

## **2017 Consolidated Annual Plan Evaluation and Review (CAPER)**

### **Re; 7-1-17 to 6-30-18 CDBG program**

#### **City of Morristown, TN**

*The Community Development Block Grant (CDBG) Program was enacted in 1974 as the cornerstone of federal investment in our nation's communities. The Act, signed by then-President Gerald Ford, stated that sustained action by all levels of government is necessary to maintain viable urban [and rural] communities.*

*The CDBG program is one of the Federal government's most effective means to revitalize low and moderate-income communities across the country. CDBG funding supports homeownership, housing rehabilitation, public improvements and economic development projects while encouraging additional local investment. Every \$1.00 of CDBG leverages another \$4.09 in non-CDBG funding. CDBG makes its way into local economies through an extensive network of local organizations and remains a necessary resource for families and communities.*

*Over 1,200 state and local governments receive annual CDBG funding. Every State, Territory, and Congressional District receives or has access to CDBG funds. The importance of this funding to meet the unique needs of local communities is widely recognized.*

*Since 1974, the CDBG program has invested more than \$153 billion in communities nationwide. According to data reported to HUD by grantees, from FY 2005-2017, CDBG has helped more than 1.435 million households rehabilitate their homes, provided down payment and closing cost assistance to qualified homebuyers, and assisted homeowners with lead-based paint abatement. In addition, since 2005, the program has assisted in the creation and retention of more than 401,992 jobs in low-income and moderate-income communities. CDBG has provided critical public services benefitting over 139 million people.*

*CDBG entitlement funds and City general funds are utilized to assist the City of Morristown residents with the three national goals of the HUD CDBG program. Those three goals are to provide decent affordable housing, to help create a suitable living environment, and to expand economic opportunities. Leadership begins with the City's elected officials, the approval of the Consolidated Plan and the yearly approval of the Action Plan.*

*The City of Morristown is an entitlement jurisdiction, receiving an annual allocation of CDBG funds from the U.S. Department of HUD. A requirement of CDBG entitlement communities is the preparation and*

*implementation of a Consolidated Plan for Housing and Community Development and an Annual Action Plan update annually.*

*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. This report represents our 4th year into the third plan.*

*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 hearings to allow community members input prior to completion, approval, and submission of the Action Plan.*

*Each year Entitlement Communities, as designated by HUD, must submit the 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 local 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 must be attached to the Action plan prior to submittal to HUD. Also each year, 90 days after the end of the fiscal/program year, entitlements must submit the Consolidated Annual Performance Evaluation and Review (CAPER) report to HUD after the public has had opportunity to review and comment.*

*The Public Meetings to solicit public input for this CAPER were held on September 14, 2018 at 12pm and 5pm, with a final hearing during the City Council meeting on September 19, 2018. A draft of the proposed CAPER was made available to the public on September 12, 2018. The final, approved CAPER will be sent to HUD by September 28, 2018.*

*All programs funded by the City of Morristown with CDBG entitlement funds are 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 2017 was \$261,485.00 The 2017 Action Plan funded the following:*

<i>Homeowner rehab/Emergency Assistance</i>	<i>\$ 73,657.60</i>
<i>Rose Center</i>	<i>\$ 65,530.40</i>
<i>MATS</i>	<i>\$ 5,000.00</i>
<i>MHCS Homeless prevention program</i>	<i>\$ 10,000.00</i>
<i>TVCH CoC HUD HMIS Program</i>	<i>\$ 5,000.00</i>
<i>Façade Economic Development Program</i>	<i>\$ 50,000.00</i>
<i>Administration (20%)</i>	<i><u>\$ 52,297.00</u></i>
<i>TOTAL</i>	<i>\$ 261,485.00</i>

*The following amendment to the 2017 Plan was proposed and approved;*

*The City of Morristown requested an amendment to its 2017 CDBG Action Plan. The original 2017 Action Plan funded non-emergency minor maintenance and repair at the Rose Community Center in the amount of \$65,530.40. Only \$6,000.00 of those funds were necessary in order to repair some water damage to the ceiling in one room. The amendment reallocated the rest of those project funds (\$59,530.40) to the City's new Heritage Park. The Funds are necessary in order to fund the purchase and installation of an ADA compliant pre-fabricated concrete restroom facility as there are currently none on the property. The Rose Center project/upkeep will be considered again for funding in each year's grant cycle.*

*This amendment does not;  
Result in the elimination of a category of activity in the Consolidated Plan,  
Eliminate or add a targeted area of service,  
Cause a change in any beneficiary or eligibility criteria,  
Change the allocation of priorities as established in the Consolidated Plan.*

*However, this amendment does represent a transfer of funds exceeding 20% of the annual grant thereby making it a substantial one according to our Citizens Participation Plan. Since the amendment is a substantial change from the original plan, the City wished to allow for as much citizen participation as possible. A public notice announcing the proposed amendment was posted on Feb. 21, 2018 to solicit public comment. The availability of a draft of the revision plan for the 2017 funds was announced in the local paper. A Public hearing was held on Feb. 23, 2018 to further allow for comment. Interested parties were encouraged to review and comment on the planned revisions at the public hearing or within 30 days following the public meeting. The completed plan revisions, with public input and comment, were submitted to HUD for approval on March 28, 2018 and approved the following month.*

## **Project Summaries**

*Project Title:* **Homeowner Rehab** (homeowner rehab, sewer lateral repair and tap fee assistance, emergency repairs, and demolition/clearance activities.)

*Project Description:* This program includes; homeowner rehab, sewer lateral repair and tap fee assistance, emergency repairs, and demolition/clearance activities.

*Priority Need/Local Objective:* The need for rehabilitation of single family owner occupied homes and economic development were both identified as moderate level priorities in the Morristown 2014 Consolidated Plan.

*Funding Sources:* CDBG- \$73,657.60

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

Each unit rehabilitated will receive "green" energy conservation measures that exceed local and international codes. This may include, but not be limited to, replacing appliances and heating/air units with energy star rated machines. Windows, insulation, fixtures and lighting will also be upgraded as necessary to exceed energy conservation code.

The Sanitary Sewer Program assists qualified homeowners in paying sanitary sewer system connection fees and repairing laterals. Assistance will be 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 of up to \$5,000 to pay for approved repairs.

Only one emergency repair grant will be awarded for a dwelling during a five-year period. A home on which emergency repairs are made would remain eligible for the City’s Housing Rehabilitation Program, but the cost of any emergency repairs would count against the \$25,000 rehabilitation program cap.

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.

This program will be administered through the Community Development/Planning department and new consultants Knoxville Community Action Center (KCAC) housing

The City of Morristown and KCAC will continue to 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 and KCAC 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. The City and KCAC will insure that objectives are met, that each eligible citizen receives a quality job and that the community has benefited from the program.

<b><i>National CDBG Eligible Activity Category</i></b>	<b><i>CDBG National Objectives</i></b>	<b><i>HUD Matrix Code</i></b>	<b><i>CDBG Citation</i></b>
Homeowner single unit rehab/emergency repair	LMI	14a	570.202

<b>Project ID</b>	<b>Type of Recipient</b>	<b>Start Date</b>	<b>Completion Date</b>
90	Local Government	7-1-17	6-30-18

<b>Performance Indicator</b>	<b>Proposed Annual Units</b>	<b>IDIS Activity #</b>	<b>Units Upon Completion</b>
Rehab 6 units	6	<b>90</b>	<b>5</b>

**Annual Action Plan Performance Measurement**

<b>National Performance Measure Objective</b>	<b>National Performance Measure Outcome</b>	<b>Specific Objectives</b>	<b>Proposed Actions</b>	<b>Accomplishment Data by CDBG Program Year</b>	
				<b>Proposed</b>	<b>Actual</b>
Create suitable living environment	Availability/Accessibility	Rehab 6 eligible units	Monitor through completion	6	<b>5</b>

**Project Title: Façade Program**

**Project Description:** Provide up to 5 exterior renovation grants to qualifying businesses.

**Priority Need/Local Objective:** The need for economic development assistance to businesses was identified as a moderate level priority in the Morristown 2014 Consolidated Plan.

**Funding Sources:** CDBG- \$50,000 Business owners \$50,000

The Façade Improvement Grant program seeks to encourage downtown and South Cumberland Street building owners and tenants to invest in their Target Area 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 and South Cumberland 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 Improvement Grant is 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', on Buffalo Trail, or South Cumberland St.. 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 renovations, window repair/replacement, door repair/replacement, awnings (excluding facades adjacent to the overhead sidewalk system), signage, exterior lighting, masonry repainting, cornice repair/replacement and parapet improvements. Other improvements may be considered upon request. Grant funds may also be used for professional and permit fees. The work to be performed must be necessitated by normal wear and tear over time. It cannot be so substantial as to constitute reconstruction.

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's Community Development Corporation. Grant applications will be reviewed by a Grant Review Committee consisting of the City of Morristown's Development Director, CDBG Grant Coordinator, President of the Downtown Morristown Association and 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 Development Director and City of Morristown Chief Building Official or CDBG coordinator to discuss the proposed building renovations, 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 under construction must be approved by the Grant Review Committee prior to installation. All construction 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 renovation 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 Development 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.

<b>National CDBG Eligible Activity Category</b> Direct financial assistance for for-profits	<b>CDBG National Objectives</b> LMA	<b>HUD Matrix Code</b> 18a	<b>CDBG Citation</b> 570.203(b)
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<b>Project ID</b> 89	<b>Type of Recipient</b> Local Government	<b>Start Date</b> 7-1-17	<b>Completion Date</b> 6-30-18
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<b>Performance Indicator</b> # of improved facades	<b>Proposed Annual Units</b> <b>7</b>	<b>IDIS Activity #</b> <b>89</b>	<b>Units Upon Completion</b> <b>6</b>
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**Annual Action Plan Performance Measurement**

<b>National Performance Measure Objective</b>	<b>National Performance Measure Outcome</b>	<b>Specific Objectives</b>	<b>Proposed Actions</b>	<b>Accomplishment Data by CDBG Program Year</b>	
				<b>Proposed</b>	<b>Actual</b>
Create suitable living environment	Sustainability	Repair 7 businesses facades	Monitor through completion	7	<b>6</b>

**Project Title: (HMIS) Homeless Management Information System**

**Project Description:** This is a computerized data collection application designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness, while also protecting confidentiality in a 12+ county area.

**Priority Need/Local Objective:** The need for homeless facilities/services was identified as a medium level priority in the Morristown 2014 Consolidated Plan.

**Funding Sources:** CDBG- \$5,000.00

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.

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 will be LMI or lower.

The eligible activity category/accomplishment type is 'Public Services'. The specific clientele to be 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 will be '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 will be identified and tracked by the software and reported annually to HUD.

<b>National CDBG Eligible Activity Category</b>	<b>CDBG National Objectives</b>	<b>HUD Matrix Code</b>	<b>CDBG Citation</b>
Public Services	LMLC	05	570.201(e)

<b>Project ID</b>	<b>Type of Recipient</b>	<b>Start Date</b>	<b>Completion Date</b>
94	Local Government	7-1-17	6-30-18

<b>Performance Indicator</b>	<b>Proposed Annual Units</b>	<b>IDIS Activity #</b>	<b>Units Upon Completion</b>
# of clients served	200	94	205

**Annual Action Plan Performance Measurement**

<b>National Performance Measure Objective</b>	<b>National Performance Measure Outcome</b>	<b>Specific Objectives</b>	<b>Proposed Actions</b>	<b>Accomplishment Data by CDBG Program Year</b>	
				<b>Proposed</b>	<b>Actual</b>
Create suitable living environment	Availability/ Accessibility	End chronic homelessness	Monitor # of individuals assisted toward moving out of homelessness	200	205

**Project Title: Administration**

**Project Description:** General program administration, project implementation/ monitoring, training, reporting, adherence to all HUD regulations.

**Priority Need/Local Objective:** Planning/Administration

**Funding Sources:** CDBG-\$52,297.00

<b>National CDBG Eligible Activity Category</b>	<b>CDBG National Objectives</b>	<b>HUD Matrix Code</b>	<b>CDBG Citation</b>
		21A	570.206(a)

General Program Administration			
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<b>Project ID</b>	<b>Type of Recipient</b>	<b>Start Date</b>	<b>Completion Date</b>
95	Local Government	7-1-17	6-30-18

<b>Performance Indicator</b>	<b>Proposed Annual Units</b>	<b>IDIS Activity #</b>	<b>Units Upon Completion</b>
n/a	n/a	95	n/a

**Annual Action Plan Performance Measurement**

<b>National Performance Measure Objective</b>	<b>National Performance Measure Outcome</b>	<b>Specific Objectives</b>	<b>Proposed Actions</b>	<b>Accomplishment Data by CDBG Program Year</b>	
				<b>Proposed</b>	<b>Actual</b>
n/a	n/a	n/a	n/a	n/a	n/a

**Project Title: Central Services Homeless Prevention Program**

**Project Description;** Funding will be utilized for direct client services including rent and mortgage payments to prevent eviction, and emergency utility assistance.

**Priority Need/Local Objective:** The need for homeless facilities/services was identified as a medium level priority in the Morristown 2014 Consolidated Plan.

**Funding Sources:** CDBG- \$10,000.00 Central Services \$10,000.00

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 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 Central Services Homeless Prevention Program National Objective will be 'low/mod limited clientele' as the primary beneficiary will be homeless persons. The overwhelming majority of the beneficiaries will be LMI or lower.

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

The Performance Measure Objective\_ for this program will be 'Suitable Living Environment' and the Outcome will be 'Availability / Accessibility' as it will increase access or availability to shelter or service that will improve the beneficiary's living environment.

<b>National CDBG Eligible Activity Category</b>	<b>CDBG National Objectives</b>	<b>HUD Matrix Code</b>	<b>CDBG Citation</b>
Public Services	LMLC	05	570.201(e)

<b>Project ID</b>	<b>Type of Recipient</b>	<b>Start Date</b>	<b>Completion Date</b>
93	Local Government	7-1-17	6-30-18

<b>Performance Indicator</b>	<b>Proposed Annual Units</b>	<b>IDIS Activity #</b>	<b>Units Upon Completion</b>
# of clients served	1000	93	2958

**Annual Action Plan Performance Measurement**

<b>National Performance Measure Objective</b>	<b>National Performance Measure Outcome</b>	<b>Specific Objectives</b>	<b>Proposed Actions</b>	<b>Accomplishment Data by CDBG Program Year</b>	
				<b>Proposed</b>	<b>Actual</b>
Create suitable living environment	Availability/ Accessibility	End chronic homelessness	Monitor # of individuals assisted toward moving out of homelessness	1000	2958

**Project Title:** Heritage Park Improvements

**Project Description:** Construct ADA compliant restrooms at local parks

**Priority Need/Local Objective:** The need for better community recreation facilities was identified as a high level priority in the Morristown 2014 Consolidated Plan.

**Funding Sources:** CDBG- (\$59,530.40) – Amended from Rose Center

Building out Heritage Park – the former Morristown College site – according to a consultant’s proposal will take \$1 million per year over six or seven years. There isn’t enough money allocated to build

restrooms, so concerts and other public gatherings would have to be staged using portable toilets. The transfer of CDBG funds will remedy this issue. This project will allow the installation of prefabricated ADA compliant restrooms at the new Heritage Park.

Heritage Park will be open 365 days per year and continues to be improved and expanded. The park will be used extensively by the community for many special events and activities throughout the year and the need for restrooms is paramount. Currently, the park has no restroom facilities at all.

This projects' National Objective will be 'low/mod area benefit'. It will meet the needs of an area with at least 51% low/mod income population. The primary service area is the four census tracts that comprise the center of Morristown where the majority of our citizens live (Tracts 1001, 1003, and 1004).

The eligible activity category/accomplishment type for this project will be

'Public Parks/ Recreational Facilities'. It constitutes infrastructure and recreational facilities/parks improvements.

The Performance Measure Objective for the program will be 'Suitable Living Environment' and the Outcome will be 'Availability / Accessibility' as it provides for restroom facilities that will be accessible to all park visitors.

<b>National CDBG Eligible Activity Category</b>	<b>CDBG National Objectives</b>	<b>HUD Matrix Code</b>	<b>CDBG Citation</b>
Parks/Recreational Facilities	LMA	03F	570.201(c)

<b>Project ID</b>	<b>Type of Recipient</b>	<b>Start Date</b>	<b>Completion Date</b>
96	Local Government	6-1-17	

<b>Performance Indicator</b>	<b>Proposed Annual Units</b>	<b>IDIS Activity #</b>	<b>Units Upon Completion</b>
# of new bathrooms	1	96	0

**Annual Action Plan Performance Measurement**

<b>National Performance Measure Objective</b>	<b>National Performance Measure Outcome</b>	<b>Specific Objectives</b>	<b>Proposed Actions</b>	<b>Accomplishment Data by CDBG Program Year</b>	
				<b>Proposed</b>	<b>Actual</b>
Create suitable living environment	Availability/ Accessibility	Construct 1 ADA compliant parking lot	Monitor construction of parking lot	1	0

**Project Title: Ministerial Association Temporary Shelter assistance**

*Project Description:* Assistance for shelter operations

*Priority Need/Local Objective:* The need for homeless facilities/services was identified as a medium level priority in the Morristown 2014 Consolidated Plan.

*Funding Sources:* CDBG- \$5000.00

MATS offers free shelter, free food, free clothes, a 32 session job readiness program, soft skill training, computer usage for online applications, resume building and budgeting classes to homeless men, women, children and whole families for 90-160 days without cost to the resident. MATS has offered shelter, food and clothes since 1987. MATS has served 11,653 people as of the end of February of 2017 with 180,554 shelter nights and 541,662 meals.

<b>National CDBG Eligible Activity Category</b>	<b>CDBG National Objectives</b>	<b>HUD Matrix Code</b>	<b>CDBG Citation</b>
Public Services	LMLC	05	570.201(e)

<b>Project ID</b>	<b>Type of Recipient</b>	<b>Start Date</b>	<b>Completion Date</b>
92	Local Government	7-1-17	6-30-18

<b>Performance Indicator</b>	<b>Proposed Annual Units</b>	<b>IDIS Activity #</b>	<b>Units Upon Completion</b>
# of clients served	10000	92	371

**Annual Action Plan Performance Measurement**

<b>National Performance Measure Objective</b>	<b>National Performance Measure Outcome</b>	<b>Specific Objectives</b>	<b>Proposed Actions</b>	<b>Accomplishment Data by CDBG Program Year</b>	
				<b>Proposed</b>	<b>Actual</b>
Create suitable living environment	Availability/ Accessibility	End chronic homelessness	Monitor # of individuals assisted toward moving out of homelessness	300	371

Monitoring of the Community Development **program** includes, but is not limited to, the following;

*Five year consolidated plan completion, annual action plan completion, citizen participation plan compliance, consolidated annual performance review, federal expenditure timeliness compliance, quarterly federal cash transaction reports, semi-annual labor department standards report, annual minority business enterprise reports, annual section 3 compliance reports, monthly fair housing compliance, federal Integrated Disbursement and Information System compliance, title VI compliance, CDBG certification, IT security, GAO reporting, online reporting at federalreporting .gov, and daily project review.*

Monitoring of Community Development **projects** require, but is not limited to, the following;

*Environmental Review, financial reporting, Davis-Bacon Wage rate compliance, federal and local regulatory compliance, equal opportunity/fair housing regulations compliance, HUD national objective compliance, HUD performance measurement framework,*

*contractor review/compliance, sub-grantee monitoring, eligibility requirement monitoring, LMI and federal regulations compliance, lead paint review, and energy star/green building review.*

*Annual Reports*

*(A Consolidated Plan for Community Development needs must be completed every 5 years)*

*Consolidated Annual Performance Evaluation Report (CAPER)*

*Annual Action Plan (AP)*

*AP Amendments*

*HOME grant application*

*ESG grant application*

*Federal Timeliness Report*

*Title VI*

*Semi Annual Reports*

*Section 3*

*HUD Davis-Bacon Labor Dept report 4710*

*Minority Business Enterprise report (MBE)*

*Quarterly Reports*

*Federal Cash Transaction report (FCT)*

*Neighborhood Stabilization Program report (NSP)*

*CDBG-R report (ARRA funds)*

*Emergency Shelter Grant reports (ESG)*

*Monthly and Project Reports*

*HUD Field Office report*

*Department Summary reports*

*Environmental Reports*

*Davis Bacon Payroll reviews*

*IDIS (Integrated Disbursement and Information System) Federal finance reports, project reports and performance measurement reports.*

*Fair Housing reports as needed*

*Project set-up and progress reports*



