

RAPID CITY, SD
2004 ACTION PLAN SUBMISSION

SUBMITTED TO:
U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT

APRIL, 2004

Rapid City Annual Action Plan FY 2004

THE MAYOR AND CITY COUNCIL OF RAPID CITY

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**Rapid City
Consolidated Plan
FY 2003 - 2007**

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I. INTRODUCTION

A. Introduction to the Consolidated Plan and Annual Action Plan

Rapid City South Dakota has been an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant Program since 1975. As a HUD entitlement community, Rapid City was required to prepare a five year Consolidated Plan (CP) in order to implement Federal programs that fund housing, community development and economic development within the community for the period of April 1, 2003 to March 31, 2008. Each year, the City prepares an Annual Action Plan which outlines the activities and services that will be supported in an effort to meet the goals and priorities set out in the Consolidated Plan.

Under the Consolidated Plan regulations, HUD combined the applications and reporting requirements for four formula-based Federal grant programs: 1) Community Development Block Grants (CDBG), 2) HOME Investment Partnerships (HOME), 3) Emergency Shelter Grants (ESG), and 4) Housing Opportunities for Persons with AIDS (HOPWA). By combining the process for the grants programs HUD intended that communities develop a comprehensive vision that encompasses affordable housing, adequate infrastructure, fair housing, enhancement of civic design, vigorous economic development combined with human development, and a continuum of care for helping the homeless.

The goals of the Federal programs covered by the Consolidated Plan are to "strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment and expand economic opportunities for every American, particularly for very low-income and low-income persons." The Consolidated Plan has required Rapid City to state in a single document its plan to pursue goals for all the housing, community development, economic development, and planning programs. It is these goals against which the Annual Action Plan and Rapid City's performance under the Consolidated Plan will be evaluated by HUD.

Consistency with the Consolidated Plan is also a prerequisite to receiving funds under the following Federal programs:

- HOPE I - Public Housing Home ownership;
- HOPE II - Home ownership of Multi-Family Housing Units;
- HOPE III - Home ownership of Single Family Homes;
- HOPE IV - Public Housing
- Low Income Housing Preservation;
- Section 202 - Supportive Housing for the Elderly;
- Section 811 - Supportive Housing for Persons with Disabilities;
- Homeless Assistance Programs - SuperNOFA
- Supportive Housing Program;

- Single Room Occupancy (SRO) Housing;
- Shelter Plus Care;
- Revitalization of Severely Distressed Public Housing;
- Youthbuild - Hope for Youth;
- John Heinz Neighborhood Development;
- Lead-Based Paint Hazard Reduction;
- Regulatory Barrier Removal Strategies and Implementation; and
- Competitive HOPWA grants.

Other Federal programs do not require consistency with an approved Consolidated Plan. HUD funding, however, for the Section 8 Certificate Voucher Program is to be made in a way that enables Rapid City to carry out its Consolidated Plan action plan.

Rapid City has developed a single, consolidated planning and application document in consultation with public and private agencies. This Rapid City Consolidated Plan encompasses the application for the Community Development Block Grant (CDBG) Program. Rapid City is not an entitlement community under the HOME Investment Partnerships (HOME) Program, the Emergency Shelter Grant (ESG) Program and the Housing Opportunities for Persons with AIDS (HOPWA) Program. The Consolidated Plan serves the following functions for Rapid City:

- A **planning document** that enables Rapid City to view its HUD funding, not in isolation, but as one tool in a comprehensive strategy to address housing, community development, and economic development needs;
- An **application** for Federal funds under HUD's formula grant programs, in particular the CDBG program;
- A **strategy** to be followed in carrying out HUD programs; and
- An **action plan** that provides a basis for assessing performance.

Each year the City of Rapid City creates an Action Plan to address the housing, community development and economic development needs of the City, as outlined in the Consolidated Plan.

V. ACTION PLAN FOR 2003

A. Standard Form 424

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier B-04-MC-46-0002
			3. DATE RECEIVED BY STATE	State Application Identifier
			4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 46-6000380
5. APPLICANT INFORMATION				
Legal Name: City of Rapid City			Organizational Unit: Municipality	
Organizational DUNS:			Department: Growth Management	
Address: Street: 300 Sixth Street			Division: Community Development	
City: Rapid City			Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Barbara	
County: Pennington			Middle Name: K	
State: SD Zip Code: 57701			Last Name: Garcia	
Country: USA			Suffix:	
			Email: barbara.garcia@regov.org	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 46-6000380			Phone Number (give area code) (605) 394-4181	Fax Number (give area code) (605) 394-2232
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>			7. TYPE OF APPLICANT: (See back of form for Application Types) Municipal Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Entitlement CDBG 44-218			9. NAME OF FEDERAL AGENCY: Dept. Housing and Urban Development	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Rapid City, Pennington County, South Dakota			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: The 2004 Entitlement Community Development Block Grant Program (CDBG) for the City of Rapid City consisting of site acquisition for affordable housing construction, housing rehabilitation, (over)	
13. PROPOSED PROJECT Start Date: 7/01/04 Ending Date: 3/31/05			14. CONGRESSIONAL DISTRICTS OF: a. Applicant 1 b. Project 1	
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 596,000		a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$		b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$		<input checked="" type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ 28,000			
g. TOTAL	\$ 624,000			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix: Mayor	First Name: Jim	Middle Name:		
Last Name: Shaw	Suffix:			
b. Title: Mayor	c. Telephone Number (give area code): (605) 394-4110			
d. Signature of Authorized Representative:	e. Date Signed:			

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Standard Form 424 (Rev. 9-2003)
Prescribed by OMB Circular A-102

Item #11. Continued

public facilities, public services and program overs.

B. Resources

Federal Resources

CDBG - \$624,000

The HUD form titled "Funding Sources," following this section, provides a review of the resources that will be available to Rapid City to fund its FY 2004 Community Development Block Grant Program (CDBG). As shown on the Funding Sources form, Rapid City anticipates receiving \$596,000 of CDBG funds in FY 2004. In FY 2004 Rapid City projects it will receive \$28,000 of program income. The total CDBG program and resources for FY 2004 will be \$624,000.

The Funding Sources form reports Rapid City's CDBG Program entitlement that is allocated to the projects shown on the "Listing of Proposed Projects" forms included in this document. As reported on the "Submitted Proposed Projects Totals" line of the Funding Sources form, the City has allocated \$491,200 of its CDBG funds to specific projects reported on the Listing of Proposed Projects. The City has \$8,000 in non-programmed funds. Rapid City has also budgeted \$124,800 of CDBG funds to Administration and Planning. The non-programmed funds and the CDBG funds budgeted for Administration and Planning are reported on the Funding Sources form as "Un-submitted Proposed Projects Totals."

Other Resources

Other resources that may be available to Rapid City to assist with funding include HOME funds, Emergency Shelter Grant funds, Federal Home Loan Bank Community Investment Program, HUD 202 Supportive Housing for the Elderly, HUD 811 Supportive Housing for Persons with Disabilities, Low Income Housing Tax Credits, and funds from the South Dakota Housing Development Authority. Social service agencies in Rapid City will avail themselves of funds from the State ESG Program allowing the agencies to increase the number of persons they are able to serve.

C. Activities to be Undertaken

In order to address some of the needs identified in the Consolidated Plan, Rapid City is proposing to undertake the activities shown on the HUD form "Listing of Proposed Projects" following this page. Table 1 is a summary of the activities and the funding sources including the National Objective achieved by the activity. National Objectives achieved by this Action Plan include Low/Mod Area (LMA), Low/Mod Clientele (LMC), and Low/Mod Housing (LMH).

**Table 1
FUNDING SOURCES**

Entitlement Grant (includes reallocated funds)		
CDBG	\$596,000	
ESG	\$ 0	
HOME	\$ 0	
HOPWA	\$ 0	
Total		\$596,000
Prior Years' Program Income NOT previously programmed or reported		
CDBG	\$ 0	
ESG	\$ 0	
HOME	\$ 0	
HOPWA	\$ 0	
Total	 \$0
Reprogrammed Prior Years' Funds		
CDBG	\$ 0	
ESG	\$ 0	
HOME	\$ 0	
HOPWA	\$ 0	
Total	 \$0
Total Estimated Program Income		
Program Income	\$ 28,000	
Total		\$ 28,000
Section 108 Loan Guarantee	\$ 0	
TOTAL FUNDING SOURCES		\$624,000
Other Funds	\$ 0	
Submitted Proposed Projects Totals		\$491,200
Un-Submitted Proposed Projects Totals		\$140,800

**Table 2
FY 2004 Proposed Funding**

Activity	National Objective	Amount
<i>Housing</i>		
Teton Coalition - purchase lots to develop housing	LMH	40,863
Black Hills Area Habitat for Humanity - purchase lots to develop housing	LMH	28,716
Rehabilitation - owner-occupied single family	LMH	70,000
Rapid City Community Development Corporation	LMH	57,776
Subtotal		197,355
<i>Public Facilities and Infrastructure</i>		
Behavior Management Systems	LMC	69,521
Cornerstone Rescue Mission - Acquire/Rehabilitate building for women's shelter	LMC	100,000
City of Rapid City - 12th Street Sewer Project	LMA	32,224
Subtotal		201,745
<i>Public Services</i>		
CASA - legal advocacy for children	LMC	5,000
Dakota Plains Legal Services - legal services	LMC	15,100
Salvation Army - rent assistance and deposits	LMC	30,000
Western Resources for dis-ABLED Independence	LMC	30,000
Youth & Family Services	LMC	12,000
Subtotal		92,100
Program Administration	N/A	124,800
Non-programmed funds	N/A	8,000
Total		624,000

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title: <u>Teton Coalition, Inc.</u>		
Project ID:	0001	Funding Sources
Local ID:	HSG-04-01	CDBG \$40,863
HUD Matrix Code & Title:	01 Acquisition of Real Property	ESG \$0
Code Citation:	570.201(a)(n)	HOME \$0
Eligibility:	570.208(a)(3) Low/Mod Housing	HOPWA \$0
Subrecipient:	Subrecipient Public 570.500(c)	Assisted Housing \$0
Location(s):	Community Wide	PHA \$0
Start Date:	7/1/2004	Total \$40,863
Completion Date:	3/31/2005	Help the Homeless? No
Accomplishments:	3 Housing Units	Help those with HIV or AIDS No

Rapid City Consolidated Plan High Priority Objective:

Assistance for Low-Moderate Income Home Purchasers

Program Objective:

To make affordable homes available for low to moderate income families in the Rapid City area and to also educate people on all aspects of the homeownership process.

Program Description

The funds will be used to purchase three lots for construction of homes for low/moderate income households; provide \$2,500 dowpayment assistance for three homebuyers; pay for three surveys and administrative program delivery costs.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title: <u>Black Hills Area Habitat for Humanity</u>																					
Project ID:	0002																				
Local ID:	HSG-04-02																				
HUD Matrix Code & Title:	01 Acquisition of Real Property																				
Code Citation:	570.201(a)																				
Eligibility:	570.208(a)(3) Low/Mod Housing																				
Subrecipient:	Subrecipient Public 570.500(c)																				
Location(s):	Community Wide																				
Start Date:	7/1/2004																				
Completion Date:	3/31/2005																				
Accomplishments:	2 Housing Units																				
<table border="1"> <thead> <tr> <th colspan="2">Funding Sources</th> </tr> </thead> <tbody> <tr> <td>CDBG</td> <td>\$28,716</td> </tr> <tr> <td>ESG</td> <td>\$0</td> </tr> <tr> <td>HOME</td> <td>\$0</td> </tr> <tr> <td>HOPWA</td> <td>\$0</td> </tr> <tr> <td>Assisted Housing</td> <td>\$0</td> </tr> <tr> <td>PHA</td> <td>\$0</td> </tr> <tr> <td>Total</td> <td>\$28,716</td> </tr> <tr> <td>Help the Homeless?</td> <td>No</td> </tr> <tr> <td>Help those with HIV or AIDS</td> <td>No</td> </tr> </tbody> </table>		Funding Sources		CDBG	\$28,716	ESG	\$0	HOME	\$0	HOPWA	\$0	Assisted Housing	\$0	PHA	\$0	Total	\$28,716	Help the Homeless?	No	Help those with HIV or AIDS	No
Funding Sources																					
CDBG	\$28,716																				
ESG	\$0																				
HOME	\$0																				
HOPWA	\$0																				
Assisted Housing	\$0																				
PHA	\$0																				
Total	\$28,716																				
Help the Homeless?	No																				
Help those with HIV or AIDS	No																				

Rapid City Consolidated Plan High Priority Objective:
 Assistance for Low-Moderate Income Home Purchasers

Program Objective: To partner with low-income families to build decent and affordable homes, eliminating substandard housing in the Black Hills.

Program Description Funds will be used for: purchase of lots; associated costs of purchasing lots; public facilities and improvements, infra structure construction reconstruction, rehabilitation and installation; clearance of property; demolition of buildings; removal of environmental contaminants; movement of structures to other sites.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title:		<u>Rapid City Neighborhood Restoration Program</u>	
Project ID:	0003	Funding Sources	
Local ID:	HSG-04-03	CDBG	\$70,000
HUD Matrix Code & Title:	14A Rehab; Singel-Umit Residential	ESG	\$0
Code Citation:	570.202	HOME	\$0
Eligibility:	570.208(a)(3) Low/Mod Housing	HOPWA	\$0
Subrecipient:	Local Government	Assisted Housing	\$0
Location(s):	Community Wide	PHA	\$0
Start Date:	7/1/2004	Total	\$70,000
Completion Date:	3/31/2005	Help the Homeless?	No
Accomplishments:	10 units	Help those with HIV or AIDS	No

Rapid City Consolidated Plan High Priority Objective:
 Assistance for Low-Moderate Income Homeowners (Existing)

Program Objective: To revitalize neighborhoods and provide rehabilitation loans to low income homeowners in need of home repairs for structural, safety, health and energy efficiency issues.

Program Description: Funds will be used to provide grants and low interest loans to low-to-moderate income households for qualifying rehabilitation projects on owner occupied homes. Funds will pay for repairs, home inspections, required testing and program delivery costs.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title:		<u>Rapid City Community Development Corporation</u>	
Project ID:	0004	Funding Sources	
Local ID:	HSG-04-04	CDBG	\$57,776
HUD Matrix Code & Title:	01 Acquisition of Real Property	ESG	\$0
Code Citation:	570.201(a)	HOME	\$0
Eligibility:	570.208(a)(3) Low/Mod Housing	HOPWA	\$0
Subrecipient:	Subrecipient Public 570.500(c)	Assisted Housing	\$0
Location(s):	Community Wide	PHA	\$0
Start Date:	7/1/2004	Total	\$57,776
Completion Date:	3/31/2005	Help the Homeless?	No
Accomplishments:	4 Housing Units	Help those with HIV or AIDS	No

Rapid City Consolidated Plan High Priority Objective:
 Assistance for Low-Moderate Income Home Purchasers

Program Objective: To provide affordable housing homeownership opportunities to low-income persons through new construction development or acquisition rehabilitation on existing housing stock.

Program Description Funds will be used to purchase affordable lots for single family home construction. If no lots are available, the RCCDC will use the funds to do rehabilitation on existing properties, which will then be sold to low-income homebuyers.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title:		<u>Behavior Management Systems</u>	
Project ID:	0005	Funding Sources	
Local ID:	PF-04-01	CDBG	\$69,521
HUD Matrix Code & Title:	14B Rehab; Multi-Unit Residential	ESG	\$0
Code Citation:	570.202	HOME	\$0
Eligibility:	570.208(a)(3) Low/Mod Housing	HOPWA	\$0
Subrecipient:	Subrecipient Public 570.500(c)	Assisted Housing	\$0
Location(s):	Census Tract & Block Groups CT: 010200 BG:1 County 46103	PHA	\$0
Start Date:	7/1/2004	Total	\$69,521
Completion Date:	3/31/2005	Help the Homeless?	No
Accomplishments:	17 units	Help those with HIV or AIDS	No

Rapid City Consolidated Plan High Priority Objective:
 Public Facilities & Improvements (General); Transitional housing for special low-income populations; Life skills training; Chronic substance abusers.

Program Objective: Provide a permanent facility for the Full Circle Program, which is designed to prevent fetal alcohol syndrome and fetal alcohol effect, caused by pregnant women's substance abuse. Work with pregnant women to stop substance abuse and provide life skills for parenting their children.

Program Description: Bring existing building up to code for fire sprinkler and alarm systems and replace front doors to meet handicap accessibility requirements.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title:		<u>The Corner Stone Rescue Mission</u>			
Project ID:	0006	Funding Sources			
Local ID:	PF-04-02	CDBG	\$100,000		
HUD Matrix Code & Title:	01 Acquisition of Real Property &/or	ESG	\$0		
	03C Homeless Facilities (no op cost)	HOME	\$0		
	04 Rehab; Multi-Unit Residential	HOPWA	\$0		
		Assisted Housing	\$0		
Code Citation:	570.201(a)(c)	PHA	\$0		
		Total	\$100,000		
Eligibility:	570.208(a)(3) Low/Mod Housing	Help the Homeless?	Yes		
Subrecipient:	570.208(a)(2) Low/Mod Limited Clientele				
Location(s):	Subrecipient Public 570.500(c)			Help those with HIV or AIDS	No
Start Date:	Address to be determined				
Completion Date:	7/1/2004				
Accomplishments:	3/31/2005				
	18 housing units				

Rapid City Consolidated Plan High Priority Objective:

Homeless emergency shelter; Public Facilities & Improvements (general)

Program Objective:

To provide safe living accommodations for homeless women and children.

Program Description:

To purchase and/or rehabilitate a building to provide living accommodations for approximately 18 homeless families (women & children).

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title: <u>7th Circuit Court - CASA Program</u>	
Project ID:	0007
Local ID:	PS-04-01
HUD Matrix Code & Title:	05D Youth Services
Code Citation:	570.201(e)
Eligibility:	570.208(a)(2) - Low/Mod Limited Clientele
Subrecipient:	Subrecipient Public 570.500(c)
Location(s):	Community Wide
Start Date:	7/1/2004
Completion Date:	3/31/2005
Accomplishments:	258 Youth
Funding Sources	
	CDBG \$5,000
	ESG \$0
	HOME \$0
	HOPWA \$0
	Assisted Housing \$0
	PHA \$0
	Total \$5,000
	Help the Homeless? No
	Help those with HIV or AIDS No

Rapid City Consolidated Plan High Priority Objective:
 Public Services - Legal services; Youth Services.

Program Objective: To recruit, train and supervise community volunteers who are appointed by the Juvenile Judge to represent the "best interest" of abused and neglected children in the court system. The volunteer is the "eyes and ears" of the court and the "voice" of the child.

Program Description: Operating funds to help recruit, train and supervise additional volunteers to provide legal advocacy for children. Also support administrative expenses for program delivery.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title: <u>Dakota Plains Legal Services</u>			
Project ID:	0008	Funding Sources	
Local ID:	PS-04-02	CDBG	\$15,100
HUD Matrix Code & Title:	05C Legal Services	ESG	\$0
Code Citation:	570.201(e)	HOME	\$0
Eligibility:	570.208(a)(1) Low/Mod Area	HOPWA	\$0
Subrecipient:	Subrecipient Public 570.500(c)	Assisted Housing	\$0
Location(s):	Addresses	PHA	\$0
Start Date:	7/1/2004	Total	\$15,100
Completion Date:	3/31/2005	Help the Homeless?	No
Accomplishments:	529 people CDBG)	Help those with HIV or AIDS	No

Rapid City Consolidated Plan High Priority Objective:

Public Services - Legal Services for low income persons.

Program Objective:

To provide access to justice under the law for low-income, elderly and victims of domestic violence residents by providing high quality legal assistance in civil matters. To also provide community education to groups and individuals in the area.

Program Description:

Funding for staff to provide services to low income residents in the form of direct legal services including special services for homeless families, elderly and the victims of domestic violence & community education to groups and individuals in the area.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title: <u>The Salvation Army</u>	
Project ID:	0009
Local ID:	PS-04-03
HUD Matrix Code & Title:	05 Public Services (General)
Code Citation:	570.201(e)
Eligibility:	570.208(a)(2) Low/Mod Limited Clientele
Subrecipient:	Subrecipient Public 570.500(c)
Location(s):	Community Wide
Start Date:	7/1/2004
Completion Date:	3/31/2005
Accomplishments:	75 people (General)
Funding Sources	
	CDBG \$30,000
	ESG \$0
	HOME \$0
	HOPWA \$0
	Assisted Housing \$0
	PHA \$0
	Total \$30,000
	Help the Homeless? Yes
	Help those with HIV or AIDS No

Rapid City Consolidated Plan High Priority Objective:
 Public Services for low income people - General

Program Objective: The Salvation Army is the last chance for some people in need of emergency assistance, to prevent homelessness. The Salvation Army is able to meet a broad variety of unmet needs for people who do not qualify under the guidelines of other agencies.

Program Description: Funds will be used to pay past due rents, assist with utility bills and provide food and clothing to people in need.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title:		<u>Western Resources for Dis-ABLED Independence</u>	
Project ID:	0010	Funding Sources	
Local ID:	PS-04-04	CDBG	\$30,000
HUD Matrix Code & Title:	05 Public Services - Disabled	ESG	\$0
Code Citation:	570.201(e)	HOME	\$0
Eligibility:	570.208(a)(2) Low/Mod Limited Clientele	HOPWA	\$0
Subrecipient:	Subrecipient Public 570.500(c)	Assisted Housing	\$0
Location(s):	Community Wide	PHA	\$0
Start Date:	7/1/2004	Total	\$30,000
Completion Date:	3/31/2005	Help the Homeless?	No
Accomplishments:	30 people	Help those with HIV or AIDS	No

Rapid City Consolidated Plan High Priority Objective:
 Public Services - General & Handicapped services

Program Objective: The Living Well project promotes healthy living skills for people with disabilities through advocacy for the rights of equal inclusion, identifying and promoting access to existing resources and the development of new resources which may enable people with disabilities to live more independently, and achieve their highest potential.

Program Description: Funds will be used for training costs for five individuals to become facilitators for workshops for WRDI clients; for operational costs; for guest presenter fees and charges from businesses providing services and for counseling for participants in the WRDI program.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title: <u>Youth & Family Services (YFS)</u>		
Project ID:	00011	Funding Sources
Local ID:	PS-04-05	CDBG \$12,000
HUD Matrix Code & Title:	05D Youth Services	ESG \$0
Code Citation:	570.201(e)	HOME \$0
Eligibility:	570.208(a)(2) Low/Mod Limited Clientele	HOPWA \$0
Subrecipient:	Subrecipient Public 570.500(c)	Assisted Housing \$0
Location(s):	Addresses	PHA \$0
Start Date:	7/1/2004	Total \$12,000
Completion Date:	3/31/2005	Help the Homeless? No
Accomplishments:	24 people (clients plus crisis line)	Help those with HIV or AIDS No

Rapid City Consolidated Plan High Priority Objective:
 Public Services - General; Youth Programs - Youth Services

Program Objective: Project will assist primarily low income residents in accessing individual, family and group counseling as well as parent education classes. A 24-hour crisis hotline is also made available.

Program Description: To support a counselor to provide intervention and counseling services for low income residents; Train volunteers for the 24-hour crisis hotline.

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title: <u>CDBG Program Oversight and Management</u>																	
Project ID:	00012																
Local ID:	ADM-04-01																
HUD Matrix Code & Title:	21A General Program Administration																
Code Citation:	570.206																
Eligibility:	570.208(a)(1) Low/Mod Area																
Subrecipient:	Local Government																
Location(s):	Community Wide																
Start Date:	7/1/2004																
Completion Date:	3/31/2005																
Accomplishments:																	
<table border="1"> <thead> <tr> <th colspan="2">Funding Sources</th> </tr> </thead> <tbody> <tr> <td>CDBG</td> <td>\$124,800</td> </tr> <tr> <td>ESG</td> <td>\$0</td> </tr> <tr> <td>HOME</td> <td>\$0</td> </tr> <tr> <td>HOPWA</td> <td>\$0</td> </tr> <tr> <td>Assisted Housing</td> <td>\$0</td> </tr> <tr> <td>PHA</td> <td>\$0</td> </tr> <tr> <td>Total</td> <td>\$124,800</td> </tr> </tbody> </table>		Funding Sources		CDBG	\$124,800	ESG	\$0	HOME	\$0	HOPWA	\$0	Assisted Housing	\$0	PHA	\$0	Total	\$124,800
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Help the Homeless?	No																
Help those with HIV or AIDS	No																

Rapid City Consolidated Plan High Priority Objective:
 Planning and Administration of Community Development Block Grant funds

Program Objective: To provide for the proper oversight of the Community Development Block Grant program while complying with all federal rules and regulations.

Program Description: To provide oversight of the Community Development Block Grant program.

U.S. Department of Housing and Urban Development
FY 2004 Annual Action Plan
Listing of Proposed Projects

Project Title: <u>Unprogrammed Funds</u>		
Project ID:	00013	Funding Sources
Local ID:		CDBG \$8,000
HUD Matrix Code & Title:	22 Unprogrammed Funds	ESG \$0
Code Citation:		HOME \$0
Eligibility:		HOPWA \$0
Subrecipient:		Assisted Housing \$0
Location(s):		PHA \$0
Start Date:	7/1/2004	Total \$8,000
Completion Date:	3/31/2005	
Accomplishments:		Help the Homeless? No
		Help those with HIV or AIDS No

Rapid City Consolidated Plan High Priority Objective:

Program Objective:

Program Description:

**U.S. Department of Housing and Urban Development
 FY 2004 Annual Action Plan
 Listing of Proposed Projects**

Project Title:		<u>City of Rapid City - 12th Street Sewer Project</u>	
Project ID:	0014	Funding Sources	
Local ID:	PF-04-03	CDBG	\$32,224
HUD Matrix Code & Title:	03 Public Facilities & Improvements 03C Homeless Facilities (no op cost) 04 Rehab; Multi-Unit Residential	ESG	\$0
Code Citation:	570.208(a)(1)(iv)	HOME	\$0
Eligibility:	570.201©	HOPWA	\$0
Subrecipient:	Subrecipient Local Government	Assisted Housing	\$0
Location(s):	Addresses to be determined	PHA	\$0
Start Date:	7/1/2004	Total	\$32,224
Completion Date:	3/31/2005	Help the Homeless?	No
Accomplishments:	4 houses	Help those with HIV or AIDS	No

Rapid City Consolidated Plan High Priority Objective:
 Infrastructure - water/sewer improvements

Program Objective: To connect homes currently on private sewer line which is in poor condition to a new city sewer line.

Program Description: Construct an 8" sanitary sewer main, 4" sanitary sewer service lines and remove and replace street pavement as necessary.

D. Geographic Distribution

Rapid City is located in Pennington County in western South Dakota. The map in Appendix 2 shows the locations of certain activities to be undertaken with FY 2004 CDBG program funds. Not all proposed projects are shown on the map. Only projects with specific addresses or census tracts are shown that were accepted by the Community 2020 software. The following are City-wide activities:

- Housing rehabilitation for owner-occupied housing, acquisition rehab and lot purchases for new housing development
- CASA - legal advocacy for children.
- Dakota Plains Legal Services - legal services.
- Salvation Army - rent assistance and deposits.
- Western Resources for dis-ABLED Independence – training and services.
- Youth & Family Services - counseling.

Rapid City has allocated its limited resources to programs that are considered to address a high priority need. As noted, a number of activities listed above impact the entire community. Other activities, which affect individual neighborhoods or areas, have been evaluated to ensure that they meet the statutory objective of benefiting low- and moderate-income persons, and are appropriate in light of the varied needs that have been identified.

E. Homeless and Other Special Needs Activities

Activities to Address Emergency Shelter and Transitional Housing Needs

Rapid City will provide funds to the Corner Stone Rescue Mission to acquire and/or rehabilitate an appropriate building for an emergency shelter for women and children. The present homeless shelter does not have adequate space to house women and children in a separate building from the men.

Rapid City will also provide funds to Behavior Management Systems to upgrade their facility to meet code requirements for fire sprinklers and alarms, and handicap accessibility.

Behavior Management Systems provides services to adults with major mental illness, children with severe emotional or behavioral problems, persons in crisis or contemplating suicide, and pregnant women or women with children with substance abuse problems.

Activities to Prevent Persons from Becoming Homeless

For FY 2004 Rapid City has provided funds to the Salvation Army to provide assistance to persons already housed who may be behind on their utility, rent or mortgage payment due to unemployment or extenuating circumstances. The Salvation Army also provides funds for a security deposit and first months rent for homeless persons entering permanent

housing. Assistance with rent and utilities is also available through Pennington County Public Health & Human Services.

South Dakota Housing Development Authority (SDHDA) maintains a listing of affordable units in the region and community with a description of the property and contact information. The list is posted on-line. SDHDA has notified all shelters, welfare offices, community health nurses, and other points of contacts about the list.

Address the Special Needs of Persons who are not Homeless

As described in Part II of the Consolidated Plan, there are a variety of services and facilities in Rapid City that provide for services that assist populations with special needs. The services provide a direct benefit to populations with special needs in Rapid City.

For FY 2004 Rapid City has provided funds to address the special needs of persons who are not homeless as follows.

- CASA – legal advocacy for children.
- Dakota Plains Legal Services - legal services directed primarily to low-income persons.
- Western Resources for dis-ABLED Independence - assistance to people with physical, mental or emotional disabilities and training in independent living skills.
- Youth & Family Services – counseling services for primarily low-income youth and families.
- Provide financial assistance for the installation of a sewer line for low income households

F. Other Actions

- ***General Actions***

Address Obstacles to Meeting Underserved Needs

Rapid City will continue to use its entitlement funds to provide assistance with activities that meet the underserved needs of the community.

Foster and Maintain Affordable Housing

The City of Rapid City will continue to fund its Community Development Neighborhood Restoration Program by providing financial assistance to low income homeowners for housing rehabilitation. The program ensures habitable housing units by addressing

structural, safety, health, or energy efficiency issues. Rapid City's housing rehabilitation program continues to be its major housing activity in support of upgrading the existing housing stock.

The high cost of land and infrastructure in Rapid City makes the development of housing affordable to low income households very difficult. During FY 2004 Rapid City will provide CDBG funds to three non-profit housing agencies, the Black Hills Area Habitat for Humanity, Teton Coalition, Inc. and the Rapid City Community Development Corporation. The non-profits will develop housing for sale to low income households. The project expands the housing supply for low income households in the City and supports increased home ownership, a high priority objective of Rapid City's Consolidated Plan. The Rapid City Community Development Corporation may also do acquisition rehabilitation that will help to upgrade existing low cost housing for sale to low-income households.

The Teton Coalition, Inc. promotes self-sufficiency through homeownership of American Indian and other low income families in the Rapid City area by purchasing property and facilitating development of new, affordable housing.

The Black Hills Area Habitat for Humanity works to eliminate substandard housing by partnering with low-income families to build decent, affordable homes.

The Rapid City Community Development Corporation provides capital to build or renovate homes for economically disadvantaged low and moderate income persons who wish to own a home by purchasing property or homes for construction or rehabilitation.

Reduce Lead-Based Paint Hazards

HUD Regulations 1012 and 1013, which took effect on September 15, 2000, require a more specific treatment for lead-based paint hazards. The extent of the treatment on Federally funded projects is based on the project's cost and range from interim controls to full scale lead-based paint abatements. Western SD Community Action Agency has invested in training several of their employees in the areas of risk assessors, clearance technicians, and lead safe work practices. Western SD Community Action Agency has purchased equipment to identify lead paint in the units eligible for their programs. Western SD Community Action Agency has agreed to accomplish risk assessments and clearance activities for Rapid City on units provided funds by the CDBG housing rehabilitation program. All rehabilitation work assisted by Rapid City on units built before 1978 is undertaken with the assumption of the existence of lead based paint. Rapid City stabilizes all deteriorated paints surfaces in conjunction with lead based paint safe work practices. Rapid City allows funding of lead-based paint abatement as part of its housing rehabilitation program serving to provide lead-based paint hazard abatement to its population with the greatest need.

Reduce the Number of Poverty Level Families

The City of Rapid City works cooperatively with numerous social service organizations that provide direct services to low income residents. The organizations provide services that assist residents in providing for basic life necessities. The organizations work to provide for the independence of the residents in assisting them in accessing programs that will provide training or education that increases their earning capacity. The Welfare Reform Initiative called Temporary Assistance to Needy Families (TANF) provides participants with payments to assist with essential needs such as food stamps; Medicaid coverage; and rental payments for a period of time while the participants or their parent or guardian are able to obtain the necessary training or education to obtain a job. Because 75 percent of the participants are children, the goal of the program is to stabilize the adults in the work force so they may sustain their families under their own power.

Several programs within the Rapid City community work cooperatively with the South Dakota Department of Social Services in an effort to provide job training skills which enables clients to become employable. The One Stop Job Services and the One Stop Career Learning Center have been extremely successful in working with TANF clients and adults that have never completed high school, or have never been employed, by instituting programs that will increase their job skills and education. The public housing authority is working with families in their units through the Family Self Sufficiency Program whereby residents sign an agreement setting forth certain actions they will take to become self sufficient. Rapid City has little, if any, control over factors that lead to reducing the number of households with incomes below the poverty level.

Over the past several years, the City of Rapid City working cooperatively with the Economic Development Partnership has been successful in increasing an excess of 1,100 manufacturing jobs in the community, which has provided an additional employment base for residents. Manufacturing jobs historically pay greater wages than service sector positions. In addition to the manufacturing jobs, Rapid City has been successful in recruiting financial institutions to the area that provide a large employment base at a wage that is very competitive. The economic development effort works closely with One Stop Job Services, Western Dakota Technical Institute; the One Stop Career Learning Center; and with the continuing Adult Basic Education programs to encourage unemployed and under employed individuals to participant in various programs to obtain training and technical knowledge necessary to compete for new jobs created in the community. The Economic Development Partnership strategy of bringing new jobs to the community that pay higher wages than existing jobs encourages local employers to upgrade their starting wage positions. This will work toward decreased poverty level incomes in the community.

Develop Institutional Structure and Enhance Coordination

The City of Rapid City's Growth Management Department, is the lead agency in defining housing needs within the community. Non profit organizations interested in developing

housing, bankers interested in working with developers, direct service providing agencies dealing with clients needing affordable housing, typically contact the Community Development Division. Coordination with the South Dakota Housing Development Authority regarding applications assists the City in knowing the number of units in the pipeline approved for construction. It also alerts the City to any development issues that might be occurring in certain neighborhoods such as over concentration of multifamily housing units.

The Rapid City Community Development Division also works closely with non-profit organizations in the community keeping abreast of the needs for low income residents. The Community Development Division administers the CDBG program and implements sub grantee agreements with sub-recipients receiving funding. The Community Development Division is involved with numerous non-profit direct service providers in order to maintain information on the needs in the community. A close working relationship keeps the City knowledgeable of all needs, not just housing. By reaching out to the community through the Chamber of Commerce, neighborhood organizations, and service clubs, gaps in the delivery system of services can be minimized and education of the business leaders as to the needs of the low income residents is accomplished.

Public Housing

The City of Rapid City is not funding public housing improvements or resident initiatives. Pennington County Housing and Redevelopment Corporation (PCHRC) will continue to receive Capital Program funds to maintain its properties in safe and sanitary conditions for the residents and continue to seek funds for programs to improve the quality of life of residents. Rapid City has a joint cooperation agreement with PCHRC that provides for the collaboration on the development of affordable housing units. The administrator of PCHRC works closely with Rapid City's Community Development Specialist in reviewing needs for housing development, public housing tenant needs within the community and jointly working to further additional affordable housing locally. PCHRC's Agency Plan is on file with Rapid City. Rapid City will consider requests by PCHRC for Certifications of Consistency with the Consolidated Plan.

G. Special Program Requirements

CDBG

The One Year Action Plan describes the activities that Rapid City will undertake with its FY 2004 CDBG Entitlement. The City anticipates \$28,000 in program income during FY 2004. The City will not have any surplus from urban renewal settlements, nor will it have any grant funds returned to the line of credit for which planned use has not been included in a prior statement or plan.

The City of Rapid City will not have any income from float-funded activities nor does it have any urgent need activities.

H. Monitoring

Regulations concerning the Consolidated Plan state that it “must describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.” This section describes the monitoring standards and procedures that Rapid City will follow during the implementation of the Consolidated Plan and FY 2004 Action Plan.

Monitoring Programs and Activities

The Rapid City Growth Management Department will monitor activities carried out to further the Consolidated Plan and Annual Action Plan to ensure long-term compliance with program requirements. The objectives of this monitoring are to make sure that funded activities: 1) comply with all regulations governing their administrative, financial, and programmatic operations; 2) achieve their performance objectives within schedule and budget; and 3) comply with the Consolidated Plan and Annual Action Plan.

Internal controls have been designed to ensure adequate segregation of duties. The Growth Management Department prepares agreements for non-housing activities supported by CDBG. The City’s Finance Department establishes accounts, in cooperation with the Growth Management Department. Invoices are monitored for compliance with the approved spending plan and federal regulations. The Growth Management Department is responsible for setting up and administering activities on the Integrated Disbursement and Information System (IDIS).

Where assistance is provided to homeowners for housing activities, Rapid City uses written procedures in place for the Housing Rehabilitation Program. The rehabilitation staff develops cost estimates and specification packages that provide for corrections of any violations of local codes. On-site inspections promote satisfactory completion before payment is made.

Minority Business Outreach

Rapid City shall encourage participation by minority-owned businesses in CDBG assisted activities. Rapid City shall maintain records concerning the participation of minority-owned businesses to assess the results of its efforts and to complete the semiannual “Minority Business Enterprise Report” to HUD. Any contractor interested in bidding on jobs available under the Housing Rehabilitation Program will receive an application package and, if qualified, will be included on a list of contractors to receive announcements about the availability of bid packages.

Comprehensive Planning Requirements

To ensure compliance with the comprehensive planning requirements of the Consolidated Plan process, the Community Development Department will review the process on an ongoing basis. The review will assess compliance with federal requirements concerning citizen participation and consistency of actions taken with those specified in Rapid City's "Citizen Participation Plan." Records documenting actions taken will be maintained for each program year.

III. CERTIFICATIONS

LOCAL GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Jim Shaw

Date

Mayor

Title

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2004 , 2005 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.
 - i. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.
 - ii. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for

public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Jim Shaw

Date

Mayor

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

C/SAC

300 Sixth Street

Rapid City, SD 57701

Check ___ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Signature/Authorized Official Jim Shaw

Date

Title Mayor

IV. APPENDICES

Appendix 1: Evidence of Citizen Participation

Appendix 2: Map

Appendix 3: Glossary of Terms

APPENDIX 1

Evidence of Public Participation

Announcement of 30 day Public Comment period

Ad run in the Rapid City Journal 3/7/04

Ad run in the Lakota Journal 3/10/04

PUBLIC NOTICE

The City of Rapid City announces the thirty (30) day comment period for Rapid City's Annual Action Plan, which is required by the Department of Housing and Urban Development in order to access Community Development Block Grant Funds. This document provides information on the projects to be completed during FY04. The total funding available will be \$624,000.00 which is a combination of the City's entitlement grant and funds available from previous years' projects. The projects to be funded consist of housing programs, including development of affordable housing, rehabilitation of existing housing units; support to nonprofit organizations providing direct services to low income residents; and assistance for expansion or improvements of community facilities. Comments on the City's Annual Action Plan will be received until 4:00 p.m. on April 9, 2004, at which time all comments received will be considered and any changes warranted will be made to the plan. Copies of the Action Plan are available at the Growth Management Department, 300 6th St., Rapid City, SD 57701. A copy of the Action Plan is on file for reference at the Rapid City Public Library and at the Pennington County Housing and Redevelopment Commission, 1805 Fulton, Rapid City, SD 57702. Any questions regarding the Action Plan should be directed to the Growth Management Department at 394-4181.

Evidence of Public Participation

Announcement of Public Meeting
Ad run in Rapid City Journal 3/14/04
Ad run in Lakota Journal 3/17/04

NOTICE OF PUBLIC MEETING

The Growth Management Department will conduct a public meeting to discuss the Rapid City Community Development Block Grant Annual Action Plan for FY2004 on Wednesday, March 31, 2004 between the hours of 11:30 a.m. - 1:00 p.m. in the First Floor Community Room in the City/School Administration Center. The purpose of this meeting is to receive input on the Annual Action Plan for Community Development Block Grant allocations and housing and community development needs for Rapid City.

Questions regarding this public meeting should be directed to the Community Development Division at 394-4181, Monday - Friday, 7:30 a.m. - 4:00 p.m. If you desire to attend this meeting and are in need of special accommodations, please contact this office so that appropriate auxiliary aids and services are available.

PUBLIC MEETING MINUTES
FY 2004 CDBG ANNUAL ACTION PLAN
March 31, 2004

Attendees: Jim Castleberry, Corner Stone Rescue Mission
Ellen K. Farrar, Homeowner, 1207 12th Street
Jane O'Leary, Stepping Stones – LSS
Holli Vanderbeek, YFS Counseling Center
Cynthia Howell, Western Resources for Dis-Abled Independence
Ann Van Loan – Western Resources for Dis-Abled Independence
Leona Clubbs – Teton Coalition

Barbara Garcia, RC Community Development Specialist (CDS) opened the meeting at 11:30 am by explaining the meeting procedures:

- People are to sign in on the sign-in sheet and include their contact information.
- If you wish to speak at today's meeting, please check that block and people will be allowed to speak in the order in which you arrived.
- There are forms available for you to use to provide your written comments. Please fill it out and turn it in to the Community Development office no later than April 9, 2004.
- We are recording the meeting, so please introduce yourself, state your organization, if any, and speak up so everyone can hear.
- The 30 day comment period for the Community Development Block Grant Annual Action Plan will run until April 9, 2004.
- All comments received during the 30 day comment period will be compiled and combined with any comments received at this Community Meeting. All comments will be provided to the Subsidy Committee for review. They will then make their recommendations to the City Council.
- City Council will make their final ruling on funding. That date is expected to be May 3, 2004.
- The Annual Action Plan will then be sent to HUD for review and approval. HUD has 45 days to review the plan. Upon their approval, funding will be released.
- Funded agencies will be required to sign a contract with the City. The Community Development Specialist, Barbara Garcia, will schedule a training class for all recipients to discuss reporting, draw procedures and auditing.

First speaker – Jim Castleberry, representing Corner Stone Rescue Mission, stated he just wanted to provide a written statement. (see Attachment A)
Ellen Farrar, a citizen attending, said that she would like to know what he had written in his statement. Barbara Garcia read his statement to the group. Jim also stated that he would be happy to answer any questions that Ellen had regarding his organization or their services. There were none.

Second Speaker – Ellen Farrar, resident of 12th Street. Ellen said that she wished to comment regarding the request submitted by the City Engineering Department for \$32,223.29 of the Community Development Block Grant money to be used to "construct an 8" sanitary sewer main, 4" sanitary sewer service lines and remove and replace street pavement as necessary for seven homes that currently are served by private sewer lines that are failing on 12th Street."

Ellen stated that 1221 12th St burned down and that the owners have rebuilt the home and a garage. The house had to be moved 8 foot from the property line when it was rebuilt. The hill was graded and rain caused a mud slide. They had to open a ditch for drainage. 1221 and 1215 both changed hands (ownership). Now with the building of the new house, they had to get a variance to put in a garage and graded the lot so that now the water flows down hill. Ellen stated that it is unfair for her to pay for the new sewer because two houses on Clark St. don't meet the requirements (income requirements for CDBG funds). Another house is putting an apartment in the basement. Ellen has 2 houses on her lot, hers and a small apartment. If they change the sewer line it will disturb hers. If hers is disturbed, she will have to bring it up to code. She doesn't want to pay for the hook up or sewer line. Her property was grandfathered in and she doesn't want that to be affected by these changes. She gets Social Security and money from investments which put her over the income limits for CDBG funds, but she feels it is important to get the funding for the sewer project. So she is protesting. Ellen stated that she sees that the Community Development Corporation is getting \$90,000 to purchase property and build homes. Her renter would be low income. She would like the City to take the money needed for the sewer project from the CDC funds of \$90,000 on Page 8, Table 2 (of the FY2004 Action Plan) and use it for the sewer. She said that those seven houses need the new sewer line and that it will help their property values, but the money should come from the Community Development Corporation. She also stated that they are an applicant for funds also. Ellen continued by stating that she knows that Mr. Johnson, one of the other homeowners, is going out and speaking to the people occupying the seven houses included in the 12th Street project about providing their income information to see if they can meet the income guidelines for the program. Ellen stated that she wants to have the sewer but she does not want to pay anything for it and does not want her grandfather clause affected because of it. She stated that she is an older person, who wants to stay in her home and wants the City Community Development money should pay for it.

Barbara Garcia, City CDS - Clarified for Ellen and the attendees that the Rapid City Community Development Corporation referred to on Page 8, Table 2 is not the City of Rapid City's Community Development division, but a separate non-profit Corporation in the community that builds affordable homes. It is an organization started by the major lenders in the community who contributed money to the corporation to create a pool of funds to provide construction loans at 0% interest for low income homebuyers. They also receive CDBG funds to purchase lots or rehab existing homes for sale to low income buyers. She also clarified that the only way that the 12th Street Sewer project would be eligible for consideration is if at least 51% of the occupants of all seven houses meets HUD guidelines for low income households. The income information must be provided to the City for review before April 9th to prove that the people benefiting from the sewer will meet the income guidelines for eligibility. If the occupants do not provide the information then the council will not be able to reconsider their application.

Ellen Farrar then said, "Well then the City doesn't want to help an elderly person." Barbara Garcia told her that this program must be used to benefit low income people. It doesn't matter if they are young, old, female or male. They have to be low income, and to show that I must have documentation in the form of tax returns and pay stubs, since their census tract is not a low income census tract. She asked if it needed to be in writing and I responded that it is always best if the people involved put their situation

down in writing so that it is in their own words. This meeting recording will be transcribed and included in the file for review.

Question – Ellen Farrar – Ellen asked what criteria is used to determine eligibility for the program. **Answer** - Barbara Garcia went over the qualifying criteria. (See Attachment B) Barbara explained the HUD National objectives, the City High Priorities as stated in the Five Year Consolidated Plan, what types of activities are eligible and ineligible, the need to be a cost effective program and the additional guidelines for Public Service Programs.

There were no other people requesting to speak, however several people wanted to ask some questions.

Jane O’Leary, Stepping Stones – LSS – Question - When they were under Behavior Management they had purchased apartments for their participants. Does that affect their ability to apply for other funds from CDBG. **Answer:** No, they can apply for additional programs, new buildings or expansion of a program each year.

Holli Vanderbeek, YFS Counseling Center – Question – Does it mean that for us to receive more CDBG money that every in order for us to continue to receive the dollars for counseling we need to increase the number of persons that we serve? **Answer** – Yes, either that or it needs to be a new service or program that you are offering. If it is either a new program or substantially increasing the same program, it would be acceptable.

Barbara Garcia, RC CDS - For those agencies that do get funded this year, I will be providing a training session. I will be trying to get out to all the agencies to see how you operate and what your program is. That will help me knowing how best to monitor your program, what kind of documentation will be appropriate and they results that you expect to achieve. I will be auditing files on a quarterly basis.

- HUD will be monitoring my records in June, so I will be contacting anyone who still needs to get in their reports for me. HUD is requiring more accountability on these grants as the funding decreases. It is becoming a more competitive process. HUD funds that are awarded to us have gone down every year. This year’s award is \$18,000 less than last year. We were able to still fund at the same level as last year because of the program income that we received. HUD is more focused on results this year. We must say what your goals are right up front and we have to track those and we have to show that you meet them. The reporting has to be timely. You have to get your reports into me in a timely fashion, because I have to get my reports to HUD in a timely fashion.
- Reporting and timeliness will be one of the criteria used in evaluating applicants for future allocations. If we do not get our reports and results in to HUD in a timely fashion, we risk being awarded less money, and we want to do everything we can to make sure that we continue to receive as much as possible.
- I will be tailoring contracts to spell out the documents you need to keep in your files, and the reporting requirements.

- I will have a training session for all prospective HUD CDBG applicants before the next application deadline, probably in August, to cover what types of projects are eligible, what criteria is used to evaluate the applications and the documentation that should accompany the application. I will be happy to answer questions regarding a proposal so that each applicant can present a good, complete application for an eligible activity. This past year several people applied for grants for activities that are ineligible, and therefore could not be considered for funding.
- The next application deadline will be in November. It is usually around the 15th of the month, and I will be sending out notices and publishing the application deadline as a Public Notice in the papers.

Leona Clubbs, Teton Coalition – Question – Is there a time when you will look at them? Like some of our other grants, they will review them and send back statement saying what they are missing. **Answer** - Barbara Garcia, RC CDS– Yes, I would be willing to do that, but it has to be done in advance. I know many non-profits wait until the last week or two of the application period to even start working on the application and that is too late. I will not have the time to review applications and do my regular duties if 20 come in two weeks before the deadline. What I would really like to see is people starting the application in August, deciding “What do we want to apply for?” and then calling me to find out if it is an eligible activity, what kind of documents they should have and discuss goals. I would not review applications in November, I have too many other duties to try to provide assistance in those last two weeks before the deadline. I would do reviews in Aug, Sept. and Oct. I don’t make the funding decisions, but I am happy to help you submit the best application you can for the Committee to review. The more I know about you, your agency and what you want to do with the CDBG money, the better I can represent you at the Committee review when the Committee has questions about your application.

Question – no one identified – When will you be having the training? **Answer** - Barbara Garcia, RC CDS – Just as soon as the Council makes their decision...what was the date I put on that paper? I think that May 3 is the Council Meeting date. It could possibly go to Council two weeks earlier than that, but it is doubtful with the deadline dates for the agendas. It will probably go to the Council on May 3, then if approved, it will go off to HUD within two days and I will start working on the Contracts for those receiving funding. I will then schedule the training for recipients for the end of May or first part of June. HUD will have 45 days to review our submission. Once they approve it, then the funds can be drawn down. That is expected to happen somewhere around the second week of June. I will need to get the contracts done and the training done before that so that we are all ready to go when they release the funds.

I want to work with your agencies to make sure that what I am asking for is reasonable and works for you, so I want your feed back. But I also have to make sure that we are covering what I need to have when I get audited, because for HUD the bottom line is on my desk. I am the one they will come after if things are not right, and I want to keep getting funding and I don’t want to go to jail. Bottom line, I won’t go to jail for anyone, so we will do things right.

Question – Ann Van Loan, WRDI, - We have some specific questions about our program and funding. Should we bring those up now or later in private? **Answer:** If you

would like to stay, I can answer them now, privately for you if no one else has any comments or questions. Is there anyone else who would like to comment about the Action Plan, the CDBG Training or anything else?

Question – Ellen Farrar – Can I have that tape that you made? Answer – No, I can't give you the tape but I would be happy to provide you with a copy of the transcript that we type up from the tape. I will make a note on the sign-in sheet to send you a copy of the transcript when I get it finished.

Barbara Garcia, RC CDS – Does anyone else have any more questions or comments that they would like to have on the record? There were no more questions or comments.

Meeting was adjourned at 1:00 pm.

FY 2004 CDBG Annual Action Plan
Public Comment Period

Comments received from the public during 30 day public comment period.

3/23/04 Jaaron Johnson – Co-owner 1221 12th Street

Jaaron called and wanted to know what they could do to be reconsidered for funding for the 12th Street sewer line project. He stated that he thinks most of the families are low income and can't afford to pay for the sewer hook-up and lines. Staff told Jaaron that unless we have acceptable documentation from the occupants of the homes that shows their income is below 80% of the median income for the household size, we could not consider the application for CDBG funds. Jaaron said that he would contact all the owners and ask them to drop off their income information to the Community Development Specialist, Barbara Garcia. Staff told him that the deadline is April 9, 2004 and that it would be best if he put his concerns and request in writing. Staff also provided Jaaron with the names of the City Council Members and told him that he could speak to his Council Member about his situation, if he would like to.

3/24/04 Laura Lynn Ruiz – Homeowner 1215 12th Street

Ms. Ruiz spoke with Mr. Johnson and he told her that to be considered for the funding from CDBG funds all the homeowners needed to provide their income information. Ms. Ruiz called in to get more details about what she had to provide. She stated that she definitely supports the efforts to get additional funding for the project. She stated that her income may be over the limit. She would have her return done by the 7th or 8th of April and would bring them in. (They have not been received yet.)

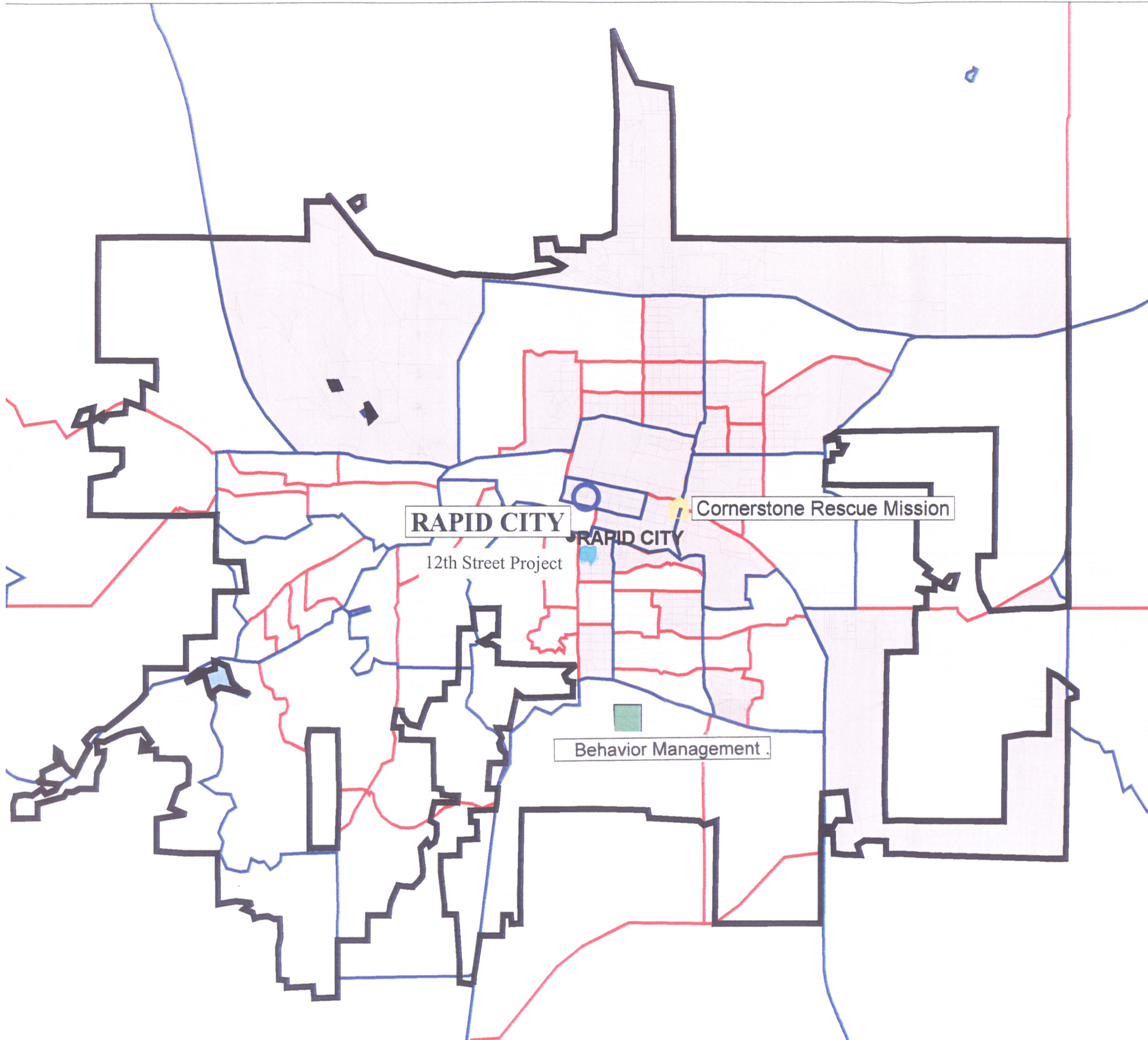
3/31/04 Ellen Farrar – Homeowner 1207 12th Street

Ms Farrar called in to verify the information that Mr. Johnson had given her about the CDBG funds. She stated that she wants to see the other people have sewer service but she does not want to have to pay for it or have her grandfather clause affected on her home. She also stated that Mr. Johnson is grading into the side of the hill that was the mudslide problem in 1998, and she is concerned that it will cause more instability and drainage problems for her property. She does not want her sewer line to be capped. She does not want to hook up to the new line if she has to pay to do so. She does support the others getting CDBG funds to pay for it, if she can hook up free too. Ms Farrar said that she would be at the Public Meeting at 11:30am. (See her comments in Public Meeting Minutes).


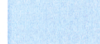


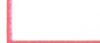




APPENDIX 2

Map of Low Income Census Tracts

Map of Project Locations

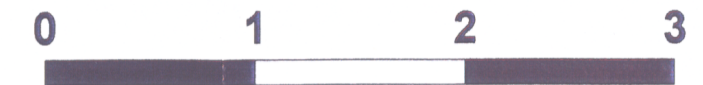


Rapid City, SD Map Layers

-  Low&Moderate Inc.
-  Water Area
-  Streets
-  City
-  Block Group
-  Census Tract
-  Census Place
-  Proposed Projects
-  County (High Res)

Proposed Projects

-  Anti-Crime Programs
-  Economic Development
-  Homeless & HIV/AIDS Programs
-  Housing
-  Infrastructure
-  Other
-  Planning and Administration
-  Public Facilities
-  Public Services
-  Senior Programs
-  Youth Programs



Miles

Prepared by Mullin & Lonergan Associates, Inc.

APPENDIX 3

Affordable Housing: Affordable housing is generally defined as housing where the occupant is paying no more than 30 percent of gross income for gross housing costs, including utility costs.

AIDS and Related Diseases: The disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

Alcohol/Other Drug Addiction: A serious and persistent alcohol or other drug addiction that significantly limits a person's ability to live independently.

Area of Low Income Concentration: Those areas where more than 51% of the households have incomes of less than 80% of the median income, adjusted for family size.

Area of Racial/Ethnic Concentration: An area in which the percentage of minority persons exceeds the percentage for the City as a whole.

Assisted Household or Person: For the purpose of specifying one-year goals for assisting households or persons, a household or person is assisted if, during the coming Federal fiscal year, they will benefit through one or more programs included in the jurisdiction's investment plan. A renter is benefited if the person takes occupancy of affordable housing that is newly acquired, newly rehabilitated, or newly constructed, and/or received rental assistance. An existing homeowner is benefited during the year in which the home's rehabilitation is completed. A first-time Homebuyers is benefited if a home is purchased during the year. A homeless person is benefited during the year if the person becomes an occupant of transitional or permanent housing. Households or persons who will benefit from more than one program activity must be counted only once. To be included in the goals, the housing unit must, at a minimum, satisfy the HUD Section 8 Housing Quality Standards (see Section 882.109).

CHDO: Community Housing Development Organization as defined by HUD 24 CFR 92.2.

Committed: Generally means there has been a legally binding commitment of funds to a specific project to undertake specific activities.

Consistent with the CHAS: A determination made by the jurisdiction that a program application meets the following criterion: The Annual Plan for that fiscal year's funding indicates the jurisdiction planned to apply for the program or was willing to support an application by another entity for the program; the activities serve the geographic area designated in the plan; and the activities benefit a category of residents for which the jurisdiction's five-year strategy shows a priority.

Cost Burden > 30%: The extent to which gross housing costs, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

Cost Burden > 50% (Severe Cost Burden): The extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Disabled Household: A household composed of one or more persons at least one of whom is an adult (a person of at least 18 years of age) who has a disability. A person shall be considered to have a disability if the person is determined to have a physical, mental or emotional impairment that: (1) is expected to be of long-continued and indefinite duration, (2) substantially impedes his or her ability to live independently, and (3) is of such a nature that the ability could be improved by more suitable housing conditions. A person shall also be considered to have a disability if he or she has a developmental disability as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6006). The term also includes the surviving member or members of any household described in the first sentence of this paragraph who were living in an assisted unit with the deceased member of the household at the time of his or her death.

Economic Independence and Self-Sufficiency Programs: Programs undertaken by Public Housing Agencies (PHAs) to promote economic independence and self-sufficiency for participating families. Such programs may include Project Self-Sufficiency and Operation Bootstrap programs that originated under earlier Section 8 rental certificate and rental voucher initiatives, as well as the Family Self-Sufficiency program. In addition, PHAs may operate locally-developed programs or conduct a variety of special projects designed to promote economic independence and self sufficiency.

Elderly Household: A family in which the head of the household or spouse is at least 62 years of age.

Existing Homeowner: An owner-occupant of residential property who holds legal title to the property and who uses the property as his/her principal residence.

Extremely Low Income: Household income less than or equal to 30% of the Median Family Income.

Family: A household comprised of one or more individuals. (The National Affordable Housing Act (NAHA) definition required to be used in the CHAS rule - equivalent to Census definition of household.) The Bureau of Census defines a family as a householder (head of household) and one or more other persons living in the same household who are related by birth, marriage or adoption. The term "household" is used in combination with the term "related" in the CHAS instructions, such as for Table 2, when compatibility with the Census definition of family (for reports and data available from the Census based upon that definition) is dictated. (See also "Homeless Family").

Family Self-Sufficiency (FSS) Program: A program enacted by Section 554 of the National Affordable Housing Act which directs Public Housing Agencies (PHAs) and Indian Housing

Authorities (IHAs) to use Section 8 assistance under the rental certificate and rental voucher programs, together with public and private resources to provide supportive services, to enable participating families to achieve economic independence and self-sufficiency.

Federal Preference for Admission: The preference given to otherwise eligible applicants under HUD's rental assistance programs who, at the time they seek housing assistance, are involuntarily displaced, living in substandard housing, or paying more than 50 percent of family income for rent.

First-Time Homebuyer: An individual or family who has not owned a home during the three-year period preceding the HUD-assisted purchase of a home that must be used as the principal residence of the homebuyer.

FmHA: The Farmers Home Administration or programs it administers.

For Rent: Year round housing units which are vacant and offered/available for rent. (U.S. Census definition)

For Sale: Year round housing units which are vacant and offered/available for sale only. (U.S. Census definition)

Frail Elderly: An elderly person who is unable to perform at least 3 activities of daily living (i.e., eating, dressing, bathing, grooming, and household management activities).

Group Quarters: Facilities providing living quarters that are not classified as housing units. (U.S. Census definition). Examples include: prisons, nursing homes, dormitories, military barracks, and shelters.

HOME: The HOME Investment Partnership Act, which is Title II of the National Affordable Housing Act.

Homeless Family: Family that includes at least one parent or guardian and one child under the age of 18, a homeless pregnant woman, or a homeless person in the process of securing legal custody of a person under the age of 18.

Homeless Individual: An unaccompanied youth (17 years or under) or an adult (18 years or older) without children.

Homeless Youth: Unaccompanied person 17 years of age or under who is living in situations described by terms "sheltered" or "unsheltered".

HOPE 1: The HOPE for Public and Indian Housing Homeownership Program, which is Title IV, Subtitle A of the National Affordable Housing Act.

HOPE 2: The HOPE for Homeownership of Multifamily Units Program which is Title IV, Subtitle B of the National Affordable Housing Act.

HOPE 3: The HOPE for Homeownership of Single Family Homes Program, which is Title IV, Subtitle C of the National Affordable Housing Act.

Household: One or more persons occupying a housing unit (U.S. Census definition). See also "Family".

Housing Problems: Households with housing problems include those that: (1) occupy units meeting the definition of physical defects; (2) meet the definition of overcrowded; and (3) meet the definition of cost burden > 30%.

Housing Unit: An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as separate living quarters. (U.S. Census definition)

Institutions/Institutional: Group quarters for persons under care or custody. (U.S. Census definition)

Large Related: A household of 5 or more persons which includes at least 2 related persons.

LIHTC: (Federal) Low Income Housing Tax Credit.

Low-Income: Households whose incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. NOTE: HUD income limits are updated annually and are available from local HUD offices for the appropriate jurisdictions. (This term corresponds to low- and moderate-income households in the CDBG Program.)

Moderate Income: Households whose incomes are between 81 percent and 95 percent of the median income for the area, as determined by HUD, with adjustments for smaller or larger families, except that HUD may establish income ceilings higher or lower than 95 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (The definition is unique to the CHAS.)

Non-Elderly Household: A household which does not meet the definition of "Elderly Household," as defined above.

Non-Homeless Persons with Special Needs: Includes frail elderly persons, persons with AIDS, disabled families, and families participating in organized programs to achieve economic self-sufficiency.

Non-Institutional: Group quarters for persons not under care or custody. (U.S. Census definition used)

Occupied Housing Unit: A housing unit that is the usual place of residence of the occupant(s).

Other Household: A household of one or more persons that does not meet the definition of a Small Related household or a Large Related household, or is an elderly household comprised of 3 or more persons.

Other Income: Households whose incomes exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller or larger families.

Other Low-Income: Households whose incomes are between 51 percent and 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This term corresponds to moderate-income in the CDBG Program.)

Other Vacant: Vacant year round housing units that are not For Rent, For Sale, or Vacant Awaiting Occupancy or Held. (U.S. Census definition)

Overcrowded: A housing unit containing more than one person per room. (U.S. Census definition)

Owner: A household that owns the housing unit it occupies. (U.S. Census definition)

Physical Defects: A housing unit lacking complete kitchen or bathroom (U.S. Census definition). Jurisdictions may expand upon the Census definition.

Project-Based (Rental) Assistance: Rental Assistance provided for a project, not for a specific tenant. Tenants receiving project-based rental assistance give up the right to that assistance upon moving from the project.

Public Housing CIAP: Public Housing Comprehensive Improvement Assistance Program.

Public Housing MROP: Public Housing Major Reconstruction of Obsolete Projects.

Rent Burden > 30% (Cost Burden): The extent to which gross rents, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

Rent Burden > 50% (Severe Cost Burden): The extent to which gross rents, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Renter: A household that rents the housing unit it occupies, including both units rented for cash and units occupied without cash payment of rent. (U.S. Census definition)

Renter Occupied Unit: Any occupied housing unit that is not owner occupied, including units rented for cash and those occupied without payment of cash rent.

Section 215: Section 215 of Title II of the National Affordable Housing Act. Section 215 defines what constitutes "affordable" housing projects under the Title II HOME Program.

Service Needs: The particular services identified for special needs populations, which typically may include transportation, personal care, housekeeping, counseling, meals, case management, personal emergency response, and other services to prevent premature institutionalization and assist individuals to continue living independently.

Severe Cost Burden: See Cost Burden > 50%.

Severe Mental Illness: A serious and persistent mental or emotional impairment that significantly limits a person's ability to live independently.

Sheltered: Families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter, including emergency shelters, transitional housing for the homeless, domestic violence shelters, residential shelters for runaway and homeless youth, and any hotel/motel/apartment voucher arrangement paid because the person is homeless. This term does not include persons living doubled up or in overcrowded or substandard conventional housing. Any facility offering permanent housing that is not a shelter, nor are its residents homeless.

Small Related: A household of 2 to 4 persons which includes at least two related persons.

Substandard Condition and Not Suitable for Rehabilitation: Dwelling units that are in such poor condition as to be neither structurally nor financially feasible for rehabilitation. (i.e.: the cost of acquisition and rehabilitation exceeds the market value of the unit after rehabilitation).

Substandard Condition but Suitable for Rehabilitation: Units that do not meet local housing code and have at least one major system that is inoperable but which are economically viable (i.e.; cost of acquisition and rehabilitation does not exceed the value of the unit after rehabilitation) and structurally sound.

Substantial Amendment: A major change in a housing strategy submitted between scheduled annual submissions. It will usually involve a change to the five-year strategy, which may be occasioned by a decision to undertake activities or programs inconsistent with that strategy.

Substantial Rehabilitation: Rehabilitation of residential property at an average cost for the project in excess of \$25,000 per dwelling unit.

Supportive Housing: Housing, including Housing Units and Group Quarters, which have a supportive environment and includes a planned service component.

Supportive Service Need in FSS Plan: The plan that PHAs administering a Family Self-Sufficiency program are required to develop to identify the services they will provide to participating families and the source of funding for those services. The supportive services may include child care; transportation; remedial education; education for completion of secondary or post secondary schooling; job training, preparation and counseling, substance abuse treatment and counseling; training in homemaking and parenting skills; money management, and household management; counseling in homeownership; job development and placement; follow-up assistance after job placement; and other appropriate services.

Supportive Services: Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Some examples are case management, medical or psychological counseling and supervision, child care, transportation, and job training.

Tenant Assistance: Rental assistance payments provided as either project-based rental assistance or tenant-based rental assistance.

Tenant-Based (Rental) Assistance: A form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. The assistance is provided for the tenant, not for the project.

Total Vacant Housing Units: Unoccupied year round housing units. (U.S. Census definition)

Unsheltered: Families and individuals whose primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (e.g., streets, parks, alleys, etc.).

Vacant Awaiting Occupancy or Held: Vacant year round housing units that have been rented or sold and are currently awaiting occupancy, and vacant year round housing units that are held by owners or renters for occasional use. (U.S. Census definition)

Vacant Housing Unit: Unoccupied year-round housing units that are available or intended for occupancy at any time during the year.

Very Low-Income: Households whose incomes do not exceed 50 percent of the median area income for the area, as determined by HUD, with adjustments for smaller and larger families and for areas with unusually high or low incomes or where needed because of prevailing levels of construction costs or fair market rents. (This term corresponds to low-income households in the CDBG Program.)

Worst-Case Needs: Unassisted, very low-income renter households who pay more than half of their income for rent, live in seriously substandard housing (which includes homeless people) or have been involuntarily displaced.

Year Round Housing Units: Occupied and vacant housing units intended for year round use. (U.S. Census definition). Housing units for seasonal or migratory use are excluded.