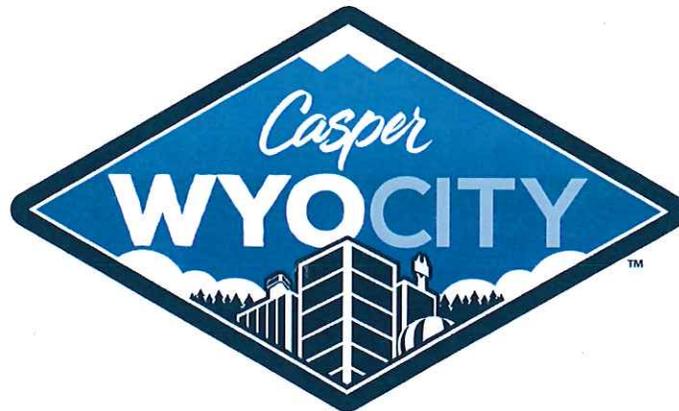


DOCUMENT DRAFT

**City of Casper
Consolidated Annual
Performance & Evaluation
Report
(CAPER)**

July 1, 2015 – June 30, 2016



**Prepared by:
Housing & Community Development Department
City of Casper, Wyoming**
www.casperwy.gov



CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Casper is a recipient of Entitlement Grant funding from the U.S. Department of Housing and Urban Development (HUD). The Community Development Block Grant (CDBG) Program is facilitated and overseen by the Housing and Community Development Office of the City.

Every five years a new Five-Year Consolidated Plan is created involving much research and consultation with the public, social service agencies, City Staff and the City Council. After a thorough research process, it is determined where to best expend funds in the City that will benefit the most vulnerable population in the most efficient manner. Increasing affordable housing and inter-City transportation, assisting with safe, improved housing and commercial buildings, and eliminating slum and blight properties are the goals the City deemed necessary to focus on and work towards. The current Five-Year Consolidated Plan is for the period from 2015 through 2019 and included the First-Year Annual Action Plan. Ninety (90) days following the end of each Program Year, a Consolidated Annual Performance Evaluation Report (CAPER) is required to review the progress the City made according to the goals set forth in the Annual Action Plan for that year. By September 30, 2016, this CAPER is due for the 2015-2016 First-Year Annual Action Plan, and provides an overview of community development and housing activities undertaken by the City of Casper during HUD's Program Year 2015.

The First Year of the City of Casper's Five-Year Consolidated Plan was successful in its achievements in working towards the goals and objectives of the Plan.

Major initiatives and highlights of the year that were proposed and executed were to:

1. Replace a major heating system on the City's LifeSteps Campus that provides housing for no or low income citizens.
2. Accomplish a lower ratio between unexpended funds and expended funds by utilizing the funding to assist low-moderate income citizens in the community.
3. Improve access to transportation by providing subsidized tokens and tickets.

The City of Casper takes its responsibility of administering its CDBG entitlement very seriously. The community relies on the City to ensure all funds allocated, and spent, meet community needs. Steps are taken to ensure equal consideration of all requests with prudent stewardship guiding all funding decisions.

CDBG funds were utilized exclusively to meet one of the three national objectives and the City complied with the overall benefit certification. According to the PR26 Report, (Attachment 1), 95.47% of CDBG funds benefited low-moderate income persons in the community. CDBG funds benefited low-moderate income homeowners, victims of domestic violence, youth at risk, persons and families who are homeless, persons who are elderly and/or disabled, low-moderate income persons without personal transportation and low-moderate income neighborhoods.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

This report has duplicate rows in several areas reflecting the outcomes in one for the Five-Year Consolidated Plan total and the other for the one-year Annual Action Plan. Some blocks are empty reflecting no accomplishment being realized thus far, or a category that does not apply.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected Strategic Plan	Actual Strategic Plan	Percent Complete	Expected Program Year	Actual Program Year	Percent Complete
City Core Revitalization	Non-Housing Community Development	CDBG: \$10,000	Facade treatment/business building rehabilitation	Business	10	1	10.00%			
City Core Revitalization	Non-Housing Community Development	CDBG: \$10,000	Businesses assisted	Businesses Assisted	0	0		2	1	50.00%
Clearance and Demolition	Non-Housing Community Development	CDBG: \$18,000	Buildings Demolished	Buildings	10	2	20.00%	2	2	100.00%

Emergency Repairs	Emergency Repairs and home rehab	CDBG: \$25,671	Homeowner Housing Rehabilitated	Household Housing Unit	25	2	8.00%	5	2	40.00%
Housing Initiatives	Public Housing	CDBG: \$45,000	Homelessness Prevention	Persons Assisted	30	0	0.00%	6	0	0.00%
LifeSteps Campus Care	Public Housing	CDBG: \$75,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	220	111	50.45%			
LifeSteps Campus Care	Public Housing		Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		0	0	
LifeSteps Campus Care	Public Housing	City 1%15	Homeless Person Overnight Shelter	Persons Assisted	350	75	21.43%	70	75	107.14%
LifeSteps Campus Care	Public Housing	CAP CHA	Homelessness Prevention	Persons Assisted	370	111	30.00%	66	111	168.18%
Program Administration	Non-Housing Community Development	CDBG: \$54,000	Other	Other	1	1	100.00%	1	1	100.00%
Transportation Assistance	Transportation	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	921	92.10%			

Transportation Assistance	Transportation	CDBG: \$35,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	200	921	460.50%
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

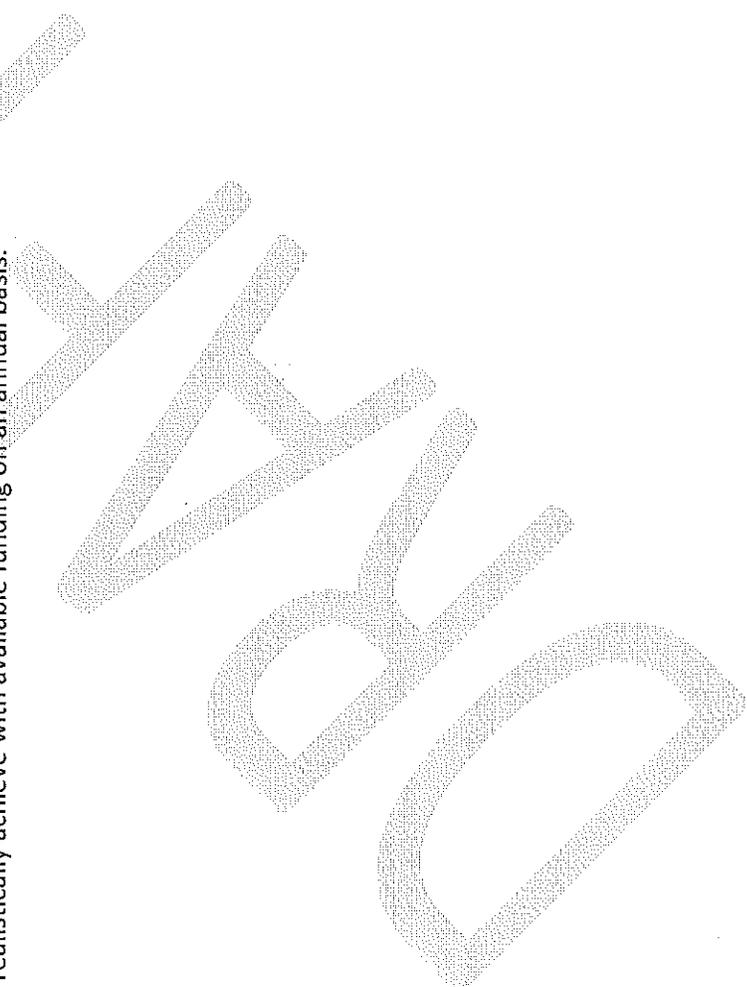
A priority for Program Year 2015 was to improve living conditions at LifeSteps Campus for tenants of the low income housing programs by replacing a major heating system. The aged system had developed multiple leaks and began requiring repairs on a regular basis. In order to perform the repairs, the system had to be shut down, which left tenants without heat for the repair period. Utilizing an accumulation of residual funding which had not been obligated to a project, enabled the City to replace the existing steam heating system in Building E with a hot water system. This new system will perform more efficiently and keep the tenants warm on a continual basis. In addition, a group home on the Campus, Building D, was contracted to receive new insulation, siding and a gutter system which will increase the energy efficiency of the home and comfort of the tenants. This project will be completed and drawn down in PY16.

Another project being done on LifeSteps Campus, concurrently with the heating system replacement, was to re-roof several Campus buildings utilizing City Capital Funds. Buildings C, L, E, and F had roofs which had deteriorated severely from weather over the last few years and were in need of new roofing. All light gray roofing material was replaced with rich brown shingles, soffit, and gutter systems removing the institutional look of the Campus and giving it a more welcoming, homey atmosphere.

The Transportation Assistance Program was improved very significantly and successfully this year. The City developed a program with several social service agencies to more efficiently distribute subsidized tokens to ride The Bus and Dial-a-Ride, public transportation systems. The new Token Outlet Program made subsidized tokens available at seven different locations rather than two. Citizens could access tokens for transportation assistance more easily. Applications were required in order to obtain tokens for the first time which enabled better monitoring of

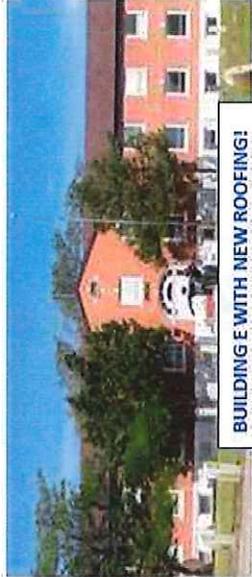
the population being served. The Token Outlets were responsible to turn in year-end Summary Reports with totals compiled from the applications.

The Emergency Repair/Home Rehabilitation funding was utilized primarily on a home occupied by a disabled, elderly female, Veteran homeowner. The owner had attended a public meeting and inquired later regarding receiving assistance. Her home was in need of new roofing and gutters, lead paint remediation and new paint application, replacement of a front porch which was dangerously supported by a jack underneath, and new entry doors which were not air-tight or secure. The door replacements for this project will be accomplished and drawn down in PY16. Due to the need of rehabilitation of this home, and the limited finances, the goal of rehabilitating five homes was not possible. One other homeowner received emergency plumbing assistance. Efforts will be made in the future to not overestimate the expected number of improvements the City can realistically achieve with available funding on an annual basis.





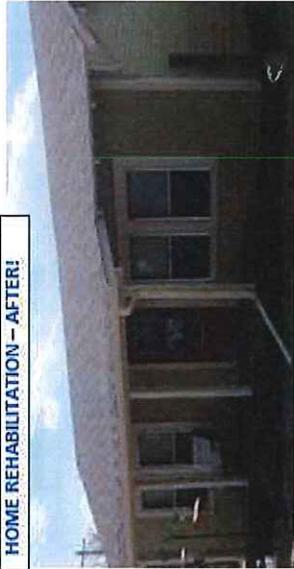
BUILDING E WITH OLD ROOFING



BUILDING E WITH NEW ROOFING!



HOME REHABILITATION - BEFORE



HOME REHABILITATION - AFTER!



THE BUS
BUS STOP
CATC DIAL-A-RIDE



OLD STEAM WATER SYSTEM



NEW HOT WATER SYSTEM!



OLD



NEW!

2015 HIGHLIGHTS

CAPER

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	891
Black or African American	26
Asian	7
American Indian or American Native	23
Native Hawaiian or Other Pacific Islander	93
Total	1,040
Hispanic	105
Not Hispanic	935

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

All public facilities in the City of Casper are Equal Opportunity. Housing and services provided on the LifeSteps Campus are open to any person in the City. For the second year, LifeSteps Campus is the location for community raised garden plots. The planters are available to the tenants on the Campus as well as citizens in the community in need of a vegetable garden area. The tenants on campus also receive the opportunity to learn how to use the food they grow and how to dehydrate left-overs from the gardens to be used throughout the winter. On Tuesdays in the summer, there is a Farmers Market on the Nicolaysen Art Museum campus, and every Thursday throughout the summer in the Old Yellowstone District is an event which is called Rock the Block. These weekly events are open to the community as well. There have been a variety of things available for the public, some of which include entertainment, giant games, food vendors, sidewalk chalk, ice carving. A monthly summer/fall event, Art Walk, is located in the Old Yellowstone District and Downtown Casper. This event involves sidewalk vendors as well as the businesses throughout the area to show off and sell their wares. The annual Balloon festival, also available to the public, is an event enjoyed by many. The public transit change-station stop is in the middle of this area offering affordable City-wide transportation so that any citizen wishing to participate can do so.

According to the US Census Bureau mapping data, the Black or African American (0.9%) and Hispanic populations (7.7%) make up 8.6% of the population of the City of Casper. The racial information received, on the composition of families assisted, shows the Black or African American population as a higher percentage (3%) and the Hispanic population at a higher percentage (10%), making up 13% of the persons that received assistance.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Grant + 2014 unexpended + Amendment	781,159	542,703

Table 3 – Resources Made Available

Narrative

Referring to Attachment 1, the Program Year 2015 PR26 Report, the total expended amount is the amount shown above. According to IDIS Grant Amounts, unexpended funds from Program Year 2014 totalled \$137,606. A Substantial Amendment to the 2015-2016 Annual Action Plan was done for the Heating System Replacement, moving the residual funds of \$370,882.16 into the LifeSteps Campus Care Activity which increased the resources available for the Program Year.

In Program Year 2015, the Activities which were funded and fully expended are:

- Clearance and Demolition
- Transportation Assistance
- Emergency Repairs/Home Rehabilitation
- Program Administration

Activities which will carry a balance into Program Year 2016 and be expended are:

- LifeSteps Campus Care (\$48,239.08)
- Housing Initiatives (\$45,000)
- Matching Facade Grant - SBS (\$10,000)
- PY14 Funding, LifeSteps Campus Care (\$10,000)

Funds which were returned to the line-of-credit in the amount of \$41,470 will be allocated to an eligible activity in PY16 through a minor Amendment to the 2015-2016 Annual Action Plan. The PY14 Funding shown above in the LifeSteps Campus Care Activity is from a Matching Grant Activity (316) which was closed. This re-allocation will also be included in the minor Amendment to Annual Action Plan referred to above.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Core Five-Year Plan	3	10	
City Core One-Year Plan	30	10	Due to an updated Urban Renewal Plan in-progress, no further funds could be expended.
LifeSteps Campus Five-Year Plan	29	60	
LifeSteps Campus One-Year Plan	47	60	The heating system was replaced in Building E.
North Casper Five-Year Plan	30	30	
North Casper One-Year Plan	16	30	Three projects on one house and one project on another house were completed in North Casper.
Old Yellowstone District Five-Year Plan	38	0	
Old Yellowstone District One-Year Plan	7	0	Due to an updated Urban Renewal Plan in-progress, no further funds could be expended.

Table 4 – Identify the geographic distribution and location of investments

Narrative

Following the approval of a current Urban Renewal Plan, the successful and much requested Matching Facade Grant program, will resume. This is expected to occur so that fall 2016 projects may be accomplished prior to the winter months setting in. At that point, the Allocation Percentages will be better distributed as expected. Again, as seen above, the one-year Plan totals are shown as well as the five-year Plan totals.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

In Program Year 2015, significant improvements were determined that needed addressed on the LifeSteps Campus, low-income housing facility. The failing heating system in Building E was worsening and eventually the boiler burned itself up - two weeks prior to the replacement project beginning. This was not a project that could wait. Residual funding made it possible to achieve this replacement. The entire steam heating system and radiators were removed and replaced with a hot water heating system and new receptacles. The new cool-touch receptacles are safer, attractive, and occupy much less space.

Another need that was determined as very necessary was roof replacements in the major buildings. Funds were leveraged from the City Capital Fund for the roofing project while HUD funds were expended on the heating system replacement.

The City spent \$318,711 to re-roof buildings C, L, E, and F - four of the oldest buildings on the Campus. Three other buildings had been re-roofed prior to this year. The Roofing project included new shingles, soffits and seamless gutter systems. The color was changed from light gray to a rich, dark brown, which totally transformed the campus. The institutional look was removed and a warm inviting Campus is now seen.

These two very large, significant and badly needed projects were accomplished making the buildings more energy efficient for many years to come.

Casper Housing Authority has expended a significant amount of 1%15 funding they received from the City of Casper, to repair, re-paint and re-carpet Building F and convert it into a comfortable, warm, housing facility.

A matching requirement was involved in replacing original windows on the apartment floor and main entry area of a 1920 building on East Yellowstone. Fifty-percent in matching funds up to \$10,000.00 was made available to the building owner encouraging him to improve the building and the living conditions of the tenants.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	823	342
Total	823	342

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	0	4
Number of households supported through the acquisition of existing units	0	0
Total	0	4

Table 6 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The difference between the goal and outcome as well as the problem encountered in meeting the goal of the number of homeless to be provided affordable housing units was having the Transitional Housing Program, managed by the Community Action Partnership of Natrona County, move away suddenly from the LifeSteps Campus. The housing buildings were not anticipated to be empty and projections were made accordingly. The housing units were left in very poor condition and needed excessive repairs which removed the possibility of having new tenants housed immediately.

Discuss how these outcomes will impact future annual action plans.

In conjunction with City funds, the current Property Manager, Casper Housing Authority, utilized 1% funding they applied for and received for building purposes on the Campus. The campus is almost prepared for full occupancy once again. Program Year 2016 should have much improved actual amounts realized showing an increase in persons who are homeless being safely housed on the Campus.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	388	0
Low-income	0	0
Moderate-income	0	0
Total	388	0

Table 7 – Number of Persons Served

Narrative Information

The tenants served on LifeSteps Campus are all verified by their responsible agency as having no income, or being of Extremely Low-Income levels according to HUD's FY 2016 Income Limits Documentation System. The programs on the Campus that made up the 388 persons served were:

- Transitional Housing
- Housing First
- Wilson Building Low-income Housing

Households with no or low-income also utilize the Healthcare for Homeless Clinic (629 persons) and the Early Head Start program (19 persons) on Campus, but are not housing programs and are not included in the above totals.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)
Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Casper is addressing the needs of the homeless population by undertaking programs to prevent homelessness and to provide housing for the homeless. City Staff participate annually in the Point-in-Time Count to quantify the numbers of persons who are homeless as well as assess them for individual needs. Referrals are made when possible to agencies where their needs may be met. The local agencies which especially reach out to the unsheltered persons and their programs are:

- Central Wyoming Rescue Mission - men's and women's centers - provides overnight shelter, shower/bath facilities, laundry facilities, meals and support/referral program.
- Seton House - provides transitional housing for homeless single men or women who have at least one child.
-

- Casper Housing Authority - provides continuing Housing First programs on LifeSteps Campus and in the City for Veterans and non-Veterans. Provides meals for citizens on the Campus as well as off-Campus. Provides garden plots for food and therapeutic exercise which include programs on what to do with food that is harvested. Provides seasonal events which welcome persons who are homeless in the community.
- Self Help Center - provides housing for domestic violence victims who have become homeless.
- Community Action Partnership of Natrona County - provides a new Housing First program in properties around the community. Persons who are homeless may also receive assistance with healthcare in the program overseen by this agency, Healthcare for the Homeless which is located on LifeSteps Campus.

The City will continue to work with its network of providers who comprise the local Continuum of Care entities in reaching out to persons who are homeless. The City will also continue to hold quarterly Homeless Collaborative meetings in City Hall where local agencies can share needs, availability and opportunities they have.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Transitional Housing program in the City has primarily been reformed into the Permanent Supportive Housing program in many agencies. Still addressing emergency shelter and transitional housing needs are:

- Central Wyoming Rescue Mission, with 99 beds available
- Seton House, with 126 beds available
- Self Help Center, with 22 beds available

The Housing First program is also available through Casper Housing Authority with 16 units currently full and up to 30 additional units being renovated. Community Action Partnership of Natrona County has 18 units available with 15 of them occupied.

After October, with unpredictable Wyoming weather, the City has made space available in the gym in Building L on LifeSteps Campus for a Cold Weather Emergency Shelter. Central Wyoming Rescue Mission operates the shelter. 50 beds are available for women and children currently, but a need has become apparent for men to have a space as well due to the overflow last year at the Mission. When temperatures will be below thirty-two degrees Fahrenheit, the Emergency Shelter is staffed and opened. The program usually is in operation through March. Casper Housing Authority has developed a program where three meals per day will be served in the Building K dining room. It is hoped that people staying in the emergency overnight shelter can join the Campus tenants for dinner and breakfast the next morning.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Community Development Block Grant program in the City of Casper is becoming increasingly more necessary in rehabilitating properties in order to prevent owners from becoming homeless. The downturn in the economy has affected many homeowners' plans for performing repairs on their homes. Many of these then become emergency repairs due to not having funding available to have the necessary work done. To be proactive, the City is hoping to assist homeowners with minor rehabilitation projects prior to them becoming emergency repairs, oftentimes leaving the homeowner in a dangerous situation.

Again, through cooperative efforts with local human service agencies, homeowners needing assistance are identified and referred to the City to apply for assistance.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will continue to assist the homeless population in making the transition to permanent housing and independent living through its continued support of the housing and educational programs at LifeSteps Campus. The City will support and encourage agencies with housing services in transitioning people into safe, independent living situations. Educational and supportive programs offered to persons who are newly housed will also be supported to assist the tenants in not returning to homelessness.

With support of the City and many other sources, CentrePointe Apartments are progressing and will add 50 low income housing units in the City Core. Developers continue to look for, and be supported by the City, in seeking locations for building low-to-median area income rent apartment complexes.

As part of the Analysis of Impediments, HUD guidance directs the entitlement community to assess the availability of affordable, accessible housing in a range of unit sizes, and the City has incorporated that directive into its Planning and Zoning decisions.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City continues to meet regularly with the local housing agencies, who oversee public housing, to discuss their needs, and if necessary, help lobby for additional resources. Additional services to encompass living and working in the City are considered:

- Providing subsidized tickets and tokens for reliable transportation to and from public housing complexes for employment, shopping, medical care, and entertainment in the community.
- Encouragement of new public housing complexes to include a social service area to provide more convenient services to tenants.
- Continued improvements being accomplished at LifeSteps Campus creating additional public housing units.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City contracts for the property management of LifeSteps Campus. The current management, Casper Housing Authority, is supported in the many programs that have occurred during the past year and the plans for the next year. Weekly meetings are held on the Campus with the Property Manager and often include the Campus' on-site Manager. Public housing residents are encouraged to assist the property management in learning basic homeowner skills, such as painting, landscaping, small repairs and decorating. The skills that are learned can continue on into successful independent home care.

Wyoming Housing Network is the property management agency for Building B on the Campus. They offer classes for homeownership. The City supports this program and gives referrals to people seeking education into what is needed to purchase and responsibly own their own home.

Actions taken to provide assistance to troubled PHAs

The Casper Housing Authority is documented as not being classified as a troubled Public Housing Authority.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The cost of housing, or the incentives to develop, maintain or improve affordable housing, are not affected by any specific public policy that would create a barrier to additional housing.

The City has made efforts to encourage and simplify affordable housing developments such as:

- Accessory dwelling units are allowed now.
- Twin homes on lots that were not approved for them in the past are allowed now.
- Reducing the minimum lot sizes to reduce the burden on the homeowner is being done.
- Reducing the minimum set-backs causing there to be less restrictions for improvements.
- Non-conforming buildings are now allowed as re-buildable.
- Mixed use has been added to the Municipal Code to invite multi-use facilities.

Cost burden and lack of adequate low-income housing continue to be the main barriers to affordable housing in Casper.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Casper, taking into account factors over which it has control, has taken the following steps addressing underserved needs:

- Partnering with its housing agencies to create more affordable housing units, and developing financing plans for payments and credit issues.
- Continuing to provide facilities at LifeSteps Campus for free or low-cost health care.
- Providing facilities at LifeSteps Campus offering life skills training and educational opportunities.
- Encouraging new developers to plan social service areas directly within new complexes.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In accordance with HUD regulations 24 CFR Part 35, all rehabilitation program assisted homes constructed prior to 1978 will be inspected and tested for lead-based paint by a certified lead-based paint contractor. The risks to the homeowner and neighbors, of proceeding with a project are assessed prior to beginning it.

Participating homeowners are provided with copies of the following:

- Lead Hazard Information Pamphlet
- Property Owner Disclosure (distributed to owners of a unit known to contain lead-based paint or lead-based paint hazards for disclosure to tenants or prospective purchasers.
- Notice of Lead Hazard Evaluation or Presumption
- Notice of Lead Hazard Reduction Activity including Clearance

Prior to the rehabilitation and lead based paint hazard work going out to bid, the Program Staff will determine the type of contractor needed to complete the required work. The Program staff, homeowner, and contractor(s) awarded the job, will review the key aspects of the lead hazard reduction during the preconstruction conference.

The awarded contractor(s) will perform safe work practices at all times, which includes but is not limited to:

- Occupant protection
- Work site preparation
- Daily clean-up
- Safe work practices
- Worker protection

Occupants will be notified of any lead hazard reduction measures that were taken. Subsequent to the program's final inspection, the lead-based-paint inspector will conduct a clearance examination including dust samples to confirm the unit is safe for occupancy and that lead hazard reduction was performed according to the Program's work specifications.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Casper, taking into account factors affecting poverty over which it has control, has taken the following steps to attempt to reduce the number of households with incomes below the poverty line:

- Subsidized public transportation tickets and tokens funded with CDBG funds connect the LMI neighborhoods to employment bases and to other buses serving the municipal area. This eases the burden of not having access to a vehicle and increases employment options.
- The City coordinates with local non-profit organizations such as CLIMB Wyoming, the McMurry Training Center and Wyoming Workforce Services to provide business training programs which target low/moderate income individuals.
- The City contracts with its local economic development alliance for technical assistance and consultation to the local small business and entrepreneurial community.

- Coordination efforts continue on the part of the City departments of Planning, Housing and Community Development and local agencies to provide for social service activities, planning, housing development, and rehabilitation programs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The affordable housing strategy will be carried out by several primary providers and coordinators including: The City's Departments of Planning, Housing and Community Development, Casper Housing Authority, Central Wyoming Rescue Mission, Community Action Partnership of Natrona County, Self Help Center, Seton House, and Wyoming Community Development Authority (WCDA). Other agencies such as non-profit, for-profit housing developers will also play an important role in service provisions.

It is anticipated that these government agencies and housing developers will continue to be supported by outside funding sources, such as WCDA (public agency) and local banks (financing).

The Housing and Community Development (HCD) Department will be the primary coordinator for non-federal funds and federal funds, such as CDBG, for the development and rehabilitation of affordable housing. This function will continue to be augmented by other providers, particularly non-profits such as the Homeless Coalition of Wyoming and housing developers. The HCD Department will communicate with these and other providers to improve coordination of services and to pool resources. The HCD Department will act as the conduit for local funds as well as State funds. It will also work with private developers to assist them in obtaining financing and approvals for affordable housing development. The Casper Housing Authority will coordinate all projects associated with the City's public housing units and housing vouchers. The Authority is responsible for reporting directly with HUD regarding public housing and housing vouchers. Coordination between the providers of rental assistance should be strengthened to ensure the efficient use of funds and to reduce duplication. Communications between the City and non-profits will continue to be enhanced in order to deal more effectively with the housing programs.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Casper will continue to assist and work with public and private housing and social service agencies like the Casper Housing Authority. Having landlords become more aware of their responsibilities to their tenants is being encouraged. At the National Association of Housing and Redevelopment conference held this spring, a specific workshop for landlords was held and well attended. The focus was to instill a better understanding of the landlord/tenant relationship and the responsibilities to each other.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The largest impediments to housing in the City of Casper are lack of affordable housing and cost burden. The economy taking a severe down-turn in the community has brought pricing down making some housing units more affordable to those who have employment. The City supports and encourages developers to come into the community and construct properties for low income and/or senior citizens. Action has been taken to aid in the development of the CentrePointe Apartment complex which will aid in reducing the lack of affordable housing units, but not eliminate the issue.

Impediments identified in the City's Analysis of Impediments and actions taken to overcome the effects are:

1. **Discriminatory refusal to rent or negotiate for rental.** The number of complaints to HUD regarding rental discrimination has been reduced significantly by working with other agencies such as WCDA, and educating landlords and property management companies about fair housing law.
2. **Discriminatory patterns in home purchase loan denials.** Home buyers are being better educated through credit counseling and home purchase training offered by local banks, WCDA and Wyoming Housing Network. Equal opportunity in housing is stressed with all banks and housing programs.

Discussion

In terms of addressing obstacles to meeting underserved needs, fostering and maintaining affordable housing, removing barriers to affordable housing, evaluating and reducing lead-based hazards, reducing the number of poverty level families, developing institutional structures, and enhancing coordination between public and private housing and social service agencies and fostering public housing improvements and resident initiatives, the City will strive to maintain contact with agencies which were interviewed for the Five Year Consolidated Plan and assist in overcoming any obstacles which may arise with regards to these issues. All available funding will be pursued which may effectively address these issues in the City. The City will also continue to work closely with the Housing Authority in order to ensure coordination of planning efforts for the public housing units.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Casper monitors the efforts and expenditures of all of its projects through up-to-date project files, weekly review meetings, annual City audits, and HUD monitoring. CDBG activities accomplished at LifeSteps Campus are overseen regularly by City Staff and daily by the Campus property management personnel to assure projects are done efficiently and are safely meeting all requirements. Casper Area Transportation Coalition provides required bi-annual and annual reports describing the population they are assisting. Full reports are required prior to being reimbursed for tickets and tokens for the subsidized ticket/token program showing who they have been distributed to. Qualifying recipients for home rehabilitation projects is thorough and well documented. All of the projects and activities are verified to be serving low-income, elderly and/or disabled citizens without any preference to race or ethnicity. When the City Core rehabilitation program activities are being done, discussion is always had regarding hiring low-income, minority persons when the needs arise. Any project involving Davis Bacon Regulations is monitored assuring all requirements are met, such as on-site interviews, verifying required posted materials are present and visible, and verifying wages on Certified Payrolls.

Comprehensive planning requirements involving the goals of the City, regarding transportation, utilities, land use, recreation, and housing are considered in the long-term planning of the CDBG funding forecasts.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Public input is an important factor of all reports required of the CDBG program. Citizens are notified of opportunities to comment on the Annual Action Plan and the Consolidated Annual Performance Evaluation Report as well as the Five-Year Consolidated Plan and all amendments to any Annual Action Plans. The Citizen Participation Plan requirements are adhered to carefully and all required public comment periods are honored. Public meetings are held at locations where the people being directly affected by the topic being proposed may be most likely to attend. Notices are posted in the local newspaper meeting requirements set forth by HUD and in the Citizen Participation Plan. Notices of Public Meetings and the opportunities for Public Comment for the major Plans are advertised in the newspaper, on the City Web site and at five public locations as well as occasionally on all 23 public transportation vehicles.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Casper believes the CDBG program is satisfying a need in the community without changes. With the economic down-turn, any programs offering assistance could benefit from additional funding. Increased funding means increased assistance and reduced homelessness with the LMI population in the City. The estimates for projects that can realistically be accomplished annually will be more conservative so that the goals will better match the achievements.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

Not in Program Year 2015.

DRAFT