



Fourth Program Year CAPER

The CPMP Third Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER 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.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 4 CAPER Executive Summary response:

This consolidated Annual Performance and Evaluation Report (CAPER) describes the activities undertaken during the program year beginning October 1, 2013 and ending September 30, 2014 using Federal funds granted to the City of Moore by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. Activities and accomplishments described in this report primarily benefit low-income and moderate-income residents, and the city as a whole.

The City of Moore received a 2013 CDBG entitlement allocation of \$309,731.00. This is the fourth year that the City of Moore has been a CDBG Entitlement Community

General Questions

1. **Assessment of the one-year goals and objectives:**
 - a. **Describe the accomplishments in attaining the goals and objectives for the reporting period.**
 - b. **Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.**
 - c. **If applicable, explain why progress was not made towards meeting the goals and objectives.**
2. **Describe the manner in which the recipient would change its program as a result of its experiences.**
3. **Affirmatively Furthering Fair Housing:**
 - a. **Provide a summary of impediments to fair housing choice.**
 - b. **Identify actions taken to overcome effects of impediments identified.**
4. **Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.**

5. Leveraging Resources

- a. Identify progress in obtaining “other” public and private resources to address needs.
- b. How Federal resources from HUD leveraged other public and private resources.
- c. How matching requirements were satisfied.

Program Year 4 CAPER General Questions response:

- 1) The City of Moore is carrying out activities funded by the Community Development Block Grant (CDBG) program in a manner consistent with the certifications required as a part of the Consolidated Plan. The City of Moore continues to implement the goals and objectives identified in the five-year consolidated plan to achieve development of a viable urban community. In the 2013 Action Plan, the city identified a total of 6 projects in the areas of Public Facilities Improvements, Public Services, and Administration that would be funded during the 2013-2014 program year. Through the funding cycle all funds were allocated to programs that would further the goals of the consolidated plan and the CDBG program. The tables below shows a breakdown of activities open during the program year, total amount of expenditures, and those completed in the same period. Three projects were open from previous funding years. Table 1 shows a breakdown of completed projects from previous program year.

Table 1 2013

Category	Funds Allocated	Funds Expended	Balance	Completed	Persons Assisted
Public Facilities and Improvements					
Regency Park Sewer Improvements	\$187,106.64	\$125,635.31	????	N	1067
City of Moore Utilities Assistance Program	\$30,000.00	0	\$30,000.00		
Public Services					
Aging Services, Inc.	\$8,000.00	\$8,000.00	\$0.00	Y	17
Moore Youth and Family (School Based)	\$8,000.00	\$8,000.00	\$0.00	Y	154
Moore Youth and Family (Community Based)	\$3,339.08	\$3,339.08	\$0.00	Y	33
Bethesda	\$8,000.00	\$7,999.00	\$1.00	Y	667
Cleveland County Habitat for Humanity	\$3,339.08	0	\$3,3339.08	Void	N/A
Administration					
2013 CDBG Administration	\$57,946.20	\$11,000.00	\$46,946.20	N/A	N/A
Metro Fair Housing	\$4,000.00	\$4,000.00	\$0.00		32
Total	\$309,731.00	\$167,973.39	\$80,286.28		1,970

A summary of the objectives and activity goals proposed in the 2013 Action Plan include:

- Aging Services, Inc. was awarded funding to provide home-bound Moore Senior Citizens with hot delivered meals. The project was completed in fall of 2014.
- Bethesda, Inc. was awarded funding to provide counseling services to sexually abused children. The project was completed in fall of 2014.
- Moore Youth and Family Services was awarded funding to provide counseling services to juvenile first time offenders. The project was completed in fall of 2014.
- Moore Youth and Family Services, Inc. was awarded funding to provide counseling services to children in the Moore Public School program. The project was completed in fall of 2014.

The City of Moore has stayed consistent with our goals and objectives. All objectives were met or exceeded. Some of the Annual Objectives were met by use of other funding i.e. general funds. The City has made a conscious effort focusing on abating public nuisance properties in the low/moderate income areas using general funds. The city also has set out objectives that are postponed due to funding consonants for example rehabilitation for sanitary sewer lines in low/moderate income areas. The city will focus on these areas in upcoming program years.

The City of Moore has pursued all resources that it indicated it would pursue; provided requested certifications of consistency for HUD programs, in a fair and impartial manner; and did not hinder Consolidated Plan implementation by action or willful inaction.

- 2) The 2013-2014 CDBG Program was Moore's fourth year of being an Entitlement Community. The CDBG Administrative Staff was challenged with instituting new policies and procedures for the program. In moving forward, the City of Moore will continue to build its capacity for administering such projects and programs. To gain additional insight into the LMI households in Moore, the CDBG Coordinator will take an active role in the Cleveland County Continuum of Care, as well as other community groups and boards.

During the program year, the City of Moore used CDBG funds to assist various public service organizations who serve Moore. The sub-recipients are educated as to the federal requirements for the CDBG Program through a pre-application workshop and a one-on-one meeting with City Staff at the time the contract is executed. This process streamlines the approach by the CDBG office to resolve any confusion during the execution of the activity.

- 3) The top impediment to fair housing identified in the City's AI is the lack of access to information on fair housing for citizens of Moore. The Community Development Department has made it a priority to better inform the citizens of Moore on fair housing through a partnership with the Metropolitan Fair Housing Council Inc.

(Metro Fair Housing). The City of Moore refers all calls for fair housing inquiries to Metro Fair Housing. Through this relationship and by being active in the Cleveland County Continuum of Care, City of Moore CDBG staff continues to be informed and up to date on housing issues in the community.

- 4) The City of Moore strives to implement its 5-year Consolidated Plan priorities and objectives, which was developed through input from agencies, the public, and focused on programs that can be recommended to meet underserved needs. During the funding year, the City continued its strategy of investing the majority of CDBG funds on a citywide basis to activities that demonstrate significant leveraging of limited CDBG resources while benefiting low to moderate-income persons both directly and through community growth.
- 5) The City of Moore continually pursues other grant funding to address the needs of our low-moderate-income persons. The City has a robust Grants Program that actively pursues various grant funding, including investigating the possibility of applying for HOME funds with a consortium of other Oklahoma entitlement communities.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 4 CAPER Managing the Process response:

- 1) During the program year, the Community Development Department continues to proceed in accordance with the management process set forth in the consolidated plan. The CDBG Program is under the direction and oversight of the Community Development Department, Community Development Director, City Manager, City Council and Citizens Advisory Committee. One full time employee, Associate Planner/Grants Manager, is responsible for administering and implementing all funded activities, preparing the 5-Year Consolidated Plan and Annual Action Plans, program and project recordkeeping, and adherence to federal regulations and statutes. A CDBG Citizens Advisory Committee composed of representatives from residents of targeted low-moderate neighborhoods, financial management, faith-based organizations and civic leaders, assist City Staff and City Council in the review and recommendation of proposals to be funded with CDBG resources.

Agencies that assisted with the administration of programs and activities funded in 2013-2014 Annual Action Plan are:

Aging Services Inc.
Bethesda, Inc.
Moore Youth and Family Service, Inc.
Metropolitan Fair Housing Council
City of Moore

The Community Development Department is responsible for developing contracts with sub recipients to address the specific goals and objectives of each program. The contract for services between City and sub-recipients

clearly outlines the work to be performed, time of performance, funds budgeted for the work, and all applicable laws and regulations. Whenever appropriate, contracts references to specific federal requirements such as Davis-Bacon wage rates, City of Moore purchasing procedures, and Lead Based Paint requirements.

During the course of the contract period, sub recipients are required to submit monthly, quarterly or semi-annual reports, as directed by the contract and CDBG Coordinator. In addition, periodic site visits are conducted to ensure that projects are proceeding in accordance with program guidelines and in a timely manner. Such monitoring is conducted in accordance with guidelines set forth in the CDBG Monitoring Handbook. All monitoring visits are followed up with a written analysis of findings and any recommendations for improvement or corrective actions.

Citizen Participation

- 1. Provide a summary of citizen comments.**
- 2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.**

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

Program Year 4 CAPER Citizen Participation response:

Being the third year as an entitlement community, the City of Moore focused on creating a basic framework in which to administer the CDBG Program for the 2013 Program Year. Contracts for sub-recipients were developed, as well as an invoicing procedure. Internally, the CDBG Staff worked closely with other city departments to clarify procedures in voucher drawdowns.

In addition to creating the necessary policies and procedures for program administration, the CDBG Coordinator began community outreach to public service agencies by serving on various committees. By becoming more active with local public service agencies, City Staff acquired additional knowledge of community needs and coordinates efforts to assist with addressing those needs.

- 1) The CAPER was developed by the Community Development Department and a draft was made available on November 24, 2014. A fifteen day comment period was opened and a public

hearing held at the regular December CDBG Advisory Committee meeting.

Copies of the CAPER are available at locations convenient to persons affected by the program and to person with disabilities. These locations are

- A. City of Moore Community Development Department, 301 N Broadway Ave, Moore OK 73160
- B. City of Moore Brand Senior Center, 507 E. Main, Moore OK 73160
- C. Moore Public Library, 201 S. Howard Ave, Moore OK 73160
- D. City of Moore website, www.cityofmoore.com
- E. All social media including Facebook, Twitter, and City of Moore Channel 20

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 4 CAPER Institutional Structure response:

Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. **Self Evaluation**
 - a. Describe the effect programs have in solving neighborhood and community problems.
 - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
 - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
 - d. Indicate any activities falling behind schedule.
 - e. Describe how activities and strategies made an impact on identified needs.
 - f. Identify indicators that would best describe the results.
 - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
 - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
 - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 4 CAPER Monitoring response:

1.) Monitoring is conducted in a manner consistent with the HUD regulatory guidelines that apply to CDBG funds. Depending on the nature of the funds usage, different eligibility and compliance factors may be reviewed. City Staff keeps continuous contact with sub recipients during the duration of the project. Annual monitoring visits follow the sub-recipient monitoring checklist to ensure comprehensive monitoring is completed. For projects following Davis-Bacon requirements, City Staff meets with sub-recipients before any bids are solicited and with contractors before any work can begin.

The City takes a proactive approach rather than reactive to ensure timeliness and compliance from sub-recipients. The implemented strategy includes a pre-application meeting for all applicants prior to submitting an application for funding. City Staff conducts an on-site visit to all successful applicants to complete an initial assessment of their capacities, their program, and service environment to determine the frequency of City Staff monitoring. Because the City's CDBG Program operates on a reimbursement-basis, City Staff is able to closely monitor the expenditures of each sub-recipient to ensure that all expenses are eligible for reimbursement. Sub-recipient beneficiary reporting as a condition for cost reimbursement. City Staff maintains an open door policy for all agencies and frequent unofficial visits are made to sub recipients throughout the year.

During the 2013 program year, the City's CDBG staff took advantage of available trainings offered by HUD to improve understanding of the program and regulations and sharpen administrative skills. The Associate Planner/Grants Manager attended two CDBG training opportunities: Effective Management of CDBG Subrecipients and Foundations in Environmental Review.

2.) To assist with monitoring, the Community Development Department follows HUD developed guidelines and a sub-recipient monitoring checklist. The checklist ensures that consistency is provided during a monitoring visit and allows sub-recipients the ability to know what will be expected during a visit.

In the fourth year monitoring, City Staff has generally found that programs and projects are operating according to the regulations and the terms and conditions of agreements. The City of Moore focuses on areas of eligibility of beneficiaries and expenditures. Overall, programs and projects have a good record, especially given that funds are disbursed on a reimbursement basis, with source documents reviewed prior to approval. City Staff works closely with all sub-recipients and maintains close working relationships to ensure all work is completed according to CDBG regulations and contract requirements. This also allows for City Staff to determine areas of concern with each sub-recipient, in addition to areas where enhanced guidance may be needed with future contracts.

3.) All CDBG programs are focused on meeting the needs of low/moderate income households and individuals. Without CDBG funding, many of the programs would be unable to assist as many people and some may not continue to exist. Throughout the funding cycle and awarding of CDBG funds, the Community Development Department works towards directing funding to projects that meet the goals and objectives in the consolidated plan. During the 2013 funding cycle, projects that were awarded funding addressed high priorities (Senior Services, Child Care Services, Abused & Neglected Children, Health Services, Program Administration, and Fair Housing Activities). Through the CDBG program, local non-profit

organizations were able to provide enhanced and expanded services for the community.

During the reporting period, CDBG funds made possible three activities to address the housing, economic, human and neighborhood development and homeless services needs of the community. Under the General Questions section above is a list of the results achieved. The impact on their needs was achieved through activities and strategies focused on: access to alternate modes of transportation, access to child care, access to fresh and healthy foods for both families and senior citizens, and access to specialized forensic interview services for abused and neglected children.

As indicated above and in the General Questions section, this report covers the third year of the five years under the city's consolidated plan. The city has not identified any adjustment or improvements to strategies and activities identified in the current consolidated plan.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 4 CAPER Lead-based Paint response:

The City follows state and federal regulations prohibiting the use of lead based paint (LBP) and relies on sub-recipients to advise households receiving CDBG assistance.

The Community Development Department has Lead-Safety informational materials that detail the dangers of LBP. This printed material is made available to the general public. During this program year there was no owner-occupied rehabilitation or emergency repair assistance.

HOUSING

Housing Needs

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

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 4 CAPER Housing Needs response:

1.) During the 2013 program year, the City of Moore had no public service agencies apply for CDBG funds that would specialize in housing needs. Therefore no CDBG funding went toward this purpose.

Specific Housing Objectives

- 1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.**
- 2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.**
- 3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.**

Program Year 4 CAPER Specific Housing Objectives response:

The City of Moore’s 5-Year Consolidated Plan recognized that the City’s CDBG allocation is inadequate to address housing needs directly, but instead rely upon public service agencies to provide needed housing services. For the 2013 Program Year, no public service agencies applied for funds to address housing needs.

Public Housing Strategy

- 1. Describe actions taken during the last year to improve public housing and resident initiatives.**

Program Year 4 CAPER Public Housing Strategy response:

1.) For the 2013 Program Year, no public service agencies applied for funds to address housing.

Barriers to Affordable Housing

- 1. Describe actions taken during the last year to eliminate barriers to affordable housing.**

Program Year 4 CAPER Barriers to Affordable Housing response:

1.) The City of Moore will continue its commitment to create diverse housing opportunities and ensure the availability and affordability of a variety of housing by collaborating with the development community and housing organizations to build affordable housing in the community.

HOME/ American Dream Down Payment Initiative (ADDI)

- 1. Assessment of Relationship of HOME Funds to Goals and Objectives**

- a. **Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.**
2. **HOME Match Report**
 - a. **Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.**
3. **HOME MBE and WBE Report**
 - a. **Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women’s Business Enterprises (WBEs).**
4. **Assessments**
 - a. **Detail results of on-site inspections of rental housing.**
 - b. **Describe the HOME jurisdiction’s affirmative marketing actions.**
 - c. **Describe outreach to minority and women owned businesses.**

Program Year 4 CAPER HOME/ADDI response:

- 1.) The City of Moore does not receive any HOME Funds.

HOMELESS

Homeless Needs

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

1. **Identify actions taken to address needs of homeless persons.**
2. **Identify actions to help homeless persons make the transition to permanent housing and independent living.**
3. **Identify new Federal resources obtained from Homeless SuperNOFA.**

Program Year 4 CAPER Homeless Needs response:

- 1.) To prevent homelessness, the City of Moore attempts to direct families and individuals towards the desired assistance they need. The City of Moore also has the Cleveland County Continuum of Care’s homeless prevention plan to end homelessness available to the public.

Specific Homeless Prevention Elements

1. **Identify actions taken to prevent homelessness.**

Program Year 4 CAPER Specific Housing Prevention Elements response:

1.) To prevent homelessness, the City of Moore attempts to direct families and individuals towards the desired assistance they need. The City of Moore also has the Cleveland County Continuum of Care's homeless prevention plan to end homelessness available to the public.

Emergency Shelter Grants (ESG)

- 1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).**
- 2. Assessment of Relationship of ESG Funds to Goals and Objectives**
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.**
 - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.**
- 3. Matching Resources**
 - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.**
- 4. State Method of Distribution**
 - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.**
- 5. Activity and Beneficiary Data**
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.**
 - b. Homeless Discharge Coordination**
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.**
 - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.**

Program Year 4 CAPER ESG response:

The City of Moore does not receive emergency shelter grant funds.

COMMUNITY DEVELOPMENT

Community Development

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

- 1. Assessment of Relationship of CDBG Funds to Goals and Objectives**
 - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.**
 - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.**
 - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.**
- 2. Changes in Program Objectives**
 - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.**
- 3. Assessment of Efforts in Carrying Out Planned Actions**
 - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.**
 - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.**
 - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.**
- 4. For Funds Not Used for National Objectives**
 - a. Indicate how use of CDBG funds did not meet national objectives.**
 - b. Indicate how did not comply with overall benefit certification.**
- 5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property**
 - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.**
 - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.**
 - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.**
- 6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons**
 - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.**

- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 4 CAPER Community Development response:

1.) The City of Moore strived to meet the priorities as set forth in the 2010-2015 Consolidated Plan during the 2013 Action Plan. The projects identified for expenditure during the 2013 program year were public facilities improvements and public services. Specific projects in these areas included:

- Aging Services, Inc. was awarded funding to provide home-bound Moore Senior Citizens with hot delivered meals. The project was completed in fall of 2014.

- Bethesda, Inc. was awarded funding to provide counseling services to sexually abused children. The project was completed in fall of 2014.

- Moore Youth and Family Services, Inc. was awarded funding to provide counseling services to juvenile first time offenders. The project was completed in fall of 2014.

- Moore Youth and Family Services, Inc. was awarded funding to provide counseling services to children in the Moore Public School program. The project was completed in fall of 2014.

2.) The program objectives set forth in the consolidated plan have not been changed. Moore still places emphasis on various Improvements to Public Facilities, including sidewalks; Public Services, including those for senior citizens, youth, transportation, child care, health, and abused and neglected children; Removal of Architectural Barriers, Code Enforcement, Planning and Fair Housing Activities. For any proposed changes to the program objectives, the city would solicit community input.

3.) The 2013 Program Year was the fourth year of CDBG entitlement funding for the City of Moore. A CDBG Advisory Committee is to advise City Staff and City Council

on funding priorities. City Staff prepared a public service CDBG funding application for potential sub-recipients, and held an informational workshop to educate the local public services on the process. All applications that are received before the deadline are reviewed by CDBG staff for eligibility and then passed to the CDBG Funding Committee for funding consideration. A CDBG Advisory Committee Meeting was held to allow the applicants to explain their needs and requests.

The focus is to fund projects that will further the goals and objectives set forth in the consolidated plan.

- 4.) All CDBG funds expended met a national objective. Out of all funds disbursed other than administration, 100% were expended to benefit low/mod income individuals and households.
- 5.) No activities funded with CDBG funds displaced or relocated families or individuals from their homes or businesses.
- 6.) The City of Moore did not fund economic development activities.
- 7.) For activities that fall under an area low/moderate benefit, the CDBG Department staff refers to census tract data to determine the income level and population of the proposed service area. Census tracts that are identified as low/mod census tracts receive focus for CDBG funding.
- 8.) The City of Moore did not undertake any activities that would provide program income.
- 9.) This is the fourth year that the City of Moore has been an entitlement community, and therefore there is no past experience with disallowed expenditures.
- 10.) The City of Moore did not use CDBG funding for payment of loans.
- 11.) The City does not have any lump sum agreements. Expenditures are reimbursed throughout the project when requests are made and receipts or invoices are submitted to the CDBG Department.
- 12.) The City of Moore relies upon local non-profit public service organizations to carry out housing rehabilitation. For the 2013 CDBG Program Year, no non-profits applied for CDBG funding to carry out activities.
- 13.) The City of Moore does not have a Neighborhood Revitalization Strategy area.

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 4 CAPER Antipoverty Strategy response:

The City of Moore continues to promote efforts that incorporate supportive services to assist extremely low and low-income residents to achieve self-sufficiency. The City also encouraged applicants from non-profit agencies for programs that are directed toward extremely low, low and moderate-income individuals.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

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

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 4 CAPER Non-homeless Special Needs response:

While no programs are specifically directed towards non-homeless special needs population, many programs supported by CDBG funding are open to applicants throughout the community. Examples of these programs included Cleveland County Aging Services Senior Meal Delivery, both of which assist families with healthy food, allowing these families to focus their limited resources on other necessities, such as housing.

Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives

Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:

- a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;**
- b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;**
- c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;**
- d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;**
- e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,**
- f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.**

2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
 - a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
 - ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
 - iii. Barriers or Trends Overview
 - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
 - b. Accomplishment Data
 - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 4 CAPER Specific HOPWA Objectives response:

The City of Moore does not receive HOPWA funds.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 4 CAPER Other Narrative response: