## CR-05 - Goals and Outcomes

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

Program Year 2016 was the 13th year of the City of Bowling Green CDBG Entitlement Program since inception.   Year 13 is also the third year of the City’s current 5-year Consolidated Plan.  This Consolidated Plan prioritized the need to make investments into a targeted area of neighborhoods and census tracts that’s negative attributes stand out in comparison to the rest of the City’s census tracts.   The targeted area, BG Reinvestment Area, is composed of five census tracts, the City portion of one census tract, and the City portion of a census block group.  To address the specific needs of each individual neighborhood within the BG Reinvestment Area, the City started the Neighborhood Improvements Program.  During this program year HUD designated the Bowling Green Reinvestment Area as a Neighborhood Revitalization Strategy Area (NRSA). The first neighborhood of focus in the NRSA is Census Block Group 105.2. In this neighborhood three major projects began during Program Year 2016: Josephine Sidewalk Project, Reservoir Hill Park Improvements, and Private Property Improvements Program.

During Program Year 2016 the City also amended its Consolidated Plan to, starting Program Year 2017, allocate 80% of its annual funding to neighborhood improvements in the BG Reinvestment Area. During Program Year 2016 and an in recent years 20% of funds were allocated to local agencies through a competitive application process, 20% to administration and fair housing activities, and 60% to neighborhood improvements. For Program Year 2016 the following local agencies were allocated funding for public services and economic development programs: Bowling Green-Warren County Welfare Center, Bowling Green Human Rights Commission, Housing Authority of Bowling Green, Big Brothers Big Sisters of South Central Kentucky, Community Action of Southern Kentucky, United Way of Southern Kentucky, and South Central Kentucky Kids on the Block.

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

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal** | **Category** | **Source / Amount** | **Indicator** | **Unit of Measure** | **Expected – Strategic Plan** | **Actual – Strategic Plan** | **Percent Complete** | **Expected – Program Year** | **Actual – Program Year** | **Percent Complete** |
| Administration | Administration | CDBG: $ | Other | Other | 1 | 0 | 0.00% |  |  |  |
| Economic Opportunity | Non-Housing Community Development | CDBG: $ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 50 | 105 | 210.00% | 135 | 134 | 99.25% |
| Economic Opportunity | Non-Housing Community Development | CDBG: $ | Jobs created/retained | Jobs | 25 | 30 | 120.00% |  | 3 | 300% |
| Economic Opportunity | Non-Housing Community Development | CDBG: $ | Businesses assisted | Businesses Assisted | 50 | 7 | 14.00% | 15 | 3 | 20% |
| Economic Opportunity | Non-Housing Community Development | CDBG: $ | Other | Other | 0 | 0 |  | 10612 | 2,656 | 25.02% |
| Public Facilities | Non-Housing Community Development | CDBG: $ | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 800 | 0 | 0.00% |  |  |  |
| Public Improvements | Non-Housing Community Development | CDBG: $ | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 750 | 1470 | 196.00% | 0 | 1470 |  |
| Quality Affordable Owner Housing | Affordable Housing | CDBG: $ | Homeowner Housing Rehabilitated | Household Housing Unit | 8 | 0 | 0.00% |  |  |  |
| Quality Affordable Rental Housing | Affordable Housing | CDBG: $ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 0 | 528 |  | 0 | 268 |  |
| Quality Affordable Rental Housing | Affordable Housing | CDBG: $ | Public service activities for Low/Moderate Income Housing Benefit | Households Assisted | 0 | 162 |  | 165 | 167 | 0.00% |
| Quality Affordable Rental Housing | Affordable Housing | CDBG: $ | Rental units rehabilitated | Household Housing Unit | 10 | 0 | 0.00% |  | 4 |  |
| Quality Affordable Rental Housing | Affordable Housing | CDBG: $ | Homeowner Housing Rehabilitated | Household Housing Unit | 0 | 1 |  | 0 | 5 |  |

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

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

The City’s use of funds addressed the quality affordable housing priority by providing rental and utility assistance payments to 167 LMI households and private property improvements for creating suitable living environments for 9 households. The economic opportunity priority was addressed by 25 at-risk youth receiving mentoring services, 32 individuals receiving public transit work access passes, and 3 businesses were created and 3 new jobs were created.

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

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

|  |  |
| --- | --- |
|  | **CDBG** |
| White | 2,070 |
| Black or African American | 853 |
| Asian | 7 |
| American Indian or American Native | 22 |
| Native Hawaiian or Other Pacific Islander | 0 |

|  |  |  |
| --- | --- | --- |
|  |  | |
| **Total** | **2,952** |

|  |  |  |
| --- | --- | --- |
|  |  | |
| Hispanic | 70 |
| Not Hispanic | 2,882 |

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

**Narrative**

White and black represent the largest percentages at 77% and 29% respectively. Hispanics represent 2%.

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

**Identify the resources made available**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Funds** | **Source** | **Resources Made Available** | **Amount Expended During Program Year** |
| CDBG | CDBG | 527,316 | $429,157.08 |

Table 3 - Resources Made Available

**Narrative**

For Year 13 (Program Year 2016) the City received $527,316 of CDBG Entitlement funds from HUD. The amount expended to date reflects funds allocated to programs and public services, administration, and a fair housing education and outreach program.  Approximately 10% of the overall unexpended funds are allocated to the administration.  The remaining unexpended funds are allocated to the Neighborhood Improvements Program and which will be implemented during Year 13 (Program Year 2016).

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Area** | **Planned Percentage of Allocation** | **Actual Percentage of Allocation** | **Narrative Description** |
| BG Reinvestment Area | 60 | 68% | Neighborhood Improvements Program & Programs/Public Services |

Table 4 – Identify the geographic distribution and location of investments

**Narrative**

The City allocated 60% of its annual CDBG funding for the Neighborhood Improvements Program (NIP), the focus of the BG Reinvestment Area.  Year 13 was the first year the City began implementing NIP projects as the prior to years were dedicated to planning activities for the program including the development of an NRSA. The City received approval from HUD during Year 13 for designating the BG Reinvestment Area as a NRSA. The first neighborhood of focus in the BG Reinvestment for the NIP was Census Block Group 105.2. In this neighborhood the City completed the Josephine Sidewalk Project, finished phases of the Reservoir Hill Park Improvments Project, and completed several projects under the Private Property Improvements Program. Planning activities also began in the next neighborhood of focus in the BGRA, Census Tract 112. Engineering design phases were complete for the following projects: Lampkin Park Walking Trails, Census Tract 112 Sidewalks, and Pedigo Park Road Improvements.

The City also tracks programs and public services that are assisting persons residing in the BG Reinvestment Area.  During Year 13, an additional 9% of funds were utilized for programs and public services assisting persons from local target area.  This creates an overall total of 68% of funds being allocated to the BG Reinvestment Area.  The program overall served 128 persons from the target area with the most coming from the Bowling Green-Warren County Welfare Center’s Assistance Payments Program at 70 or 26% of the total persons served by the CDBG program.  Big Brothers Big Sisters of South Central Kentucky’s Youth Mentoring Program served 24 persons from the BG Reinvestment Area which represented 96% of its persons served from that particular CDBG program.  The Housing Authority of Bowling Green Small Business Program served 17 individuals from the BGRA which represented 22% of the total persons served by the program. Community Action of Southern Kentucky’s GO bg Transit Work Access Pass Program served 18 individuals from the BGRA which represented 56% of the toal persons served under the program. United Way of Southern Kentucky’s 2-1-1 Program assisted 379 individuals from the BGRA which represented 14% of the total persons helped by the program.

A map of geographic distribution of CDBG expenditures is included in Attachment 3.

**Leveraging**

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

CDBG funds were leveraged through private funds provided by awarded subrecipients.  Subrecipients committed and expended approximately $115,482 in matching funds during Year 13.  The City does not require matching funds for its awarded programs, but they are strongly encouraged and make applications more competitive during the review and award process.

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

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

|  | One-Year Goal | Actual |
| --- | --- | --- |
| Number of Homeless households to be provided affordable housing units | 0 | 0 |
| Number of Non-Homeless households to be provided affordable housing units | 83 | 114 |
| Number of Special-Needs households to be provided affordable housing units | 0 | 0 |
| **Total** | **83** | **114** |

Table 5 – Number of Households

|  | One-Year Goal | Actual |
| --- | --- | --- |
| Number of households supported through Rental Assistance | 82 | 53 |
| Number of households supported through The Production of New Units | 0 | 0 |
| Number of households supported through Rehab of Existing Units | 0 | 9 |
| Number of households supported through Acquisition of Existing Units | 0 | 0 |
| **Total** | **82** | **62** |

Table 6 – Number of Households Supported

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

The City of Bowling Green supports affordable housing through partnerships with area agencies.  During Year 13, the City partnered with the Bowling Green-Warren County Welfare Center for a rental and utility assistance program that provides one time payments to LMI families in an amount of $150.  Year 13’s goals were to provide rental assistance to 83 families, and utility assistance to 82 families.  The outcome of 53 families receiving rental assistance and 114 receiving utility assistance shows that there was a much greater need for utility assistance than rental assistance during Year 13.

Additionally the City initiated a Private Property Improvements Program to remove blighting influences and improve curb appeal. During Year 13, nine (9) properties were assisted under the program resulting in increased affordability for improved suitable living enviroments.

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

The outcomes demonstrate the increased need for affordable housing.  In the Year 14 (Program Year 2017) Annual Action Plan, the City allocated additional funding to provide more affordable housing opportunities.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Households Served** | **CDBG Actual** | **HOME Actual** | |
| Extremely Low-income | 169 | 0 |
| Low-income | 82 | 0 |
| Moderate-income | 19 | 0 |
| **Total** | **270** | **0** |

Table 7 – Number of Households Served

**Narrative Information**

The number of Extremely Low-Income persons represents 63% of the total, while Low-Income represents 30%, and Moderate-Income represents 7%.

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

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

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

The City of Bowling Green worked with its local homeless service providers to provide access and reached out to the homeless population.  Barren River Area Safe Space (BRASS) provides a shelter to victims of domestic violence and their families.  The Salvation Army provides a shelter to the homeless population and provides a food bank, clothing store and a kitchen to feed residents of the shelter.

The City of Bowling Green administers 606 Housing Choice Vouchers and offers a preference for homeless individuals and families.

As part of the City’s Fair Housing Education and Outreach Program, the Bowling Green Human Rights Commission participates in the Homeless and Housing Coalition of South Central Kentucky’s Room in the Inn initiative to shelter homeless people in the area.

United Way of Southern Kentucky’s 2-1-1 is a community resource navigation service that connects individuals and families to essential health and human services. Under 2-1-1, numerous referrals were made for connecting the homeless to shelter opportunities.

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

The City partners with its homeless service providers to address emergency shelter and transitional housing needs.  Hotel Inc. operates a transitional housing program which is limited to one family based on the availability of the unit.

There is a need of additional transitional housing in the community.  Last year a new men’s addition recovery transitional housing facility was built in Bowling Green. The new facility is partially funded with state CDBG funds.

United Way of Southern Kentucky’s 2-1-1 is a community resource navigation service that connects individuals and families to essential health and human services. Under 2-1-1, numerous referrals were made for connecting the homeless to emergency shelter and transitional housing opportunities.

During Year 13, the City undertook planning efforts and reached out to emergency shelter and transitional housing partners regarding the availability of CDBG funding for new affordable housing opportunities which could include emergency shelter and transitional housing.

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

Hotel Inc.'s transitional housing program includes financial training and basic life skills training as part of their program.  The goal is to make the homeless independent at the conclusion of the program.  The City's Housing Choice Voucher program gives a preference to persons homeless 30 of the last 45 days.  This provides an opportunity for families residing at the Salvation Army or domestic violence victims an opportunity to locate quality affordable housing.  The City is currently expanding the Administrative Plan of the Housing Choice Voucher Program to redefine the homeless eligibility requirements which should enhance the City’s ability to serve more families in need of assistance.

United Way of Southern Kentucky’s 2-1-1 is a community resource navigation service that connects individuals and families to essential health and human services. Under 2-1-1, numerous referrals were made for helping low-income individuals and families receive assistance for housing, health, social services, employment, education, and youth needs.

**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’s partnership with the Bowling Green-Warren County Welfare Center’s Assistance Payments program resulted in 53 families receiving rental assistance that would otherwise be facing eviction.  63% of the total individuals helped under the Assistance Payments Program were extremely low-income, 30% were very low-income, and 7% were low-to-moderate-income.

Hope House Ministries’ transitional housing program will be available to all men struggling with substance abuse, but the program will primarily be targeting men exiting incarceration.  The program will provide substance abuse services, financial literacy, job training, to provide participants with the skills to succeed in society while reducing recidivism rates.

United Way of Southern Kentucky’s 2-1-1 is a community resource navigation service that connects individuals and families to essential health and human services. Under 2-1-1, numerous referrals were made for helping homeless persons to gain access to transitional and affordable permanent housing opportunities.

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

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

Quality Affordable Housing is a priority of the Consolidated Plan and the City of Bowling Green. Activities were conducted in Year 13 helped to address this priority need.

Continuation funding for the Fair Housing Education program further assisted residents of the community in understanding their rights and responsibilities under the Federal Fair Housing Laws.  This establishes important groundwork for households who are seeking homeownership opportunities.  The Fair Housing Education program addresses the Suitable Living Environmental objective through the outcome of Availability/Accessibility.  The City supplements this program with local funds as needed.

The City also provides Section 8 Housing Choice Vouchers for homeownership.  At present 17 households are being assisted with mortgage payments.

During Year 13, the City undertook planning efforts and reached out to public housing partners regarding the availability of CDBG funding for new affordable housing opportunities which could address the needs of public housing.

Bowling Green like many other cities is seeing a substantial increase in the development of apartment complexes and the conversion of existing housing stock to rental units.  This transition is expected to continue for the next couple of years and will have lasting impacts on our community into the future.

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

The City's HCV program utilizes graduates of the Housing Authority's Homeowner program for Homeownership Vouchers.  The City and the HABG have a history of partnering together for the creation and development of affordable housing opportunities.

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

There are current no troubled PHAs in Bowling Green.

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

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

The City waived permit fees for nonprofits building single family homes.  This incentive assisted organizations such as the Housing Authority or Habitat for Humanity in meeting their goals of providing affordable housing.

The City of Bowling Green has a limited number of policies that could affect the affordability of housing development and strives to ensure that its policies and regulations are not cost burdensome to affordable housing developers.

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

The City worked with its network of local service providers to identify underserved needs within the community and looked for ways to make resources available to the underserved population.  The City has a steady inflow of international refugees from all over the world. During this past year, the City began its 2nd annual Academy for New Americans, a free leadership-training program sponsored by the City of Bowling Green that empowers New Americans to understand and participate in City Government. The purpose of the program is to provide New Americans the tools necessary to successfully navigate City services, community information and resources in order to become key stakeholders in assisting their respective ethnic communities and neighborhoods.

The City continued its existing new partnership with Big Brothers and Big Sisters of South Central Kentucky for a Youth Mentoring Program.  The program targets children of single parent households, incarcerated parents, victims of abuse, and at or below poverty level.  24 LMI children were assisted under the program.

In a new attempt to address obstacles to meeting underserved needs, the City funded United Way of Southern Kentucky’s 2-1-1, a community resource navigation service that connects individuals and families to essential health and human services. Under 2-1-1, a wide variety of referrals were made to meet underserved needs in the community.

Also the City partnered with a local public transit agency to provide the equivalent of six months of free public transit passes for LMI individuals gaining access to employment or employment related services. 32 individuals benefitted from this program.

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

During Year 13 the City initiated an exterior property renovation program. Under this program most properties didn’t disturb paint surfaces which resulted in a reduction in lead-based hazards. Furthermore the few properties with the potential to disturb paint surfaces undertook activities to encapsulate painting surfaces which also reduced lead-based paint hazards. When undertaking future homeowner rehabilitation projects, the City will continue to take actions to reduce lead-based paint hazards.

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

The City partnered with one local organization to provide small business training.  This created the opportunity for local residents to learn aspects of small business and to assist in receiving start up financing.  As a result of these investments 3 new businesses were started and 3 new jobs were created.

The City made Section 3 outreach efforts at the City of Bowling Green Section 8 Office, Bowling Green Human Rights Commission, Housing Authority of Bowling Green, and in local newspaper bid advertisements to notify low income persons of CDBG contracting and labor opportunities.

Also the City partnered with a local public transit agency to provide the equivalent of six months of free public transit passes for LMI individuals gaining access to employment or employment related services. 32 individuals benefitted from this program.

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

Please see attachment 5.

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

During Year 13 the the City funded United Way of Southern Kentucky’s 2-1-1, a community resource navigation service that connects individuals and families to essential health and human services. Under this new program, local residents seeking assistance dial 2-1-1 and reach a trained community referral specialist that provides contact information of local service providers for the type of assistance requested. This is a new approach in the City of enhancing coordination local housing and sevice agencies.

Also during each program year, the City continuously seeks ways to improve coordination with partnering agencies.  During the planning and implementation of projects and programs each year, the City learns of new ways to enhance coordination.  Actions taken to improve coordination include the following:

* Inviting additional agencies to attend the annual CDBG Public Hearings.
* Modifying the annual CDBG Workshop presentation to better inform area agencies of CDBG program requirements.
* Seek additional input from area agencies on needs in the community and challenges in providing services in compliance with CDBG program requirements.
* Informing area agencies of the City’s CDBG funding priorities and initiatives to solicit partnerships, and avoid duplication and overlap of services.
* Provide greater technical assistance to agencies in need.
* Update Policies and Procedures, and Subrecipient Agreements to improve coordination and maximize efficiencies.
* Develop plans and strategies to gain greater flexibility within the CDBG requirements to adequately address neighborhood needs.

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

To overcome the effects of the impediments identified in the City’s analysis of impediments to fair housing, the City partners with the Bowling Green Human Rights Commission (BGHRC) to development and implement a fair housing education and outreach program.

Under this partnership, the BGHRC annually conducts workshops and presentations that targets specific groups and members of the protected classes, and service providers to the protected classes.  The service providers include landlords, lenders, builders, realtors, and community organizations.  Outreach efforts are also provided through quarterly newsletters sent to the aforementioned service providers, and from information booths at forums, fairs, and other venues.  Annually in April, the BGHRC hosts a Fair Housing event to highlight Fair Housing Month.  The BGHRC also provides general information to fair housing inquiries, and assists citizens in filing and resolving housing discrimination complaints through mediation, education, and counseling.

 To overcome language and cultural differences, the City’s International Communities Liaison works with individual members and groups of the international community to assist with obtaining access to available services.  The International Communities Liaison also works with service providers to better assist the international community.

The City has offered assistance to providers offering transition services to persons exiting incarceration and will continue to make efforts to partner in that endeavor.

## CR-40 - Monitoring 91.220 and 91.230

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

The Department of Neighborhood and Community Services of the City of Bowling Green is responsible for the administration of the CDBG program.  NCS staff prepares the 5 year Consolidated plan, the Annual Action Plan and the CAPER.  NCS staff uses HUD’s Integrated Data Information system (IDIS) and the City’s New World financial software to manage both financial aspects of the program and the performance of the program.

All subrecipients must enter into a written agreement prior to release of funds from the City or any project activity by the Subrecipient; this agreement must also receive formal approval by the City Commission. The agreement sets forth the proposed activities of the program and the responsibilities of both the Subrecipient and the City, particularly with respect to CDBG regulations. Staff conducts an on-site meeting with the subrecipient’s key staff to review the agreement prior to approval.   Any necessary clarifications of requirements are handled at that time.  For subrecipients procuring construction services, the City provides a packet of ‘Contractor Requirements’ which outlines CDBG requirements including minority business outreach.

To receive reimbursement of expenditures from the City, each Subrecipient must provide proper documentation, including a monthly report of activity, copies of invoices, and a request for payment.  NCS staff verifies the invoice and documentation and processes for payment.  As part of this verification process, a desk audit of each Subrecipient program is performed monthly, including a review of all activities undertaken with CDBG funds and determination of expense eligibility, to ensure that all programming and expenditures are within the parameters set in the written agreement and the regulations of the  CDBG program.  Immediate action is taken in the event there are discrepancies with the subrecipient’s programming or expenditures, including contacting the subrecipient by telephone, electronic mail, or through a more comprehensive site visit.  If there are unusual situations or problems identified through a desk review, NCS will schedule a field monitoring visit with the Subrecipient.

For the past seven years, staff has held a CDBG Basics Workshop before the application process begins.  The workshop outlines the history, use, and rules of the CDBG program.  This was the first opportunity many of our Grantee’s have had to learn the scope of the CDBG program.  In the spring and summer of 2017, staff completed on-site reviews in conjunction with meeting with grantees about the process for Year 13 funding.  There were no significant findings in any of the on-site reviews.  Reviews followed the Cities CDBG Monitoring Checklist and a completed copy and closeout letter was mailed to each subrecipient.  In addition the City obtained single audits from each applicable subrecipient.

CDBG Year 13 funds primarily targeted the Bowling Green Reinvestment Area (BGRA).  Thus far 30% of the Year funds have been expended through public services, programs, and administration.  The remaining funding will be expended in Year 14 towards the Neighborhood Improvements Program in Census Tract 112 of the BGRA.  The BGRA has the greatest concentration of Low/Moderate Income households and the greatest ethnic and racial diversity.  According to HUD statistics, nearly 80 percent of persons in the BGRA are are Low/Moderate Income.

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

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

The City of Bowling Green began the planning process for the Year 13 Annual Plan with a public hearing on January 19, 2016.  The Public Notice for the public hearing was published in the local newspaper on December 29, 2015 and January 6, 2016.  Previous subrecipients and other partners were also notified of the hearing.  The hearing was held at the City Commission chambers in City Hall, primarily due to its accessibility and well-known location.  Because some individuals may not be able to attend the hearing, or do not wish to speak in public, written comments were also accepted through January 28, 2016 as advertised.

The purpose of the January 19, 2016 meeting was to review past performance of the CDBG program and to obtain citizen’s views on housing and community development needs in Bowling Green.  City staff reviewed the principles and past activities of the CDBG program.

Announcement of available CDBG funding was advertised on January 29, 2016.  Interested agencies were able to submit applications until February 19, 2016.  All applications for funding were required to address a priority need as identified in the Consolidated Plan.

A draft of the Year 13 Action Plan was made available for public review and comment from March 30, 2016 to April 28, 2016. The draft of the Year 13 Action Plan was reviewed at a public hearing on April 19, 2016.  NCS staff reviewed the planning process, the agency application process and the Citizen Review Committee recommendations.  No comments were received at the hearing or during the comment period. The City Commission approved the Year 13 Action Plan on May 3, 2016.

The availability of the Year 13 CAPER was advertised on Septembr 7, 2017.  Citizens were encouraged to submit comments by September 26, 2016. A public copy of the CAPER was made available in the Neighborhood and Community Services building and on the City’s website.   There were no public comments received.

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

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

The City has not changed any program objectives.  The City has completed a Neighborhood Revitalization Strategy Area plan to gain greater flexibility within the CDBG requirements to address neighborhood revitalization needs.

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

No

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

Not applicable.