty through various services.

Actions planned to address obstacles to meeting underserved needs

Obstacles include insufficient funding to meet a variety of community needs, available land throughout the City for in-fill, new construction and a need for enhanced coordination of services. To resolve these issues, the City will continue to investigate new funding opportunities and engage the public and other community stakeholders to identify and prioritize needs. Through this public engagement, the City will also assist in identifying if a service is being offered by another community organization and how best to collaborate with the available resources. The City will continue to obtain property through the abandon property process associated with the demolition court. A court order deed, accompanying the demo order, is issued to the City when a property is declared by the courts as abandoned. The City will work with developers to identify a plan to best use the acquired property.

The City recently hired two Neighborhood Enhancement Coordinators that serve as a liason between the City and neighborhood residents. These employees work to improve neighborhood conditions through management of neighborhood activities, assessing quality and efficiency of current Community Development programs and providing customer service to neighborhood residents. Along with the City's 311 system called Peoria Cares, these positions work to provide residents with a direct connection to the City and ensure the needs of residents are being met. The Neighborhood Enhancement Coordinator positions were added mid-year in 2015. City Administration will be able to guage the positions' effectiveness and identify areas for growth in 2016.

Actions planned to foster and maintain affordable housing

The City's housing rehabilitation programs serve to maintain and foster affordable housing. Details of the housing rehabilitation programs can be found in the Plan under section AP-20: Annual Goals as well as section AP-35: Projects Summary Information.

Multi-family, rental developments that have been funded with the City's HOME allocation are monitored annually to ensure that the developments are following ongoing affordability requirements and are maintained. The summary of each year's monitoring results are reported in the City's Consolidated

Annual Performance Evaluation Report (CAPER).

The City will also support the following actions in 2016 to foster and maintain affordable housing:

- Allocate funding to Community Housing Development Organizations to develop affordable housing
- Allocate CDBG funding to code enforcement activities and staffing costs for increased inspections/enforcement
- Allocate ESG funding to provide housing assistance for homeless individuals and families
- Continue the partnership with Peoria Housing Authority
- Continue the partnership with the Heart of Illinois Homeless Continuum of Care
- Support the programming for Money Smart Week in partnership with the Chicago Federal Reserve and local lenders
- Continue the sponsorship of annual Landlord Training as a part of the City's Rental Registration Program (ordinance requirement)
- Partner with IHDA to promote down payment assistance programs available in Peoria area through certified IHDA lenders

Through these actions, the City will continue to strengthen community interest and support to develop affordable housing. Additionally, the City has not identified affordable housing units that may be lost from the assisted housing inventory in 2016. If such units are later identified, the City will provide support in efforts to keep or replace these housing units.

Actions planned to reduce lead-based paint hazards

Lead based paint hazards and child lead poisoning have been well documented in Peoria County.

In 2014, the City allocated \$50,000 to the Peoria City/County Department of Health (PCCDH) to be used as matching funds for the PCCDH lead abatement/removal grant. Unfortunately, the PCCDH was not awarded funds from the lead abatement/removal application in which the CDBG funds were to be used as match. PCCDH reapplied and was awarded approximately \$3.2 million from HUD for its Lead Hazard Control grant. The grant award notification was issued in August 2015. The City will continue to reserve its 2014 match commitment, as well as allocate \$130,000 of CDBG funds from the 2016 grant award (refer to section AP-35: Project Summary), for the Health Department. The Health Department will begin to administer its Lead Hazard Control grant in early 2016 and it is anticipated that goal accomplishments for the CDBG program will be reported in the 2016 CAPER.

In 2014, the City reopened that paint program for owner occupied households in the first Council District – the majority of this District is located in the CDBG Target Area / Low Income Area of the City. This program continued in 2015 and for 2016 will expand to a City-wide paint program. The program provides paint vouchers to be used by homeowners to repaint their properties. This program is funded with local

funds (non- HUD funds) and is not a lead based paint removal program. However, the paint vouchers supplied to homeowners offset the cost of purchasing paint and provides an opportunity to repaint the exterior of their homes to mitigate code violations and improve the façade.

Actions planned to reduce the number of poverty-level families

The City will use a multi-faceted approach toward reducing the number of poverty level families in 2016. CDBG funds are being targeted for housing rehabilitation and public services. ESG funds will be used for rapid re-housing assistance and other housing relocation and stabilization services to bring families out of homelessness. These funds will assist low income families find suitable housing or remain in their homes without using their limited funds for repairs and provide public services and other programs that directly assist families move out of poverty.

The City poverty reducing goals, programs and policies are coordinated primarily through its Advisory Commission on Human Resources (HRC), which coordinates the CDBG public service funding process; the Heart of Illinois Homeless Continuum of Care (HOIHCO), which coordinates homeless goals, programs, and policies in the Peoria area; and through relationships with area social service and faith-based organizations.

Actions planned to develop institutional structure

The City has an extensive institutional structure in place used to implement the 2016 Annual Action Plan. The Department of Community Development, Grants Management Division, is charged with the responsibility of managing all HUD funds received by the City and to take the lead role in coordinating activities with outside agencies. In 2015, the Grants Management Division underwent staff changes to better account for responsibilities and staff turnover/retirement. A Grants Manager position was added to the Division. This position is the acting supervisor of the Grants Management Division and provides daily direction with staff as well as reporting to City Administration. Additionally, two Community Services Inspectors were hired in the Grants Management Division. These positions were newly created positions to the organization and were hired to account for staff retirement. The positions are responsible for the delivery of HUD funded housing rehab programs, demolitions and commercial code enforcement in the CDBG Target Area / Low Income Area that has been determined to be deteriorating or deteriorated. These positions were added in the mid-year in 2015. City Administration will be able to gauge the positions' effectiveness and identify areas for growth in 2016.

In 2014, the Grants Management Division, absorbed the administration of the City's current Youthbuild grant. The \$1.1 million dollar grant was awarded by the US Department of Labor in 2012 under the City's Workforce Development Department. As a part of the City's strategic organizational planning, the Workforce Development Department was eliminated and the Youthbuild grant and staff were reassigned to the City's Community Development Department. YouthBuild is a community-based alternative education program that provides job training and educational opportunities for at-risk youth ages 16-24.

Youth learn construction skills while constructing or rehabilitating affordable housing for low income or homeless families in their own neighborhoods. The City reapplied for additional Youthbuild funds in 2015. Unfortunately, the City was not selected. In 2016, staff will complete the close out of the existing Youthbuild grant and investigate other opportunities for at-risk youth employment/job-training services.

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

The actions planned in 2016 to enhance the coordination between public and private housing and social service agencies will include twice a year meetings among affordable housing providers, enhanced participation of homeless and mental health providers in the Heart of Illinois Homeless Continuum of Care (HOIHCO), the City's continuing collaboration with the Tri-County Regional Planning Commission's programs for revitalizing the region and through meetings with private business developers to discuss potential programs and projects.

In 2015, City staff was invited by the Peoria City/County Department of Health (PCCHD) to participate in its upcoming Mobilizing for Action through Planning and Partnerships (MAPP) process. The MAPP process will analyze the current conditions of the local public health system for the Health's Department Strategic Plan. The Forces of Change (FoC), also known as "environmental scanning" is the first of four assessments to be completed as apart of the MAPP process. The FoC is scheduled for January 2016 and additional information will be reported in the City's 2016 CAPER.

Additionally, the City is also a co-lead, with the PCCHD, in a Collective Impact Initiative focused on Maternal Child Health that will bring organizations across the City together to define an agenda and solutions with shared measurement in order to have the greatest collective impact on issues within the community.

Discussion

No additional information is needed.

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

Introduction

The below information documents the City's compliance with specific program requirements of its CDBG, HOME and ESG grants in program year 2016.

The City must select a consecutive period of one, two or three years that will be used to determine that a minimum overall benefit of 70% of CDBG funds were used to directly benefit low income households. The City has selected a three year benefit period, which currently includes program years 2014, 2015 and 2016. The 2016 Annual Action Plan covers the third and final year of this three year period. Upon conclusion of the 2016 program year, another three year period will begin. For program years 2014 and 2015, the City is at a 57.40% benefit rate (per the IDIS PR26 Report). The City will carefully monitor all expenditures in the 2016 program year to ensure compliance with the 70% benefit rate.

The CDBG program has no program income available at the start of the 2016 program year. The City's HOME program will utilize both resale and recapture provisions further described below.

The City is hereby declaring that it may utilize CDBG entitlement funds for urgent needs activities if an eligible emergency occurs and the City Council approves such use of CDBG funds.

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)**

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

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

Other CDBG Requirements

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

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

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

There are no other forms of investment being used. HOME Investment Partnership funds will be used as a grant to its Community Housing Development Organizations (CHDO) and a forgivable loan or grant to its Focused Area Housing Program recipients.

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

The City has adopted a Resale/Recapture Policy based on the guidance found at 24 CFR 92.254. Please refer to attachment labeled HOME Resale and Recapture Policy (Image Sequence #1 through 4). Also, refer to question number #3 for additional narrative.

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

The City has adopted a Resale/Recapture Policy based on the guidance found at 24 CFR 92.254. For HOME funded homebuyer activities, in order to secure the required HOME Affordability Period, the Homebuyer and City will execute a written agreement that includes all the terms and conditions of the HOME assistance. Additionally, a Notice of Use Restriction (Deed Restriction) will be recorded against the property to further secure the HOME Affordability Period and requirements contained within the written agreement. The City will continue monitoring of the HOME Affordability Period by annual certification of residence and ownership mailed to the property address. The letter will contain a certification of compliance with the HOME Affordability Period detailed in the written agreement and Notice of Use Restriction (Deed Restriction) with a 'Do Not Forward' label on the mailing address envelope. The City will select a random sample of previous activities within an active HOME Affordability Period to conduct further monitoring compliance. Within the sample, City staff will investigate property tax information, utility billing information and field inspections to determine residency and ownership compliance. For additional information regarding the resale and recapture guidelines, please refer to attachment labeled HOME Resale and Recapture Policy (Image Sequence #1 through 4).

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

There are no plans to use HOME funds to refinance any existing debt.

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

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

In conjunction with the City and the Heart of Illinois Homeless Continuum of Care (HOIHCOC), the development of ESG written standards were created to provide an agreed upon procedural guideline for program implementation in the City and through the HOIHCOC member agencies. The written standards should not be seen as an alternative to or replacement of HUD rules and guidance. The standards provide a framework through which ESG funds will be used in the City.

Specifically, ESG providers agree to follow procedures for screening, assessment, application and service provision to make certain that households meet the eligibility criteria of the program, to eliminate duplication, and appropriate services are being provided. All ESG providers must enter client and service level data into the HOIHCOC Homeless Management Information System (HMIS) in accordance with HUD rules, operating standards set by the HOIHCOC and confidentiality laws.

ESG written standards for providing assistance are included with the 2016 Annual Action Plan. Please refer to attachment labeled (Image Sequence #5 through 18).

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

Currently the HOIHCOC is in the development of the centralized or coordinated assessment system. The HOIHCOC has assigned a specific task group to plan, organize and determine that appropriate assessment tool and functionally of such a system in the HOIHCOC service area. Once a system is in place, the City will require all funded and future funded agencies to follow and participate in the created system.

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

ESG regulations require the City to collaborate with the HOIHCOC to conduct needs assessment, develop policies and procedures for service delivery and discuss funding allocation in order to provide the most comprehensive system for the homeless and at-risk population. The City recognizes that its ESG program is closely linked to the HOIHCOC. Therefore, to better align the consultation related to ESG funding allocations, the City Council approved the reassignment of funding recommendations to the HOIHCOC from the Advisory Commission on Human Resources (HRC) – a standing City Commission. Historically, the HRC Commissioners would review, rank and make funding recommendations to the City Council for approval. Beginning in 2014, that process is now the responsibility of the HOIHCOC and its Governing Board is comprised of the homeless participation requirement (homeless individual or formerly homeless individual holds a board member position for

the HOIHCOC). To facilitate the funding recommendation process, the HOIHCOC submits both a collaborative/Continuum-wide application and each agency, approved for ESG funding, submits an individual application to the City. The HOIHCOC Governing Board works with its member agencies to identify service priorities, program performance measures, provider capabilities to comply with ESG regulations and opportunities to leverage other funding. ESG subgrantee grants are awarded for a 2-year term. This extended grant term allows for a partnership between the awarded service provider, the City and the HOIHCOC to shift the focus from an application/funding cycle to program performance. This process is very team orientated and requires communication between service providers on how to best allocate funds for the most needed services.

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

The HOIHCOC Governing Board meets the homeless participation requirements in 24 CFR 576.405 (a) by holding a Board Member position for a current or formerly homeless individual.

5. Describe performance standards for evaluating ESG.

Each ESG subrecipient identifies the performance standards to be used in its ESG funded activities. These performance standards are included as a part of the funding application and stated in the City's subrecipient agreements.

City staff reviews each application for funding to determine if the performance standards submitted are reasonable with the amount of funds being requested and is a standard that can be objectively measured.

ESG subrecipients submit request for reimbursements and performance reports to the City on a quarterly basis. City staff ensures that the funds being requested correspond to the performance standards accomplishments for the quarter. The City also conducts on-site monitoring for each ESG funded activities. Performance reports and monitoring results are shared with the HOIHCOC.

Discussion

No additional information needed.

**City of Peoria
Resale and Recapture Guidelines for
HOME Program Activities**

The City of Peoria Grants Management Division of the Community Development Department will use HOME Investment Partnerships Program funds to provide housing for low-income persons. The forms of funding used to assist homebuyers and/or developers include: down payment assistance, development subsidies, or some combination of these methods. The City of Peoria Grants Management Division will use the Recapture method of insuring affordability for all homebuyer activities in which direct HOME funds assistance is provided. The City of Peoria Grants Management Division will use the Resale provision of insuring affordability when direct HOME funds assistance is not provided. Only one method shall be utilized for each project, the Recapture method is only allowed when there is direct HOME funds assistance provided.

Recapture Provisions

Subject to recapture are the HOME funds that are invested in a HOME assisted unit, as a direct subsidy to the homebuyer. The subsidy could include down payment assistance and the amount of each subsidy would be a minimum of \$1,000 and differ per each homebuyer. The minimum length of affordability is based on the total direct HOME funds assistance provided:

Affordability Requirements for the HOME Program

Total direct HOME subsidy to the buyer, per unit	Minimum period of Affordability
Less than \$15,000	5 Years
\$15,000 to \$40,000	10 Years
More than \$40,000	15 Years

The period of affordability shall commence from the date the activity is identified as “completed” in HUD’s Integrated Disbursement Information System (IDIS).

The Recapture Provisions are as follows:

- The Affordability Period shall be based on the total direct HOME subsidy to the homebuyer and does not take into account a development subsidy provided on the unit.
- The buyer must be purchasing the home to use as a principal residence. In other words, the buyer must intend to live in the home for the entire affordability period and not be buying the home for any other purpose, such as investment or rental property.
- Enforcement Mechanisms – Recapture provisions shall be detailed within each program written agreement between the homebuyer and the City of Peoria and enforced through a Notice of Use Restriction filed with the Peoria County Recorder’s Office.
- The requirements within shall be triggered upon sale or transfer of the HOME assisted property. As listed below:
 - In the event of a sale, conveyance or other transfer of the property, excluding any one or more of the following (each, a “Permitted Transfer”): any sale, conveyance or transfer

- (A) to a spouse upon a dissolution of marriage, (B) to the surviving spouse upon the death of a joint tenant Owner, (C) by will, or (D) upon foreclosure or deed in lieu of foreclosure, provided however that there are no Net Proceeds from the foreclosure or deed in lieu of foreclosure or that the City has received all or a portion of the funds from the Net Proceeds from the foreclosure or deed in lieu of foreclosure, then the City shall receive a portion of the funds from the Net Proceeds.
- The City will reduce the HOME investment amount to be recaptured from the Net Proceeds on a prorated basis for the time the Homeowner has owned and occupied the housing measured against the remaining years in the required Affordability Period. The prorated basis is as follows:
 - First Year - 90% of HOME investment from available Net Proceeds
 - Second Year - 70% of HOME investment from available Net Proceeds
 - Third Year - 50% of HOME investment from available Net Proceeds
 - Fourth Year - 30% of HOME investment from available Net Proceeds
 - Fifth Year - 10% of HOME investment from available Net Proceeds
 - The amount of recapture funds are subject to the availability of Net Proceeds available from the resale of the property. The term “Net Proceeds” shall mean the proceeds as indicated upon a closing settlement statement of the net amount to be paid to the seller. In the event that no such statement exists, “Net Proceeds” shall mean the amount equal to the sales price (X) minus any superior private debt (Y) and minus any reasonable closing costs (Z), as determined by the City, including, but not limited to, title insurance, recording fees, Realtor’s commissions or property taxes.
 - Additionally, the assisted Homebuyer will agree within the Affordability Period, to not vacate and then lease the property. In the event that the Homebuyer should vacate and then lease the property within the Affordability Period, the Homebuyer agrees, upon written demand from the City sent to the Homebuyer’s last known address, to re-occupy the property within a reasonable time as determined by the City and remain in the property until the expiration of the Affordability Period. If re-occupancy does not occur the Homebuyer agrees to repay the total amount of the HOME subsidy assistance to the City. The repayment shall become due and payable upon the City’s demand.

Resale Provisions

Subject to Resale Provisions are the total HOME funds that are invested in a HOME-assisted unit in which no direct subsidy assistance is provided. The minimum length of affordability is based on the total HOME funds assistance provided:

Affordability Requirements for the HOME Program

Total HOME Subsidy per unit	Minimum period of Affordability
Under \$15,000	5 Years
\$15,000 to \$40,000	10 Years
Over \$40,000	15 Years

The period of affordability shall commence from the date the activity is identified as “completed” in HUD’s Integrated Disbursement Information System (IDIS).

The Resale Provisions are as follows:

- The Affordability Period is based on the total amount of HOME funds invested in a property.
- The buyer must be purchasing the home to use as a principal residence. In other words, the buyer must intend to live in the home for the entire affordability period and not be buying the home for any other purpose, such as investment or rental property.
- Enforcement Mechanisms – Recapture provisions shall be detailed within each program written agreement between the homebuyer and the City of Peoria and enforced through a Notice of Use Restriction filed with the Peoria County Recorder’s Office.
- Methods – The Resale option ensures that the HOME assisted unit remains affordable over the entire period of affordability. Resale Provisions must be used where there is no direct HOME funds assistance provided.
- The requirements within shall be triggered upon sale or transfer of the HOME assisted property. As listed below:
 - Within the Affordability Period, the Owner agrees to only sell, convey or otherwise transfer the property to a low-income buyer for a sales price that is affordable and provides a fair return on owner investment, excluding any one or more of the following (each, a “Permitted Transfer”): any sale, conveyance or transfer (A) to a spouse upon a dissolution of marriage, (B) to the surviving spouse upon the death of a joint tenant Owner, (C) by will to a low-income buyer, or (D) upon foreclosure or deed in lieu of foreclosure, provided however the Affordability Period has not expired and any resale of the property is to a low-income buyer who will occupy the property for the remainder of the Affordability Period.
- The term “low-income buyer” has an annual income, as adjusted for family size, that is less than or equal to eighty percent (80%) of the area median income (as defined by HUD) for the Peoria County area.
- The sales price must be “affordable” to low-income buyers. In this instance, the affordable price results in a monthly housing cost for principal, interest, taxes and insurance of not more than 30% of the gross monthly income for a household below 80% of the area median income for the Peoria County Area.
- Net proceeds from the sale must provide the original homebuyer, now the home seller, a “fair return” on his/her investment (including any down payment and capital improvement investment made by the seller since purchase). The sales price may encompass the following in its formula:
 - The cost of any capital improvements, documented with receipts including but not limited to the following:
 - Any additions to the home such as a bedroom, bathroom, or garage;
 - Replacement of heating, ventilation, and air conditioning systems;
 - Accessibility improvements such as bathroom modifications for disabled or elderly which were not installed through a federal, state, or locally-funded grant program; and

- Outdoor improvements such as a new driveway, walkway, retaining wall, or fence.
 - The increase in the value of owner equity and investment as calculated by the cumulative percentage of change which is calculated by the Housing Price Index (HPI) calculator of the Federal Housing Finance Agency (X) plus 1.00 times the total owner investment at time of purchase (Y) plus the documented improvements as described above (Z).
 - (Example - Home purchased in 2000 for \$50,000. The HPI for 2000-2004 stayed the same at +.03 for each year, which calculates to a cumulative percentage of .12. To calculate “fair return” one must multiply \$50,000 x 1.12 = \$56,000, plus the documented improvements of \$4,000 would total \$60,000. The “fair return” to the seller would be the increase in value of \$60,000, minus the original investment of \$50,000 to equal a \$10,000 fair return.)
- Additionally, the assisted Homebuyer will agree within the Affordability Period, to not vacate and then lease the property. In the event that the Homebuyer should vacate and then lease the property within the Affordability Period, the Homebuyer agrees, upon written demand from the City sent to the Homebuyer’s last known address, to re-occupy the property within a reasonable time as determined by the City and remain in the property until the expiration of the Affordability Period. If re-occupancy does not occur the Homebuyer agrees to repay the total amount of the HOME subsidy assistance to the City. The repayment shall become due and payable upon the City’s demand.



Emergency Solutions Grant (ESG)
Policies and Procedures

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ESG Policies and Procedures - Page 1

Annual Action Plan
2016

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The intent of this document is to provide a framework through which ESG funds will be used in the City of Peoria. This document provides a summary of HUD ESG rules and agreed upon procedural guidelines for program implementation in the City and provided by member agencies of the Heart of Illinois Homeless Continuum of Care (HOIHCOOC).

This document, in no manner, should be seen as an alternative to or replacement of HUD rules and guidance. More information can be found at www.hudhre.info

I. CONSISTENT PROCEDURES AND PRACTICES:

ESG providers agree to follow procedures for screening, assessment, application and service provision to make certain that households meet the eligibility criteria of the program, to eliminate duplication, and to ensure seamless homeless prevention coverage in the county. All ESG providers must enter client and service level data into the Heart of Illinois Homeless Continuum of Care (HOIHCOOC) HMIS system in accordance with HUD rules, operating standards set by the HOIHCOOC and confidentiality laws.

The ESG Interim Rule provided four possible categories under which individuals and families may qualify as homeless, corresponding to the broad categories established by the statutory language of the definition in section 103 of the McKinney-Vento Act, as amended by the HEARTH Act.

Projects must serve clients that qualify as Homeless (HUD definition at 24 CFR Part 91 or At-Risk of Homelessness (HUD definition at 24 CFR Part 576). The categories are:

- (1) Literally Homeless;
- (2) Imminent Risk of Homelessness;
- (3) Homeless under other Federal statutes; and
- (4) Individuals and families who are fleeing, or are attempting to flee domestic violence.

II. COORDINATION OF SERVICES:

ESG Providers will work with member agencies of the HOIHCOOC to utilize a universal brief screening tool to be used to identify consumers who are appropriate to access funds and supportive services through ESG.

Other available resources will be used before ESG funds are used in homeless prevention. In addition, the ESG providers will collaborate with other agencies to ensure that all households at risk will have full access to homeless prevention and intervention resources, including area shelters, transitional housing programs, townships and other human service entities.

Eligible applicants must live within the City of Peoria, meet income guidelines, and be homeless but for the ESG assistance.

III. PREVENTION OF HOMELESSNESS THROUGH THE ESG PROGRAM:

Prevention assistance to households under the ESG Program is intended to have a meaningful impact on homelessness and housing stability for participating households.

ESG provides a variety of supports (*See Eligible Supports*) to achieve the following three assistive elements: preventing people from homelessness; diverting people who are applying for shelter into other housing; and helping people who become homeless to quickly return to permanent housing. ESG consists of a Rapid Re-housing component for those who are currently homeless and a Homeless Prevention component for those at risk of becoming homeless. Eligible households include people with very low incomes (below 30% of the Area Median Income AMI), who lack resources for housing and who are homeless or would be homeless *but for this assistance*.

Participating households must agree to allow household demographic and service information to be shared through the HOIHCOC Homeless Management Information System (HMIS), (*See Confidentiality & HMIS Standards*), must complete a case management assessment and must develop and participate in case management and life skills support from a provider agency.

The HOIHCOC will target households that have a demonstrated housing crisis, that meet one or more risk factor and that are likely to remain stably housed after this assistance.

Eligibility may be re-assessed every 30 days for all participating households (*See Eligibility Criteria & Risk Factors*). Households receiving any type of rent assistance under this program must reside or plan to reside in an eligible unit (*See Eligible Units*). ESG is not a mortgage assistance program and it is not intended to serve persons who need long-term and or intensive supports.

Maximum forward assistance under this program is 3 months and may be extended with approval of the supervisor.

IV. ELIGIBLE SUPPORT FOR HOMELESS PREVENTION & RAPID RE-HOUSING

Supports provided by provider agencies are intentionally focused on housing – either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. ESG provider agencies should be prepared to develop a clear process for determining the type, duration and level of assistance available for each participating household.

Financial Assistance

- Rent arrearage (up to 6 months)**
- Short-term rent assistance (up to 3 months)**
- Security Deposits (max 2 months rent)
- Utility Deposits
- Utility Arrearages (up to 6 months)

Housing Relocation and Stabilization Services

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- Case Management
- Housing Search and Placement

* The HOIHCOC ESG providers have agreed to limit short-term rent assistance to a maximum of 3 months.

V. PROCEDURAL GUIDELINES FOR ESG ASSISTANCE

- The HOIHCOC ESG provider agencies will only provide assistance to households residing in, homeless within or moving to Peoria, Tazewell, Woodford, and Fulton Counties.
- ESG assistance cannot be provided to eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.
- There are four cost types: rent payments (client portion or the subsidy), security deposits, utility deposits, and utility payments. So, if a participant is receiving rental assistance under another program, ESG funds may not be used for rental assistance during that same time period.
- Funding could be used to pay for another cost type such as security deposit or utility payments. For example, a homeless veteran entering a HUD-VASH project may receive security deposit assistance through ESG funds.
- For households who have the Section 8 Housing Choice Voucher, assistance should be provided through existing HPP funds such as IDHS before utilizing ESG funds, document rent amount and that the unit has passed inspection before any assistance is approved.
- When providing rental assistance and security deposit, the lease must be in the client's name and signed by the tenant and the landlord. The assistance (voucher and payment) is made to the property owner/property complex only, and is not to exceed the amount owed to the owner for rent and/or security deposit.
- Security Deposits are to be used for permanent housing only. Clients that are moving into a halfway house or need "program fees" are not eligible.
- ESG agencies will only provide the equivalent of 2 months' rent maximum for security deposit to eligible households. Exceptions will only be made for good cause, such as proven bad credit, which prevents the household and the ESG agency from locating an appropriate alternative unit.
- When providing rental arrearage assistance the ESG agency must ensure and document that the payment will enable the eligible household to remain in the housing unit for which the arrears are being paid or enable the household to move to another unit.

- ESG agencies will only provide eligible individuals or households with up to 6 months of arrears, provided that the client or a member of his/her household has an account in his/her name with a utility company. ESG funds can only be utilized for provision of gas, electric, water, and sewer services, not phone or cable.
- Financial assistance is provided in voucher form only and no payments are made directly to participating households.
- ESG providers must track ESG services separately from other funds. Likewise, services provided under the components of Homeless Prevention and Rapid Re-housing must be tracked independent of each other. Finally, ESG funds provided via the State of Illinois must be tracked separately from ESG funds provided by the City of Peoria.

VI. ELIGIBILITY CRITERIA

All households must be reassessed for eligibility on a quarterly basis. Households which do not meet all eligibility criteria are not eligible to receive any ESG services - including financial assistance and housing relocation and stabilization services. Households may become ineligible for ESG services if they do not meet the terms of the Recovery Plan at any point as determined by the ESG provider. (*See Separation Guidelines*)

HUD Guidelines:

- Household must be at or below 30% of the HUD Area Median Income (AMI) guidelines (*see www.huduser.org/DATASETS/il.html*);
- Must have no subsequent housing options identified but for this assistance;
- Must lack financial resources or support network to obtain and sustain housing but for this assistance;
- Agrees to allow household information to be shared via the HMIS reporting system, ESG funding recipients must be entered into HMIS for reporting requirements (unless exempted by law);
- Must complete a comprehensive assessment of needs matrix, a goal sheet, and the universal service plan for housing stabilization;
- ESG funding recipients must be willing to create and engage in services, goal-setting, and case management as needed to acquire and maintain stable housing (independent of this assistance within a defined time period not to exceed 12 months);
- If receiving assistance with utility deposit or utility arrearage, household must show valid disconnect notice or proof that utilities will not be connected without assistance. As with all activities under ESG, assistance must be sought first from other resources (LIHEAP);
- If receiving short term rent assistance, the household must be living in or planning to move to a residence which meets HUD's Rent Reasonableness Standard and quality housing standards. (*See Eligible Units*);

- If receiving any services through the Rapid Re-housing component of ESG, household must be homeless according to the following criteria as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302):
- The proposed rule, submitted for public comment, provided four possible categories under which individuals and families may qualify as homeless, corresponding to the broad categories established by the statutory language of the definition in section 103 of the McKinney-Vento Act, as amended by the HEARTH Act. Projects must serve clients that qualify as Homeless (HUD definition at 24 CFR Part 91 or At-Risk of Homelessness (HUD definition at 24 CFR Part 576) The final rule maintains these four categories. The categories are:
 - (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
 - (2) individuals and families who will imminently lose their primary nighttime residence;
 - (3) unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
 - (4) individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member. Throughout this preamble, all references to a number “category of homeless’ refer to this list.

Process Notes:

Upon identification, eligible applicants must complete an intake and assessment process with one of the ESG provider agencies.

As part of the intake process, all applicants will complete an income eligibility review. This is discussed in more detail in a later section of the manual.

Case managers from each agency will meet on a weekly basis to review these assessments and identify those that are selected for assistance. At time of identification, the ESG agencies will also assign participants to the appropriate agency for case management/assistance based upon their specific needs.

A review of client eligibility will be completed every 30 days during participation in the program to ensure ongoing eligibility for assistance.

See the Forms section of this manual for hard copies of all forms used by the program.

VII. TARGETED HOUSEHOLDS

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A. RISK FACTORS FOR HOMELESS PREVENTION AND RAPID RE-HOUSING

The HOIHCOC ESG providers will target households to serve those who are most in need of this temporary assistance and most likely to achieve stable housing outside ESG. In addition to meeting all eligibility criteria, households will meet one or more of the risk factors as outlined below and have access to or potential for obtaining resources necessary to gain family self-sufficiency. It is expected that many of the households served will be at risk of homelessness due to the economic crisis.

- The household must be able to document a drop in income, severe housing cost burden, mental or physical illness or disability or other significant life changing event that limits their ability to maintain housing *but for this assistance*. Examples may include:
 - Experiencing short-term economic crisis due to sudden drop in income/increase in expenses
 - unemployment/ low-income
 - Individuals who are unemployed or underemployed or whose families income is insufficient to meet their housing costs and have already lost their housing
 - Formerly dual income households where one member is unemployed so there is not enough income to meet their housing costs
 - Unemployed persons who receive unemployment benefits but the benefit is insufficient to meet their housing costs
 - Extended medical leave/disability
 - Experiencing severe housing cost burden (greater than 50% of income for housing costs)
 - Extremely low income (less than 30% of AMI)
 - Currently residing in precarious or unsuitable housing
 - Family residing in a hotel
 - Periodic residency in multiple shelters but gainfully employed
 - Unable to reside in current unit for medical or safety reasons, (for example, client has medical documentation from a doctor stating that he/she must move due to a medical condition that cannot be accommodated or which is worsened by the household's current residence).
 - Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, and hospitals)
 - Change in family composition
 - Change in household composition which puts the household over occupancy for the unit (the number of persons exceeds health and/or safety standards)
 - Loss of the household's primary financial provider
 - Eviction/foreclosure
 - Pending foreclosure of rental housing

- Persons experiencing eviction within 2 weeks (including housing provided by family or friends if the housing is no longer an option for them)
- Unable to reside in current unit for other reasons outside the client's control
 - Client's landlord has sold the building and it is no longer an option to lease there; Landlord refused to rent to client for any reason;
- Persons with residency in housing that has been condemned or deemed uninhabitable by the appropriate authority
- Personal foreclosure, short-sale
- Victims of violent crime, domestic violence or natural disaster
- Barriers complicating housing
 - Persons experiencing mental health, physical disabilities, & substance abuse issues that are a barrier to household income and housing
 - Persons previously experiencing homelessness within the last 12 months
 - Single expectant mothers
 - Persons experiencing significant life changing event such as past institutional care, trauma, credit problems, or medical debt that limits their ability to maintain housing

B. NON-DUPLICATION

HUD Guidelines

ESG specifies a household previously deemed ineligible, but which becomes eligible may continue to receive assistance but is not to exceed a total of 3 months of assistance. Additional financial supports will be determined at the discretion of the ESG agency using geographic boundaries and criteria for *Non-selection/Non-continuation*.

C. NON-SELECTION/NON-CONTINUATION (INITIAL/CONTINUING ELIGIBILITY)

Procedural Guidelines:

The ESG agency will make decisions regarding non-selection for participation in ESG at initial application or at recertification due to any of the reasons defined below. Criteria apply to both initial application and at time of quarterly reassessment.

Please note: Violent or drug related criminal activity related to a household receiving any type of rental assistance is grounds for immediate termination. Likewise, misrepresentation of eligibility by any household also provides reason for immediate separation from any program assistance.

- Household does not meet all eligibility criteria: Or
- Household does not complete all steps to establish eligibility in a timely manner: Or
- Misuse of program services by any household member; Or
- Household does not complete or refuses to engage in Recovery Plan objectives: Or
- Household non-readiness, as determined by the ESG providing agency, due to:

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- Lack of “key” services from service providers in the community or an unwillingness/inability by the household to link to such key services; And/or
- Household’s misuse of resources, including personal resources such as income and benefits

Key resources are those resources or services that are integral to the household’s ability to achieve self-sufficiency.
Self-Sufficiency is defined as the household’s ability to maintain rent and household expenses independent of the ESG within a defined period of time.

- At the discretion of the ESG providing agency, based on the household’s use of current and past agency services - Including but not limited to: a review of the client’s previous participation in similar agency services, such as homeless prevention services, short-term case management or some equivalent data.

The ESG providing agency will make all reasonable efforts to link clients to services or advocate for provision of services before making a decision of non-selection.

VIII. SEPARATION GUIDELINES

Procedural Guidelines-

All assistance provided under ESG is subject to eligibility requirements and program guidelines. Final decisions regarding non-selection/non-continuation will be relayed in writing, to the household, by the ESG providing agency. The ESG agency will provide, when appropriate, information about helpful outside resources and the opportunity to re-apply to the program or to enter the program at a later date.

A formal separation process will, at a minimum, consist of the following:

- Written notice which includes date of termination, reason for termination, opportunity for appeal, and, if appropriate, any helpful resources to assist the participating household to maintain housing stability.
- Opportunity to appeal – Participating households which are selected for non-continuation are entitled to request a review of the decision with the opportunity to present oral or written objections before a person other than the person (or a subordinate of the person) who made or approved the termination decision. Final decisions regarding the appeal will be provided in writing.

IX. ELIGIBLE UNITS

Information regarding conflicts of interest, Nondiscrimination and Equal Opportunity Requirements and Fair Housing and Civil Rights laws are in effect.

A. RENT REASONABLENESS STANDARD

Rental assistance must comply with HUD's rent reasonableness standard, meaning the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private, unassisted market and must not be in excess of rents being charged by the owner for comparable non-luxury unassisted units.

Process Guidelines:

Comparable review can also be checked by:

- Using a market study, or
- Reviewing comparable units advertised for rent
- Written verification from the property owner of comparability of rent charged with other units owned.
-

The ESG providing agency should consider the following when determining rent reasonable:

- The location, quality, age, size, and type of the unit
- Any amenities, services and utilities to be provided by the owner

Visit www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc for more information.

B. HABITABILITY STANDARD

HUD Guidelines:

ESG agencies will be required to conduct initial and any appropriate follow-up inspections of housing units if the participating household receives security deposit or short-term or medium-term rent assistance. Additional information can be found in Appendix C of the ESG notice dated March 10, 2009.

- For households with children 6 and younger, a visual inspection for lead based paint
- For all household's moving into a unit, a full inspection of a unit and additional annual inspections if assistance exceeds 12 months.

Process Guidelines:

The CoC has determined that it will conduct both a lead-based paint visual assessment (where required based upon age of housing unit and household make-up) and a habitability review for both Prevention and Rapid Rehousing support.

When a unit is determined to be inhabitable under the HUD standards, the agency will identify the unit as ineligible for ESG support and offer assistance to the participant in finding safe, affordable housing.

See the Forms section of this manual for hard copies of all forms used by the program.

C. LEASES

Process Guidelines

The provision of ESG rent assistance and security deposits seeks to ensure permanent housing stabilization.

- The landlord must agree to work with the ESG agency to accept voucher rent payment and to stop eviction proceedings upon receipt of signed voucher.
- Households may be assisted at the end of their lease term, if a move to another housing unit is necessary in order to ensure future housing stabilization.
- Month-to-Month leases – month-to-month leases reflect transience, and should be avoided generally. The landlord needs to be engaged in working on a long term lease arrangement.
- ESG agencies must have a copy of the valid lease to assist with rent. Valid leases must include signatures of both the client and/or a member of the household and the owner, and must be dated.
 - Recipients of ESG funds must have a legal right to reside in the unit and prove responsibility for paying the rent. As a general matter, if the eligible person is not named on a valid lease/rental agreement either as a tenant or an authorized occupant, the person has no legal right to reside in the unit and is therefore not eligible for rental assistance. However, if an applicant is listed as an occupant on a lease agreement and can prove through paid receipts in their name, money orders or cancelled checks that they pay rent or utility bills, even if the accounts are in the name of another household member, it is permissible to assist the applicant. The Grantee and project sponsor have responsibility for ensuring the eligibility of each household assisted with ESG funds. The eligibility assessment would determine if the total household income would be included, or if a shared leased housing arrangement is present, therefore counting only the applicant's income. While an oral lease for less than a year may be valid in some states, most states require a written lease to establish a legal tenancy and HOPWA adopts this clear standard. This position is also consistent with other HUD rental assistance programs, which require such documentation (e.g., HOME, Shelter Plus Care, Housing Choice Vouchers/Section 8). As a practical matter, not requiring a written lease may leave grantees in a vulnerable position in documenting ESG payments during audits and reviews.
 - A sublease is considered a legal lease. However, the grantee should be sure that the relationship between the participant/grantee/sub grantee and the landlord is not in violation of the conflict of interest provisions as stated in the ESG Notice. For example, the sublease agreement should not be between relatives or other parties where there is a potential conflict of interest.

X. DETERMINING TYPE, LEVEL AND DURATION OF ASSISTANCE

HUD advises that ESG assistance should be “need-based”, meaning that providing agencies should determine the amount of assistance based on the minimum amount necessary to prevent the program participant from becoming homeless or returning to homelessness in the near future. Upon approval of supervisor and only in emergency situations can ESG assistance exceed 3 months.

RENTAL ASSISTANCE

Maximum of three months of short term rental assistance will be provided. Amount of assistance will be based on the minimum amount necessary to prevent CL from becoming or returning to homelessness.

Procedural Guidelines - To ensure a consistent application of standards in determining rent amounts to ESG participating households, ESG providers will meet on a regular basis to review compliance with ESG program requirements.

Where Rapid Rehousing assistance is indicated, maximum of three months of short term rental assistance will be provided. Amount of assistance will be based on the minimum amount necessary to prevent CL from becoming or returning to homelessness.

HUD Guideline of eligible ESG services:

Financial assistance

- a) Short-term
 - i) Includes arrearages, rent, and Security deposit
 - ii) Utility arrearages (6 months max) and deposit
 - iii) Up to 3 months of ongoing assistance provided

Housing Relocation & Stabilization

- a) Short-term
 - i) Housing search and placement
 - ii) Housing stability case management
 - iii) Mediation
 - iv) Legal services
 - v) Credit repair

XI. HMIS STANDARDS

A. HMIS STANDARDS

HMIS is locally administered by the HOIHCOC locally referred to as HMIS or Homeless Management Information Systems. HMIS was developed by HUD to gather and analyze data to determine the effectiveness of McKinney-Vento Act Programs. HMIS provides the ability to: develop unduplicated

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counts of clients served at the local level; analyze patterns of use of people entering and exiting the homeless system; and evaluate the effectiveness of those systems.

ALL ESG providing agencies must enter client-level data into the HOIHCOC HMIS unless prohibited by law. Baseline requirements include: Data collection; program descriptors; universal data elements; and program specific data elements. These elements are being revised for the implementation of ESG.

All ESG providing agencies must:

- Comply with federal, state and local confidentiality laws
- Comply with limits on data collection (relevant, appropriate, lawful and specified in privacy notice)
- Have a written policy and post it on agency website
- Must post a sign at intake or comparable location with general reasons for data collection and reference to the privacy policy

Information can be found in the following documents: *Homeless Prevention & Rapid Re-Housing Program (ESG) Quarterly Performance Reports: Elements, Response Categories and Justification; Homeless Management Information System (HMIS) Data Standards, Revised Draft Notice, April 2009; and at www.HMIS.info*

Process guideline:

ESG agencies should be prepared to promptly enter client and service level data into HMIS and share information within HMIS.

The head of household for each ESG participant unit must complete a release of information agreement related to HMIS data entry.

B. TRACKING SERVICES AND OUTCOMES

Services and program outputs must be tracked according to HMIS standards. See *ESG Performance Measures* for more information on tracking outcomes. To ensure consistency in tracking outcomes, ESG providing agencies must track outcomes for each activity as outlined on the Performance Measurements. Changes may be made to the performance measures, if agreed upon by the ESG providing agencies.

Additional performance outcomes may be proposed by the Continuum of Care HMIS Standards Committee. Consistent HMIS data entry will increase potential for continuum-wide ESG performance.

XII. CLIENT CONFIDENTIALITY

Each ESG providing agency must implement procedures to ensure the confidentiality of records pertaining to any individual provided with assistance and that the address or location of any assisted housing will not be made public.

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