



# Fourth Program Year CAPER

The CPMP Fourth Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

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

## GENERAL

### **Executive Summary**

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

Program Year 4 CAPER Executive Summary response:

With the close of the FY2013/2014 CDBG Program, the City of West Jordan is completing the fourth year of the 2010-2015 Five-Year Consolidated Plan. The consolidated Plan is utilized by the City each year as a guide to create and implement an Annual Action Plan for the West Jordan CDBG Program. The 2005-2010 Five-Year Consolidated Plan was developed as a result of public hearings, city council recommendations, citizen input, and staff review.

An Annual Action Plan is developed as an implementation tool for the Five-Year Consolidated Plan. This Annual Action Plan was developed as a result of numerous CDBG/HOME Committee meetings and city council recommendations during the months of February-May of each fiscal year.

This CAPER is a detailed report covering the projects and activities undertaken by the City of West Jordan's Community Development Block Grant Program. Each project undertaken during this fiscal year is detailed with a brief program description with the services provided by the agency and the total number of beneficiaries for this program year.

All funded projects this program year provided services on an individual basis using HUD determined income guidelines. No projects were provided by geographical area and all funds were utilized for the benefit of low and moderate-income persons from West Jordan with the exception of Administration fees. All income levels low and moderate-income persons were based on the most recent HUD income limits.

## General Questions

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

Program Year 4 CAPER General Questions response:

a. West Jordan feels that it has met the majority of the FY2013 goals and objectives set forth in the annual action plan. The City feels that the steady level of spending in the downpayment assistance program is a reflection of the improving housing market. The City has advertised and promoted the program which has increased interest in the program. In the Housing Rehabilitation Loan Program, the City is seeing an increased interest as homeowners find it harder to qualify for home equity loans. In the area of public services, the City has found that our subgrantees have actually provided more services than they had proposed in their original requests for funding. We feel that this is a result of the agencies becoming more efficient at providing services at a lower cost.

b. The City has expended funds for FY2013 in the following areas:

PUBLIC SERVICES			
Agency	Program	\$ Funded	# Served
Community Action Program	South Valley Food Pantry	\$5,000	1,052
Community Action Program	Financial Counseling	\$9,000	13
South Valley Sanctuary	Crisis Shelter	\$13,000	35
The Road Home	Homeless Shelter	\$12,000	124
Family Support Center	Parent Advocate Program	\$5,000	154
Legal Aid Society	Legal Assistance	\$12,000	211
Boys & Girls Club	Afterschool Program	\$10,500	145

CONSTRUCTION/HOUSING			
Agency	Program	\$ Funded	# Served
ASSIST	Major Emergency Home & Access Repairs	\$80,000	35
Downpayment Assistance	Home Purchase	\$100,000	17
Housing Rehabilitation Loans	Home Repair Loans	\$20,000	1
Section 108 Loan Repayment	Senior Center Construction	\$148,886	1
Valley Services	Minor Emergency Home Repair	\$15,000	4

AMINISTRATION/ PLANNING			
Agency	Program	\$ Funded	# Served
City of West Jordan	Program Administration	\$99,769	1
Wasatch Front Regional Council	COG-Planning and Coordination	\$2,376	1

No matching funds were required for these programs.

c. The City feels that it has met its goals and objectives as outlined in the Annual Action Plan. The down payment program demand has increased to a level that utilizes all allocated funding and the housing rehabilitation program remains slow due to the local and national economy.

2.

In the area of slow performance in housing rehabilitation assistance, the City will continue to promote this program more aggressively but feels that until the market changes the demand will continue to lag.

3. a

West Jordan's and Salt Lake County's joint Analysis of Impediments to Fair Housing Choice identified the following housing needs: affordable housing for seniors, accessible housing for disabled, housing for low-income families, lead-safe housing, supportive and special needs housing and education of fair housing laws. The City is participating in the current update of this analysis with Salt Lake County for the new Five-Year Consolidated Plan completed in June 2010. However, this plan is currently being updated with an regional analysis and is 95% completed.

3b

West Jordan has worked to address these needs by encouraging developers to build affordable housing units for seniors, accessible housing for the disabled, and housing for low-income families. Along with encouraging the development of these units, the City has committed its annual HOME allocation and set aside RDA funds to partner in these projects. In addition, the City has been selected in the past as one of three communities in Utah to receive up to \$1 million for the development of affordable housing. These funds have been combined with Salt Lake County and West Jordan HOME funds for the development of approximately 72 units of affordable housing targeted for 55-year-olds and above with approximately 10-15 units for disabled persons. This project was completed in December 2011 and was 100% occupied by February 2012. This project is has continued to retained a 100% occupancy rate since opening.

To provide lead-safe housing, the City requires lead testing on any housing rehabilitation project or housing purchase for all homes built prior to 1978 that shows signs of lead issues. In addition, the City has made lead poisoning information part of all its housing applications regardless of the home age. All applicants for housing rehabilitation loans or downpayment assistance receive information concerning lead base paint and are required to sign a certification that they received in information regardless of the age of the home.

The City has continued to advocate fair housing choice by providing information and training to its CDBG and HOME subgrantees to help them increase the awareness of their clients. The City makes available brochures in both English and Spanish explaining fair housing rights as well as publishing notices in the local West Jordan Journal.

The City CDBG website, [www.wjordan.com](http://www.wjordan.com) contains information pertaining to Fair Housing Choices and a link to HUD's Housing and Discrimination and Complaints website. In addition, the site provides available phone numbers for persons without available internet services who wish to file a complaint. This information is provide through multiple languages on the City's website.

To commemorate the passage of the Federal Fair Housing Act in 1978, the City proclaims April as “Fair Housing Month” and recognizes National Community Development week while publishing articles in the West Jordan Journal making citizens aware of the City’s desire to provide equal housing access to all residents without regard to race, color, religion, sex, disability, sexual orientation, family status, national origin, or source of income.

**FAIR HOUSING IMPEDIMENTS AND ACTIONS**

<b>Fair Housing Impediment</b>	<b>Actions to Address Impediment in 2012</b>
Lack of adequate affordable Senior housing	<p>The City and Utah NonProfit completed development of 72 units of affordable units for 55 yrs. and over during FY 2011. These units have been monitored and found to be 100% occupied with only short term vacancy during the relocating of residents. This development is the second development sponsored by the City.</p> <p>The City also began discussions during FY2013 with Utah NonProfit and a new developer for the construction of a 3<sup>rd</sup> affordable senior housing project. Three potential sites have been identified and being investigated for development of a new 72 unit complex. The City hopes to have this project completed in 3-4 years thereby increasing the number of affordable units created by City partnerships to a total of 208 units.</p>
Lack of adequate affordable housing for disabled	Dedicated 8 affordable units for disabled persons in the 72 unit development. The proposed complex will have a minimum of 10% or 8 units for disabled persons.
Lead-safe housing	Continued to inspect and provide lead information on all CDBG assisted units. The City is continuing to work with Salt Lake County in its Green and Healthy Homes and Lead Abatement program when issues of lead, asbestos, radon and asthma are identified in CDBG assisted homes.
Lack of supportive & special needs housing	Began working with developers for future affordable units for persons with special needs.

Lack of fair housing information	Information was provided on CDBG program implementation and fair housing to Public Service providers by the West Jordan CDBG Manager. The City issued proclamations for Fair Housing Month and CDBG Week, while continuing to update our current AI. Completion of the new AI is anticipated in the Fall 2014. CDBG staff attended the annual Fair Housing meeting sponsored by the Wasatch Front Apartment Association and identified future fair housing training and information opportunities.
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4. Obstacles to Meeting Underserved needs:

The United Way of Salt Lake conducted a community assessment in 2004 with regular updates which identified the most serious core issues affecting residents as:

- Insufficient income
- People lacking life skills
- Inadequate child supervision
- Barriers to education

In an effort to address these needs, the City of West Jordan annually allocates 15% of the City’s annual CDBG allocation to public services provides. The City funds a variety of programs ranging from a children’s crisis nursery to counseling programs for teaching day-to-day life skills.

While not a direct recipient, the City of West Jordan participates in the review of County ESG and HOPWA programs while making funding recommendations as a review committee member.

5. Leveraging Resources:

The City of West Jordan is supportive in continuing to partner with state, county, federal, and other entities to ensure funding for projects. During FY2009 & 2010, the City leveraged funding from the Congressional Delegation for a 2,500 sq. ft. addition to the Senior Citizen center that directly benefits low and moderate-income seniors of West Jordan.

Another major component of community development funding comes from the City Redevelopment Agency (RDA) whose budget allocates funds to projects in the four project areas. Past participation of the RDA during FY 2010 & 2011 has been the development of 72 units of low-income senior citizen housing. This added to previously

funded 64-units funded by the HUD 202 program totals 136 units of affordable senior housing. The City is currently considering the development of a third complex that will house between 65- 72 more units at a different location.



**Sugar Factory Senior Housing – HUD 202 project, 65 units**



**Jordan River Tax Credit-55 yrs and over, 48 units**



**Jordan Valley Senior Housing Tax Credit Project, 72 units**

The City of West Jordan and many of its nonprofit subgrantees leverage their HUD funds with other federal state, local government, and private sources. Resources identified by CDBG subgrantees include the following:

Organization	Other Funding Sources
South Pantry Emergency Food Pantry	State grants
The Road Home – Community Shelter	Federal, state, and local grants, United Way, private contributions, and endowment funds
Boys and Girls Club	United Way, federal, state, and local government grants, private foundations, and contributions
Utah Food Bank Services	United Way, federal, state, and local government grants, local foundations, financial institutions, and private contributions
Family Support Center	United Way, state and local government grants, and private donations
Community Health Centers	Federal, state, and local government grants, private contributions
ASSIST	State and local government grants, local foundations
West Jordan Housing Rehabilitation	CDBG Program Income account
Utah Alcoholism Foundation	Foundations, donations, and local government grants
YWCA	Foundations, contributions, and local government grants

## Managing the Process

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

Program Year 4 CAPER Managing the Process response:

The City of West Jordan utilizes the existing network of organizations in the Salt Lake Valley to help manage the CDBG process. Within this network, three committees provide coordination for the CDBG and HOME programs on a county level. These committees include the Salt Lake County Council of Governments, Salt Lake County HOME Committee and the Long Range Planning Committee to Prevent Homelessness.

The Salt Lake County Council of Governments (COG) hosts regular Grants Coordination Meetings to facilitate communication and coordination between municipal entities and agencies with a major role in community grants and volunteer coordination. The Grants Coordination Committee is made up of representatives from the Salt Lake County CDBG Entitlement Cities (Salt Lake City, Sandy, Taylorsville, West Jordan, and West Valley), Salt Lake County, Department of Housing & Urban Development, The United Way, and IHC Healthcare.

The Salt Lake County HOME Committee reviews any and all applications for HOME funds at the county level as well as the local level. Salt Lake County is the recognized HOME consortium for all of the governments within Salt Lake County with the exception of Salt Lake City.

The Long Range Planning Committee serves as a resource for the development of transitional housing in Salt Lake County. This committee consists of representatives all local and state jurisdictions in the county, non-profit developers, and providers of support services.

The City of West Jordan monitors all activities carried out with Federal Funds in accordance with the guidelines and eligibility requirements set forth by the Department of Housing & Urban Development. The City receives CDBG funding directly from HUD and also HOME funds from Salt Lake County. The city makes these funds available to public service agencies and developers through a formal application process on an annual basis. Each application is reviewed for program compliance and eligibility as well as agency past performance with the City. Each project funded must be an identified activity in the Five-Year Consolidated Plan.

The City conducts site/monitoring visits to subgrantees every year. Any and all new subgrantees are monitored during the first part year of funding in order to ensure program compliance and training of the new project managers.

## **Citizen Participation**

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

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

Program Year 4 CAPER Citizen Participation response:

The City of West Jordan published two annual notices in the Salt Lake Tribune making the citizens aware that the CAPER is being prepared in order to provide for public involvement in the preparation process. The first notice is published (August 2, 2014) at the start of the CAPER process allowing residents an opportunity to make comments and to participate in the development of the CAPER. The second notice was published on August 31, 2013 in the Salt Lake Tribune and this gives the residents an opportunity to make comments of the finished version of the CAPER.

In addition, the notices are published on the City webpage at [www.wjordan.com](http://www.wjordan.com)

No comments, oral or written were received during the development process or on the final version of the CAPER.

## **Institutional Structure**

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

Program Year 4 CAPER Institutional Structure response:

The City of West Jordan administers its CDBG Program through the Development Department. The City has a single staff member responsible for the management of the program and oversight of the subgrantees. CDBG staff serves on various housing, homeless, AIDS and social service committees to plan and coordinate activities. The City cooperates with Salt Lake County to jointly fund and assist in local and county affordable housing projects.

## Monitoring

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

Program Year 4 CAPER Monitoring response:

1. The process of monitoring the West Jordan CDBG Program uses begins at the receipt of an application for assistance. Once the application is received, staff reviews it for eligibility for assistance. Once the request is deemed to be eligible, then it is reviewed for benefit and submitted to the West Jordan CDBG/HOME committee for evaluation and benefit analysis. After committee review, the proposed project is submitted and approved by the West Jordan City Council after a public hearing is held. A contract is issued at the start of the program year for service.. If the applicant is a new subgrantee, the City conducts an onsite monitoring visit early in the program year to provide technical assistance and program review. If the applicant is a previous subgrantee, the City conducts a site visit or monitoring each year to ensure compliance with program requirements.
2. The City has seen an improvement in reporting by subgrantees on a quarterly basis as a result of monitoring visits. Information being provided is in an easier to read and usable format for reporting into the IDIS system. Information in the Quarterly reports mirrors the information required in IDIS.
3. a) The West Jordan CDBG Program has been effective in resolving various neighborhood issues by improving access to services for low and moderate-income residents provided by subgrantee public service agencies. These agencies have improved the availability of services to these areas such as emergency food service, counseling programs, and after-school programs, etc.

b) Each year the City of West Jordan reviews and evaluates the priority needs and objectives as set forth in the 5-year consolidated plan. After this review the City determines the direction and emphasis on services needed to address needs identified from this review. This is the third year of the 5-year consolidated plan, and the City feels that progress in meeting the priority needs as identified is being made. The City feels that these needs are being met through the increased capacity of public service agencies as a direct result of CDBG funding. This increased capacity is making the quality and level of service sufficient to address the need for these areas.

c) The City of West Jordan offers a housing rehabilitation program at a low or zero percent interest rate for existing homeowners to make improvements to their substandard properties. For residents facing an emergency situation, the City offers the Valley Services program for minor home emergencies and the ASSIST program for major home emergencies and access repairs.

For new homeowners looking to locate within the City, West Jordan offers a downpayment assistance program for homebuyers. This program provides for one-half of the required downpayment and one-time closing costs up to a total of \$5,000.

In the area of economic development, the City coordinates activities with the Utah Microenterprise Fund Program. This program is designed to provide start-up funding for low and moderate-income businesses in the City. In addition, the City has obligated \$50,000 in CDBG funds from the FY 2014 program to assist in Economic Development activities.

d) The City makes a site/monitoring visit to subgrantees during the program year. In addition to these visits, each subgrantee is required to submit quarterly and annual progress reports to the City. This information is in a format designed to be inputted into the IDIS system. Through the utilization of the visits and quarterly reports, projects currently are on schedule. The City monitored subgrantees during FY 2013. No technical assistance requests were received during these monitoring visits during FY 2013.

e) The City utilizes a review system similar to the Risk Analysis concept developed by HUD to evaluate and monitor each program participant for all grant programs. After the programs are funded, the CDBG staff will utilize this process for each subgrantee. The areas covered in this review include financial, physical, management, satisfaction, and services. In addition, during the contract period, all pay requests are reviewed for overall program performance.

f) The best indicators of results would be the actual numbers and level of service being provided by each subgrantee. While funding levels to subgrantees have not increased, the level of service from the providers has remained consistent or has increased.

- g) The greatest barrier presenting a negative impact on fulfilling the strategies and overall vision is the lack of consistent funding for the City's subgrantees.
- h) The City's major goals appear to be on target.
- i) There are no adjustments of improvements to strategies and activities planned at this time.

## **Lead-based Paint**

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

Program Year 4 CAPER Lead-based Paint response:

The City has implemented a work plan to address lead issues on our residential rehabilitation program. We are in compliance with HUD's rules concerning identification and treatment of lead hazards. The City utilizes the services of a trained consultant for lead testing and mitigation in Housing Rehabilitation Loan Program and Down Payment Assistance Program. Information concerning lead issues are part of each application regardless of the age of the home to be rehabbed or purchased. In addition, the City utilizes Salt Lake County's Green & Healthy Homes and Lead Safe Programs to meet these goals.

In addition, the City has made lead poisoning information part of all its housing applications regardless of the home age. All applicants for housing rehabilitation loans or downpayment assistance receive information concerning lead base paint and are required to sign a certification that they received in information regardless of the age of the home.

## **HOUSING**

### **Housing Needs**

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

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

Program Year 4 CAPER Housing Needs response:

Specific objectives of the City's housing goals include the following programs:

West Jordan Housing Rehabilitation Program  
West Jordan Downpayment Assistance Program  
ASSIST – Major Emergency Home Repair Program  
Valley Services – Minor Emergency Home Repair Program

These programs provided assistance to a total of 77 homes during FY2013 to West Jordan residents. This assistance ranged from home purchase to minor and major home repairs.

In the area of new development, West Jordan completed work with the developer for completion of 72 units of affordable housing for persons 55 yrs. of age and older. These units were completed in December 2011 and 100% occupied by February 2012. This complex and the Sugar Factory senior housing project both stay 100% occupied. Along with the previously constructed 64 unit Sugar Factory Senior Housing project, the City offers a total of 136 affordable units with plans to add an addition 72 in the next 2-4 years.

### **Specific Housing Objectives**

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

Program Year 4 CAPER Specific Housing Objectives response:

1. The City provided assistance to a total of 18 homeowners in FY2013. Seventeen were for Downpayment assistance and one was for a housing rehabilitation loan. This assistance was to only homeowners or buyers and all were low to moderate-income residents.
2. The City feels that the affordable housing market is leveling and seeing an upswing as the national market stabilizes. The City feels that the provision of housing services from CDBG sources has slowly increase but will see a major increase in FY2013. This increase will help the city in meeting its Section 215 requirements and goals.
3. The City has begun obligating approximately \$50,000 in RDA and \$50,000 in HOME funds for the development of "worst-case" housing in future years. The City has been discussing the development of worst-case housing along the future commuter light rail. Development in these Transit Oriented Areas will provide employment, retail, housing and transportation services to residents of these areas. They have also been targeted for development of housing for disabled persons since they provide services or easy access to services needed by this population

group. The new affordable housing project has 8 dedicated units for persons with disabilities and all units ADA accessible. Future developments will continue to target 10% of its units for the disabled.

## **Public Housing Strategy**

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

Program Year 4 CAPER Public Housing Strategy response:

The City of West Jordan does not have any public housing units that it has control of. The City coordinates with the Salt Lake County Housing Authority to provide housing within the City as the opportunity becomes available. Within West Jordan, the County Housing Authority currently has a few single family homes but they have no apartment complexes in operation.

## **Barriers to Affordable Housing**

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

Program Year 4 CAPER Barriers to Affordable Housing response:

The City of West Jordan has undertaken the following activities to reduce some of the barriers facing the development of affordable housing:

1. Reduce plan review time;
2. Provide downpayment assistance to low and moderate-income homebuyers.
3. Partner with developers by making available HOME, Utah Olene Walker Trust, and RDA funds for the project development – The State of Utah Olene Walker Trust Fund contributed \$1 million, Salt Lake County HOME Program \$600,000, West Jordan RDA contributed \$225,000 and West Jordan HOME Program contributed \$150,000 to the new affordable housing project.
4. Reduce impact fees when possible – Impact fees for the affordable housing project was reduced by approximately 35% making it possible to lower required rents.
5. Assist in the identification of possible housing sites for development of affordable housing.

The City is also working with Salt Lake County in the development of a Regional Analysis of Impediments to Fair Housing. This update will replace the current document that was developed approximately 5 years ago. The new analysis will have impediments identified on the County level but will include specific impediments in the City of West Jordan. This document is anticipated to be complete in the Fall 2014.

Also, during FY 2010, the City held two public open houses and undertook a citywide survey for the update of the General Development Plan. These meetings were held at night between the hours of 6:00 PM and 9:00 PM during the week to allow residents to attend wither from their way home from work or from home after work. A Fair Housing/Affordable Housing display and information was provided at the open houses. In the survey conducted online and at the open houses, twenty percent of the survey questions were dedicated to identifying housing needs and impediments facing the residents of West Jordan. Results from this survey are identified in the Fair Housing Impediments and Actions section of this report and will be included in our Analysis of Impediments along with comments received at the two open houses.

Other activities during the year included subgrantee training and the recognition of Fair Housing Month and Community Development Block Grant Week by the City. The Mayor issued Proclamations for each of these as well as published articles in the West Jordan Journal concerning the Analysis of Impediments update.

### **HOME/ American Dream Down Payment Initiative (ADDI)**

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

Program Year 4 CAPER HOME/ADDI response:

The City of West Jordan does not receive HOME/ADDI funds directly from HUD. HOME funds are managed by Salt Lake County and the City participates in the review and funding recommendations of projects under the Salt Lake County HOME Committee.

## HOMELESS

### Homeless Needs

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

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

Program Year 4 CAPER Homeless Needs response:

1. The City of West Jordan has continued its efforts to provide housing and services for the homeless. During FY 2013 the City provided funding for The Road Home Homeless Shelter located in Salt Lake City. This shelter provides housing, counseling and job opportunities for homeless residents. In addition, The Road Home operates a winter emergency housing program providing 300 beds per night from November 1 – March 30 that serves as an overflow shelter in Midvale. This facility was filled to capacity each night during FY 2013 and demand is expected to grow during FY 2013. Family utilization this shelter has been the largest need. Because of the existing need, The Road Home will open this shelter a month ahead of schedule this year. The City Funded this program during FY 2011 and FY 2013.
2. The City of West Jordan has continued its efforts with Salt Lake County to provide permanent housing for the homeless. Activities during FY 2013 include the continued update and implementation of the Salt Lake County 10-year Plan to end Chronic Homelessness. Through the City HOME Program, the City has provided assistance for the development of the Sunrise Development (downtown Salt Lake) which made available 100 units of single room housing for transitional housing, Palmer Court (downtown Salt Lake) with 148 apartments and Kelly Benson (West Valley) Transitional housing with 60 apartments.. Projects of this nature are in dire need to provide an environment to transition residents from the homeless shelter to a transitional home and finally into a permanent home.

On the years that the City does not have an affordable housing project or activity ready for funding, West Jordan allows its HOME funds to remain in the Salt Lake County funding pool for affordable projects ready for funding. When the City has a project ready for funding, we usually receive substantially more funding from the Salt Lake County HOME funding pool than we have not utilized. On the two affordable senior housing project completed by the City and developers, we have received approximately \$5 for every dollar we have not utilized and left in the pool.

3. No new Federal resources were obtained from the Homeless Super NOFA by West Jordan.

## **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 4 CAPER Specific Housing Prevention Elements response:

The City of West Jordan provided funding during FY 2011 & 2013 for the Salt lake Homeless Shelter (shelter & counseling activities), emergency Winter Housing in FY 2012 Program, and annually to the South Valley Food Pantry. In addition to providing funding for these activities, the city is involved with the implementation of the recommendations of the 10-year plan to end chronic homelessness in Salt Lake County.

## **Emergency Shelter Grants (ESG)**

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

health care facilities, foster care or other youth facilities, or corrections institutions or programs.

- c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 4 CAPER ESG response:

The City of West Jordan does not receive ESG funds directly from HUD. ESG funds are managed by Salt Lake County and the City participates in the review and funding recommendations of projects under the Salt Lake County ESG Committee.

## COMMUNITY DEVELOPMENT

### Community Development

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

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

- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
  - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

11. Lump sum agreements

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

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

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

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

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

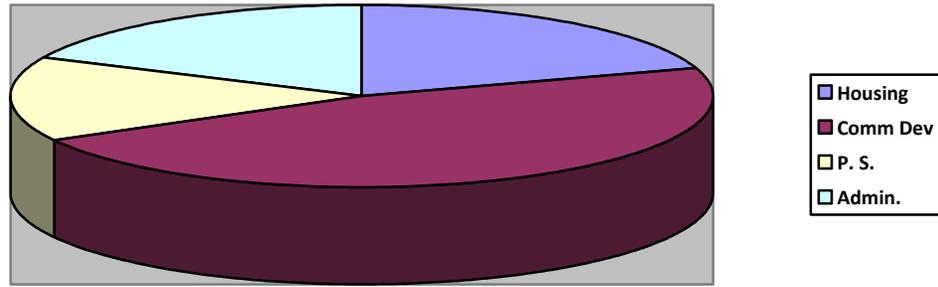
Program Year 4 CAPER Community Development response:

The FY 2013-2014 CDBG projects were allocated into the Consolidate Plan priorities as follows:

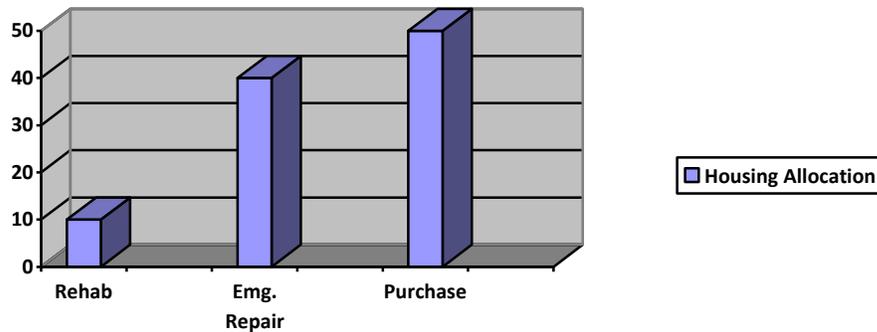
**2013 CDBG ALLOCATION CHART**

<b>Activity Type</b>	<b>CDBG Funds Allocated</b>	<b>% of Total Annual Allocation</b>
Housing	\$205,000	40%
Community Development	\$126,972	25%
Public Services	\$76,608	15%
Administration	\$102,145	20%

**2013 CATEGORY PERCENTAGES**



**2013 CDBG HOUSING ACTIVITY ALLOCATION**



CDBG projects met the CDBG housing goals of first time homebuyers, emergency home repairs, rehabilitation of housing units of existing low and moderate-income homeowners and managing housing units. All funds not utilized during FY 2013 will remain in each project category with the exception of administration. Unused funds budgeted for Administration will be reprogrammed into housing activities at the end of each fiscal year.

The City always allocated the 15% maximum of the annually allocation to Public Service agencies that provides either direct housing or indirect housing services to the low and moderate income residents of the City. During FY 2013, regular CDBG projects accomplished the community development goals outlines in the 5-year Consolidated Plan and Annual Action Plan for the City.

These allocations met high priority needs as identified in the 2010-2015 Consolidated Plan for homeowner assistance, neighborhood facility expansion, street/sidewalk improvements, assistance to disabled persons, youth centers and public services.

1. Changes in Program Objectives

The Consolidated Plan goals and objectives were established in 2010 for the 2010-2015 period. There have been no experiences that would cause the City to change the existing program. In addition, since this completes the third year of the existing plan, a

new 2011-2015 Consolidated Plan has been approved by HUD that reflects any unidentified needs of the previous plan.

2. Assessment of Efforts in Carrying Out Planned Actions

- a. West Jordan is actively pursuing the resources as identified in the 2010-2015 Consolidated Plan and the FY 2013 Annual Action Plan.
- b. All requested certifications of consistency with the Consolidated Plan were provided and complete.
- c. West Jordan has not hindered the Consolidated Plan by any action or willful inaction.

3. For Funds Not Used for National Objectives

All CDBG funds allocated and expended met National Objectives.

4. ANTI-DISPLACEMENT AND RELOCATION

West Jordan did not engage in any activities that resulted in acquisition, rehabilitation or demolition of occupied real property.

5. LOW/MODERATE JOB ACTIVITIES

No economic development activities were funded with CDBG funding during FY 2013.

6. LIMITED CLIENTELE ACTIVITIES

All activities that received CDBG funds from West Jordan that qualified under the limited clientele benefit guidelines was covered by the presumed benefit category.

7. PROGRAM INCOME

West Jordan received program income under the Housing Programs totaled \$74,168.74. All funds received under these activities are deposited into a separate revolving Fund and then reissued for the same type of activity. Each deposit has been receipted in IDIS. These funds will be utilized for future rehab and down payment activities.

8. PRIOR PERIOD ADJUSTMENTS

No activities or expenditures were disallowed during FY 2013.

9. LOANS AND OTHER RECEIVABLES

There were no float-funded activities made during FY 2013. During the year, the City increased an existing deferred housing rehabilitation loan by 9,480 to address a housing rehabilitation repairs and also issued a total of 17 Down Payment Assistance Loans for

home purchases. These loans are forgiven after a period of 5 years provided the recipient does not move or sale the home.

10. LUMP SUM AGREEMENTS

There were no lump sum agreements made with West Jordan during FY 2013.

11. HOUSING REHABILITATION

All housing rehabilitation loans made during FY 2013 were allocated from the CDBG Program accounts. The City only funded one housing rehab loan during the year.

12. NEIGHBORHOOD REVITALIZATION STRATEGIES

The City of West Jordan has no identified neighborhood revitalization strategy areas.

### **Antipoverty Strategy**

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

Program Year 4 CAPER Antipoverty Strategy response:

The State of Utah, County of Salt lake and the City of West Jordan have major roles in coordinating antipoverty programs that fills the needs of the extreme low income of the City. Basic services such as water, sewer, streets and various public services are provided directly by the City. While these basic needs are provided, they are not services that assist in bringing families out of poverty. Through utilizing funding from the CDBG Program, the City is able to offer services to these families by providing funding for various Public Service agencies to provide these needed services.

## **NON-HOMELESS SPECIAL NEEDS**

### **Non-homeless Special Needs**

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

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

Program Year 4 CAPER Non-homeless Special Needs response:

The City does not receive direct funding for persons with HIV/AIDS. However, the West Jordan CDBG staff does participate in the Salt Lake City HOPWA Committee in the review of applications and projects designed to serve this population.

## Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
  
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
      - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
  
    - ii. Project Accomplishment Overview

- (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
  - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
  - (3) A brief description of any unique supportive service or other service delivery models or efforts
  - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
- (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
  - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
  - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
  - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 4 CAPER Specific HOPWA Objectives response:

The City of West Jordan does not receive HOPWA funds directly from HUD. HOPWA funds are managed by Salt Lake County and the City participates in the review and funding recommendations of projects under the Salt Lake County HOPWA Committee.

## OTHER NARRATIVE

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

Program Year 4 CAPER Other Narrative response:

1. PR26 CDBG Financial Summary Report
2. The Salt Lake Tribune Proof of Publication
3. CAPER Notice – West Jordan Webpage
4. CDBG Week Proclamation
5. Fair Housing Month Proclamation
6. Housing Discrimination Posting
7. West Jordan Low and Moderate Income areas map