

## **2017-14<sup>th</sup> Plan Year-Community Development Block Grant Action Plan - Activities Summaries 7-1-17 to 6-30-18**

The Consolidated Plan for Housing and Community Development is a requirement of the 1990 National Affordable Housing Act and the Community Development Plan, for the U.S. Department of Housing and Urban Development (HUD). A local Consolidated Plan is required of Entitlement Communities receiving Community Development Block Grant (CDBG) Funds under HUD's housing and service programs related to the needs of low to moderate income persons. The City of Morristown's third five year Consolidated Plan was developed in 2014.

Each year Entitlement Communities, as designated by HUD, must submit an Annual Action Plan to HUD at least 45 days prior to the beginning of the new fiscal year. The Citizen's Participation Plan assures that citizens have adequate time to review and comment upon funding proposals within the Action Plan. Any information received during the comment periods or the public hearings will be attached to the Action plan prior to submittal to HUD.

The Annual Action Plan is a document that describes the City of Morristown's HUD funded projects and community development related activities that are planned to be conducted within the community in the upcoming fiscal year. These activities must be consistent with the City's 5 year Consolidated Plan. Each year the CDBG program and the proposed allocation of funds are presented during public meetings to allow community members input prior to completion, approval, and submission of the Action Plan.

The initial Public Hearings to solicit input regarding community needs for this Action Plan were held on Jan 27, 2017 and Feb 1, 2017. A draft of the proposed Action Plan was made available to the public April 4, 2017, beginning the final comment period. Two Public hearings were held to solicit comments on the draft Action Plan. The first was on April 6, 2017 and the second was on April 20, 2017. The final public hearing for City Council to review the Action Plan was held on May 2, 2017. A final comment period will be allowed prior to final submission to HUD on May 15, 2017. All comments to date have been requests for funding and general support for the program.

All programs funded by the City of Morristown with CDBG entitlement funds will be in accordance with HUD regulations. The City of Morristown's FY 2017 funding represents the 14th year of receiving entitlement grant funds. The amount of funding for FY 201 is \$245,000.

The Action Plan for 2017 will fund the following funding;

Homeowner rehab/Emergency Assistance	\$ 90,000.00
Parks and Recreation	\$ 20,500.00
Rose Center	\$ 20,500.00
MHCS Homeless prevention program	\$ 10,000.00
TVCH CoC HUD HMIS Program	\$ 5,000.00
Façade Economic Development Program	\$ 50,000.00
Administration (20%)	<u>\$ 48,414.40</u>
TOTAL	\$245,000.00

### **Homeowner Rehab**

The City of Morristown proposes to utilize the CDBG funds above as part of a multifaceted, concentrated neighborhood revitalization effort. The program includes; homeowner rehab, sewer lateral repair and tap fee assistance, emergency repairs, and demolition/clearance activities.

The Sanitary Sewer Program assists qualified homeowners in paying sanitary sewer system connection fees and repairing laterals. Assistance will be in the form of a grant\loan and is subject to the availability of CDBG funding budgeted for the Program. The level of Program assistance will be based on household income. If the household income is classified as:

**Low income**, the Program grant will be 75 percent of both the single-family connection fee and sewer cleanout fee, and up to \$1,200 of the house service charge;

**Very low income**, the Program grant will be 100 percent of both the single-family connection fee and sewer cleanout fee, and up to \$1,600 of the house service charge;

The dwelling for which sanitary sewer assistance is provided must be an owner-occupied, single-family residence and be located within the corporate limits of Morristown. The dwelling must not be on the market and homeowners must state their intent to reside in the home for at least one year after sanitary sewer is connected. Homeowner will be responsible for all related expenses not specifically listed in these policies and procedures.

The Emergency Repair Program will assist qualified very-low income homeowners with repairs necessary to correct situations which pose an immediate threat to the health and safety of those who reside in the home. The dwelling must be an owner-occupied, single-family residence and be located within the corporate limits of Morristown.

Eligible emergency repairs include, but are not limited to electrical, roofing, plumbing and HVAC repairs. Foundation repair or replacement is not eligible. The Emergency Repair Program provides grants/loans of up to \$5,000 to pay for approved repairs.

Only one emergency repair grant\loan will be awarded for a dwelling during a five-year period.

Demolition/clearance activities will be assessed individually on an as necessary basis. Only dilapidated and blighted structures and property will be considered for clearance. Areas that meet the HUD definition of "blighted" will receive priority.

The Housing and Rehabilitation program will be administered through the Knoxville-Knox County Community Action Center(KCAC). The department is responsible for the administration of many federal and state grants funding projects including industrial assistance, road construction, infrastructure, parks and recreation, and housing rehabilitation. The City of Morristown will follow all CDBG regulations in the operation of our housing rehabilitation program. We intended to solve certain local housing problems and in so doing, we will be aware of and follow

State, Federal and local laws which apply to our program. The City will administer our program in an open, fair and equitable fashion so that contractors, homeowners, and the community at large understand the guidelines under which the program will operate. KCAC will insure that objectives are met, that each eligible citizen receives a quality job and that the community has benefited from the program. Housing rehabilitation programs require a lot of individual attention at the local level and this will be provided by the planning and inspections department.

### **Façade Program/Economic Development**

The Façade Improvement Grant program will seek to encourage downtown, South Cumberland St., and Buffalo Trail road building owners and tenants to invest in the neighborhood of the Target Areas by financially assisting with appropriate exterior renovations to their buildings. The intention is to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown structures. Replacing damaged, boarded or bricked-up windows, main level storefront improvements, cornice repair and repainting or removing paint from buildings that have been previously painted is a priority.

The Building Façade Grant will be a reimbursement program and requires that the property or business owner contribute a minimum of 50% of the total cost of the renovation. The maximum grant amount will be \$5,000. Grants will be paid upon successful completion of the project and submission of proper documents.

Grant funds will be disbursed on a first come-first served basis as long as funds are available for the program.

#### Eligibility

To qualify for the Façade Improvement Grant, the building must be located within the 'Downtown Core' neighborhood or the South Cumberland St./Buffalo Trail Road area of the Target Areas. The applicant must either be the building (property) owner or tenant of the property; however, if the applicant is the tenant, the property owner must provide written permission for any improvements. Exterior building improvements may consist of painting (excluding previously unpainted masonry), paint removal, storefront revitalization, including windows and doors, awnings (excluding facades adjacent to the overhead sidewalk system), signage, exterior lighting, masonry repainting, cornice repair/replacement and parapet improvements. The work to be done must be necessitated by only normal wear and tear over time. It cannot be so substantial as to constitute reconstruction. Other improvements may be considered upon request. Grant funds may also be used for professional and permit fees.

Building improvements shall reflect the architectural integrity of the entire building and the neighboring traditional streetscape. The sides of buildings (secondary facades) which are highly visible from nearby streets or public parking areas may be included in and are encouraged to be part of the building improvements. Participants are expected follow the standards set forth in the Crossroads Development District *Renovation and Preservation Guidelines*.

#### Administration

The Façade Improvement Grant program will be coordinated by the City of Morristown. Grant applications will be reviewed by a Grant Review Committee consisting of the Community Development Program Director, CDBG Grant Coordinator, LAMPTO Coordinator, President of the Downtown Morristown

Association and/or members of the Crossroads Development Partnership Design Committee.

### Process

The grant process can be broken down into seven typical steps:

Step 1: Schedule a meeting with the Community Development Corporation Program Director and City of Morristown Chief Building Official to discuss the proposed project, grant availability and the application process.

Step 2: Develop a documented plan for the project. Improvements should follow the recommendations set forth in the Crossroads Development District's *Renovation and Preservation Guidelines*. At a minimum, the following information will be required to be submitted with the grant application:

Color photo(s) of the existing building façade(s)

- Elevation drawings or renderings of proposed improvements. Dimensions of changed openings, cornice work, signage, awnings, etc. should be included. Simple window replacement, repair work or painting would not require drawings.
- Samples of paint color(s), illustrative product specifications for windows, lights, awnings, signage, millwork, etc. and information on any proposed cleaning methods.
- At least two estimates for the cost of the work to be completed.

Step 3: Submit a complete grant application with the required attachments.

Step 4: The Grant Review Committee will review the application and make a recommendation. Applications will be reviewed and awarded within one month of submittal.

Step 5: \_\_\_\_\_ If the applicant needs more time to start their project, he or she must provide a written statement with a reasonable explanation for the extension. Work should be completed as quickly as possible. Any changes necessitated while the project is underway must be approved by the Grant Review Committee prior to installation. All work must be done in accordance with applicable codes. It is the responsibility of the building owner, tenant or their designee to obtain any applicable building or sign permits.

Step 6: The work is inspected by the Grant Review Committee to verify that the submitted plan has been followed and construction completed satisfactorily.

Step 7: The applicant will submit a grant payment request letter accompanied by proof of expenses and proof of payment. Grant funds will be paid within 30 days of the approved grant payment request.

### Appeals

If the grant application was disapproved by the Grant Review Committee, the applicant may resubmit the application after addressing the application deficiencies or appeal the decision. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Program Director stating the reason for the appeal. The letter of appeal and supporting documentation will then be forwarded to the Morristown City Council which will review the appeal and make final determination of the grant application. If the application is denied by the City Council, the applicant may resubmit after addressing the initial deficiencies.

### **Homeless Management Information System (HMIS)**

The HMIS program is designed to aggregate data collected by all users in order to generate an unduplicated count of clients served within a community's system of homeless services. The Tennessee Valley Coalition's HMIS covers an eleven county regional area comprised of Hamblen, Cocke, Jefferson, Sevier, Blount, Monroe, Loudon, Grainger, Claiborne, Union, and Campbell Counties. The HMIS provides up to date information on client characteristics and service utilization. It allows member agencies to track services provided, to network and consult, and to better serve our homeless populations by reducing duplication of services and fraud. Each county funded provides funding for the service.

The HMIS Homeless Facilities project National Objective is 'low/mod limited clientele' as the primary beneficiary will be homeless persons. The overwhelming majority of the beneficiaries are LMI or lower.

The eligible activity category/accomplishment type is 'Public Services'. The specific clientele served by this program are at least 51% low/mod income persons.

The Performance Measure Objective for this program is 'Suitable Living Environment' and the Outcome is 'Availability / Accessibility' as it increases access or availability to shelter or service that improves the beneficiary's living environment.

The software program tracks the number of individuals served as well as the client and system level activities provided with measurable results. These Outcome performance indicators are identified and tracked by the software and reported annually to HUD.

### **Central Services Homeless Prevention Programs**

Morristown Hamblen Central Services, Inc. has a long history of service to the local community that began in the early 1930s. The concept of a centralized agency to serve needy families was a novel idea at the time, but with continued growth and community support, Central Charities expanded to an incorporated 501 (c) 3 in 1969, chartered under the name of Central Services. The agency's recent property acquisition in 2007 has expanded Central Services into one of the largest community funded social service agencies in the area. The new, larger facility has enabled partnerships with numerous other services and agencies to provide a comprehensive approach to service delivery. With each expansion, Central Services has developed more efficient and effective ways to help needy families in our area without duplication of services.

Central Services receives a significant amount of community support and local funding that enables their programs to exist, but the current economic conditions hinder funding at a time when requests for services are increasing. Evictions, utility terminations and increasing housing deposits are making homelessness more of a reality than ever before.

Funding from the Community Development Block Grant will enable Central Services to strengthen the current services offered by the agency that prevent homelessness. Funding will be utilized for direct client services including rent and mortgage payments to prevent eviction, and emergency utility assistance. Lack of utilities is becoming more of a reason for eviction especially in rental assistance and public housing arenas. The partnership with the City of Morristown through the CDBG funds has enabled MHCS to help many more families to prevent

homelessness. As evidenced by the Point in Time Study that was conducted in January 2017, the number of homeless in our community has decreased. This decrease has been partially attributed to the increased services available through Central Services.

## **Parks and Recreation Improvements**

### **Rose Center Maintenance/Repair**

Rose Center is Morristown and Hamblen County's community cultural center. Located in Morristown's first coeducational public high school built in 1892, the facility is named after *Judge James G. Rose*, Civil War Hero and Chairman of the School Board at the time when plans for construction of the school were initiated. The building operated as a school until 1975, at which time a group of local citizens organized, raised funds to replace the vintage roof, and re-opened the building as a museum and cultural center. This effort was part of the community's celebration of the nation's bicentennial.

Thirty years later, the "castle" - as it is referred to by many of the thousands of school children who visit the Center on field trips and other occasions - is a busy place. The Center offers classes for children and adults, meeting space for community groups including the attractively renovated Jean Keener Community Room, rotating exhibits of artwork in the Edith Davis Gallery, historical displays in the Hal Noe Gallery, a look at early schooling in the Historic Classroom, concerts, summer programs for young people, and produces major annual events such as the *Mountain Makins Festival*, *From Africa To Appalachia Celebration*, and the *International Festival*.

The building is listed on the *National Register of Historic Places* (Listed as the "Rose School," Jackson and W. 2nd North Sts., Morristown 19761018 76001778) . A major fundraising drive resulted in the complete renovation of the former gym/auditorium area of Rose School. This area has been named Perk Prater Hall in honor of Perk Prater, arts educator and artist. This space is both attractive and functional for community use.



