



# Fourth Program Year Action Plan

The CPMP Fourth 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 4 Action Plan Executive Summary:

Since the 2010, Moore has been a designated Entitlement City for the Community Development Block Grant program. As such, the City receives an annual allocation of CDBG funds to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services with maximum feasible priority to activities that primarily benefit low- and moderate-income persons.

In order to obtain funds, the City develops its own programs and funding priorities by preparing the following:

- Five-Year Consolidated Plan, a comprehensive long term review of development needs for housing, services, public improvements and facilities, and economic growth. At least 70% of CDBG funds must be spent on activities to benefit people with low and moderate incomes. The remaining 30% can be used to aid in the prevention or elimination of slums and blight or to meet an urgent need.
- Annual Action plans which identify how CDBG funds will be used to achieve proposed outcomes and respond to identified community needs.
- Consolidated Annual Performance Evaluation Report at the close of each project your summarizing activities undertaken to meet objectives set forth in the Consolidated Plan.

2013 is the fourth year that the City of Moore qualifies as an entitlement city under the Community Development Block Grant. As such, the city receives an annual allocation of CDBG funds to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services with maximum feasible priority to activities that primarily benefit low and moderate income persons. To obtain funds, the city develops its own programs and funding priorities by preparing: 1) a **Five-Year Consolidated Plan**, a comprehensive long-term review of development needs for housing, services, public improvements and facilities, and economic growth; 2) a **One-year Action Plan**, identifying how CDBG funds will be used to achieve proposed outcomes and respond to identified community needs; and 3) a **Consolidated Annual Performance Evaluation Report**, at the close of each project year summarizing activities to meet objectives set forth in the Consolidated Plan.

The following initiatives and goals are consistent with the Five Year Consolidated Plan that became effective October 1st, 2010; which included suitable living environment, decent housing and expanded economic opportunities with the final goal being the development of a viable urban community. The activities that will be addressed in this action plan are compatible with the Five Year Consolidated Plan which includes public facilities improvement, assistance to low-income at-risk youth through counseling services, and assistance to the elderly and abused children.

The Fourth Year Action Plan will cover the one-year period of October 1, 2013-September 30, 2014. For program year 2013, Moore's CDBG allocation is \$309,731.00. Of this amount, HUD regulations allow up to 20% (\$61,946.20) to be allocated for administration, up to 15% (\$46,459.65) to be allocated for public service, and up to 100% (\$309,731.00) to be allocated for city projects. The City of Moore plans on leveraging approximately \$90,000.00 from the city general fund.

The City of Moore has reviewed all proposed activities and each of these activities has been reviewed for eligibility under 24 CFR Subpart C and has been determined to be eligible under HUD guidelines as established for the Community Development Block Grant program. The activities planned for this year will meet HUD national objectives.

<b>Table 1: FFY 2013 Planned Activities</b>		
	<b>Description</b>	<b>CDBG Amount</b>
<b>PLANNING/ ADMINISTRATION</b>		
City of Moore	Program Administration	\$61,946.20
<b>PUBLIC FACILITIES</b>		
City of Moore/Regency Park	Sewer Improvements	\$187,106.64
City of Moore Utilities Assistance Program	Purchase and installation of new commercial-grade fire hydrants and water meters that were damaged in the May 20 Tornado	\$30,000.00

<b>PUBLIC SERVICES</b>		
Aging Services, Inc.	Senior Meal Delivery	\$8,000.00
Bethesda, Inc.	Abused Children Counseling	\$8,000.00
Cleveland County Habitat for Humanity (Brush with Kindness)	Neighborhood Revitalization	\$3,339.08
Moore Youth and Family Services, Inc. (Community Prevention)	Counseling Services for At-Risk Youth	\$3,339.08
Moore Youth and Family Services, Inc. (School-Based)	School-based Early Intervention	\$8,000.00

The following table explains the objective and outcomes each activity will meet.

<b>Table 2: FFY 2013 Planned Activities</b>		
	<b>OBJECTIVE</b>	<b>OUTCOME</b>
<b>PLANNING/ADMINISTRATION</b>		
City of Moore	N/A	N/A
<b>PUBLIC FACILITIES</b>		
City of Moore/Regency Park Sewer Improvements	Create a Suitable Living Environment	Accessibility/Availability
City of Moore Utilities Assistance Program	Create a Suitable Living Environment – <b>Urgent Need Related to Disaster (May 20 Tornado)</b>	Accessibility/Availability
<b>PUBLIC SERVICES</b>		
Aging Services, Inc.	Create a Suitable Living Environment	Accessibility/Availability
Bethesda, Inc.	Create a Suitable Living Environment	Accessibility/Availability
Cleveland County Habitat for Humanity (Brush with Kindness)	Create a Suitable Living Environment	Accessibility/Availability
Moore Youth and Family Services, Inc. (Community Prevention)	Create a Suitable Living Environment	Accessibility/Availability
Moore Youth and Family Services, Inc. (School-Based)	Create a Suitable Living Environment	Accessibility/Availability

**Past Performance**

CDBG staff strives to meet all HUD and CDBG program requirements, while also following City and State mandated requirements. To ensure sub-grantees understand their responsibilities, staff provides training, technical assistance, and monitors projects regularly based on the type of activity and complexity.

As shown in Moore's most recent Consolidated Performance and Evaluation Report (CAPER) (2011-2012), the City of Moore expended \$93,858.51 in funds. A total of 5 activities were open in FFY 2011-2012 with 4 of those activities completed. The remainder of the activities was complete by the end of calendar year 2012 and will be reported with the next CAPER. Of the total funds expended for projects, 100% of the funds went to benefit low/moderate income persons and households.

## 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 4 Action Plan General Questions response:

1. Moore is located in the central part of the state within Cleveland County and is a suburb of Oklahoma City. The city is an urban community of 24 square miles with an estimated 20,339 housing units and 2295.04 persons per square mile.

The 2010 Census shows Moore's total population to be 55,081. According to the 2010 Census; racially the City is predominantly Caucasian at approximately 78.9% (43,459). Approximately 8.9 % (4,900 persons) are Hispanic or Latino; approximately 4.6% (2,511 persons) are black, approximately 4.5% (2,463) are American Indian, approximately 2.3% (1,256) Asian. Approximately 6.7% (3,697) fall into the combination of the some other races alone or two or more races.

CDBG assistance is made available throughout the City of Moore. However, based on the type of the activity to be undertaken, the City may target and invest CDBG funds to specific areas where 51% or more of the total household beneficiaries have low to moderate incomes. Typically, the City qualifies CDBG activities under the national objective of benefit to low and moderate income households. Figure 1 identifies the areas within Moore that qualify for low-moderate income. Figure 2 shows the distribution of minority residents within the City.

For 2013, CDBG Project Activities are categorized in 3 areas: Administration (20%), Public Services (13%), and Public Facilities (67%). Public Services and Public Facilities are projects that will directly benefit low-moderate income households.

Public Services are undertaken on a city-wide basis, with eligibility based on household income or presumed low-mod clientele. The public infrastructure projects will update the sewer lines to an apartment complex that serves low-mod clientele and address an urgent need to replace fire hydrants and water meters that were damaged in the May 2013 Disaster.

2. Moore plans to make CDBG funds available on a citywide basis with project eligibility determined on a case-by-case, activity-by-activity basis. However, should geographic targeting of resources become necessary due to unforeseen needs or opportunities, the specific geographies will be publicized and qualified under one or more of the three CDBG national objectives.

Assignments of Priorities for the Consolidated Plan are based on consideration of citizen input; data generated by the Housing Needs Analysis and Impediments to Fair Housing; input from social service agencies, health and educational providers; City staff, CDBG Committee, and funding availability. Using the HUD's priority needs categories, individual priorities are assigned as follows:

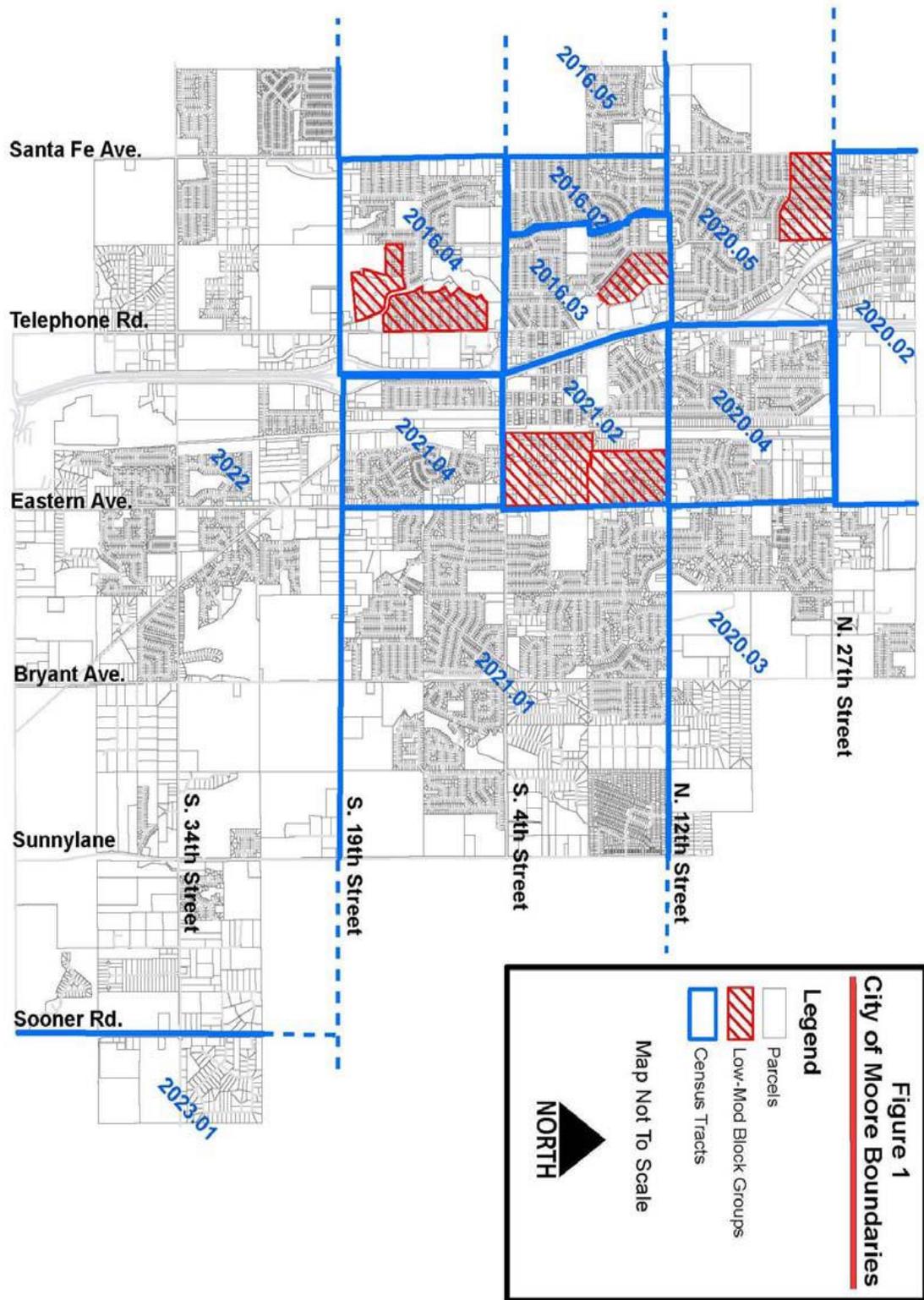
- ✓ **High Priority** – Activities to address this unmet need will be funded by the locality with federal funds, either alone or in conjunction with the investment of other public or private funds.
- ✓ **Medium Priority**- If funds are available; activities to address this unmet need may be funded by the locality with federal funds, either alone or in conjunction with investment of other public or private funds.
- ✓ **Low Priority** – Needed but not pursued by the city. The city will consider certifications of consistency for other entities' applications for federal assistance.

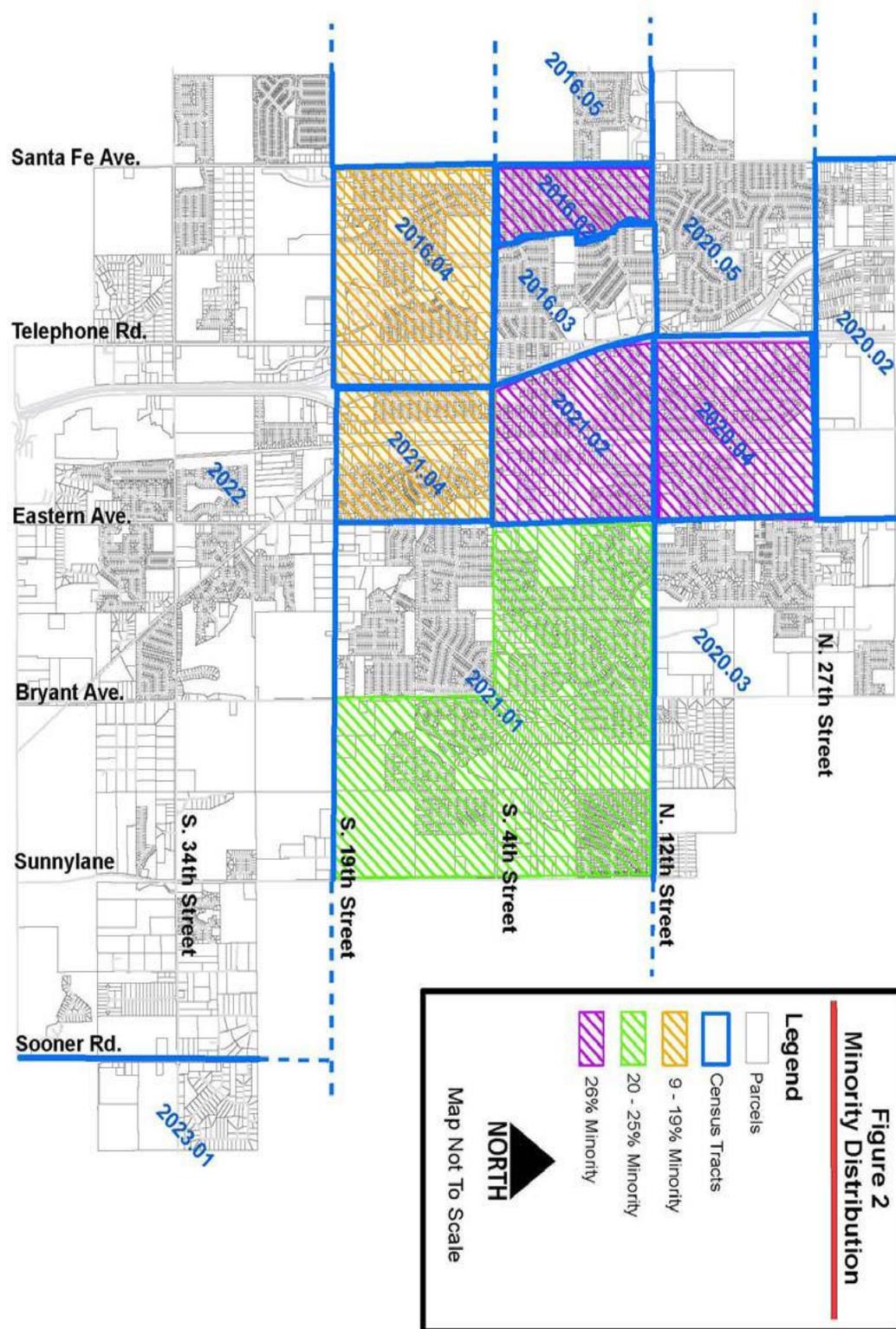
3. The city's primary obstacle to meeting underserved needs is limited CDBG funding availability in relation to project needs, demands and staffing. Available funds are divided among competing needs in affordable housing, community development, supportive public services and economic development. Additionally, all funded activities are labor intensive, and governed by numerous federal regulatory requirements that require constant staff oversight and monitoring. Moore does not receive a direct allocation of funds from HUD's other formula driven entitlement programs (HOME, ESG, and HOPWA).

4. The Strategic Plan identified several public facilities needs that can be supplemented with other funding sources, including streets, sidewalks, and landscaping. The possible funding sources include:

- Competitive transportation improvement funding from the Association of Central Oklahoma Governments (ACOG)
- State grant funding for landscaping projects
- Local Bond Issue Projects that included portions of identified low-moderate income neighborhoods

Since Moore does not receive a direct allocation of funds from HOME, ESG and HOPWA, additional funding needed to address housing needs is pursued from other areas. The City of Moore has relied in the past on a grants manager to pursue additional funding. This has proved successful in many areas, and the City of Moore will continue a strong and robust grants program.





## 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 4 Action Plan Managing the Process response:

1. The Community Development Department of the City of Moore is the lead agency responsible for development and administration of programs and activities of the Consolidated Plan. A CDBG Citizen Advisory Committee composed of Moore citizens who have insight on issues that face the low-moderate income population within the City of Moore reviews the applications and makes final recommendations for funding for the City Council's approval. Administration of all aspects of the program will be the responsibility of the Community Development Department of the City of Moore. Moore's CDBG Program is under the direction and oversight of the Community Development Department. The City currently utilizes the Community Development Director to manage and oversee all grants funding. However, a portion of CDBG funding will be spent to pay the CDBG Coordinator, who will be responsible for administering and implementing the CDBG Program, including all funded activities, preparing the 5-year Consolidated Plan and Annual Action Plans, program and project record keeping, and federal and state Program related regulations and statutes.

Table 3 lists the agencies that will assist in the administration of programs and activities that will be addressed in the 2013 Annual Action Plan:

<b>Table 3: FFY 2012 Public Service Activities</b>				
<b>ORGANIZATION</b>	<b>PROJECT DESCRIPTION</b>	<b>NEW OR EXPANDED SERVICE</b>	<b>PERSONS SERVED</b>	<b>FUNDING</b>
Aging Services, Inc.	Senior Meal Delivery	Expanded	11	\$8,000.00
Bethesda, Inc.	Abused Children Counseling	Expanded	72	\$8,000.00
Cleveland County Habitat for Humanity (Brush with Kindness)	Neighborhood Revitalization	New	50	\$3,339.08
Moore Youth and Family Services, Inc. (Community Prevention)	Counseling Services for At-Risk Youth	Expanded	200	\$3,339.08
Moore Youth and Family Services, Inc. (School-Based)	School-based Early Intervention	Expanded	200	\$8,000.00

2. Development of the Action Plan followed the city’s adopted Citizens Participation Plan that is readily available on the city’s website at [www.cityofmoore.com](http://www.cityofmoore.com). As part of the development of the 2012 Action Plan, two public hearings were held to encourage community participation. The first public hearing was held February 2, 2012 at 5:30 p.m. at Moore City Hall, and the second public hearing was held May 24, 2012 at 5:30 p.m. in the same location. City CDBG Staff is available throughout the year for questions, comments or assistance. Organizations participating in these meetings included Aging Services Inc, Moore Council on Aging, First United Methodist Church of Moore, Mary Abbott House, The Fathers Business, Moore Youth and Family Services, Inc., Moore Alcohol/Drug Center, Inc., and the Moore Public Schools Foundation.

<b>Table 4: 2013 Annual Action Plan Timeline</b>	
<b>Date</b>	<b>Description</b>
February 7, 2013	Public Hearing-Needs Assessment
February 19, 2013	Public Service Applications Mailed
February 26, 2013	Public Service Application Workshop
March 18, 2013	Public Service Applications Due
March 28, 2013	Public Hearing – Public Services
April 4, 2013	Public Hearing – Needs Assessment/Public Services
May 1, 2013	Draft Annual Action Plan available for 30-day Comment Period
June 6, 2013	Public Hearing – Citizen Comments on Draft Annual Action Plan
July 1, 2013	Annual Action Plan Adoption by City Council
August 15, 2013	2013 Action Plan Submitted to HUD

**February 7, 2013**– City of Moore held a formal public hearing at Moore City Hall to allow the public and agencies to participate in the needs assessment phase of the plan and in planning the 2012 strategies. Public hearings are open to all citizens and interested parties throughout the city. This meeting was attended by three (5) committee members, four (2) staff members, and six (0) citizens.

**February 19, 2013**-CDBG Applications are made available on the City of Moore website.

**February 26, 2013**- The City of Moore held an Application Workshop at Moore City Hall for individuals and organizations interested in the CDBG program. Kathleen Wilson from Aging Services Inc., Christy Emig from Success by 6, were in attendance for their respective agencies

**March 18, 2013**- Public Service Applications due by 5:00 p.m.; they could be mailed or brought to the City of Moore Community Development Office.

**March 28, 2013**- City of Moore held a CDBG Advisory Committee meeting at Moore City Hall. This meeting was to discuss the expected 2013 Budget and to review the Public Service Applications received. This meeting was attended by three (5) committee members, two (2) staff members, and representatives from the eleven (11) public service agency applicants.

**April 4, 2013**- City of Moore held a CDBG Advisory Committee meeting at Moore City Hall. This meeting was to discuss the expected 2012 Budget and to review the Public Facilities requests received. This meeting was attended by three (5) committee members and two (1) staff members. No citizens were present.

**May 1, 2013-** 30-Day Comment Period begins.

**June 13, 2013-** The City of Moore held the final formal public hearing at Moore City Hall. In attendance were three (4) committee members, two (1) staff members, and no citizens were present. At this hearing those in attendance heard what the Citizens Advisory Committee approved to be funded for the 2013 Annual Action Plan. Public hearings are open to all citizens and interested parties throughout the city.

**July 1, 2013** - Moore City Council considered approval of the 2013 Annual Action Plan, which will be submitted to HUD.

**July 2, 2013** - Submittal to HUD for Comment Period.

Copies of the Consolidated Plan, Citizen Participation Plan and Annual Action Plan are available at locations convenient to persons affected by the program and to persons with disabilities. These locations are:

1: Moore City Hall:  
301 N. Broadway, Moore, OK 73160,  
405-793-5053

2: Moore Public Library:  
225 South Howard Avenue, Moore, OK 73160,  
405-793-5100

3: Brand Senior Center:  
507 East Main St, Moore, OK 73160,  
405-799-3130

And on the Internet at [www.cityofmoore.com](http://www.cityofmoore.com)

3. During the next year, the City of Moore will encourage networking through the CDBG Advisory Committee meetings, as well as participation in organizations such as the Cleveland County Continuum of Care. The City of Moore will contract with the Metro Fair Housing Council to administer the City's fair housing activities. Through this networking, the City will be able to better track the needs of the underserved population.

## **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 4 Action Plan Citizen Participation response:

1. In 2010, the City Staff prepared a Citizen Participation Plan as required by HUD. This plan provides citizens with information on how they can participate in the City's CDBG Program. A summary of the Plan's main topics are as follows:

- ✓ Standards for Participation requires a minimum of 2 community-wide meetings
- ✓ Access to Adequate and Timely Information: provides for full public access to records and information regarding all aspects of the CDBG Program
- ✓ Public Hearings: requires at least 2 public hearings during each Program Year (one during the Consolidated Plan's development and one after publication) and a minimum 14 day advance notice publication and notice postings of public hearings.
- ✓ Non-English Speaking Residents: provides for accommodation of non-English speaking residents
- ✓ Obtaining Citizen Views: provides a variety of methods for the submission of citizen comments; directly to the Community Development Department via phone, mail, or e-mail, at formal public hearings, at any CDBG Citizen Advisory Meeting
- ✓ Consideration of Objection to Applications: requires the City to consider all citizen comments and views and publish written explanation of comments not accepted in the Consolidated Plan, encourages citizens objections to Plan approval to be directed to HUD
- ✓ Complaints: direct complaints to the CDBG Coordinator, requires the City to provide written responses within 15 working days, calls for the maintenance and annual review of complaints for the purpose of program improvements
- ✓ Technical Assistance: provides for the provision of technical assistance to anyone requesting help in the development of proposals, applications and views
- ✓ Publishing the Plan: requires the City to publish its Consolidated Plan prior to submission to HUD for approval for the purpose of gathering public views and comments
- ✓ Program Amendments: requires for reasonable advance notice and opportunity to comment on substantial changes to approved Consolidated Plans
- ✓ Contingency and Local Option Activities: makes provision for unapproved Consolidated Plan activities

The City conducted two public hearings in the development of the 2013 Annual Action Plan. Both public hearings were widely advertised by postings of meeting notices in select public places, and publishing of the notices in the *Daily Oklahoman* and *Moore American* newspapers at least 14-days prior to the meeting. All published notices invited interested parties to submit written comments directly to the CDBG Coordinator.

On May 1, 2013, the Draft 2013 Annual Action Plan was published for public comment. Additional public comments were accepted at the 2<sup>nd</sup> and final public hearing on June 6, 2013. The proposed Annual Action Plan was presented at the July

1, 2013 City Council meeting, with public comments accepted. City Council Persons, the Mayor, City Manager, and City staff attended.

A chronology of public hearings conducted as part of the Consolidated Plan follows.

**Public Hearing #1: April 18, 2013, Needs Assessment**

- April 3, 2013 published as a block ad in the non-legal section of *The Daily Oklahoman* and *Moore American* newspapers.
- Posted notice at City Hall, Public Library, and Brand Senior Center 14-days prior to the hearing
- Posted notice to City's Website 14-days prior to public hearing

**Public Hearing #2: May 24, 2012, Annual Action Plan Public Review and Comments**

- May 1, 2013, published as a block ad in the non-legal section of *The Daily Oklahoman* and *Moore American* newspapers.
- Posted notice at City Hall, Public Library, and Brand Senior Center 14-days prior to the hearing
- Posted notice to City's Website 14-days prior to public hearing

2. Time was allowed during each public hearing for public comment. Comments were received during this time and addressed. The City welcomes public comments and encourages citizens to submit written comments. All written comments may be submitted to the City of Moore, CDBG Coordinator, 301 North Broadway Moore, OK, 73160. Each comment will be considered and addressed by the City of Moore.

No comments received either in person, by phone or written comments were received.

Transcripts from each of the meetings and public hearings are provided in the appendix.

No public comments were received during the 30 day comment period.

3. The City of Moore values the public's opinion by accepting citizen and other interested parties' comments throughout development of the 2012 Annual Action Plan. Every effort is made to reach minorities, non-English speaking residents, as well as persons with disabilities. For all meetings, comments, questions, and other information, a Spanish-speaking translator was made available on a daily basis. Translation services for other languages were available, if requested. No requests were made for Spanish or other translations.

To increase the public awareness of the CDBG Program, the following public notification methods were used:

- I. The *Daily Oklahoman* South Metro Section and the free weekly publication *The Moore American* were used for all legal notices, including the public hearings. The notices were published in the non-legal section. Notices were published at least 14 days in advance of the meetings.
- II. Public Postings at Moore City Hall, Moore Public Library, and the Moore Brand Senior Center, were used for all public hearings, CDBG Advisory Committee

- meetings, and plan summary notices. Notices were posted at least 14 days in advance of the meetings.
- III. Website: Public Hearing and CDBG Advisory Committee meeting notices were posted on the City of Moore website at least 14 days prior to meeting date. CDBG updates and documents are also posted on a dedicated Grants page on the Community Development Section of the City of Moore website.
  - IV. Public Hearing notices posted on Cox Cable Channel 20 (Moore's local community access cable channel) at least 14 days prior to hearing date.
  - V. Mailed invitations were sent to Public Service Organizations and Agencies that serve children, elderly, disabled, homeless and persons with HIV/AIDS for the CDBG Public Service Applications invitations.
4. Comments Not Accepted: (None)

## **Institutional Structure**

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

Program Year 4 Action Plan Institutional Structure response:

The City of Moore has 1 full-time employee to manage and monitor the administration and implementation of the CDBG Program, including all funded activities.

In the delivery of the 2013 Annual Action Plan and CDBG funded activities, the CDBG Coordinator will work with a broad network of public and private partners. This network covers a variety of non-profit community organizations as well as private sector entities. The Community Development Department releases an application for CDBG funding. Local organizations submit proposals for funding.

## **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 4 Action Plan Monitoring response:

1. The CDBG Coordinator manages all CDBG projects and Sub recipients, carries out the day-to-day operations and implementation of funded activities. Project oversight and monitoring is accomplished using a system of internal controls that separate duties. Additionally, a CDBG Procedures Manual will be used to guide the program's administrator in the implementation of activities and projects. The procedure manual will be updated as HUD issues Program related CPD Notices, new and modified regulations, memorandums and other guidance.

All purchasing, including purchases under the CDBG Program, are subject to the City's Purchasing Manual. Small purchases in the aggregate follow documented price and rate quote processes. Purchases of goods and service in excess of the small purchase ceiling follow formal RFQ, RFP or closed sealed bid process and are subject to Commission approval.

Electronic and printed project and program files are maintained at the Department level. All records are subject to the state's Open Records and Federal Freedom of Information Acts. As part of the annual independent audit, federally funded activities are audited to determine compliance with grant provisions and federal guidelines.

The Community Development Director reviews and oversees the CDBG Coordinator's activities and requests for financial draws to pay Sub recipients and other contractors. All approved requests are forwarded to the Finance Department for processing through US HUD's IDIS. Additionally, the Finance Department is responsible for reconciling all financial transactions and records associated with the expenditure of CDBG funds. Each month the CDBG Coordinator reviews the City's financial reports and Program reports against planned activities and Commission approved Consolidated Plan goals and objectives.

The City solicits applications for funding. The CDBG Coordinator performs an analysis of funding requests to determine Program eligibility, compliance with other overarching federal regulations and to ensure consistency with the City Council-adopted Consolidated Plan. A CDBG Advisory Committee composed of appointed citizens then assists the CDBG Coordinator in developing funding recommendations that are forwarded to the City Council for review and consideration.

Program sub recipients enter written agreements with the City outlining the CDBG Program requirements and monitoring procedures. All sub recipients must submit receipts and approved expenditures signed by authorized personnel. The CDBG Coordinator monitors all sub recipients on-site at least annually.

Long-term program compliance with CDBG and other program requirements are ensured through the use and maintenance of required documentation that is retained by the city for a minimum of 5 years.

The City of Moore will contract with the Metro Fair Housing Council to perform all required Fair Housing requirements. The CDBG Coordinator will meet with the Metro Fair Housing Council to discuss community housing concerns, and monitor their actions to promote and protect Fair Housing in Moore.

## **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 4 Action Plan Lead-based Paint response:

1. 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, and the City of Moore will make available this printed information to any projects that involve owner-occupied rehabilitation and emergency repair assistance.

For all Public Service projects approved that involve home rehabilitation and/or repairs, the City will require all existing dwellings constructed prior to 1978 undergo an assessment to determine the presence of lead-paint. Contractors performing assessment and rehabilitation work funded by Moore's CDBG Program must be State Certified Lead-Based Paint Risk Assessors. CDBG-assisted dwellings determined to contain lead paint shall be required to receive appropriate abatement measures using contractors licensed and certified to mitigate lead pain hazards.

CDBG assisted households with children 6 years of age and under are required to undergo blood lead screening to determine their level of lead exposure and results are subsequently reported to the Oklahoma State Department of Health. Moore will coordinate its affordable housing activities with the Oklahoma State Department of Health's Childhood Lead Poisoning Prevention Program by asking households with children 6 years or younger to complete the Lead Exposure Risk Assessment Questionnaire in order to further identify children that may need to receive blood lead level testing.

## 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 4 Action Plan Specific Objectives response:

1. The Consolidated Plan identified Moore's priority housing need as "rehabilitation of owner occupied units for elderly and small related households who are income eligible." The city through a competitive application process uses non-profit entities to carry out rehabilitation activities. The non- profit entity, acting as the sub recipient, selects properties to be assisted.

For the Forth Program Year of CDBG, no sub-recipients were awarded funding for these activities. However, other Program Activities were selected to assist the priority households, such as Cleveland County Aging Services being awarded \$8,000 for meal delivery to the elderly, and Bethesda, Inc. being awarded \$8,000 for counseling services for sexually-abused children.

2. Moore reasonably expects CDBG resources and some local revenue to address identified needs. The City's Annual Budget Report for 2013-2014 estimates approximately \$89 million in revenue and operating expenses which include water, sewer, streets, parks, code enforcement and other similar costs.

Since Moore does not receive a direct allocation of funds from HOME, ESG and HOPWA, additional funding needed to address housing needs is pursued from other areas. The City of Moore has relied in the past on a grants manager to pursue additional funding. This has proved successful in many areas, and the City of Moore will continue a strong and robust grants program.

### **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 4 Action Plan Public Housing Strategy response:

**NOT APPLICABLE**

### **Barriers to Affordable Housing**

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

Program Year 4 Action Plan Barriers to Affordable Housing response:

During the 2013-2014 CDBG Program Year, the City of Moore will work to lessen the impacts of identified impediments to Fair Housing Choice.

- The City of Moore will continue its implementation of the Moore Trails Plan to offer active transportation opportunities for all residents of Moore, regardless of age, income, or disability status.
- Absent of a local Housing Authority, the City of Moore will contact all fair housing services with the Metro Fair Housing Authority, and will work closely with the organization to resolve complaints and become educated on fair housing trends and issues.
- The City of Moore will continue to promote and support the provision of services for the homeless, including being active with the Cleveland County Continuum of Care.

- The City of Moore will distribute information about housing rehabilitation and emergency home repair programs, as well as down payment assistance, and other area sources of funding to encourage home ownership.
- The City of Moore will publish the contact information and procedure for making a fair housing complaint.

### **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 4 Action Plan HOME/ADDI response:

# NOT APPLICABLE

## 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 4 Action Plan Special Needs response:

1. The amount of CDBG allocation that the City receives is inadequate to address all homeless needs, emergency repairs and barriers within the City of Moore. Because of the lack of funding, the City of Moore relies on the Cleveland County Continuum of Care’s objectives and goals to assist in addressing homelessness issues in Moore. The City of Moore will become an active partner in the CoC by attending meetings and assisting whenever possible.

2, 3 & 4. The Cleveland County Continuum of Care sets goals, priorities and strategies to address the homeless needs of Cleveland County. Recently the COC finished their homeless needs plan that identified specific goals to end chronic homelessness, move families and individuals to permanent housing, and strengthen the Cleveland County Continuum of Care. The objectives and action steps will be reviewed at six month intervals by the Executive Committee, and may be amended or altered after careful review with committee chairs.

CoC homeless prevention strategy over the next program year action plan will be to:

Goal 1: Decrease the number of homeless people living on the streets, in shelters, and in precarious housing situations by monitoring and coordinating the system wide resources necessary to facilitate a cohesive homeless service system.

- ✓ Enhancing the city wide coordinated and collaborative systems involves creating a resource information system for emergency and prevention services, and then monitoring how that information is disseminated to assure that it is kept current and distributed appropriately. The information must be available to public and private service providers, first responders, churches, and the general public, in a format that is user friendly.
- ✓ Evaluating overall patterns of homelessness and assessing the performance based outcomes of individual service providers is dependent upon having a functioning Homeless Management Information System (HMIS) that will provide the needed information. A reliable HMIS will knit together homeless assistance providers within the community and create a more coordinated and effective housing and services delivery system, while maintaining Cleveland County compliance with the HUD mandate.
- ✓ Strengthening the discharge planning policies of public and private institutions, and building networking problem solving relationships will assure a seamless system of services for the homeless. Dialogue between mainstream service agency representative and service provider agencies in the community will improve services to the client and reduce discharges into homelessness.

Goal 2: Develop permanent housing solutions to expand and preserve the supply of decent, safe, accessible and affordable housing.

- ✓ Identifying existing housing and gaps will establish a baseline so that priorities can be identified and future expansion can be accurately measured.
- ✓ Increasing the supply of permanent supportive housing for homeless persons with disabilities without providing ongoing services will produce ultimate failure. The "Rapid Re-housing" model relies heavily on a community's recognition that housing is a priority for the population and that wraparound services must be provided.
- ✓ Creating a strategic plan will ensure that a variety of housing choices are developed, including new construction and rehab, while preserving the existing safe, affordable and accessible housing stock.

Goal 3: Increase housing retention; improve access to eligible mainstream benefits, and increase employment training and opportunities for earning a living wage by streamlining access to a collaborative and integrated service delivery system.

- ✓ Providing agencies with training and assessment tools to determine client eligibility will reduce the average time for eligible persons to qualify for and begin receiving SSI, SSDI, Medicaid, Veterans Benefits, Tribal Benefits, and

other applicable benefits.

- ✓ Creating an integrated service system that provides wrap around services for homeless individuals and families will increase housing retention. Service delivery systems often times function in conflict with each other, especially for the service resistant client, and developing a collaborative system that is flexible will generate more productive outcomes.
- ✓ Increasing access to education, employment training and employment opportunities will sustain permanent housing for individuals and families.

Goal 4: Reduce and prevent homelessness by integrating and redesigning the services delivery system through centralized resource services that provide uniform intake, real time resource availability and point of entry services.

- ✓ Developing a coordinated homeless housing and services system that establishes point of entry, a standardized intake, triage services, and follow up will streamline the process and provide fair and equal service access for homeless families and individuals. Providing triage services for emergency resources or prevention programs will prevent or mitigate the damage of homelessness.
- ✓ Developing a coordinated prevention system will reduce homelessness and improve our community's service efficiency. A more efficient and coordinated system of prevention services will facilitate establishment of a baseline on the number of people served so that reductions in homelessness can be accurately measured in the future.

Goal 5: Collect and interpret data on homelessness and provide public information, awareness and training programs.

- ✓ Enhancing the data collection system to provide accurate, consistent data from performance based programs and measurable outcomes related to housing, income and services will provide a more reliable picture of homelessness in Cleveland County.
- ✓ Provide information and training programs for homeless provider agencies, law enforcement, health care providers, and the general public will increase access to available resources for assistance. Collaboration among all workgroups will produce more effective training programs.
- ✓ Increasing public awareness of the multi-faceted issues related to homelessness will reduce stigma and generate political will, civic support, and public and private resources to effectively address the needs of the homeless.

Goal 6: Ensure that the unique and complex needs of homeless and at-risk children and youth are addressed in a comprehensive and holistic manner.

- ✓ Opening the lines of communication between the Public School systems, DHS, and homeless service providers will initiate the process of improving service integration for children and youth.

- ✓ Improving and expanding services for homeless and at risk children and youth will provide them with opportunities for success in adult life and prevent future homelessness.
- ✓ Collaborating with the Oklahoma Department of Human Services for expanded discharge policies, programs, and service integration for youth aging out of foster care will reduce future adult homelessness.

## 5. Discharge and Transitional Planning

### **Foster Care**

The Department of Human Services (DHS) has formalized a protocol in conjunction with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) to help decrease the number of young people with mental illness or co-occurring mental illness and substance abuse disorders aging out of foster care and subsequently becoming homeless. ODMHSAS was first successful in obtaining funding in 2005 for a discharge planning housing subsidy program. The protocols require DHS case managers to complete a discharge plan that includes referral forms and participant agreements for all eligible persons aging out of foster care. The program provides housing subsidies to those who would be homeless or at risk of homelessness without the subsidy. The housing subsidy is tenant based and utilized for housing selected by the program participant for a 9 to 12 month period. In addition to this initiative, the Oklahoma Office of Juvenile Affairs participates in the Governor's Interagency Council on Homelessness and is working toward increasing housing stock and support services for those that become adults in the foster system. On a local level, our CoC has created a committee/work group specifically dedicated to working on issues related to homeless children and youth, and they have brought Cleveland County Department of Human Services' foster care workers to the table in 2009 and are now working to develop protocol for our community.

### **Health Care**

The Oklahoma Department of Health (ODH) is the agency charged with licensing medical facilities including hospitals, state institutions and long-term care facilities. State licensed facilities accepting Medicaid and Medicare in Oklahoma are mandated to provide discharge planning to ensure the health of the patient. Oklahoma has implemented the Oklahoma Olmstead Plan, which works to establish community based housing with support services for people with disabilities that move from institutions. Oklahoma mandates that state facilities ensure that appropriate housing and support services are available before a person with a disability is discharged. Locally, Norman Regional Health Systems (NRHS) administrators and staff collaborate with our CoC on discharge planning procedures, participating in several different CoC committee/work group meetings. Discharge planning is provided for all patients admitted to Moore Medical Center. Referrals for case management services can be made at any time by the patient, family, support systems, physicians or community agencies. Case managers help coordinate resolutions for any social, emotional, or financial problems identified, and every effort is made to prevent discharge into homelessness or emergency shelter. Homeless service providers report good collaboration with MMC case managers, and our CoC plans to develop formal written protocol with NRHS in the coming year.

### **Mental Health**

The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) administrative rules include Standards and Criteria for State- Operated Inpatient Services. Within these rules are the requirements for discharge planning, which include a written discharge plan to address the basic needs of the consumer for housing, income maintenance and social support as well as specific provisions for ongoing community based mental health or substance abuse treatment needs. To assist with successful implementation of the rules/protocol, ODMHSAS has implemented several Bridge housing subsidy programs to help bridge the housing affordability gap. The Discharge Planning Housing Subsidy funds have written protocols, program referral forms and participant agreements. ODMHSAS is also using grant funds to hire three regional housing facilitators to work on permanent housing solutions for people with mental illness or co-occurring disorders. Because Norman is home to Griffin Memorial Mental Health Hospital, there are issues on the local level that require continued discussion and protocol development. Administrators and case workers from both Griffin Memorial Hospital and Central Oklahoma Community Mental Health Center participate in CoC meetings and work groups. Additionally, this year Griffin Hospital initiated a monthly meeting with hospital staff and local homeless provider agencies to promote better collaboration.

### **Corrections**

In 2004 various state agencies collaborated to improve access to benefit programs for people with serious mental illness that are discharged from corrections. Members of this workgroup included the Department of Corrections (DOC), Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), Department of Human Services (DHS), and the Oklahoma Health Care Authority (OHCA). The Oklahoma legislature supports several elements of the discharge planning project and funded three ODMHSAS integrated service discharge managers to work within facilities that have mental health units. This included funding four "Reentry Intensive Care Coordination Teams" to determine eligibility and to follow up with agencies to determine the status of pending applications. Results will be used to advocate for policy and systems change to ensure individuals who are released from State Correction Facilities are not discharged into homelessness. Locally, discussion and protocol development between Cleveland County Detention Center (CCDC) and homeless provider agencies continues, and communication between these systems has been greatly enhanced over the last year. A female diversion program has been created through collaboration with the OU School of Social work and the Cleveland County Sheriffs Office, but finding psychiatric services/resources for the CCDC has been difficult and is a barrier to fully serving persons while they are in the diversion program or incarcerated.

### **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 4 Action Plan ESG response:

**NOT APPLICABLE**

## 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 4 Action Plan Community Development response:

<b>Table 4: Community Development Need, Ranking</b>			
	<b>COMMUNITY DEVELOPMENT NEED</b>	<b>PRIORITY</b>	<b>2013-2014 Budget Allocations</b>
	01 Acquisition of Real Property 570.201(a)	L	
	02 Disposition 570.201(b)	L	
<b>Public Facilities and Improvements</b>	<b>03 Public Facilities and Improvements (General) 570.201(c)</b>	<b>M</b>	<b>\$217,106.64</b>
	<b>03A Senior Centers 570.201(c)</b>	<b>H</b>	
	03B Handicapped Centers 570.201(c)	L	
	03C Homeless Facilities (not operating costs) 570.201(c)	L	
	03D Youth Centers 570.201(c)	L	
	<b>03E Neighborhood Facilities 570.201(c)</b>	<b>M</b>	
	<b>03F Parks, Recreational Facilities 570.201(c)</b>	<b>H</b>	
	03G Parking Facilities 570.201(c)	L	
	03H Solid Waste Disposal Improvements 570.201(c)	L	
	<b>03I Flood Drain Improvements 570.201(c)</b>	<b>H</b>	
	<b>03J Water/Sewer Improvements 570.201(c)</b>	<b>H</b>	
	<b>03K Street Improvements 570.201(c)</b>	<b>H</b>	
	<b>03L Sidewalks 570.201(c)</b>	<b>H</b>	
	03M Child Care Centers 570.201(c)	L	
	<b>03N Tree Planting 570.201(c)</b>	<b>H</b>	
	03O Fire Stations/Equipment 570.201(c)	L	
	03P Health Facilities 570.201(c)	L	
03Q Abused and Neglected Children Facilities 570.201(c)	L		
03R Asbestos Removal 570.201(c)	L		
	03S Facilities for AIDS Patients (not operating costs) 570.201(c)	L	

	03T Operating Costs of Homeless/AIDS Patients Programs	L	
	04 Clearance and Demolition 570.201(d)	L	
	04A Clean-up of Contaminated Sites 570.201(d)	L	
<b>Public Services</b>	<b>05 Public Services (General) 570.201(e)</b>	<b>H</b>	<b>\$3,339.08</b>
	<b>05A Senior Services 570.201(e)</b>	<b>H</b>	<b>\$8,000</b>
	<b>05B Handicapped Services 570.201(e)</b>	<b>M</b>	
	<b>05C Legal Services 570.201(E)</b>	<b>M</b>	
	<b>05D Youth Services 570.201(e)</b>	<b>H</b>	<b>\$11,339.08</b>
	<b>05E Transportation Services 570.201(e)</b>	<b>H</b>	
	05F Substance Abuse Services 570.201(e)	L	
	<b>05G Battered and Abused Spouses 570.201(e)</b>	<b>M</b>	
	<b>05H Employment Training 570.201(e)</b>	<b>M</b>	
	<b>05I Crime Awareness 570.201(e)</b>	<b>M</b>	
	<b>05J Fair Housing Activities (if CDBG, then subject to 570.201(e))</b>	<b>H</b>	
	05K Tenant/Landlord Counseling 570.201(e)	L	
	<b>05L Child Care Services 570.201(e)</b>	<b>H</b>	
	<b>05M Health Services 570.201(e)</b>	<b>H</b>	
	<b>05N Abused and Neglected Children 570.201(e)</b>	<b>H</b>	<b>\$8,000</b>
	<b>05O Mental Health Services 570.201(e)</b>	<b>M</b>	
	05P Screening for Lead-Based Paint/Lead Hazards Poison 570.201(e)	L	
	05Q Subsistence Payments 570.204	L	
	05R Homeownership Assistance (not direct) 570.204	L	
	05S Rental Housing Subsidies (if HOME, not part of 5% 570.204	L	
05T Security Deposits (if HOME, not part of 5% Admin c	L		
	06 Interim Assistance 570.201(f)	L	
	07 Urban Renewal Completion 570.201(h)	L	
	08 Relocation 570.201(i)	L	
	09 Loss of Rental Income 570.201(j)	L	
	<b>10 Removal of Architectural Barriers 570.201(k)</b>	<b>H</b>	
	11 Privately Owned Utilities 570.201(l)	L	
	12 Construction of Housing 570.201(m)	L	
	<b>13 Direct Homeownership Assistance 570.201(n)</b>	<b>M</b>	
	14A Rehab; Single-Unit Residential 570.202	L	
	14B Rehab; Multi-Unit Residential 570.202	L	
	14C Public Housing Modernization 570.202	L	
	14D Rehab; Other Publicly-Owned Residential Buildings 570.202	L	
	14E Rehab; Publicly or Privately-Owned Commercial/Indu 570.202	L	
	<b>14F Energy Efficiency Improvements 570.202</b>	<b>M</b>	
	14G Acquisition - for Rehabilitation 570.202	L	
	14H Rehabilitation Administration 570.202	L	
	14I Lead-Based/Lead Hazard Test/Abate 570.202	L	
	<b>15 Code Enforcement 570.202(c)</b>	<b>H</b>	
	16A Residential Historic Preservation 570.202(d)	L	
	16B Non-Residential Historic Preservation 570.202(d)	L	
	17A CI Land Acquisition/Disposition 570.203(a)	L	
	17B CI Infrastructure Development 570.203(a)	L	
	17C CI Building Acquisition, Construction, Rehabilitate 570.203(a)	L	

	17D Other Commercial/Industrial Improvements 570.203(a)	L	
	18A ED Direct Financial Assistance to For-Profits 570.203(b)	L	
	18B ED Technical Assistance 570.203(b)	L	
	18C Micro-Enterprise Assistance	L	
	19A HOME Admin/Planning Costs of PJ (not part of 5% Ad	L	
	19B HOME CHDO Operating Costs (not part of 5% Admin ca	L	
	19C CDBG Non-profit Organization Capacity Building	L	
	19D CDBG Assistance to Institutes of Higher Education	L	
	19E CDBG Operation and Repair of Foreclosed Property	L	
	19F Planned Repayment of Section 108 Loan Principal	L	
	19G Unplanned Repayment of Section 108 Loan Principal	L	
	19H State CDBG Technical Assistance to Grantees	L	
	<b>20 Planning 570.205</b>	<b>H</b>	
	<b>21A General Program Administration 570.206</b>	<b>H</b>	<b>\$57,946.20</b>
	21B Indirect Costs 570.206	L	
	<b>21D Fair Housing Activities (subject to 20% Admin cap) 570.206</b>	<b>H</b>	<b>\$4,000</b>
	<b>21E Submissions or Applications for Federal Programs 570.206</b>	<b>M</b>	
	21F HOME Rental Subsidy Payments (subject to 5% cap)	L	
	21G HOME Security Deposits (subject to 5% cap)	L	
	21H HOME Admin/Planning Costs of PJ (subject to 5% cap	L	
	21I HOME CHDO Operating Expenses (subject to 5% cap)	L	
	22 Unprogrammed Funds		
<b>HOPWA</b>	31J Facility based housing - development	L	
	31K Facility based housing - operations	L	
	31G Short term rent mortgage utility payments	L	
	31F Tenant based rental assistance	L	
	31E Supportive service	L	
	31I Housing information services	L	
	31H Resource identification	L	
	31B Administration - grantee	L	
	31D Administration - project sponsor	L	
		Acquisition of existing rental units	L
<b>CDBG</b>	Production of new rental units	L	
	Rehabilitation of existing rental units	L	
	Rental assistance	L	
	Acquisition of existing owner units	L	
	Production of new owner units	L	
	Rehabilitation of existing owner units	L	
	<b>Homeownership assistance</b>	<b>M</b>	
		Acquisition of existing rental units	L
<b>HOME</b>	Production of new rental units	L	
	Rehabilitation of existing rental units	L	
	Rental assistance	L	
	Acquisition of existing owner units	L	
	Production of new owner units	L	
	Rehabilitation of existing owner units	L	

2. 1. To Meet the priorities as set forth in the 2010-2015 Consolidated Plan during the 2013 Action Plan, projects identified for expenditure during the 2013 fiscal year will be Public Service needs/improvements, and infrastructure improvements. To address these areas, the City will:

- ✓ Undertake the Regency Park Sewer Improvements
- ✓ Replace water meters and fire hydrants under the City of Moore Utilities Assistance Program
- ✓ Assist Bethesda, Inc. by providing funds to provide additional counseling services to child victims of sexual or severe physical abuse and neglect.
- ✓ Assist Aging Services Inc. in expanding their Meals on Wheels Program in Moore. By providing them funding they will be able to provide nutritious meals to additional elderly/home bound residence in Moore.
- ✓ Assist Moore Youth and Family Services with providing funds for counseling at-risk youth in Moore public schools to promote mental health and provide avenues for youth to be heard.
- ✓ Provide counseling services to first time juvenile offenders with curriculum for parents as well as youth to promote positive decision making.
- ✓ Assist Cleveland County Habitat for Humanity with providing assistance with exterior home updates.

## **Antipoverty Strategy**

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

Program Year 4 Action Plan Antipoverty Strategy response:

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

## **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 4 Action Plan Specific Objectives response:

1. The City provides a portion of its CDBG funds competitively to eligible outside agencies for specific eligible activities that meet a CDBG National Objective and further CDBG goals and objectives stated in the city's 2010-2015 Consolidated Plan.
2. Moore uses general funds to make the community accessible to physically disabled residents. Local organizations currently serving special needs populations also receive funding from their respective resource outlets.

## **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 4 Action Plan HOPWA response:

**NOT APPLICABLE**

**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 4 Specific HOPWA Objectives response:

**NOT APPLICABLE**

## Other Narrative

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

### Description of Proposed Federal Fiscal Year 2013 Annual Action Plan

**Anticipated Funding** **\$309,731.00**

B-08-MC-40-0013 \$309,731.00

#### **I. Public Facilities & Improvements [570.201(c)]** **\$217,106.64**

Regency Park Sewer Improvements 570.201(c) \$187,106.64

2661 LF of Pipe Burst 8"

110 Manhole Rehabilitations

43 Service Re-Connections

Objective: Create suitable living environment

Outcome: Availability/Accessibility

Estimated date of completion: 9/30/2014

Low/Mod Limited Clientele Benefit [570.208(a)(2)]

City of Moore Utilities Assistance Program 570.201(c) \$ 30,000.00

Unknown number of Fire Hydrants

Unknown number of Water Meters

Up to 25% of the Replacement Cost

UP to 100% if not reimbursed by FEMA

Objective: Create suitable living environment – **Urgent Need May 2013 Disaster**

Outcome: Availability/Accessibility

Estimated date of completion: 9/30/2014

Urgent Need [570.208(c)]

#### **II. Public Services [570.201(e)]** **\$ 30,678.16**

1. Aging Services, Inc. [570.201(c)] \$ 8,000.00

Provide in-home meals to 12 elderly within Moore, OK

Objective: Create suitable living environment

Outcome: Availability/Accessibility

Estimated date of completion: 09/30/2014

Low/Mod Limited Clientele Benefit [570.208(a)(2)]

2. Bethesda, Inc. [570.201(c)] \$ 8,000.00

Provide child advocate services to 16 abused children within Moore, OK

Objective: Create suitable living environment

Outcome: Availability/Accessibility

Estimated date of completion: 9/30/2014

Low/Mod Limited Clientele Benefit [570.208(a)(2)]

3. Cleveland County Habitat for Humanity [570.201(c)] \$ 3,339.08

Minor exterior home updates. 50 Low/Mod Residents within Moore, OK

Objective: Create suitable living environment

Outcome: Sustainability

Estimated date of completion: 9/30/2014  
Low/Mod Limited Clientele Benefit [570.208(a)(2)]

4. Moore Youth and Family Services [570.201(c)] \$3,339.08  
Provide counseling services for 100 first time offenders within Moore, OK  
Objective: Create Suitable Living Environment  
Outcome: Sustainability  
Estimated Date of Completion: 9/30/2014  
Low/Mod Limited Clientele Benefit [570.208 (a)(2)]

5. Moore Youth and Family Services [570.201 (c)] \$8,000.00  
Provide counseling services for at-risk youth within Moore, OK  
Objective: Create suitable living environment  
Outcome: Sustainability  
Estimated Date of Completion: 9/30/14  
Low/Mod Limited Clientele Benefit [570.208 (a)(2)]

**III. Administration [507.206] \$61,946.20**

City of Moore, 301 N. Broadway, Moore, OK 73160  
Portion of funding will go towards the salary of one full time person: CDBG Project Coordinator. The City of Moore is planning for general neighborhood master planning. Maintenance and operation funds including required audits, environmental assessments, training & continuing education expenses, and citizen participation related expenses; and funds to provide fair housing administration and educational materials to further fair housing in Moore.

# Appendix