



# Seventh Program Year Action Plan

The CPMP Seventh Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

#### Program Year 7 Action Plan Executive Summary:

Year 7 is the second year in the City's 5-year Consolidated Plan which was approved in February of 2009. Though the funding is limited, the Year 7 plan proposes to fund a total of five (5) initiatives to address the community's priority needs of affordable housing opportunity, education and counseling, and economic opportunity. Due to the national economic situation the City of Bowling Green is planning to utilize a portion of its CDBG allocation for administrative purposes. These initiatives, along with the goals of each, are outlined below.

Amendment #1 entails the inclusion of funding for an additional public service program activity, 2-1-1. Under Amendment #1, all changes to the Year 7 Action Plan will be attributed to the funding of 2-1-1.

#### General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

### **Program Year 7 Action Plan General Questions response:**

The year 7 Action Plan covers all of the City of Bowling Green, including annexed areas. Areas that possess higher densities of low to moderate income families and/or where racial and ethnic minorities reside are included in this plan, and are outlined in the five year Consolidated Plan. Special emphasis is given to Census Tracts 101, 102, and 103, which was previously designated as the Neighborhood Revitalization Strategy Area (NSRA), based on its previous federal Enterprise Community status. The NSRA has the highest concentration of poverty in the City.

Amendment #1 of the Year 7 Action Plan takes place during a different 5-year consolidated plan from the 5-year consolidated plan that the Year 10 Action Plan is a part of. Approved in 2014, the current 5-year consolidated plan has given special emphasis to the census tracts and block groups identified as the BG Reinvestment through an NRSA designation approved in 2016. The BG Reinvestment Area includes Census Block groups 101, 102, 103, 104, 105, 112 (the City portion) and Census Block Group 113.1 (the City portion). The above referenced census tracts and block group have the lowest incomes, highest concentration of minorities, and oldest housing stock in the City. In addition to tracking the city-wide services provided by 2-1-1, the City will also be tracking the assistance provided to residents from the BG Reinvestment Area. The BG Reinvestment Area includes the three census tracts identified in the aforementioned Enterprise Area.

The City of Bowling Green is a direct entitlement for CDBG Entitlement funds, but does not receive a direct allocation of HOME or McKinney-Veto funding. HOME is available on a competitive basis through Kentucky Housing Corporation (KHC). McKinney-Veto funding is distributed by KHC through the Continuum of Care to appropriate agencies; the City does not receive any of this funding. The City administers a Section 8 Housing Choice voucher tenant-based program; the current allocation is for 606 vouchers.

### **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

### **Program Year 7 Action Plan Managing the Process response:**

The City of Bowling Green through its Housing and Community Development Department (HCD) is the responsible lead agency for administering the CDBG program. The City enters into sub-recipient contracts with various local agencies as needed in order to administer certain projects within the program. These agencies, and other local agencies, are invited to participate in the planning process to provide services to low/moderate income populations. Agencies are notified of the invitation by newspaper advertisement, posting on the City's website, and by an invitation mail out.

Year 7 continued its process for accepting agency applications for CDBG funding. The City issued a Request for Proposal (RFP) for any agencies interested in applying for CDBG funding in order to provide direct service to LMI individuals. All

applications must meet one of the City's identified priority needs in the Consolidated Plan-Affordable; Housing Opportunity, Economic Opportunity, and Education and Counseling. The RFP was advertised in the Daily News, posted on the City's website, and mailed directly to local agencies. The HCD office received five (5) applications for a total request of \$276,000. These applications were reviewed by a five member citizen review committee, appointed by the Bowling Green City Commission. The committee made recommendations for funding for the inclusion in this Year 7 Plan.

In 2016 the City of Bowling was approached by the United Way of Southern Kentucky (UWSKY) for funding assistance to implement a new program, 2-1-1. Having funding remaining under the Year 7 Action Plan, the City requested an application from UWSKY to review for Year 7 funding award. City staff reviewed and confirmed the application program meets the priorities 2009 – 2013 Consolidated Plan and at least one of the three HUD national objectives. The application was brought before the City's Board of Commissioners at a regularly scheduled meeting for funding approval.

Following the evaluation, scoring and recommendation of agency applications, the committee was invited to comment on the process and suggest improvements for the next year's application round. In addition, the City will be surveying applicant agencies, and non-applicant agencies that showed interest, to determine what improvements can be made to the application process.

### Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

#### **Program Year 7 Action Plan Citizen Participation response:**

Year 7 is the second year of the Consolidated Plan. A public hearing and comment period regarding housing and community development needs was held in January 2010. The hearing and comment period were advertised in the Daily News in December 2009. The Year 7 Annual Action Plan was drafted based on citizen comments and the priority needs that were established through the Consolidated Planning Process. The Action Plan was made available for public review and comment from March 19, 2010 until April 19, 2010. A public hearing regarding the draft plan was held on April 6, 2010. HCD Staff used the planning process, the agency application process, public comments and the Citizen Review Committee recommendations to develop the Year 7 Annual Action Plan.

**A draft of Amendment #1 of the Year 7 Annual Action Plan was made available to the public for review and comment from August 18, 2016 to September 16, 2016. A public hearing regarding the draft Amendment #1 was held on September 6, 2016. At the public hearing, NCS staff provided an overview of the CDBG program, and 2-1-1 application and program. No public comments were received.**

**The Public Hearing was conducted before a regularly scheduled City Commission meeting which is open to the public and broadcast locally through the City of Bowling Green's government access channel. Amendment #1 was available for public review at the Neighborhood and Community Services, 207 East Main Ave., in Bowling Green and was published on the city website at [www.bgky.org](http://www.bgky.org).**

### Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

#### **Program Year 7 Action Plan Institutional Structure response:**

The City of Bowling Green has developed several partnerships with local agencies and through the implementation of the Year 7 Action Plan, the City will strengthen those relationships as well as foster the development of new ones with the following agencies:

Housing Authority of Bowling Green (HABG): for the small business training and technical assistance program.

Bowling Green Human Rights Commission (BGHRC): for a Fair Housing Education and foreclosure intervention program.

Barren River Area Safe Space (BRASS): for the expansion of meeting and office space to serve as the Economic Justice Institute.

Amendment #1 of the Year 7 Action Plan includes the addition of the following public agency: United Way of Southern Kentucky – community resource navigation referral service that connects individuals and families to essential health and human services.

Each of these agencies will receive on-going technical assistance from City staff to ensure that project goals are met and that CDBG regulations are followed. The City contracts with the Barren River Area Development District for a variety of administrative services.

### Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

#### **Program Year 7 Action Plan Monitoring response:**

The City of Bowling Green through its HCD department is responsible for the administration of the CDBG program and the implementation of the Consolidated Plan and each Annual Action Plan to ensure proper and timely compliance with all CDBG program requirements. HCD staff uses HUD's Integrated Data Information System (ISDS) and the City's New World Financial software to manage both the financial aspects of the program and the performance of the program.

The City of Bowling Green requires all sub-recipients to enter into a written agreement prior to release of funds from the City or any project activity by the sub-recipient; this agreement must receive formal approval by the City Commission and by the board of the sub-recipient. The agreement sets forth the proposed activities of the program and the responsibilities of both the sub-recipient and the City of Bowling Green, particularly the CDBG guidelines. A sample of the agreement is included as Appendix C

To receive reimbursement the sub-recipient must provide proper documentation, including a monthly report of activity, copies of invoices, and a request for payment. HCD staff reviews and verifies the request and all submitted documentation and processes for payment. As part of the verification a desk audit is conducted monthly including a review of all activities undertaken with CDBG funds and determination of expense eligibility, to ensure all programming and expenditures are within the parameters set in the completed agreement and the applicable CDBG guidelines. Immediate action is taken in the event there are discrepancies or any irregularities with the sub-recipient's programming or expenditures, including contacting the sub-recipient by phone, electronic or US mail. If there are unusual situations or problems identified through the desk review process, HCD staff will conduct a technical assistance or field monitoring visit with the sub-recipient. The HCD staff conducts at least one on-site technical assistance meeting with the sub-recipient in each funding year.

### Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

#### Program Year 7 Action Plan Lead-based Paint response:

During Year 7, the city will hold no sub-recipient agreements that require housing construction or rehabilitation. The City of Bowling Green holds agreements with Live the Dream Development (affiliate of Housing Authority of Bowling Green) for Rental Conversion (previously allocated Year 5 and Year 6 funds) and the Barren River Area Development District for homeowner rehab (previously allocated Year 4 and Year 5). Both the Rental Conversion and the Homeowner Rehab programs have established practices in place for identifying and mitigating lead-based paint hazards in the project homes.

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## HOUSING

### Specific Housing Objectives

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

#### Program Year 7 Action Plan Specific Objectives response:

Year 7 CDBG funding will be allocated to one program related to the priority housing needs identified in the Consolidated Plan.

- (1) Fair Housing Education and Outreach- Bowling Green Human Rights Commission (BGHRC), will utilize \$25,000 in CDBG funding to continue its fair housing education efforts through workshops, presentations, information distribution, and receipt of housing complaints. BGHRC plans to undertake foreclosure intervention and prevention counseling.

Amendment #1 of the Year 7 Action Plan includes allocating funding to a second program relating to the priority housing needs identified in the Consolidated Plan.

- (1) United Way of Southern Kentucky will use \$2,870.32 of CDBG funds to implement a new public service program, 2-1-1. 2-1-1 is a free, confidential community resource navigation that connects individuals and families to essential health and human services. Residents can access 2-1-1 by phone and internet. United Way expects the two top reasons people will call 2-1-1 is for food and shelter, and housing and utility assistance. United Way will match CDBG funds with private funds.

### Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

### Program Year 7 Action Plan Public Housing Strategy response:

The Housing Authority of Bowling Green (HABG) has received several grants over the past two years in order to renovate and construct new public housing. Through the American Reinvestment and Recovery Act of 2009, HABG received \$1,275,313 for capital improvements to existing structures. The improvements were made and completed in the Fall of 2009. HABG received a Section 202 grant in the amount of \$3,911,300 capital advance and a three-year rental subsidy of \$366,300, these funds will be used to construct a new 36 unit residential complex on Double Springs Road in Bowling Green. This project is still in the development phase and should begin construction within the year. Furthermore, HABG was awarded \$2,000,000 in Neighborhood Stabilization Program funds through a competitive application submitted to the Kentucky Department for Local Government. This project is underway and properties have been identified.

As noted above, the HABG and its affiliate Live the Dream Development received an allocation of Year 5 and Year 6 funds for Rental Conversion. HABG received CDBG funds for small business training in Year 6 and will receive another allocation of \$50,000 in Year 7 funding. The City's Section 8 Housing Choice Voucher program has a long standing relationship with the Housing Authority, providing homeownership vouchers to the Housing Authority's home buyers when vouchers are available and the household qualifies.

As part of Amendment #1 of the Year 7 Action Plan, United Way of Southern Kentucky's 2-1-1 program will connect individuals and households in need of public housing with local public housing providers.

### Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

### Program Year 7 Action Plan Barriers to Affordable Housing response:

The Bowling Green-Warren County Planning Commission recently completed the new 20 year Comprehensive Plan. This plan is the guide for development in Bowling Green and Warren County; after adoption by the city and county governments, amendments to the Zoning Ordinance and Subdivision Regulations will be needed to implement the goals and objectives of the plan. The new Comprehensive Plan and the supplemental Future Land Use Plan will address two barriers that were identified in the Regulatory Reform Task Force's Report in 2007: difficulty in getting land zoned for new residential and inadequate land available for large-scale housing

## Jurisdiction

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development. In addition to the Comprehensive Plan, the HCD Building Division completed a Customer Satisfaction Survey. The survey was designed to see the Division interaction with builders and developers and ease of obtaining construction permits: the division rated above average in customer satisfaction, but is still working to implement several customer suggestions.

### **HOME/ American Dream Down payment Initiative (ADDI)**

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
  - a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

#### **Program Year 7 Action Plan HOME/ADDI response:**

The City of Bowling Green does not receive any HOME/ADDI Funds.

## HOMELESS

### Specific Homeless Prevention Elements

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

#### Program Year 7 Action Plan Special Needs response:

Kentucky Housing Corporation (KHC) serves as the lead agency for the Balance of State Continuum of Care (CoC). According to KHC's Policy for Funding Consideration, "Kentucky Balance of State CoC is at a Hold Harmless status which means the overall application has reached the maximum pro-rata need for funding as determined by HUD" and any new projects must compete against existing projects that are up for renewal. Locally, three agencies receive funding through the CoC: Barren River Area Safe Space, Inc., Community Action of Southern Kentucky, Inc., and Lifeskills, Inc.

#### Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

#### Program Year 7 Action Plan ESG response:

N/A

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

#### **Program Year 7 Action Plan Community Development response:**

In Year 7, the City plans to undertake four (4) initiatives with its CDBG allocation. Two of the projects meet the priority need of Economic Opportunity and one meets the need of Public Improvements as outlined in the 5 year Consolidated Plan:

- (1) Small Business Training and Technical Assistance program- Housing Authority of Bowling Green will receive \$50,000 to continue its partnership with Western Kentucky University's Small Business Development Center. The program proposes to assist 100 new individuals with training and technical assistance, counsel 18 small businesses, and mentor 5 new businesses; in total, the program expects that at least 10 new jobs will be created.
- (2) Economic Justice Institute-Barren River Area Safe Space (BRASS) will receive \$120,000 to expand a current BRASS building in order to have adequate facilities for the development of the Economic Justice Institute (EJI). The 1200 sq. ft. expansion will house a meeting room and two offices. The EJI will be used to provide economic based training to abused women. The proposed training will include: budget & credit training, credit repair, developing a spending plan, job development and asset building. BRASS will provide additional services to victims including micro-lending, tax preparation and credit counseling. BRASS expects to assist at least 125 individuals once construction is complete and all programs are functioning.
- (3) Bowling Green Infrastructure Improvements-City of Bowling Green will retain approximately \$335,765 in Year 7 funds for the completion of public improvements within the approved Census Tracts. The exact location of these projects within these tracts has not been identified, but will be determined based on the City of Bowling Green's public improvement plans. The City expects to serve as many as 100 persons and 50 households. The majority of the design work of these public improvements will be handled through the Public Works department and construction will be secured with the use of a competitive bid. Additionally, if sub-recipients need additional project funds, funds will be

removed from this category, by use of CDBG approved amendments. Furthermore, any addition to the assumed CDBG funding allocation will be incorporated in this program.

- (4) Administration-The City of Bowling Green will retain \$80,000 to be used for administrative expenses as it relates to the development and management of its CDBG program. The funds will be used for payment of staff time and benefits including travel and training as well as direct administrative charges and indirect costs according to the City's Indirect Cost Allocation Plan.

Under Amendment #1 of the Year 7 Action Plan, the City plans to undertake a fifth Community Development project with its CDBG allocation. In addition to meeting the housing priority needs, this project also meets the economic opportunity and public service priority needs of the 5-year Consolidated Plan.

- (5) 2-1-1: United Way of Southern Kentucky will use \$2,870.32 of Year 7 CDBG funds to implement a new public service program, 2-1-1. 2-1-1 is a free, confidential community resource navigation that connects individuals and families to essential health and human services. Residents can access 2-1-1 by phone and internet. 2-1-1 will provide targeted referrals for the following needs: food, housing, rental/utility aid, emergency shelter, clothing, transportation assistance, substance abuse, child care options, senior issues, medical and dental care, immigration, prescriptions, mental health, and home repair. The City will also use \$29,335.86 of Year 10 funding to complete this project.

### **Antipoverty Strategy**

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

#### **Program Year 7 Action Plan Antipoverty Strategy response:**

The designated NRSA was based on the federal Enterprise Community designation which expired in December 2009; the City is still targeting initiatives to the three Census tracts (101, 102, and 103) that compromise the Enterprise Community. The Year 7 housing initiatives proposed by the Bowling Green Human Rights Commission (Fair Housing Education and Outreach) are targeted toward properties within the NRSA. Both the Housing Authority's Small Business Program and BRASS's Economic Justice Institute are economic opportunity tools by which LMI and other qualified individuals will receive business and personal finance training in developing new businesses and creating economic independence. The community infrastructure will enable LMI residents the opportunity for safe pedestrian friendly travel and other community wide improvements. These investments will assist in the reduction of the number of poverty level families.

Under Amendment #1 of the Year 7 Action Plan, the initiative proposed by the United Way of Southern Kentucky's 2-1-1 program will direct individuals and families to housing, rental/utility aid, and emergency shelter assistance to avoid homeless. 2-1-1 will also direct people to transportation providers so that they can access essential services including employment. Child care options will provided by the program for positive development of LMI children while parents can maintain steady employment. Availability of substance abuse professionals will be given by the

program to individuals for getting needed treatment to break addiction, succeed in society and avoid homelessness and unemployment. This investment will assist in the reduction of the number of poverty level families.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### **Non-homeless Special Needs (91.220 (c) and (e))**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

#### **Program Year 7 Action Plan Specific Objectives response:**

As noted in sections above, the BG Human Rights Commission will use \$25,000 in CDBG funds to educate primarily LMI citizens and protected classes about fair housing. Furthermore BGHRC will conduct outreach awareness activities about the importance of fair housing to landlords, realtors, property owners and managers, as well as builders and developers. BGHRC will work with at-risk homeowners in order to prevent foreclosure and predatory lending. BRASS will utilize \$120,000 of CDBG funds to expand a current building in order to house the Economic Justice Institute. BRASS will provide personal finance training and technical assistance to abused women in order for the victims to establish a safe livelihood for themselves and their family.

In addition to directing individuals to accessing the services listed above, United Way of Southern Kentucky's 2-1-1 program will also assist individuals with accessing services for food and clothing, senior citizen issues, medical and dental care, immigration, prescriptions, mental health, and home repair. This program is included under Amendment #1 of the Year 7 Action Plan.

### **Housing Opportunities for People with AIDS**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among

different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.

7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

**Program Year 7 Action Plan HOPWA response:**

The City of Bowling Green does not receive any HOPWA funds.

**Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

**Program Year 7 Specific HOPWA Objectives response:**

N/A

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Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.



# Tenth Program Year Action Plan

The CPMP Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 10 Action Plan Executive Summary:

Year 10 is the fifth and final year in the City's 5-year Consolidated Plan which was approved in 2009. Though the funding is limited, the Year 10 plan proposes to fund projects that address the community's priority needs of affordable housing opportunity, education and counseling, and economic opportunity. CDBG funds will be used for HUD eligible activities that demonstrate the ability to provide LMI individuals with a service or asset. Initiatives along with goals for specific projects are outlined below. Amendment #1 entails the inclusion of funding for an additional public service program activity, 2-1-1. Under Amendment #1, all changes to the Year 10 Action Plan will be attributed to the funding of 2-1-1.

#### General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 10 Action Plan General Questions response:

The year 10 Action Plan covers all of the City of Bowling Green, including annexed areas. Areas that possess higher densities of low to moderate income families and/or where racial and ethnic minorities reside are included in this plan, and are outlined in the five year Consolidated Plan. Special emphasis is given to Census Tracts 101, 102, and 103, which was previously designated as the Neighborhood Revitalization Strategy Area (NSRA), based on its previous federal Enterprise Community status. The NSRA has the highest concentration of poverty in the City. Six of the ten funded projects included with this year plan will provide services directly to or in the NRSA.

Amendment #1 of the Year 10 Action Plan takes place during a different 5-year consolidated plan from the 5-year consolidated plan that the Year 10 Action Plan is a part of. Approved in 2014, the current 5-year consolidated plan has given special emphasis to the census tracts and block groups identified as the BG Reinvestment through an NRSA designation approved in 2016. The BG Reinvestment Area includes Census Block groups 101, 102, 103, 104, 105, 112 (the City portion) and Census Block Group 113.1 (the City portion). The above referenced census tracts and block group have the lowest incomes, highest concentration of minorities, and oldest housing stock in the City. In addition to tracking the city-wide services provided by 2-1-1, the City will also be tracking the assistance provided to residents from the BG Reinvestment Area. The BG Reinvestment Area includes the three census tracts identified in the aforementioned Enterprise Area.

The City of Bowling Green is a direct entitlement for CDBG Entitlement funds, but does not receive a direct allocation of HOME or McKinney-Veto funding. HOME is available on a competitive basis through Kentucky Housing Corporation (KHC). McKinney-Veto funding is distributed by KHC through the Continuum of Care to appropriate agencies; the City does not receive any of this funding. The City administers a Section 8 Housing Choice voucher tenant-based program; the current allocation is for 606 vouchers.

## Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 10 Action Plan Managing the Process response:

The City of Bowling Green through its Department of Neighborhood and Community Services (NCS), previously named Department of Housing and Community Development, is the responsible lead agency for administering the CDBG program. The City enters into sub-recipient agreements with various local agencies as needed in order to administer certain projects within the program. These agencies, and other local agencies, are invited to participate in the planning process to provide programs to low/moderate income populations. Agencies are notified of the invitation by newspaper advertisement, posting on the City's website, and by an invitation mail out. The City of Bowling Green instituted a CDBG workshop for all interested applicants. The workshop covers CDBG basics including; national objectives, eligible activities, environmental review and other regulatory information. The workshop had twenty people representing twelve organizations in attendance.

The City of Bowling Green continued its process for accepting agency applications for CDBG funding. The City issued a NOFA for any agencies interested in applying for CDBG funding in order to provide direct service or benefit to LMI individuals. All applications must meet one of the City's identified priority needs in the Consolidated Plan-Affordable Housing Opportunity, Economic Opportunity, and Education and Counseling. The NOFA was advertised in the Daily News, posted on the City's website, and mail directly to local agencies. The NCS office received fourteen (14) applications for a total request of \$1,701,584. These applications were reviewed by a five member citizen review committee, appointed by the Bowling Green City Commission. The committee made recommendations for funding for the inclusion in the Year 10 Plan. A copy of the application and NOFA is attached in Appendix A.

In 2016 the City of Bowling was approached by the United Way of Southern Kentucky (UWSKY) for funding assistance to implement a new program, 2-1-1. Having funding remaining under the Year 10 Action Plan, the City requested an application from UWSKY to review for Year 10 funding award. City staff reviewed and confirmed the application program meets the priorities 2009 – 2013 Consolidated Plan and at least one of the three HUD national objectives. The application was brought before the City's Board of Commissioners at a regularly scheduled meeting for funding approval.

Following the evaluation, scoring and recommendation of agency applications, the committee was invited to comment on the process and suggest improvements for the next year's application round. In addition, the City plans to survey applicant agencies, and non-applicant agencies that showed interest, to determine what improvements can be made to the application process.

### **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.

4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 10 Action Plan Citizen Participation response:

A public hearing and comment period regarding housing and community development needs was held on January 15, 2013. The hearing and comment period were advertised in the Daily News on December 26, 2012 and January 2, 2013. The public hearing detailed the CDBG program and eligible activities. The Year 10 Annual Action Plan was drafted based on citizen comments and the priority needs that were established through the Consolidated Planning Process. The Action Plan was made available for public review and comment from March 28, 2013 until April 26, 2013. A public hearing regarding the draft plan was held on April 16, 2013. NCS Staff reviewed the planning process, the agency application process, and the Citizen Review Committee recommendations. No Comments were received during the comment period. A copy of the Public Hearing Transcripts is included in Appendix B.

The Public Hearings were conducted before a regularly scheduled City Commission meeting which is open to the public and broadcast locally through the City of Bowling Green's government access channel. The Action Plan was available for public review at the City Hall Annex located at 1017 College Street in Bowling Green and was published on the city website at [www.bgky.org](http://www.bgky.org).

**A draft of Amendment #1 of the Year 10 Annual Action Plan was made available to the public for review and comment from August 18, 2016 to September 16, 2016. A public hearing regarding the draft Amendment #1 was held on September 6, 2016. At the public hearing, NCS staff provided an overview of the CDBG program, and 2-1-1 application and program. No public comments were received.**

**The Public Hearing was conducted before a regularly scheduled City Commission meeting which is open to the public and broadcast locally through the City of Bowling Green's government access channel. Amendment #1 was available for public review at the Neighborhood and Community Services, 207 East Main Ave., in Bowling Green and was published on the city website at [www.bgky.org](http://www.bgky.org).**

## Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 10 Action Plan Institutional Structure response:

The City of Bowling Green developed several partnerships with local agencies and through the implementation of the Year 10 Action Plan, the city will strengthen those relationships as well as foster the development of new ones with the following agencies:

Housing Authority of Bowling Green (HABG): for the small business training and technical assistance program

Live the Dream Development: for rehab of existing single family rental houses for the conversion to affordable housing.

Bowling Green Human Rights Commission (BGHRC): for a Fair Housing Education and Outreach.

Bowling Green/Warren County Welfare Center (BGWC): Assistance payments for rent and utility bills to LMI individuals

Community Action of Southern KY (CASK): Installation of Bus Shelters at targeted locations and childcare services

WKU Research Foundation: GED/ESL classed for literate adults

Habitat for Humanity: Street, sidewalk and Utility Installation for Phase III of Durbin Estates

\*Family Enrichment Center: acquisition of a building to consolidate services provided to abused and neglected children

\*Boys & Girls Club of Bowling Green: renovation of kitchen facilities to serve youth in the NRSA

\*New partnership agency

Amendment #1 of the Year 10 Action Plan includes the addition of the following public agency: United Way of \*Southern Kentucky – community resource navigation referral service that connects individuals and families to essential health and human services.

Each of these agencies will receive on-going technical assistance from City staff to ensure that project goals are met and that CDBG regulations are followed. The City contracts with the Barren River Area Development District for a variety of administrative services including environmental review.

## Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 10 Action Plan Monitoring response:

The City of Bowling Green through its NCS department is responsible for the administration of the CDBG program and the implementation of the Consolidated Plan and each Annual Action Plan to ensure proper and timely compliance with all CDBG program requirements. NCS staff uses HUD's Integrated Data Information System (ISDS) and the City's New World Financial software to manage both the financial aspects of the program and the performance of the program.

The City of Bowling Green requires all sub-recipients to enter into a written agreement prior to release of funds from the City or any project activity by the sub-recipient; this agreement must receive formal approval by the City Commission and by the board of the sub-recipient. The agreement sets forth the proposed activities of the program and the responsibilities of both the sub-recipient and the City of Bowling Green, particularly the CDBG guidelines. A sample of the agreement is included as Appendix C

To receive proper reimbursement the sub-recipient must provide proper documentation, including a monthly report of activity, copies of invoices, and a

completed Draw Request Form (Appendix D). NCS staff reviews and verifies the request and all submitted documentation and processes for payment. As part of the verification a desk audit is conducted monthly including a review of all activities undertaken with CDBG funds and determination of expense eligibility, to ensure all programming and expenditures are within the parameters set in the completed agreement and the applicable CDBG guidelines. Immediate action is taken in the event there are discrepancies or any irregularities with the sub-recipient's programming or expenditures, including contacting the sub-recipient by phone, electronic or US mail, or if required a more thorough site visit. If there are unusual situations or problems identified through the desk review process, NCS staff will conduct a technical assistance or field monitoring visit with the sub-recipient. The NCS staff conducts at least one on-site technical assistance meeting with the sub-recipient in each funding year.

### **Lead-based Paint**

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 10 Action Plan Lead-based Paint response:

During Year 10, the city will hold one sub-recipient agreement that requires housing rehabilitation. The recipient is the Housing Authority of Bowling Green and is familiar with the Lead Based paints requirements and will take steps to ensure all issues are mitigated. The Housing Authority renovated approximately 15 homes with HUD funds including NSP and CDBG. They are fully aware of the requirements and necessary mitigation actions.

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## **HOUSING**

### **Specific Housing Objectives**

\*Please also refer to the Housing Needs Table in the Needs.xls workbook. See Appendix E.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 10 Action Plan Specific Objectives response:

Year 10 CDBG funding will be allocated to three programs related to the priority housing needs identified in the Consolidated Plan.

- (1) Fair Housing Education and Outreach- Bowling Green Human Rights Commission (BGHRC), will utilize \$25,240 in CDBG funding to continue its fair housing education efforts through workshops, presentations,

information distribution, and receipt of housing complaints. BGHRC will undertake foreclosure intervention and prevention counseling. The Human Rights Commission will match CDBG funds with private funds as well as funding from the City of Bowling Green and the Warren County Fiscal Court.

- (2) Assistance Payments- Bowling Green/Warren County Welfare Center will utilize \$20,000 for their assistance program where LMI city residents can received up to \$150 in one time assistance for either rent or utility assistance. The Welfare Center will match CDBG funds with private donations as well as contributions from the City of Bowling Green and Warren County Fiscal Court.
- (3) Rental Conversion-Live the Dream Development (LTD) will use \$89,600 of CDBG funds to rehab two existing single family homes and sell them to LMI families. LTD will use a line of credit to purchase the properties and CDBG funds will be used and lead based paint abatement and rehab costs. Upon sale of the homes to a qualified family LTD will receive a 12% developer fee. The fee will be 12% of the CDBG funds used on the property with a maximum of \$4,800 per home. LTD will use private financing to purchase the homes and CDBG funds will be used

Amendment #1 of the Year 10 Action Plan includes allocating funding to a fourth program relating to the priority housing needs identified in the Consolidated Plan.

- (4) United Way of Southern Kentucky will use \$29,335.86 of CDBG funds to implement a new public service program, 2-1-1. 2-1-1 is a free, confidential community resource navigation that connects individuals and families to essential health and human services. Residents can access 2-1-1 by phone and internet. United Way expects the two top reasons people will call 2-1-1 is for food and shelter, and housing and utility assistance. United Way will match CDBG funds with private funds.

Project Spreadsheets are contained in Appendix F.

## Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 10 Action Plan Public Housing Strategy response:

The Housing Authority of Bowling Green (HABG) has received several grants over the past years in order to renovate and construct new public housing. Through the American Reinvestment and Recovery Act of 2009, HABG received \$1,275,313 for

capital improvements to existing structures. The improvements were made and completed in the fall of 2009. HABG received a Section 202 grant in the amount of \$3,911,300 capital advance and a three-year rental subsidy of \$366,300, these funds were used to construct a new 36 unit elderly residential complex on Double Springs Road in Warren County. This project is complete and fully leased. Furthermore, HABG received approximately \$2,000,000 in Neighborhood Stabilization Program funds through a competitive application submitted to the Kentucky Department for Local Government. HABG utilized these funds for the renovation of several homes in and around Bowling Green and the construction of five new homes in Lee Square and two additional homes in Lee Square that should be constructed this year.

HABG and its affiliate Live the Dream Development received an allocation of Year 4 and Year 5 funds for Rental Conversion and Year 6 funds for homeownership counseling. HABG received CDBG funds for small business training since Year 3 and will receive another allocation of \$50,000 in Year 10 funding. The City's Section 8 Housing Choice Voucher program has a long standing relationship with the Housing Authority, providing homeownership vouchers to the Housing Authority's home buyers when vouchers are available and the household qualifies. Currently we have 18 HCV participants in the Homeownership Program.

As part of Amendment #1 of the Year 10 Action Plan, United Way of Southern Kentucky's 2-1-1 program will connect individuals and households in need of public housing with local public housing providers.

## **Barriers to Affordable Housing**

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 10 Action Plan Barriers to Affordable Housing response:

The Bowling Green-Warren County Planning Commission recently completed the new 20 year Comprehensive Plan. This plan is the guide for development in Bowling Green and Warren County and became effective September 1, 2012. The new Comprehensive Plan and the supplemental Future Land Use Plan will address two barriers that were identified in the Regulatory Reform Risk Force's Report in 2007: difficulty in getting land zoned for new residential and inadequate land available for large-scale housing development. In addition to the Comprehensive Plan, the NCS Building Division completed a Customer Satisfaction Survey. The survey was designed to see the Division interaction with builders and developers and ease of obtaining construction permits: the division rated above average in customer satisfaction, but is still working to implement several customer suggestions.

## **HOME/ American Dream Down payment Initiative (ADDI)**

1. Describe other forms of investment not described in § 92.205(b).

2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
  - a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 10 Action Plan HOME/ADDI response:

The City does not receive any HOME/ADDI funds.

## HOMELESS

### Specific Homeless Prevention Elements

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 10 Action Plan Special Needs response:

### **Emergency Shelter Grants (ESG)**

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 10 Action Plan ESG response:

## COMMUNITY DEVELOPMENT

### **Community Development**

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.

2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 10 Action Plan Community Development response:

In Year 10, the City plans to undertake seven Community Development projects with its CDBG allocation. One of the projects meet the priority need of Economic Opportunity, two meet the need of Public Improvement, three meet the need of Public Service and one for administration as outlined in the 5 year Consolidated Plan:

- (1) Small Business Training and Technical Assistance program- Housing Authority of Bowling Green will receive \$50,000 to continue its partnership with Western Kentucky University's Small Business Development Center. The program proposes to assist 100 new individuals with training and technical assistance, counsel 18 small businesses, and mentor 5 new businesses; in total, the program expects that at least 10 new jobs will be created. \$25,000 of Year 9 funding will be used and the remaining \$25,000 will be Year 10 funding.
- (2) Infrastructure for Durbin Estates-Habitat for Humanity will use \$150,000 to make site improvements for the development of Durbin Estates. Habitat received a grant of \$224,000 through WKU from the KY Division of Water for the storm water portions of the development. Durbin Estates will be a sustainable; environmentally friendly affordable housing development. The CDBG funds will be used for the installation of streets, sidewalks, and utilities of Phase III. After the development portion is complete Habitat will use the property to build affordable homes through its existing programs. This project was funded in Year 9 but the agreement was mutually terminated due to regulatory issues. Habitat reapplied during the Year 10 application process and the application was funded at \$150,000. The City will use \$150,000 of the Year 9 funds to complete this project.
- (3) GO bg Bus Shelters-Community Action of Southern KY (CASK) will receive \$70,000 to be used to install two bus shelters. One of the shelters will be installed on property owned by the Southcentral KY Community & Technical College located at 1845 Loop Drive and will service the Technical College, a local elementary school, and neighboring residential area located in Census Tract 110.01. The median family income in this tract is 57.7% of the Area Median Income. This shelter will be used by residents in the area as well as people attending classes at the Community College or visiting the elementary school.

The other location for a bus shelter is at the Warren County Public Library located at 1225 State Street which is in Census Tract 101. This area has median family income that is 27.3% of the area median income. This

location will primarily serve residents accessing the library. In today's digital age the reliance on computers has turned public libraries into computer labs for LMI individuals.

Both of the shelters will be handicap accessible and meet the strict design guidelines of the Federal Transit Administration

- (4) Children Services- Community Action of Southern KY (CASK) will receive \$30,000 to be used to provide children services in State approved daycare facilities located within the NRSA. CASK will establish a voucher program to assist low-income families with childcare assistance at their facilities.
- (5) GED/ESL Classes: WKU Research Foundation will receive \$20,000 to provide GED and ESL classes to qualified illiterate adults. The classes will focus on Hispanic persons and provide them with the opportunity for advancement in employment.
- (6) Building Acquisition: Family Enrichment Center will utilize \$100,000 to purchase a building in the NRSA in order to consolidate their two current locations and expand their childcare and services to abused and neglected children.
- (7) Kitchen Renovation: Boys & Girls Club of Bowling Green will use \$22,360 to renovate their kitchen facilities that serve youths primarily from the NRSA. The age range for youth is 6 to 18 and they provide after school services and day time services during school breaks.
- (8) Administration-The City of Bowling Green will retain \$69,000 to be used for administrative expenses as it relates to the development and management of its CDBG program. The funds will be used for payment of staff time and benefits including travel and training.

Under Amendment #1 of the Year 10 Action Plan, the City plans to undertake an eight Community Development project with its CDBG allocation. In addition to meeting the housing priority needs, this project also meets the economic opportunity and public service priority needs of the 5-year Consolidated Plan.

- (9) 2-1-1: United Way of Southern Kentucky will use \$29,335.86 of Year 10 CDBG funds to implement a new public service program, 2-1-1. 2-1-1 is a free, confidential community resource navigation that connects individuals and families to essential health and human services. Residents can access 2-1-1 by phone and internet. 2-1-1 will provide targeted referrals for the following needs: food, housing, rental/utility aid, emergency shelter, clothing, transportation assistance, substance abuse, child care options, senior issues, medical and dental care, immigration, prescriptions, mental health, and home repair. The City will also use \$2,870.32 of Year 7 funding to complete this project.

Project Spreadsheets are contained in Appendix F.

## Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 10 Action Plan Antipoverty Strategy response:

The designated NRSA was based on the federal Enterprise Community designation which funding ended in December 2009; the City is still targeting initiatives to the three Census tracts (101, 102, and 103) that comprise the Enterprise Community. The Year 10 housing initiatives proposed by the Bowling Green Human Rights Commission (Fair Housing Education and Outreach) are targeted toward properties with the NRSA. The Housing Authority's Small Business Program provide economic opportunity tools by which LMI and other qualified individuals will receive business training in developing new businesses and creating economic independence. The GED/ESL classes provided illiterate adults with the opportunity to gain necessary skills in order to seek advanced employment opportunities. The bus shelter project will enable LMI residents the opportunity for safe travel to school or community facilities. The Assistance Payments Program will enable LMI individuals to remain in their residence and prevent homelessness. Children Services will focus attention to providing positive development in LMI children. The Durbin Estates Development will allow for the construction of affordable housing and provide an education resource of sustainability. The Rental Conversion program will provide the opportunity for two LMI families to become homeowners. These investments will assist in the reduction of the number of poverty level families.

Under Amendment #1 of the Year 10 Action Plan, the initiative proposed by the United Way of Southern Kentucky's 2-1-1 program will direct individuals and families to housing, rental/utility aid, and emergency shelter assistance to avoid homeless. 2-1-1 will also direct people to transportation providers so that they can access essential services including employment. Child care options will provided by the program for positive development of LMI children while parents can maintain steady employment. Availability of substance abuse professionals will be given by the program to individuals for getting needed treatment to break addiction, succeed in society and avoid homelessness and unemployment. This investment will assist in the reduction of the number of poverty level families.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### Non-homeless Special Needs (91.220 (c) and (e))

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 10 Action Plan Specific Objectives response:

In addition to directing individuals to accessing the services listed above, United Way of Southern Kentucky's 2-1-1 program will also assist individuals with accessing services for food and clothing, senior citizen issues, medical and dental care, immigration, prescriptions, mental health, and home repair. This program is included under Amendment #1 of the Year 10 Action Plan.

## Housing Opportunities for People with AIDS

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 10 Action Plan HOPWA response:

The City of Bowling Green does not receive any HOPWA funds.

### **Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 10 Specific HOPWA Objectives response:

The City of Bowling Green does not receive any HOPWA funds.

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### **Other Narrative**

Include any Action Plan information that was not covered by a narrative in any other section.

|  |   |                       |                |                 |
|--|---|-----------------------|----------------|-----------------|
| <b>Project Name:</b> 211   |   |                       |                |                 |
| <b>Description:</b>  | <b>IDIS Project #:</b> <b>UOG Code:</b> KY210210 BOWLING GREEN  |                       |                |                 |
| Community resource navigation referral service that connects individuals and families to essential health and human services   |   |                       |                |                 |
| <b>Location:</b><br>PO Box 3330<br>Bowling Green, KY 42102-3330  | <b>Priority Need Category</b><br><b>Select one:</b> Public Services   |                       |                |                 |
| <b>Expected Completion Date:</b><br>(09/30/2010)   | <b>Explanation:</b><br>Funds will be used for program costs which will include salary and operational expenses required for implementation of 2-1-1.          |                       |                |                 |
| <b>Objective Category</b><br><input type="radio"/> Decent Housing<br><input checked="" type="radio"/> Suitable Living Environment<br><input type="radio"/> Economic Opportunity  | <b>Specific Objectives</b>  |                       |                |                 |
| <b>Outcome Categories</b><br><input checked="" type="checkbox"/> Availability/Accessibility<br><input type="checkbox"/> Affordability<br><input type="checkbox"/> Sustainability | 1 Improve access to affordable rental housing<br>2 Improve the services for low/mod income persons<br>3 Improve economic opportunities for low-income persons |                       |                |                 |
| <b>Project-level Accomplishments</b>   | 04 Households   | <b>Proposed</b> 2,600 | Accompl. Type: | <b>Proposed</b> |
|  |   | <b>Underway</b>       |                | <b>Underway</b> |
|  |   | <b>Complete</b>       |                | <b>Complete</b> |
|  | Accompl. Type:  | <b>Proposed</b>       | Accompl. Type: | <b>Proposed</b> |
|  |   | <b>Underway</b>       |                | <b>Underway</b> |
|  |   | <b>Complete</b>       |                | <b>Complete</b> |
|  | Accompl. Type:  | <b>Proposed</b>       | Accompl. Type: | <b>Proposed</b> |
|  |   | <b>Underway</b>       |                | <b>Underway</b> |
|  |   | <b>Complete</b>       |                | <b>Complete</b> |
| <b>Proposed Outcome</b>  | <b>Performance Measure</b>  | <b>Actual Outcome</b> |                |                 |
| Assistance to 2600 households.   | Provide suitable and affordable housing opportunites to LMI residents.  |                       |                |                 |
| 05 Public Services (General) 570.201(e)  |   | Matrix Codes          |                |                 |
| Matrix Codes   |   | Matrix Codes          |                |                 |
| Matrix Codes   |   | Matrix Codes          |                |                 |

|                |                |   |                |        |                |                |                |                |  |
|----------------|----------------|---|----------------|--------|----------------|----------------|----------------|----------------|--|
| Program Year 1 | CDBG           | ▼ | Proposed Amt.  | 2,870  |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                | Fund Source:   | ▼              | Actual Amount  |  |
|                | Other          | ▼ | Proposed Amt.  | 94,146 |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                | UWSKY          |   | Actual Amount  |        |                |                |                | Actual Amount  |  |
|                | 04 Households  | ▼ | Proposed Units | 2,600  |                | Accompl. Type: | ▼              | Proposed Units |  |
|                |                |   | Actual Units   |        |                |                |                | Actual Units   |  |
|                | Accompl. Type: | ▼ | Proposed Units |        | Accompl. Type: | ▼              | Proposed Units |                |  |
|                |                |   | Actual Units   |        |                |                | Actual Units   |                |  |
| Program Year 2 | Fund Source:   | ▼ | Proposed Amt.  |        |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                | Fund Source:   | ▼              | Actual Amount  |  |
|                | Fund Source:   | ▼ | Proposed Amt.  |        |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                |                |                | Actual Amount  |  |
|                | 01 People      | ▼ | Proposed Units |        |                | Accompl. Type: | ▼              | Proposed Units |  |
|                |                |   | Actual Units   |        |                |                |                | Actual Units   |  |
|                | 04 Households  | ▼ | Proposed Units |        | Accompl. Type: | ▼              | Proposed Units |                |  |
|                |                |   | Actual Units   |        |                |                | Actual Units   |                |  |
| Program Year 3 | Fund Source:   | ▼ | Proposed Amt.  |        |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                | Fund Source:   | ▼              | Actual Amount  |  |
|                | Fund Source:   | ▼ | Proposed Amt.  |        |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                |                |                | Actual Amount  |  |
|                | Accompl. Type: | ▼ | Proposed Units |        |                | Accompl. Type: | ▼              | Proposed Units |  |
|                |                |   | Actual Units   |        |                |                |                | Actual Units   |  |
|                | Accompl. Type: | ▼ | Proposed Units |        | Accompl. Type: | ▼              | Proposed Units |                |  |
|                |                |   | Actual Units   |        |                |                | Actual Units   |                |  |
| Program Year 4 | Fund Source:   | ▼ | Proposed Amt.  |        |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                | Fund Source:   | ▼              | Actual Amount  |  |
|                | Fund Source:   | ▼ | Proposed Amt.  |        |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                |                |                | Actual Amount  |  |
|                | Accompl. Type: | ▼ | Proposed Units |        |                | Accompl. Type: | ▼              | Proposed Units |  |
|                |                |   | Actual Units   |        |                |                |                | Actual Units   |  |
|                | Accompl. Type: | ▼ | Proposed Units |        | Accompl. Type: | ▼              | Proposed Units |                |  |
|                |                |   | Actual Units   |        |                |                | Actual Units   |                |  |
| Program Year 5 | Fund Source:   | ▼ | Proposed Amt.  |        |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                | Fund Source:   | ▼              | Actual Amount  |  |
|                | Fund Source:   | ▼ | Proposed Amt.  |        |                | Fund Source:   | ▼              | Proposed Amt.  |  |
|                |                |   | Actual Amount  |        |                |                |                | Actual Amount  |  |
|                | Accompl. Type: | ▼ | Proposed Units |        |                | Accompl. Type: | ▼              | Proposed Units |  |
|                |                |   | Actual Units   |        |                |                |                | Actual Units   |  |
|                | Accompl. Type: | ▼ | Proposed Units |        | Accompl. Type: | ▼              | Proposed Units |                |  |
|                |                |   | Actual Units   |        |                |                | Actual Units   |                |  |