



CITY OF TOLEDO

A

ction Plan

July 1, 2016 - June 30, 2017

Paula Hicks–Hudson, Mayor
Thomas B. Kroma, Director

Department of Neighborhoods
One Government Center
Suite 1800
Toledo, Ohio 43604

(419) 245-1400 phone
(419) 245-1192 fax



<http://toledo.oh.gov/services/neighborhoods>

City of Toledo
Annual Action Plan
July 1, 2016 – June 30, 2017

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Toledo (COT) receives Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) funds from the United States Department of Housing and Urban Development (HUD) based on its status as an entitlement city/participating jurisdiction. These funds awarded by HUD to the COT are designated for specific activities delineated in the 2015-2020 Five-Year Consolidated Plan submitted by the COT and approved by HUD.

In addition to CDBG, HOME and ESG, the Department of Neighborhoods received Neighborhood Stabilization Program stimulus grants (NSP1, NSP2 and NSP3). NSP funds are fully spent; however, with the receipt of program income, these activities continue.

The 42nd Program Year (PY), which begins on July 1, 2016, represents the second year of the City of Toledo's 2015-2020 Five-Year Consolidated Plan. The 2016-2017 Action Plan delineates a one-year strategic plan which includes the proposed use of funds that will be received from HUD. The allocations awarded, once received, will buttress and leverage significant resources available in Toledo. These resources will be utilized towards accomplishing the goals listed in the plan. The goals were established based on local data studies and citizen input and in consultation with community organizations.

The allocations from HUD to the COT for PY2016-2017 are:

- Community Development Block Grant (CDBG): \$6,775,950.00
- HOME Investment Partnerships Program (HOME): \$1,619,662.00
- Emergency Solutions Grant (ESG): \$610,458.00

Likewise, the estimated program income is:

- CDBG Program Income (Estimated Amount): \$351,326
- HOME Program Income: \$60,975
- NSP1, 2 and 3 Program Income: \$890,000

CDBG, HOME, and ESG are annual federal allocations. Program Income (PI) from CDBG, HOME, and NSP are annual projections.

The COT, in adherence to HUD regulations, will allocate at least 70% of its CDBG entitlement award to programs that directly benefit low- and moderate-income (LMI) individuals. Likewise, the City of Toledo

will set aside 15% of its HOME fund allocation for use by Community Housing Development Organizations (CHDOs) recognized and certified by the Department of Neighborhoods. The City of Toledo will allocate funds for both operational and programmatic goals as it pertains to the following:

- Planning and Administration (Operational, Program) - CDBG, HOME, ESG and NSP
- Housing and Neighborhood Revitalization (Operational, Program) - CDBG, HOME and NSP
- Economic Development (Operational, Program) – CDBG
- Fair Housing (Operational, Support) – CDBG
- Community Development Corporations (Program, Activity) – CDBG and HOME
- Public Service (Operational, Program) – CDBG and ESG

2. Summarize the objectives and outcomes identified in the Plan

Actions identified in this Action Plan address the following HUD national objectives:

- Benefit to low- and moderate-income (LMI) individuals; and/or
- Elimination of slum and blight in the community.

Section AP-20 offers a summary of the annual goals and objectives established for the Program Year 2016-2017. The goals were established in the 2015-2020 Five-Year Consolidated Plan based on community input received through the citizen participation and consultation process. Goals will address neighborhood, community, and economic development with emphasis on housing conditions. Goals of higher priority refer to providing safe, adequate and decent affordable housing. Public service goals addressing community and basic needs will also be undertaken, primarily by the Department of Neighborhoods' non-profit partners, or Third-Party Partners. Each goal addresses one of HUD's objectives and outcomes below.

Objectives:

- Suitable Living Environment
- Decent Housing
- Economic Opportunity

Outcomes:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

The goals will improve neighborhood conditions, economic development and address the needs of low- and moderate-income Toledo residents as identified in the 2015-2020 Consolidated Plan.

3. Evaluation of past performance

As will be illustrated in the 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER), the COT has met most of its priority objectives identified in the last program year (2015-2016) Action Plan. In many cases, the COT exceeded the proposed outcomes. Accomplishments for the PY 2015-2016 will be available in September 2016 with the CAPER submittal.

The CAPER will document that NSP projects helped stabilize neighborhoods. For example, NSP funds were spent in three stipulated needs categories: areas with the greatest percentage of home foreclosures, areas with the highest percentage of homes financed by sub-prime, mortgage-related loans and areas identified as likely to face a significant rise in the rate of home foreclosures. Likewise, NSP prospective homebuyers complete an eight-hour, HUD-mandated homeownership training session conducted by qualified HUD-approved counseling agencies.

In addition to the above, the CAPER will depict how CDBG funds continue to assist in meeting the needs of LMI persons with activities such as feeding programs, emergency shelters, rehabilitation of homes, health services, etc. Furthermore, CDBG funds were used to improve blighted conditions in LMI neighborhoods.

HOME dollars were directed towards: down payment assistance; rehabilitation of owner-occupied and rental housing units, with the majority of rehabs dedicated to owner-occupied homes; and special projects such as multifamily and scattered-site rehabilitation, or new development projects by developers and/or local partners.

ESG funds assisted in making significant progress towards the elimination of homelessness in Toledo. The goal of maintaining the current percentage of persons staying in permanent housing for at least six months at 85% continues to be met. Rapid re-housing efforts also continue to be the focus of the Continuum of Care (CoC). PY2015 results for ESG-funded programs will be included in the 2015-2016 CAPER.

Additionally, in the late summer/early fall of 2015, the Community Veterans Committee (CVC) was established to begin the discussion on how the community would functionally put an end to veteran homelessness. Several community partners are engaged in this process and signed an agreement. Participants of this committee are:

- City of Toledo, Department of Neighborhoods
- Toledo Lucas County Homelessness Board
- Cherry Street Mission Ministries
- VA Ann Arbor Healthcare System
- Veteran's Services Commission
- United Way of Greater Toledo

- Lucas Metropolitan Housing Authority
- WSOS Community Action
- The Mental Health and Recovery Services Board of Lucas County

The CVC worked very hard on this task and documents were submitted in April 2016 officially declaring a functional end to veteran homelessness in Toledo.

4. Summary of Citizen Participation Process and consultation process

The City of Toledo's citizen participation and consultation process is detailed in the City of Toledo's Citizen Participation Plan (CPP). The CPP was amended in February of 2016 and adopted by a City Council resolution (see attached). Amendments to the CPP were made mostly to reflect technological advances impacting the availability of the plan, and to expand provisions related to individuals with disabilities. Electronic communications are now emphasized as a means to access copies of HUD-required documents and other relevant information.

In the development of the 2016-2017 Draft Action Plan, the COT consulted with non-profit organizations, the public housing authority, the Toledo Lucas County Homelessness Board, the Fair Housing Center and other regional and local organizations engaged in housing, community and economic development.

Input from citizens on the Draft Action Plan was solicited through a 30-day comment period that commenced on March 18, 2016. Two public hearings were held on March 21 and March 28, 2016 at the Main Toledo-Lucas County Public Library from 6:00 PM - 7:00 PM. The public hearings and 30-day comment period were promoted through a media campaign that included a public notice, press release, public service announcement, and website and facebook postings. A flyer promoting the availability of the Draft Action Plan, the hearings, and the 30-day comment period was posted at all local public libraries and sent via e-mail to the COT's community partners and other key service providers such as the Lucas County Board of Developmental Disabilities, Job and Family Services, Lucas Metropolitan Housing Authority, Land Bank, AIDS Resource Center, Mental Health and Recovery Services Board of Lucas County and OhioMeansJobs – Lucas County (the one-stop employment center). A local television station broadcasted a report of the March 28th public hearing during their 11:00 p.m. local news program.

Two Citizen Review Committees (CRCs) were established to review and evaluate funding requests from local non-profit organizations. One committee evaluated non-homeless-services-related applications and the other one evaluated homeless-services-related applications. Members of the CRCs represented various community sectors including: education, regional government, health care, utilities, youth programs, economic development, banking, law enforcement and social service agencies.

Additionally, the Department of Neighborhoods' upper management consults regularly with community leaders and citizens in efforts to collaborate, improve neighborhood conditions and offer basic services to residents. Table 2 of the AP-10 section lists those agencies/organizations with whom the Department of Neighborhoods consulted directly.

5. Summary of public comments

Public Comments were received at the public hearings and were related to:

- availability of NSP properties for sale;
- appeal for funding; and
- inquiry regarding the use of land bank property to house homeless individuals and families.

A summary of the public hearings is included in the attachments.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments were accepted.

7. Summary

The City of Toledo continues to concentrate efforts in the areas of housing, neighborhood and economic development while making sure that basic need services are available to citizens, particularly, low- and moderate-income residents. CDBG, HOME and NSP funds are used to assist and leverage programs that provide safe, adequate and decent affordable housing. ESG funds continue to positively impact the reduction of homelessness in Toledo.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	TOLEDO	Department of Neighborhoods
HOME Administrator	TOLEDO	Department of Neighborhoods
ESG Administrator	TOLEDO	Department of Neighborhoods

Table 1 – Responsible Agencies

Narrative (optional)

The City of Toledo Department of Neighborhoods is the lead agency responsible for preparing and administering the Consolidated Plan and the use of federal funds received from the U.S. Department of Housing and Urban Development (HUD) for the implementation of the goals identified in this plan. To accomplish the goals delineated in this plan, the City of Toledo Department of Neighborhoods will partner with non-profits, businesses and other local and regional organizations that work to improve conditions for Toledo residents.

Consolidated Plan and Action Plan Public Contact Information

Department of Neighborhoods
2015-2020 Consolidated Plan
One Government Center, Suite 1800
Toledo, OH 43604
419-245-1400

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

In the development of the Annual Action Plan, the City consulted with non-profit organizations, the public housing authority, the Toledo Lucas County Homelessness Board, Fair Housing Center, Lucas County Land Bank, and other regional and local organizations engaged in housing, community and economic development. Input was solicited through the Citizens Participation process, which included public hearings and direct consultations. Members of the Citizens Review Committees were consulted regarding community needs and allocation of resources. An online application process for non-homeless service providers allowed for instant and direct communications among the CRC members as well as Department of Neighborhoods staff.

Additionally, the Department of Neighborhoods' upper management consults regularly with community leaders in efforts to collaborate, improve neighborhood conditions and offer basic services to residents. Table 2 of this section lists those agencies/organizations with whom the Department of Neighborhoods consulted directly.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Toledo promotes better collaboration in all efforts and partners with many organizations in carrying out activities designed to improve the quality of life, while stabilizing neighborhoods and promoting economic opportunities. Each year, through the cooperation of major local entities, efforts are aimed at enhancing the coordination between service and housing agencies and private, public and non-profit sector agencies in order to reduce gaps in service. They include, but are not limited to the following: Toledo Lucas County Homelessness Board (TLCHB), Toledo Lucas County Port Authority, United Way of Greater Toledo, Lucas County Regional Health District, Lucas Metropolitan Housing Authority (LMHA), Mental Health and Recovery Services Board of Lucas County (MHRSBLC), Lucas County Children's Services Board (LCCS), Lucas County Land Reutilization Program (Land Bank), Toledo and Washington Public Schools, Lucas County, Private Businesses, and Non-profit organizations.

To reduce blight conditions, the Department of Neighborhoods works closely with the Land Bank to acquire properties for new construction, rehabilitation, land reutilization and demolition. The Department's close partnership with the LCRHD assists in the elimination of rodents contributing to the reduction of blight and health hazards.

Collaborations with community organizations dedicated to improve the housing stock, such as LMHA, community development corporations and other local non-profits, result in moving forward projects that otherwise would not be completed.

Block Watch and neighborhood organizations partner with the Toledo Police Department to assist in addressing safety concerns and strengthen neighborhoods. In 2014, the City of Toledo launched a new "T-Town" initiative that involves targeted nuisance abatement, neighborhood cleanups, enhanced partnerships/collaborations with individuals, block watch groups and infrastructure improvements. This initiative continues to be expanded through efforts to engage citizen groups in neighborhood improvements.

Collaborations within City departments are in place to assist in neighborhood improvements and include the Department of Public Utilities, specifically through their Streets, Bridges and Harbors, and Parks, Recreation and Forestry divisions. The Code Enforcement Division of the Department of Neighborhoods collaborates with members of City Council to implement strategies that reduce blight.

Along with the City of Toledo and the Fair Housing Center, Advocates for Basic Legal Equality (ABLE), the Northwest Ohio Development Agency (NODA), the Ability Center of Greater Toledo, LMHA and other community partners work together towards affirmatively furthering fair housing. A Fair Housing Implementation Council carries out the action steps identified in the Fair Housing Action Plan for the removal of barriers to fair housing. A list of members is attached.

Through a federal grant received by the Toledo Area Regional Transit Authority (TARTA), the Department of Neighborhoods partners with NODA and the Cherry Street Mission to assist low-income individuals with improved access to transportation by facilitating the purchase of private vehicles. Other relationships exist that consist of the business community, faith-based organizations, public service entities, housing providers, foundations, and other community organizations that advocate on behalf of those in need. Increased communication with all community stakeholders will continue to result in more formalized relationships that nurture and promote the City of Toledo's plans and goals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Toledo has a strong partnership with the Toledo Lucas County Homelessness Board (TLCHB), which is the lead entity in the Toledo Lucas County Continuum of Care (CoC). The TLCHB assures all components of a successful CoC are in place: outreach and assessment; supportive services; emergency shelter; transitional housing; and permanent housing. TLCHB promotes an inclusive and comprehensive planning continuum, including a community-wide event (Congress) that promotes and endorses review and input of the community's plan to end homelessness (adopted in fall 2008), the Community Alliances and Strategic Efforts (CASE) to Prevent, Reduce and End Homelessness Plan. The next Congress is planned for the fall of 2016 and the plan is to focus on addressing youth homelessness.

The State of Ohio's Housing Crisis Response Program and the United Way of Greater Toledo's funds are used to leverage Project Home. TLCHB is the project manager for Project Home which includes

A Renewed Mind, FOCUS, Lutheran Social Services and Beach House. Project Home is charged with providing financial and support service resources deemed necessary for people to either obtain or maintain permanent housing. Their efforts are focused on: those households at imminent risk of losing housing; those persons exiting shelter and transitional housing; those persons released by public institutions without permanent housing placement; and adequate community response in the areas of housing, education and employment. Project Home demonstrates the collaborative and comprehensive efforts to end homelessness.

Ending chronic homelessness remains a priority and initial access is addressed by the CoC through outreach services and emergency shelters. The Veterans Service Commission (VSC) also works with the CoC in ensuring veterans and their families are housed. The VSC works actively with outreach teams to identify and house chronically homeless veterans.

The partnership with the CoC also includes the implementation of the Housing Collaborative Network, modeled after CASE-HPRP, which provides rapid re-housing and prevention assistance to those experiencing homelessness or at-risk of homelessness.

Through the Toledo Lucas County CoC, the COT is engaged in open communication with various institutions including health care, foster care, and correctional facilities to assist persons discharged from their programs. Additionally, all community institutions have policies stating that individuals are not to be discharged into a homeless situation. The TLCHB continues to inform and educate community stakeholders on contacting the CoC's Coordinated Access (housed at United Way 2-1-1) if an individual is facing a housing crisis. This ensures that persons ready to be discharged from those institutions have a plan to avoid homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City works in conjunction with the Toledo Lucas County Homelessness Board (TLCHB), the lead agency in the Continuum of Care (CoC), for all issues related to the elimination of homelessness in Toledo. The City of Toledo Department of Neighborhoods, in close partnership with the TLCHB, develops and implements the process for allocating ESG funds. ESG funds are allocated in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The allocation of ESG funds includes the engagement of a Citizens Review Committee (CRC) whose members evaluate applications for funding submitted by homeless service providers and makes recommendations. An explanation for the use of ESG funds is included in the public hearings that are held as part of the process for the development of the Consolidated and Action plans. CoC members are encouraged to attend the public hearings and are aware of the 30-day period to comment on the published draft plans.

Additionally, CoC members communicate directly with the Department of Neighborhoods if any issues/concerns arise.

The Housing Collaborative Network (comprised of all funded homeless service providers and members of the Toledo Lucas County Homelessness Board, United Way of Greater Toledo and the Department of Neighborhoods) recommended performance standards and evaluation outcomes for providing ESG assistance and developed written standards for coordinated assessment, performance indicators and the Project Home re-housing policy. Written standards adopted by the CoC establish procedures and practices followed by CoC members. These written standards were approved by the TLCHB and are included in the attachments to this plan.

The Homeless Management Information System (HMIS) funds are also administered in accordance with the HEARTH Act. Data entered into HMIS is evaluated regularly to assess progress towards the elimination of homelessness. The TLCHB manages the HMIS and maintains open communication with CoC members in regards to the use and reporting standards. The TLCHB offers technical assistance as needed to those reporting into HMIS.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 on the next page lists and describes participating entities.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Lucas Metropolitan Housing Authority (LMHA)
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lucas Metropolitan Housing Authority (LMHA) was consulted to assist in determining: how LMHA serves those in need for public housing (including people with disabilities); and future plans to meet public housing needs. The Department of Neighborhoods maintains regular communications with LMHA leaders in regards to issues related to public housing and its residents. Consultations with LMHA will continue in efforts to provide safe, adequate, and decent affordable housing to low-income individuals and their families, including post-year 15 Low-Income Housing Tax Credit projects.
2	Agency/Group/Organization	Toledo Lucas County Homelessness Board
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Toledo Lucas County Homelessness Board (TLCHB) is consulted regularly in all aspects related to ending homelessness in Toledo. The TLCHB was consulted in the development of this Action Plan and the City of Toledo will continue to work with the TLCHB on homeless issues.

3	Agency/Group/Organization	Fair Housing Center
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Fair Housing Issues
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Toledo contracted with the Fair Housing Center for the development of the Analysis of Impediments (AI). The Fair Housing Center is implementing action steps needed for the elimination of impediments identified in the AI. The City of Toledo will continue to work with the Fair Housing Center and community partners in the implementation of the steps toward the elimination of barriers to Fair Housing as delineated in the Fair Housing Action Plan.
4	Agency/Group/Organization	Lucas County Land Reutilization Corporation
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Reduction of Blight
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Toledo consults with the Lucas County Land Reutilization Corporation (Land Bank) in addressing issues related to vacant or abandoned properties. As resources become available, the Land Bank assists the city in the reduction of blight within the City, particularly, through the demolition of unsafe units and rehabilitation projects. Additionally, the Land Bank data regarding housing conditions in the community is used by the Department of Neighborhoods in determining goals for code enforcement and other housing activities.

Identify any Agency Types not consulted and provide rationale for not consulting

N/A

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Toledo Lucas County Homelessness Board	Five-Year Consolidated Plan and subsequent Annual Action Plans include goals related to the elimination of homelessness. The City of Toledo works with the CoC to implement strategies toward the elimination of homelessness.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Grants awarded to the Department of Neighborhoods also assist in establishing collaborations with local entities. For example, under a grant administered by the Ohio Environmental Protection Agency (OhioEPA), the Code Enforcement Division held a Tire Amnesty event at the Toledo Zoo in partnership with the Lucas County Solid Waste District and Keep Toledo/Lucas County Beautiful's Party for the Planet. Four Tire Amnesty events have been held to date where 60.56 tons of tires were collected (approximately 5,754 tires). Two other events are planned to be completed by the end of the PY2015 in collaboration with the Solid Waste Distric and Keep Toledo/Lucas County Beautiful. Additionally, in 2015, the Code Enforcement Division developed a collaboration with e-Paint recycling, a private business. e-Paint recycling provides paint recycling services at the above mentioned recycling events for \$1.00 per can. By providing this additional service, more citizens participate in recycling events coordinated by the Code Enforcement Division and its partners.

The City of Toledo Department of Neighborhoods cultivated many relationships in the community leading to the development of efficient strategies that assist in addressing community issues. Those relations include individuals, neighborhood groups, investors and organizations working towards the stabilization and growth of Toledo. The COT maintains strong partnerships with organizations such as the Local Initiatives Support Corporation (LISC), Ohio Housing Finance Agency (OHFA) and Ohio Capital Corporation for Housing (OCCH). The Department of Neighborhoods also works closely with the Toledo Police Department regarding community issues. The Department will continue to cultivate relationships that result in an effective and efficient implementation of the Annual Action Plan goals and strategies based on the Five-Year Consolidated Plan.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The goals of the 2016-2017 Action Plan are based on the goals established in the 2015-2020 Consolidated Plan. The Consolidated Plan Citizen Participation Process was comprehensive and included:

- A Planning Steering Committee, a community survey and community forums.
- Public Notices published on the availability of the plan, the 30-day comment period, the application mandatory meetings and the public hearings.
- Three public hearings held at the Toledo-Lucas County Public Library.
- Technical assistance provided to those wishing to apply for CDBG and ESG funds by phone, e-mail, or personal consultation and a review of the application was conducted at the mandatory meetings.
- City of Toledo's website - Public Notices, draft goals and the draft of the Consolidated Plan were available for viewing and downloading at the City's main webpage and the Department of Neighborhoods' webpage.

To promote the survey and forums, a marketing campaign using an electronic image as a logo ("Your Voice Matters") was implemented and included: a press conference announcing the survey, public notices in three local newspapers, media releases and stories, website links providing access to the survey, and a billboard public message. Information collected in the Community Survey and input received in the public hearings and community forums was used to identify the priority needs and goals of the Five-Year Plan.

Similarly, for the 2016-2017 Action Plan, the Citizen Participation Process included:

- Two Citizens Review Committees (one for non-homeless services and one for homeless services) for the evaluation of applications and recommendations.
- Public Notices (see attachments) were published at least two weeks in advance for all related events in general circulation and minority papers. Minority papers target the African-American and Hispanic communities. Notices were published as follows:

- December 27, 2015 - January 1, 2016 - Notices announcing the application mandatory meetings held on January 15 published in *The Blade* (local general circulation), *The Toledo Journal* and *La Prensa* (minority papers).
- February 28, 2016 - Notice announcing the availability of the Draft Action Plan, the 30-day comment period and the public hearings published in *The Blade*, and on March 2, 2016, same notice was published in *The Sojourner's Truth* and *La Prensa* (minority papers).

The Public Notices were also posted on the City of Toledo's website and facebook pages. Media releases were sent to the local media on March 14 announcing the availability of the Draft Action Plan, 30-day comment period and public hearings. Information on the availability of the Draft and the public hearings was also available through the public library website and at public housing residential facilities.

- Two Public Hearings on the Draft Action Plan were held as follows:

- Monday, **March 21**, 2016 and Monday, **March 28**, 2016 from 6:00 p.m. – 7:00 p.m. at the main branch of the Toledo-Lucas County Public Library. This venue is centrally located in downtown Toledo, is accessible via public transportation and accommodates individuals with disabilities. One local television station reported on the March 28th hearing. A summary of the Public Hearings is attached.
- Public comments were accepted until April 18, 2016.
- Technical assistance was provided to those wishing to apply for CDBG and ESG funds by phone, e-mail or personal consultation and a review of the application was conducted at the mandatory meetings.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	N/A	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	A total of nine citizens attended the public hearings. Presentations regarding the Draft Action Plan were made by representatives of the Department of Neighborhoods and the Fair Housing Center.	Comments were regarding: - Availability of NSP properties for sale - Support appeal by non-profit agency - Use of land bank properties to provide housing for the homeless (Please see attachments for comments summary)	N/A. All comments were accepted.	http://toledo.oh.gov/neighborhoods
3	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	N/A. Unable to determine number of persons accessing information online.	N/A	N/A.	http://toledo.oh.gov/neighborhoods

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Facebook	Minorities Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	N/A	N/A	N/A	facebook.com

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The following table (next page) summarizes expected resources available to address the goals of this Action Plan. CDBG, ESG, HOME and NSP are funds administered by the Department of Neighborhoods. Other funds available to the community are listed in this section as they impact the goals of this plan and contribute to addressing community needs as identified in the Five-Year Consolidated Plan.

Allocations of Low-Income Housing Tax Credits awarded by the Ohio Housing Development Assistance Program (HDAP) have not been announced at the time this plan was submitted. Four applications for LIHTC were submitted by Toledo organizations for rental units (one project will be rent-to-own after 15 years). Therefore, the amount of funding expected for any of these LIHTC programs is not determined at this time.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	6,775,950	0	0	6,775,950	0	Per HUD, the Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. The annual allocations are typically fully expended every program year.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,619,662	0	0	1,619,662	Per HUD, the HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities use to fund a wide range of activities including homeowner rehabilitation, home buyer activities, rental housing and tenant-based rental assistance, with the intent to provide safe, adequate and decent affordable housing to lower-income households and expand the capacity of non-profit housing providers.
							Expected Amount Available Remainder of ConPlan \$ 0

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	610,458	0	0	610,458	0	In accordance with the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, HUD distributes Emergency Solutions Grant (ESG) funds to communities for street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and homeless management information systems. The annual allocations are typically fully expended every program year.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
Continuum of Care	public - federal	Admin and Planning Rapid re-housing (rental assistance) Rental Assistance TBRA Transitional housing Other	4,133,149	0	0	4,133,149	The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by non-profit providers, and State and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.
							Expected Amount Available Remainder of ConPlan \$ 12,066,851

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Homeowner rehab New construction for ownership	890,000	0	0	890,000	0	Beginning in 2009, the City of Toledo received NSP funds from HUD for concentrated efforts in revitalizing areas with the highest concentration of foreclosures. The City of Toledo spent all awarded funds and met HUD's expenditure deadlines. Program income generated by the sale of NSP properties is expected to be available to use during the duration of this Consolidated Plan. As required by regulations, 25% of generated program income will be set aside to address the housing needs of households whose incomes do not exceed 50% of the Area Median Income (AMI). The remaining NSP funds will benefit families and individuals whose incomes do not exceed 120% AMI.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
Other	public - state	Homeowner rehab Multifamily rental rehab					The Ohio Housing Development Assistance Program (HDAP) offers affordable housing opportunities through the provision of construction costs to local developers to support projects. Assistance is offered in the form of Low-income Housing Tax Credits (LIHTC). United North Corporation, a local Community Development Corporation, was awarded these funds for the construction of 44 senior housing units in the St. Hedwig Housing Project. There is no guarantee that applying agencies will receive a share of the annual LIHTC distribution. The City of Toledo anticipates some funds within the period of this Action Plan.
Other	public - local	Acquisition Admin and Planning	6,750,000	0	0	6,750,000	The Land Reutilization Program (Land Bank) is a community improvement corporation designed to strengthen neighborhoods in Lucas County by returning vacant and abandoned properties to productive use.
			0	0	0	0	750,000
			6,750,000	0	0	6,750,000	7,500,000

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds combined with state, private and local dollars assist the City of Toledo in addressing the needs of low- to moderate-income individuals as it pertains to their housing needs and stabilization of Toledo neighborhoods. Combined available resources, as well as strategic partnerships, will assist in addressing the priority needs identified in the Consolidated Plan. With the infusion of federal, state and local resources, Toledo citizens will continue to: access basic services; enjoy stabilized, safer and cleaner neighborhoods; have access to improved employment opportunities; increase efforts to eliminate homelessness; remove barriers to independent living; and increase homeownership. Federal resources, when combined with other state and local resources, give the community increased capacity to address the community needs. Evidence of this enhanced capacity will continue to be noticed in the increased number of people that will be served with basic housing and other needs affecting City of Toledo residents. Federal, state and local resources will continue to strengthen the City of Toledo and provide better quality of life opportunities for citizens.

Matching requirements leverage federal funds allocated to undertake the activities that will assist in meeting the goals listed in this plan. As a policy of the Department of Neighborhoods, CDBG third-party partners are required to provide a minimum of a 1:1 match for each CDBG dollar received. ESG dollars allocated to third-party partners also require a 1:1 match. The matching requirement for HOME dollars is set by HUD based on criteria related to severe fiscal distress. As stated in CFR 92.218, contributions counted as match must total not less than 25% of funds drawn from HOME. The City's 2015 matching requirement continues at 0% and it will remain the same for 2016.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

To carry out housing, economic and community development activities, CDBG- and HOME-funded programs may obtain publicly owned land or property through the Lucas County Land Reutilization Program (Land Bank). The Land Bank acquires vacant and abandoned foreclosed properties and finds ways to convert them to productive use. Under the HOME program, restrictions on the type of productive use apply; i.e., residential units. Additionally, the Land Bank makes grants to promote homeownership, renovation and energy efficiency.

Meeting HUD's objectives of benefit to low- and moderate-income persons and elimination of slum and blight includes the utilization of public land or property. Likewise, the following goals of this plan may utilize public land or property:

- Demolition of Blighted Properties
- Decrease Rodents in the City of Toledo
- Establish and Maintain Community Gardens
- Contaminated Sites Remediation for Re-development
- Down Payment/Closing Costs Assistance (through acquisition and rehabilitation of properties)
- New Construction

Additionally, CDBG funds will be used to support administrative activities of the Real Estate Division of the Department of Economic and Business Development. The Real Estate Division, in assisting citizens and businesses with the purchasing of city-owned parcels, real estate tax abatements and programs, also contribute to the re-purpose of public land.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Demolition of Blighted Properties	2015	2019	Affordable Housing		Prevention and Reduction of Blight		Buildings Demolished: 440 Buildings
2	Housing Code Enforcement and Nuisance Abatement	2015	2019	Affordable Housing		Prevention and Reduction of Blight		Housing Code Enforcement/Foreclosed Property Care: 28710 Household Housing Unit
3	Decrease Rodents in the City of Toledo	2015	2019	Affordable Housing		Prevention and Reduction of Blight		Housing Code Enforcement/Foreclosed Property Care: 1115 Household Housing Unit
4	Establish and Maintain Community Gardens	2015	2019	Non-Housing Community Development		Prevention and Reduction of Blight		Public service activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted
5	Health Services	2015	2019	Non-Housing Community Development		Public (Social) Services - 15% of CDBG eligible		Public service activities other than Low/Moderate Income Housing Benefit: 4675 Persons Assisted
6	Youth Programs	2015	2020	Non-Housing Community Development		Public (Social) Services - 15% of CDBG eligible		Public service activities other than Low/Moderate Income Housing Benefit: 296 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Soup Kitchens and Feeding Programs	2015	2020	Affordable Housing Non-Housing Community Development		Public (Social) Services - 15% of CDBG eligible		Public service activities other than Low/Moderate Income Housing Benefit: 7924 Persons Assisted
8	Educational Enrichment & Life Skills Programs	2015	2020	Non-Housing Community Development		Public (Social) Services - 15% of CDBG eligible		Public service activities other than Low/Moderate Income Housing Benefit: 466 Persons Assisted
9	Job Creation/Retention	2015	2019	Non-Housing Community Development		Economic Development		
10	Business Recruitment/Retention Assistance	2015	2019	Non-Housing Community Development		Economic Development		Businesses assisted: 75 Businesses Assisted
11	Contaminated Sites Remediation	2015	2019	Non-Housing Community Development		Economic Development		
12	Increase Neighborhood Grocery & Basic Need Stores	2015	2019	Affordable Housing		Economic Development		
13	Coordinated Access	2015	2019	Homeless		Elimination of Homelessness (15% of CDBG eligible)		Public service activities for Low/Moderate Income Housing Benefit: 626 Households Assisted
14	Rapid Re-Housing and Direct Financial Assistance	2015	2019	Homeless		Elimination of Homelessness (15% of CDBG eligible)		Public service activities for Low/Moderate Income Housing Benefit: 120 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
15	Permanent Supportive Housing	2015	2019	Homeless		Elimination of Homelessness (15% of CDBG eligible)		Public service activities for Low/Moderate Income Housing Benefit: 32 Households Assisted
16	Emergency Shelters	2015	2019	Homeless		Elimination of Homelessness (15% of CDBG eligible)		Homeless Person Overnight Shelter: 1100 Persons Assisted
17	Transitional Housing	2015	2019	Homeless		Elimination of Homelessness (15% of CDBG eligible)		Public service activities for Low/Moderate Income Housing Benefit: 65 Households Assisted
18	Youth Homelessness	2015	2019	Homeless		Elimination of Homelessness (15% of CDBG eligible)		
19	Home Repairs for Seniors and the Disabled	2015	2019	Affordable Housing		Affordable Housing		Homeowner Housing Rehabilitated: 83 Household Housing Unit
20	Elimination of Lead-Based Paint	2015	2019	Affordable Housing		Affordable Housing		
21	Housing Repairs and Rehabilitation	2015	2019	Affordable Housing		Affordable Housing		Rental units rehabilitated: 9 Household Housing Unit Homeowner Housing Rehabilitated: 137 Household Housing Unit
22	Home Buyer Down Payment/Closing Costs Assistance	2015	2020	Affordable Housing		Affordable Housing		Direct Financial Assistance to Homebuyers: 18 Households Assisted
23	New Construction	2015	2019	Affordable Housing		Affordable Housing		Rental units constructed: 4 Household Housing Unit Homeowner Housing Added: 6 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
24	Transportation Assistance	2015	2019	Non-Housing Community Development		Transportation		
25	Housing Tax Incentives	2015	2019	Affordable Housing		Obtaining/Maintaining Housing Affordability		Businesses assisted: 8 Businesses Assisted Other: 88 Other
26	Preventative Housing Maintenance	2015	2019	Affordable Housing		Obtaining/Maintaining Housing Affordability		
27	Foreclosure Prevention / Housing Counseling	2015	2019	Affordable Housing		Obtaining/Maintaining Housing Affordability		Public service activities for Low/Moderate Income Housing Benefit: 110 Households Assisted
28	Housing Legal Assistance	2015	2019	Public Housing		Obtaining/Maintaining Housing Affordability		Public service activities for Low/Moderate Income Housing Benefit: 80 Households Assisted
29	Fair Housing	2015	2019	Affordable Housing		Fair Housing		

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Demolition of Blighted Properties
	Goal Description	Demolition of vacant and abandoned dilapidated/blighted properties which have been identified as unsuitable for rehabilitation and pose a health hazard and discourage redevelopment efforts. This activity will be performed in collaboration with the Land Bank Reutilization Corporation, the City of Toledo's Division of Streets, Bridges and Harbor and some private contractors.
2	Goal Name	Housing Code Enforcement and Nuisance Abatement
	Goal Description	Inspection for compliance and enforcement of housing codes to reduce blighted properties and improve neighborhood conditions.
3	Goal Name	Decrease Rodents in the City of Toledo
	Goal Description	Programs to decrease rodent activity within the city.
4	Goal Name	Establish and Maintain Community Gardens
	Goal Description	Establish and maintain community and rain gardens, as well as promote urban agriculture in underutilized and vacant sites.
5	Goal Name	Health Services
	Goal Description	Assist in the provision of quality affordable medical care for low- and moderate-income individuals.
6	Goal Name	Youth Programs
	Goal Description	Programs for youth ages 13-19 that assist in the development of skills leading to healthy and productive lives.

7	Goal Name	Soup Kitchens and Feeding Programs
	Goal Description	Programs that assist with meals and groceries.
8	Goal Name	Educational Enrichment & Life Skills Programs
	Goal Description	Empower individuals through educational programs and programs that assist in developing and increasing self-sustainability.
9	Goal Name	Job Creation/Retention
	Goal Description	Increase job opportunities through assistance to small-medium size private businesses.
10	Goal Name	Business Recruitment/Retention Assistance
	Goal Description	Programs and assistance to encourage establishment and growth of small-medium private businesses (grants/loans/technical assistance/incentives).
11	Goal Name	Contaminated Sites Remediation
	Goal Description	Contaminated sites remediation for commercial redevelopment of underutilized, vacant sites.
12	Goal Name	Increase Neighborhood Grocery & Basic Need Stores
	Goal Description	Make neighborhoods more attractive by increasing availability/accessibility of neighborhood grocery and basic need stores; therefore, reducing transportation costs and promoting economic development.
13	Goal Name	Coordinated Access
	Goal Description	Operate a centralized system for homeless assistance to determine needs and match individuals/families with the type of assistance needed.
14	Goal Name	Rapid Re-Housing and Direct Financial Assistance
	Goal Description	Provide direct rental financial assistance to prevent homelessness and assist the homeless in obtaining permanent housing. Assistance consists of rent, deposits, utilities payments, etc.

15	Goal Name	Permanent Supportive Housing
	Goal Description	Provide long-term, community-based housing which includes supportive services for homeless persons with disabilities.
16	Goal Name	Emergency Shelters
	Goal Description	Provide temporary shelter for the homeless for a period of 90 days or less. Supportive services may or may not be provided in addition to the provision of shelter.
17	Goal Name	Transitional Housing
	Goal Description	Provide supportive housing services to facilitate the movement of homeless individuals and families to permanent housing, generally for up to 24 months.
18	Goal Name	Youth Homelessness
	Goal Description	Support programs for homeless unaccompanied single youth and young adults up to age 24 who experience homelessness. The City of Toledo is assisting in the establishment of a Youth/Teen Runaway Center for the community.
19	Goal Name	Home Repairs for Seniors and the Disabled
	Goal Description	Home repairs and modifications to allow seniors and people with disabilities to remain in their residences, including emergency repairs.
20	Goal Name	Elimination of Lead-Based Paint
	Goal Description	Elimination of lead-based paint in homes where children under the age of six reside. To assist with this goal, a grant application was submitted to HUD's Office of Lead Hazard Control and Healthy Homes for Program Years 2016-2018.
21	Goal Name	Housing Repairs and Rehabilitation
	Goal Description	Acquisition and rehabilitation of abandoned or deteriorated properties for homeownership or lease and rehabilitation of owner-occupied and rental units.
22	Goal Name	Home Buyer Down Payment/Closing Costs Assistance
	Goal Description	Assistance to first-time homebuyers with down payment/closing costs.

23	Goal Name	New Construction
	Goal Description	New construction of single-family or multifamily homes for homeownership and rental units. This goal is a low priority and will only be undertaken as considered appropriate.
24	Goal Name	Transportation Assistance
	Goal Description	Assistance with programs resulting in obtaining or maintaining jobs to prevent or decrease unemployment and underemployment due to transportation issues.
25	Goal Name	Housing Tax Incentives
	Goal Description	Housing tax incentives to promote neighborhood development, such as Community Reinvestment Area designations.
26	Goal Name	Preventative Housing Maintenance
	Goal Description	Training for homeowners to understand basic home systems and preventive maintenance.
27	Goal Name	Foreclosure Prevention / Housing Counseling
	Goal Description	Education and/or counseling to prevent foreclosure.
28	Goal Name	Housing Legal Assistance
	Goal Description	Legal assistance for housing issues (e.g. eviction, foreclosure cases, landlord-tenant mediation, etc.)
29	Goal Name	Fair Housing
	Goal Description	Elimination of discrimination in the provision of housing and housing-related services and elimination of segregation by affirmatively promoting inclusive communities and increasing the supply of genuinely open housing.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The following is an estimate of the number of families who will be provided affordable housing as defined by HOME:

- 20 extremely low-income families, and
- 41 low- and moderate-income families.

AP-35 Projects – 91.220(d)

Introduction

The Department of Neighborhoods will coordinate the use of federal funds for projects related to community, neighborhood and economic development as well as projects related to providing basic need services to low- and moderate-income citizens.

#	Project Name
1	Planning and Administration
2	DON: Housing Rehabilitation Administration
3	HOME Administration
4	Housing Development - CHDO Set Aside
5	Owner-Occupied Rehabilitation
6	Rental Rehabilitation
7	Down Payment Assistance (DPA) - HOME
8	Special Projects - HOME
9	Tenant-Based Rental Assistance (TBRA)
10	COT: Department of Economic and Business Development
11	COT: Division of Code Enforcement
12	COT: Department of Law
13	Toledo-Lucas County Plan Commission
14	COT: Beautification Action Team
15	COT: Youth Commission
16	Adelante
17	Arts Commission - Young Artist at Work
18	Believe Center
19	East Toledo Family Center
20	Toledo Fair Housing Center
21	Frederick Douglass Community Association
22	Grace Community Center
23	Helping Hands of St. Louis
24	Legal Aid of Western Ohio
25	Lucas County Regional Health District
26	Martin Luther King Kitchen for the Poor
27	Maumee Valley Habitat for Humanity
28	Neighborhood Health Association
29	NeighborWorks - Toledo Region
30	NODA Foreclosure Prevention and Counseling
31	Pathway
32	Preferred Properties

#	Project Name
33	St. Paul Community Center
34	Sofia Quintero Art & Cultural Center
35	Toledo Botanical Gardens (Toledo GROWS)
36	Toledo Seagate Food Bank: Basket Program
37	Toledo Urban Federal Credit Union
38	Toledo's PET Bull Project
39	United North Corporation
40	UpTown Association
41	Capacity Building
42	Aurora Project
43	Beach House - PSH
44	Bethany House
45	Family House
46	Harbor House
47	TLCHB - Capacity Building
48	TLCHB - Direct Financial Assistance
49	ESG-16 Homeless Services - ESG

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priorities were allocated based on citizens input as specified in the Citizen Participation and Consultation Process section and using information obtained in the Needs Assessment and Market Analysis sections of the 2015-2020 Five-Year Consolidated Plan.

In regards to housing, partnering with the Fair Housing Center, an Analysis of Impediments to Fair Housing Choice was completed which identifies obstacles to obtaining safe, adequate and decent affordable housing. The City and the Fair Housing Center, in conjunction with community partners, collaborate in the removal of obstacles to fair housing as outlined in the 2015 Fair Housing Action Plan. To review a copy of the Analysis of Impediments to Fair Housing Choice which includes the Fair Housing Action Plan, please visit the Department of Neighborhoods website at:

<http://toledo.oh.gov/services/neighborhoods>

Other obstacles that exist which hinder efforts to address underserved needs as identified through the 2015-2020 Consolidated Plan are summarized as follows:

- limited funding sources to address all needs;
- lack of better collaborations among local agencies;
- inadequate individual responses to educational/counseling programs that assist in obtaining and maintaining living wages; and
- national economic conditions affecting local economic development.

Projects

AP-38 Projects Summary Project Summary Information

Table 9 – Project Summary

1	Project Name	Planning and Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$1,118,165
	Description	General operations as it relates to administration and reporting requirements, administration and staff monitoring of programs, neighborhoods revitalization and fiscal administration.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City of Toledo, One Government Center, Suite 1800, Toledo, Oh 43604

<p>Planned Activities</p> <p>All of the CDBG-funded activities such as funding of staff designated to carry out activities related to the planning, administration, development and implementation of the Action Plan. These include: tracking and compilation of information; federal grants reporting; IDIS data input; fiscal oversight, CDBG activities monitoring (i.e., monitoring visits, review and evaluation of agency information, assessment of progress and completion of activities, compliance with federal regulations, etc.); general administration of funds and related activities.</p>	
<p>2</p> <p>Project Name</p>	<p>DON: Housing Rehabilitation Administration</p>
<p>Target Area</p>	
<p>Goals Supported</p>	
<p>Needs Addressed</p>	
<p>Funding</p>	<p>CDBG: \$1,391,172</p>
<p>Description</p>	<p>Administration and staff cost related to the housing rehabilitation and development programs operated by the Department of Neighborhoods.</p>
<p>Target Date</p>	<p>6/30/2017</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>N/A</p>
<p>Location Description</p>	<p>City-wide</p>
<p>Planned Activities</p>	<p>Activities related to the administration duties of the Housing Division including: Owner-Occupied Rehab, Acquisition and Rehabilitation, New Developments, Down Payment Assistance and Lead-Based Paint Hazards programs.</p>
<p>3</p> <p>Project Name</p>	<p>HOME Administration</p>
<p>Target Area</p>	

	<p>Elimination of Lead-Based Paint Housing Repairs and Rehabilitation Home Buyer Down Payment/Closing Costs Assistance New Construction</p>
Needs Addressed	
Funding	HOME: \$161,966
Description	Administration and staff cost related to the operation of rehabilitation and development programs.
Target Date	
Estimate the number and type of families that will benefit from the proposed activities	N/A
Location Description	N/A
Planned Activities	<p>Activities include all planning and administrative duties of management and the Housing Division staff. Duties include underwriting analysis of all projects including the owner-occupied program and the down payment assistance program, administration and monitoring of a tenant-based rental assistance program, all aspects of homeownership financial assistance to eligible applicants, maintenance of records to support compliance with federal regulations, entry of data into IDIS, and continued evaluation of programs, procedures, and policies.</p>
4 Project Name	Housing Development - CHDO Set Aside
Target Area	
Goals Supported	Housing Repairs and Rehabilitation New Construction
Needs Addressed	Affordable Housing
Funding	HOME: \$242,949

Description	Funding (gap financial assistance only) of single- or multi-family rehabilitation or new construction projects owned, developed or sponsored by Community Housing Development Organizations (CHDO). Projects may include Low-Income Housing Tax Credit (LIHTC) Projects.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Five (5) low- and moderate-income families.
Location Description	City-wide
Planned Activities	Rehabilitation or new construction of single-family homeownership units and/or rehabilitation or new construction of single-family or multifamily rental units.
Project Name	Owner-Occupied Rehabilitation
Target Area	
Goals Supported	Housing Repairs and Rehabilitation
Needs Addressed	Affordable Housing
Funding	HOME: \$500,000
Description	Assist low- and moderate-income homeowners with housing rehabilitation to restore their homes to decent, safe, and sanitary conditions; thereby, preserving the housing stock.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Twenty (20) low- and moderate-income homeowner families will benefit from this activity.
Location Description	City-wide
5	

	Planned Activities	Owner-occupied rehabilitation to address code, health and safety issues including lead-based paint hazards.
6	Project Name	Rental Rehabilitation
	Target Area	
	Goals Supported	Housing Repairs and Rehabilitation
	Needs Addressed	Affordable Housing
	Funding	HOME: \$16,197
	Description	Rehabilitation or new construction of buildings with one-to-four residential units for low- and moderate-income families, thereby, improving the housing stock of rental units.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Two (2) families at or below 60% of area median income will benefit from this project.
	Location Description	City-wide
	Planned Activities	The Rental Rehab program provides assistance to landlords renting to low income families. This program typically supplements owners investment (on a match basis) to rehabilitate rental units to meet code and to address health and safety issues such as lead.
7	Project Name	Down Payment Assistance (DPA) - HOME
	Target Area	
	Goals Supported	Home Buyer Down Payment/Closing Costs Assistance
	Needs Addressed	Affordable Housing
	Funding	HOME: \$100,000

Description	Provide financial assistance, buyer subsidy, down payment and closing cost assistance to households who are buying single-family housing units.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Eighteen (18) low- and moderate-income families will benefit from this project.
Location Description	City-wide
Planned Activities	Down payment and closing costs assistance to low- and moderate-income homebuyers.
Project Name	Special Projects - HOME
Target Area	
Goals Supported	Housing Repairs and Rehabilitation New Construction
Needs Addressed	Affordable Housing
Funding	HOME: \$98,550
Description	Funding for new construction or rehab of housing units in conjunction with Community Development Corporations (CDCs), the Lucas Metropolitan Housing Authority (LMHA), or other non-profits, including Low-Income Housing Tax Credits (LIHTCs). Units may be for rental or homeownership.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Sixteen (16) low- and moderate-income families.
Location Description	City-wide

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<p>Planned Activities</p> <p>Special Projects are intended to provide gap financing for developers and agencies developing multi-unit projects. These developments could be single-family structures or multi-unit buildings involving new construction, rehabilitation or repurposing.</p>	<p>Tenant-Based Rental Assistance (TBRA)</p>
<p>Project Name</p>	<p>Tenant-Based Rental Assistance (TBRA)</p>
<p>Target Area</p>	<p>Rapid Re-Housing and Direct Financial Assistance</p>
<p>Goals Supported</p>	<p>Elimination of Homelessness (15% of CDBG eligible)</p>
<p>Needs Addressed</p>	<p>HOME: \$500,000</p>
<p>Funding</p>	<p>Direct financial assistance, i.e., security deposit, rent, for homeless persons being placed into rapid re-housing.</p>
<p>Description</p>	<p>6/30/2019</p>
<p>Target Date</p>	<p>Twenty (20) households annually (60 over a three-year period).</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>City-wide</p>
<p>Location Description</p>	<p>Funding provided to subrecipient (Toledo Lucas County Homelessness Board) to facilitate program working with partner agencies for case-management services designed to rapidly re-house homeless persons who meet criteria for medium-term assistance.</p>
<p>Planned Activities</p>	<p>COT: Department of Economic and Business Development</p>
<p>Project Name</p>	<p>Job Creation/Retention Business Recruitment/Retention Assistance</p>
<p>Target Area</p>	<p>Economic Development</p>
<p>Goals Supported</p>	<p>Economic Development</p>
<p>Needs Addressed</p>	<p>Economic Development</p>

Funding	CDBG: \$194,197
Description	Promote economic, community and business opportunities by assisting for-profit businesses and increasing investments in real estate. Opportunities include: attraction, expansion and retention of businesses and industry; creation and retention of jobs; technical assistance; provision of tax incentives for the transformation of vacant lots into productive lands; and provision of real estate incentives.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Residents in low- and moderate-income areas of the City will benefit from economic development activities. Activities will benefit the community as follows: <ul style="list-style-type: none"> - Three (3) businesses assisted with Enterprise Development Loans (EDL) will support the retention/creation of jobs. - Incentives will be provided for new construction or rehabilitation of residential, commercial or industrial structures through the Community Reinvestment Area (CRA) program as listed below: <ul style="list-style-type: none"> • eight (8) commercial and fifty-five (55) residential applications for CRAs processed • twenty-five (25) parcels from the Land Reutilization Program sold and new licenses for eight (8) parcels will be issued - Nine (9) businesses will be provided technical assistance.
Location Description	City-wide
Planned Activities	<ul style="list-style-type: none"> - Enterprise Development Loans (gap financing) - Processing of applications for Community Reinvestment Areas (CRA) or the Land Reutilization Program. - Technical assistance to businesses
Project Name	COT: Division of Code Enforcement
Target Area	
Goals Supported	Housing Code Enforcement and Nuisance Abatement
Needs Addressed	Prevention and Reduction of Blight
11	

Funding	CDBG: \$704,124
Description	Reduce the number of nuisance housing code violations by inspecting properties, issue orders, and, as necessary, filing criminal charges in Toledo Municipal Housing Court.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	9,660 households living in low- and moderate-income census tracts will benefit from code enforcement activities.
Location Description	City-wide low- and moderate-income census tracts.
Planned Activities	- Inspection of properties for mechanical and cosmetic property maintenance. - Follow-up proceedings related to the enforcement of the municipal code
Project Name	COT: Department of Law
Target Area	
Goals Supported	Housing Code Enforcement and Nuisance Abatement
Needs Addressed	Prevention and Reduction of Blight
Funding	CDBG: \$54,956
Description	Reduce blight by prosecuting property owners who fail to comply with the Toledo Municipal Codes related to nuisance orders.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	800 households living in low- and moderate-income census tracts will benefit from this activity.
Location Description	Low- and moderate-income census tracts within the City of Toledo.

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13	Planned Activities	Legal proceedings related to the enforcement of the municipal codes.
	Project Name	Toledo-Lucas County Plan Commission
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$87,025
	Description	Administrative activities related to the processing of applications and community studies dealing with the City of Toledo's subdivisions rules and regulations and the Toledo 20/20 Comprehensive Plan.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City-wide. Targeting areas needing enhancements.
	Planned Activities	Administrative activities related to: <ul style="list-style-type: none"> - Processing of applications dealing with the City of Toledo's subdivisions rules and regulations, zoning ordinance and local historic districts; and - Community planning for commercial and residential areas suffering from disinvestments including detailed development plans.
14	Project Name	COT: Beautification Action Team
	Target Area	
	Goals Supported	Housing Code Enforcement and Nuisance Abatement
	Needs Addressed	Prevention and Reduction of Blight

	Funding	CDBG: \$1,107,397
	Description	Administrative activities related to follow-up on nuisance orders.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	18,250 households living in low- and moderate-income census tracts will benefit from this activity.
	Location Description	Low- and moderate-income census tracts within the City of Toledo.
	Planned Activities	Follow-up related to the enforcement of the municipal code.
15	Project Name	COT: Youth Commission
	Target Area	
	Goals Supported	Youth Programs
	Needs Addressed	Public (Social) Services - 15% of CDBG eligible
	Funding	CDBG: \$20,000
	Description	Provide workforce development training to expand job skills and employment experience for youth.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Thirty-one (31) low- and moderate-income students and their families will benefit from employment training.
	Location Description	Youth residing in low- and moderate-income census tracts will be targeted.
	Planned Activities	Job readiness educational trainings including: resume writing, interview preparedness, entrepreneurial skills and personal finances.

16	Project Name	Adelante
	Target Area	
	Goals Supported	Educational Enrichment & Life Skills Programs
	Needs Addressed	Public (Social) Services - 15% of CDBG eligible
	Funding	CDBG: \$35,640
	Description	Outreach and advocacy to low- and moderate-income individuals and families in the areas of housing, financial stability, health services and other social service needs.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	80 low- and moderate-income individuals and their families will benefit from this activity.
	Location Description	City-wide.
	Planned Activities	Activities will be related to: - referrals to social services; - translation services; - financial education; and - housing counseling.
17	Project Name	Arts Commission - Young Artist at Work
	Target Area	
	Goals Supported	Youth Programs
	Needs Addressed	Public (Social) Services - 15% of CDBG eligible
	Funding	CDBG: \$20,000

Description	Six-week, summer youth employment training program for teens ages 14-18. This program provides employment experience in the arts and builds job skills, connections to community and technical skills in the arts.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Fifteen (15) youth from low- and moderate-income families will benefit from this activity.
Location Description	City-wide.
Planned Activities	Activities directed to the development of artistic and job skills including: <ul style="list-style-type: none"> - job training through work experience; - transportation services as needed; - team building activities; and - public art design and making.
Project Name	Believe Center
Target Area	
Goals Supported	Educational Enrichment & Life Skills Programs
Needs Addressed	Public (Social) Services - 15% of CDBG eligible
Funding	CDBG: \$17,950
Description	Increase capacity of non-profit organization to carry out eligible sports, family and educational programs for community residents living in low- and moderate-income census tracts.
Target Date	6/30/2017

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	<p>Low- and moderate- income families will benefit from this project.</p>	<p>Estimate the number and type of families that will benefit from the proposed activities</p>
<p>Location Description</p>	<p>City-wide.</p>	
<p>Planned Activities</p>	<p>Planned activities will provide opportunities to carry out:</p> <ul style="list-style-type: none"> - youth sports; - educational enhancement programs; and - community gardening. 	
<p>Project Name</p>	<p>East Toledo Family Center</p>	<p>19</p>
<p>Target Area</p>		
<p>Goals Supported</p>	<p>Youth Programs Home Repairs for Seniors and the Disabled</p>	
<p>Needs Addressed</p>	<p>Public (Social) Services - 15% of CDBG eligible Affordable Housing</p>	
<p>Funding</p>	<p>CDBG: \$23,781</p>	
<p>Description</p>	<p>This project entails two activities: minor repairs and home rehabilitation projects to assist low- and moderate-income senior citizens maintain a healthy, safe and sanitary living environment; and, enrichment activities for youth residing in low- and moderate-income census tracts.</p>	
<p>Target Date</p>	<p>6/30/2017</p>	
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>Forty-two (42) low- and moderate-income seniors and 250 youth will benefit from this activity.</p>	

20	Location Description	City-wide
	Planned Activities	Activities for this project are related to the rehabilitation of privately owned, single-unit homes and youth programs designed to provide opportunities for learning life-time skills and the development of social, emotional and cognitive competency.
	Project Name	Toledo Fair Housing Center
	Target Area	
	Goals Supported	Fair Housing
	Needs Addressed	Fair Housing
	Funding	CDBG: \$150,000
	Description	Activities to ensure that residents, regardless of income, have fair housing choices and further the implementation of the Analysis of Impediments (AI) Action Plan steps towards the elimination of impediments to fair housing choice. (Fair housing activities are carried out as part of the Department of Neighborhoods' general program administration.)
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Individuals and families who could potentially be facing housing discrimination will benefit from this activity.
	Location Description	City-wide.
	Planned Activities	Administrative activities related to housing discrimination including: enforcement; trainings (for the public and the housing industry) and dissemination of information at outreach events; and implementation of action steps identified in the Analysis of Impediments.
21	Project Name	Frederick Douglass Community Association
	Target Area	

Goals Supported	Educational Enrichment & Life Skills Programs
Needs Addressed	Public (Social) Services - 15% of CDBG eligible
Funding	CDBG: \$20,000
Description	Provide wrap-around support services for youth in grades K-7 in areas of academic tutoring, social engagement and recreational opportunities in a low- and moderate-income area.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Fifty (50) children from low- and moderate-income families will benefit from this activity.
Location Description	Low- and moderate-income census tracts surrounding the Frederick Douglass Community Association
Planned Activities	This activity will include enrichment activities for youth such as: academic tutoring, and social and recreational activities.
Project Name	Grace Community Center
Target Area	
Goals Supported	Educational Enrichment & Life Skills Programs
Needs Addressed	Public (Social) Services - 15% of CDBG eligible
Funding	CDBG: \$22,609
Description	Promote educational enrichment for K-8th graders to sustain or increase grade level growth during summer study and help youth learn positive life skills through social learning strategies.
Target Date	6/30/2017

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23	<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>Twenty-six (26) children living in low- and moderate-income areas will benefit from this activity.</p>
	<p>Location Description</p>	<p>City-wide</p>
	<p>Planned Activities</p>	<p>Public service activities to benefit children including: education, cultural and recreational activities during the summer months.</p>
	<p>Project Name</p>	<p>Helping Hands of St. Louis</p>
	<p>Target Area</p>	
	<p>Goals Supported</p>	<p>Soup Kitchens and Feeding Programs</p>
	<p>Needs Addressed</p>	<p>Public (Social) Services - 15% of CDBG eligible</p>
	<p>Funding</p>	<p>CDBG: \$25,558</p>
	<p>Description</p>	<p>Provide groceries on a monthly basis to low- and moderate-income individuals in low- and moderate-income census tracts.</p>
	<p>Target Date</p>	<p>6/30/2017</p>
	<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>Approximately, 1,750 low- and moderate-income families will benefit from this activity.</p>
	<p>Location Description</p>	<p>City-wide.</p>
	<p>Planned Activities</p>	<p>Activities related to the operation of a food pantry.</p>
24	<p>Project Name</p>	<p>Legal Aid of Western Ohio</p>
	<p>Target Area</p>	
	<p>Goals Supported</p>	<p>Housing Legal Assistance</p>

	Needs Addressed	Obtaining/Maintaining Housing Affordability
	Funding	CDBG: \$45,235
	Description	Provide legal services regarding housing issues to low- and moderate-income adults residing within the City of Toledo.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Eighty (80) low- and moderate-income individuals will benefit from this activity.
	Location Description	City-wide
	Planned Activities	Activities for this project include: <ul style="list-style-type: none"> • comprehensive legal representation; • defense of eviction and foreclosure cases/secure affordable housing; and • addressing issues of unsuitable living conditions and unscrupulous landlords.
25	Project Name	Lucas County Regional Health District
	Target Area	
	Goals Supported	Decrease Rodents in the City of Toledo
	Needs Addressed	Prevention and Reduction of Blight
	Funding	CDBG: \$57,850
	Description	Administrative costs associated with inspections prior to demolitions, proactive inspections for rodent activity and follow-up actions such as citations and court nuisance orders.
	Target Date	6/30/2017

	<p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>1,115 households will benefit from this project.</p>
<p>Location Description</p>	<p>City-wide.</p>
<p>Planned Activities</p>	<p>Administrative activities associated with codes addressing rodent control.</p>
<p>Project Name</p>	<p>Martin Luther King Kitchen for the Poor</p>
<p>Target Area</p>	
<p>Goals Supported</p>	<p>Soup Kitchens and Feeding Programs</p>
<p>Needs Addressed</p>	<p>Public (Social) Services - 15% of CDBG eligible</p>
<p>Funding</p>	<p>CDBG: \$53,594</p>
<p>Description</p>	<p>Provide grocery items, food supplements, and food boxes to low-income and homeless families, providing savings to family budgets.</p>
<p>Target Date</p>	<p>6/30/2017</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>Approximately 825 low- and moderate-income families will benefit from this project.</p>
<p>Location Description</p>	<p>City-wide</p>
<p>Planned Activities</p>	<p>Operational activities related to providing food boxes to low- and moderate-income citizens and, as needed, deliver food boxes to senior citizens.</p>
<p>Project Name</p>	<p>Maumee Valley Habitat for Humanity</p>
<p>Target Area</p>	
<p>Goals Supported</p>	<p>Housing Repairs and Rehabilitation</p>

	Needs Addressed	Affordable Housing
	Funding	CDBG: \$50,000
	Description	Owner-occupied repair projects.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Seventeen (17) low- and moderate-income individuals and their families will benefit from this project.
	Location Description	City-wide.
	Planned Activities	Activities associated with carrying out home repairs for low- and moderate-income home owners.
28	Project Name	Neighborhood Health Association
	Target Area	
	Goals Supported	Health Services
	Needs Addressed	Public (Social) Services - 15% of CDBG eligible
	Funding	CDBG: \$154,647
	Description	Provide direct medical care through ten community health centers to low- and moderate-income (LMI) residents of the City of Toledo. Primary healthcare, preventative healthcare and specialty care will be provided.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	4,675 low- and moderate-income individuals will benefit from this project.
	Location Description	City-wide.

<p>Planned Activities</p> <p>Services associated with physical health needs such as: primary healthcare, preventative healthcare and specialty care. LMI clients will have access to quality medical care, a full-service pharmacy at Cordelia Martin, care coordination for prescription assistance and community services, onsite specialty care such as cardiology, women's health and podiatry. Dental services are also accessible through the Neighborhood Health Association (NHA).</p>	<p>NeighborWorks - Toledo Region</p>
<p>Project Name</p>	<p>NeighborWorks - Toledo Region</p>
<p>Target Area</p>	<p></p>
<p>Goals Supported</p>	<p>Housing Repairs and Rehabilitation Foreclosure Prevention / Housing Counseling</p>
<p>Needs Addressed</p>	<p>Affordable Housing Obtaining/Maintaining Housing Affordability</p>
<p>Funding</p>	<p>CDBG: \$275,407</p>
<p>Description</p>	<p>Activities related to carrying out housing and neighborhood development through homeowner-occupied rehabilitation and homebuyer education and counseling.</p>
<p>Target Date</p>	<p>6/30/2017</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>Fifty (50) households will benefit from homebuyer education and counseling. Eighty (80) housing units will be rehabilitated.</p>
<p>Location Description</p>	<p>City-wide</p>
<p>Planned Activities</p>	<p>Activities directly associated with: rehabilitation of owner-occupied homes and foreclosure prevention through homebuyer education and/or counseling. NODA Foreclosure Prevention and Counseling</p>
<p>Project Name</p>	<p>NODA Foreclosure Prevention and Counseling</p>
<p>Target Area</p>	<p></p>

	Goals Supported	Foreclosure Prevention / Housing Counseling
	Needs Addressed	Obtaining/Maintaining Housing Affordability
	Funding	CDBG: \$10,000
	Description	Provide foreclosure prevention counseling and/or assistance to households residing in low- and moderate-income census tracts.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Thirty (30) households residing in low- and moderate-income census tracts will benefit from this activity.
	Location Description	City-wide.
	Planned Activities	Housing counseling for homeowners who are: delinquent on their mortgage or real estate tax payments; underwater (owe more than the home value); have received notice of delinquency; or who are filing a foreclosure action.
31	Project Name	Pathway
	Target Area	
	Goals Supported	Home Repairs for Seniors and the Disabled
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$216,600
	Description	Provide emergency repairs on owner-occupied homes for very low- to low-income adults aged 62 years or older and the permanently disabled.
	Target Date	6/30/2017

	<p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>Approximately, thirty-eight (38) individuals and families will benefit from this project.</p>
Location Description	City-wide.
Planned Activities	Activities associated with the rehabilitation of privately owned, single-unit homes.
Project Name	Preferred Properties
Target Area	
Goals Supported	Home Repairs for Seniors and the Disabled
Needs Addressed	Affordable Housing
Funding	CDBG: \$30,000
Description	Provide affordable housing for very low-income persons with disabilities.
Target Date	6/30/2017
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	Renovations of three (3) single-family homes housing approximately 12 individuals with disabilities.
Location Description	City-wide.
Planned Activities	Improve the livability and operating efficiency of four (4) accessible homes (approximately 12 very low income persons w/disabilities) located in integrated housing settings w/access to transportation, hospitals and other amenities.
Project Name	St. Paul Community Center
Target Area	
Goals Supported	Soup Kitchens and Feeding Programs

	Needs Addressed	Public (Social) Services - 15% of CDBG eligible
	Funding	CDBG: \$40,000
	Description	Provide a minimum of one nutritious hot meal per day to low-income individuals and families.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Nine hundred (900) unduplicated individuals will benefit from this project.
	Location Description	City-wide.
	Planned Activities	Activities associated with the operation of a community lunch program.
34	Project Name	Sofia Quintero Art & Cultural Center
	Target Area	
	Goals Supported	Educational Enrichment & Life Skills Programs
	Needs Addressed	Public (Social) Services - 15% of CDBG eligible
	Funding	CDBG: \$37,950
	Description	Through community gardening, provide educational and life skills development opportunities to youth while promoting public art.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Fifty (50) low- and moderate-income youth will benefit directly from this project. Community residents will also benefit from the produce grown in the gardens.
	Location Description	Old South End.

35	<p>Planned Activities</p> <p>Activities associated with developing life skills for the youth involved in this project through the establishment and maintenance of community gardens.</p>	
	<p>Project Name</p> <p>Toledo Botanical Gardens (Toledo GROWS)</p>	
	<p>Target Area</p>	
	<p>Goals Supported</p> <p>Establish and Maintain Community Gardens</p>	
	<p>Needs Addressed</p> <p>Prevention and Reduction of Blight</p>	
	<p>Funding</p> <p>CDBG: \$42,467</p>	
	<p>Description</p> <p>Increase access to healthy foods in low- and moderate-income areas of the City by establishing and maintaining community gardens. This activity will also include the conversion of blighted, vacant lots into beautiful, productive community gardens.</p>	
	<p>Target Date</p> <p>6/30/2017</p>	
	<p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>At least 1,000 individuals residing in low- and moderate-income areas will benefit from new or existing community gardens.</p>	
	<p>Location Description</p> <p>City-wide.</p>	
	<p>Planned Activities</p> <p>Activities associated with the establishment and maintenance of community gardens such as: technical assistance in project planning, problem solving, volunteer assistance, and gardening education. In addition, coordinate the distribution of free seeds and plants, educational materials, and healthy foods.</p>	
36	<p>Project Name</p> <p>Toledo Seagate Food Bank: Basket Program</p>	
	<p>Target Area</p>	
	<p>Goals Supported</p> <p>Soup Kitchens and Feeding Programs</p>	
	<p>Needs Addressed</p> <p>Public (Social) Services - 15% of CDBG eligible</p>	
	<p>Funding</p> <p>CDBG: \$29,913</p>	

Description	Provide balanced nutritional food baskets to low- and moderate-income individuals in low- and moderate-income census tracts.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	An estimated 4,449 low- and moderate-income unduplicated individuals will be assisted through this project.
Location Description	City-wide.
Planned Activities	Activities associated with the operation of a food bank.
Project Name	Toledo Urban Federal Credit Union
Target Area	
Goals Supported	Educational Enrichment & Life Skills Programs
Needs Addressed	Public (Social) Services - 15% of CDBG eligible
Funding	CDBG: \$30,000
Description	Financial education related to money management, avoiding predatory lending, understanding credit scores and credit recovery.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Fifty (50) low- and moderate-income households will benefit from this activity.
Location Description	Central City.

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38	Planned Activities	Financial education through weekly finance courses at no cost. Courses will introduce participants to budgeting skills, building wealth, paying bills on time, controlling debt, avoiding predatory lending, understanding credit scores, credit recovery and monthly money management.
	Project Name	Toledo's PET Bull Project
	Target Area	
	Goals Supported	Youth Programs
	Needs Addressed	Public (Social) Services - 15% of CDBG eligible
	Funding	CDBG: \$30,000
	Description	Youth educational program.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	City-wide
	Planned Activities	Activities related to volunteering and employment readiness for teens through participation in programs that promote outreach efforts, teaching and advocacy building strategies. These programs aid in the development of leadership skills, public speaking, team work/cooperation and other career building skills.
39	Project Name	United North Corporation
	Target Area	
	Goals Supported	Educational Enrichment & Life Skills Programs Business Recruitment/Retention Assistance Housing Repairs and Rehabilitation

	Public (Social) Services - 15% of CDBG eligible Economic Development Affordable Housing	
Funding	CDBG: \$309,340	
Description	Improve the quality of life for Toledo residents by fostering housing, neighborhood and economic development.	
Target Date	6/30/2017	
Estimate the number and type of families that will benefit from the proposed activities	Low- and moderate-income families will benefit from the activities to be undertaken under this project as follows: at least 16 households will benefit from housing rehabilitation or repairs; 30 individuals/families will receive financial education/counseling; 210 individuals/families will benefit from educational enrichment activities; and 40 businesses will receive technical assistance.	
Location Description	City-wide.	
Planned Activities	Planned activities include: housing rehabilitation and repairs, technical assistance to businesses, financial counseling and enrichment programs for children.	
Project Name	UpTown Association	
Target Area		
Goals Supported	Business Recruitment/Retention Assistance	
Needs Addressed	Economic Development	
Funding	CDBG: \$55,000	
Description	Provide technical assistance to businesses.	
Target Date	6/30/2017	

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	<p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>An estimated fifteen (15) businesses will be assisted with this project; therefore, families in the community will benefit.</p>	
	<p>Location Description</p> <p>UpTown area.</p>	
	<p>Planned Activities</p> <p>Technical assistance to businesses.</p>	
41	<p>Project Name</p> <p>Capacity Building</p>	
	<p>Target Area</p>	
	<p>Goals Supported</p>	
	<p>Needs Addressed</p> <p>Public (Social) Services - 15% of CDBG eligible</p>	
	<p>Funding</p> <p>CDBG: \$5,129</p>	
	<p>Description</p> <p>Increase capacity of non-profit organizations to carry out eligible Community Development Block Grant (CDBG) activities.</p>	
	<p>Target Date</p> <p>6/30/2017</p>	
	<p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>N/A</p>	
	<p>Location Description</p> <p>City-wide</p>	
	<p>Planned Activities</p> <p>Capacity building for non-profit organizations involved in eligible housing, neighborhood or economic development activities and activities related to ending homelessness in accordance to the HEARTH Act.</p>	

42	Project Name	Aurora Project
	Target Area	
	Goals Supported	Transitional Housing
	Needs Addressed	Elimination of Homelessness (15% of CDBG eligible)
	Funding	CDBG: \$76,296
	Description	Provide transitional housing to homeless persons.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Fifteen (15) families (35 women and children) whose head of household is suffering from substance abuse will benefit from this project.
	Location Description	City-wide
	Planned Activities	Activities associated with the operation of a transitional housing facility for homeless persons.
43	Project Name	Beach House - PSH
	Target Area	
	Goals Supported	Permanent Supportive Housing
	Needs Addressed	Elimination of Homelessness (15% of CDBG eligible)
	Funding	CDBG: \$65,855
	Description	Scattered site permanent housing and services to assist adults with chronic conditions and their children maintain tenancy.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Thirty-two (32) families (110 individuals) will benefit from this activity.

	Location Description	City-wide
	Planned Activities	Activities associated with the operation of a Permanent Supportive Housing program.
44	Project Name	Bethany House
	Target Area	Bethany House
	Goals Supported	Transitional Housing
	Needs Addressed	Elimination of Homelessness (15% of CDBG eligible)
	Funding	CDBG: \$37,732
	Description	Transitional housing for homeless persons.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Fifteen (15) families (32 individuals) victims of domestic violence will benefit from this activity.
	Location Description	City-wide
	Planned Activities	Activities associated with the operation of a transitional housing facility for homeless persons.
45	Project Name	Family House
	Target Area	Family House
	Goals Supported	Emergency Shelters
	Needs Addressed	Elimination of Homelessness (15% of CDBG eligible)
	Funding	CDBG: \$59,716
	Description	Emergency housing for homeless persons.
	Target Date	6/30/2017

	<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>An estimated 225 families (630 individuals) will benefit from this activity.</p>
	<p>Location Description</p>	<p>City-wide</p>
	<p>Planned Activities</p>	<p>Activities associated with the operation of an emergency shelter for homeless persons.</p>
46	<p>Project Name</p>	<p>Harbor House</p>
	<p>Target Area</p>	
	<p>Goals Supported</p>	<p>Transitional Housing</p>
	<p>Needs Addressed</p>	<p>Elimination of Homelessness (15% of CDBG eligible)</p>
	<p>Funding</p>	<p>CDBG: \$14,700</p>
	<p>Description</p>	<p>Transitional housing for homeless persons.</p>
	<p>Target Date</p>	<p>6/30/2017</p>
	<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>Thirty-five (35) single women experiencing homelessness will benefit from this activity.</p>
	<p>Location Description</p>	<p>City-wide.</p>
	<p>Planned Activities</p>	<p>Activities associated with the operation of a transitional housing facility for homeless persons.</p>
47	<p>Project Name</p>	<p>TLCHB - Capacity Building</p>
	<p>Target Area</p>	

<p>Goals Supported</p> <p>Coordinated Access Rapid Re-Housing and Direct Financial Assistance Permanent Supportive Housing Emergency Shelters Transitional Housing Youth Homelessness</p>	<p>Elimination of Homelessness (15% of CDBG eligible)</p>
<p>Needs Addressed</p>	<p>CDBG: \$25,000</p>
<p>Funding</p>	<p>Capacity building for non-profit organization (TLCHB) to carry out eligible activities related to ending homelessness.</p>
<p>Description</p>	<p></p>
<p>Target Date</p>	<p></p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>N/A</p>
<p>Location Description</p>	<p>City-wide</p>
<p>Planned Activities</p>	<p>Activities associated with the operation of the TLCHB which is the lead Continuum of Care organization. Activities are related to: coordinated assessment, rapid re-housing, direct financial assistance, permanent supportive housing, emergency shelters, transitional housing and youth homelessness.</p>
<p>Project Name</p>	<p>TLCHB - Direct Financial Assistance</p>
<p>Target Area</p>	<p></p>
<p>Goals Supported</p>	<p>Rapid Re-Housing and Direct Financial Assistance</p>
<p>Needs Addressed</p>	<p>Elimination of Homelessness (15% of CDBG eligible)</p>
<p>Funding</p>	<p>CDBG: \$30,945</p>

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Description	Assistance with deposits, rents, utilities, lease agreements, etc.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	An estimated 100 households will benefit from this project.
Location Description	City-wide
Planned Activities	Activities associated with the operation of rapid re-housing programs that provide direct financial assistance to homeless persons and those at-risk of homelessness.
Project Name	ESG-16 Homeless Services - ESG
Target Area	
Goals Supported	Coordinated Access Rapid Re-Housing and Direct Financial Assistance Permanent Supportive Housing Emergency Shelters Transitional Housing Youth Homelessness
Needs Addressed	Elimination of Homelessness (15% of CDBG eligible)
Funding	ESG: \$610,458
Description	Provision of services to homeless and those at-risk of homelessness in the community as well as services related to the overall management of the homeless system in the community.
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	An estimated 626 unduplicated households (1,971 unduplicated persons) will benefit from homeless services provided through the Emergency Solutions Grant (ESG). This number is estimated based on the actual data for calendar year 2015 for individuals served by all ESG programs.

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<p>Location Description</p>	<p>City-wide</p>
<p>Planned Activities</p>	<p>Activities related to: coordinated assessment, rapid re-housing, direct financial assistance, permanent supportive housing, emergency shelters, transitional housing, and youth homelessness, Homeless Management Information System (HMIS) and administration of the TLCHB.</p>

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance will be directed to low- and-moderate-income areas of the City of Toledo. The largest concentrations of minorities are located within low -and-moderate-income census tracts. Please see maps included in the Attachments.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

National economic conditions continue to affect the revitalization and stabilization of Toledo neighborhoods. Investment will be prioritized to benefit low- and moderate-income individuals, including minorities, seniors and persons with disabilities. The Department of Neighborhoods will concentrate its efforts in the most economically disadvantaged areas of the city. To reach the goals identified in this plan, efforts will be concentrated in those census tracts where more than 51% of the population is low- and moderate-income (please see attached map). Low- and moderate-income census tracts are:

8, 9, 10, 11, 12.02, 13.02, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24.01, 24.02, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 42, 46, 47.01, 47.02, 48, 49, 50, 51, 52, 53, 54, 57.01, 59.02, 66, 67, 68, 73.02, 73.03, and 103.

The City, in adherence to HUD regulations, will allocate at least 70% of its 2016-2017 CDBG entitlement award to programs that directly benefit low- and moderate-income individuals.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	41
Special-Needs	0
Total	61

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	20
The Production of New Units	10
Rehab of Existing Units	13
Acquisition of Existing Units	18
Total	61

Table 12 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

In the Program Year 2016-2017 (July 1, 2016 – June 30, 2017), the Lucas Metropolitan Housing Authority (LMHA) is looking to:

- Expand the supply of assisted housing by continuing the next phase of the Collingwood Green Community. Phase Three was submitted to the Ohio Housing Finance Agency under the Low-Income Housing Tax Credit Program in February 2016. If awarded, this phase will consist of 55 two-, three- and four-bedroom townhomes. LMHA has received a conditional commitment of a \$400,000 HOME Program loan with a 20-year term at 2% interest.
- Continue to improve the quality of assisted housing by finalizing a second Rental Assistance Demonstration Program (RAD) Conversion for Flory Gardens and Collingwood Green III.
- Increase assisted housing choices by conducting outreach to potential voucher landlords and acquiring and building more affordable housing.
- Provide an improved living environment by continuing partnerships with local law enforcement to monitor properties and conducting capital improvement assessments on LMHA properties.
- Ensure equal opportunity and affirmatively further fair housing as stated in LMHA's Affirmative Fair Market Housing Plan.

Actions planned during the next year to address the needs to public housing

- Establish working relationships with The NetWORK/Zepf, Toledo Public Schools and Toledo-Lucas County Public Library that will help meet the needs of LMHA residents. These relationships will be further developed for the purposes of increasing youth and adult literacy; improving the academic rankings of students who have typically fallen behind; and provide adult training to residents to increase earning potential and asset accumulation.

LMHA is the sub-recipient of the Health Profession Opportunity Grant (HPOG) through the NetWORK/Zepf, which will provide funding for training, education, work supports, and success coaching for program participants to enroll in targeted training toward high demand occupations in the healthcare industry. The duration of the grant is five years with the anticipation of at least 600 residents benefitting from this funding.

- LMHA is preparing to submit multiple Inventory Removal Applications to demolish dilapidated and blighted properties. This will help to remove blight from neighborhoods, decrease unsightliness, decrease crime and meet the HUD mandate of providing safe, clean housing and focus on providing housing opportunities that are more sustainable and energy efficient.

- Increase the Family Self-Sufficiency (FSS) program and Section 3 participation to encourage job readiness, training and retention services. The FSS will be aggressively marketed to public housing residents emphasizing the benefits of the program and how it can increase family wealth. The marketing will be a multi-pronged approach, which includes:
 - Collateral pieces being created for distribution; FSS staff attending resident meetings to promote FSS program; and control group of the HPOG program to be specifically contacted via telephone and letter.
- LMHA is aggressively seeking additional service providers who can provide the job readiness and training services that can most benefit the residents.

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

- Collaborate with the Housing Choice Voucher Program on homeownership strategies for the FSS Program (Family Self-Sufficiency) population.
- Mobilize the Program Coordinating Council (PCC) community partners towards a goal of tailored service and program delivery approach to further streamline and simplify access for residents in the FSS program. Some of the PCC members include the Toledo Diocese, NETWORK/Zepf, United Way, NODA, Pathway, Fifth Third Bank, Job and Family Services, City of Toledo, etc.
- Refine marketing strategy for FSS participants to illuminate homeownership components of the programming.
- Focused training and further development of the newly formed Central Resident Advisory Board:
 - Solidify structure and purpose of the Board and support its development of a strategy to approach the next Annual Plan development and communication plan with LMHA management.
 - Collaborate with the Central Resident Advisory Board to refine survey tool to collect input from residents regarding issues identified as negatively impacting their living environment.

Some of the other programs offered by LMHA to increase resident involvement include:

- Resident Councils at each multifamily site – serve as a voice for the residents, offer residents a way to build working relationships with the housing agency and create a positive living environment.
- Girls Leadership Academy (GLA) - created to encourage and empower young girls who reside in public housing through educational workshops and speakers.

- Resident Opportunity Program - allows LMHA residents to earn a stipend by performing certain tasks such as clerical, support, and maintenance activities.
- Commodities - provides free onsite food from a local food bank to supplement residents' food budget.
- Light the Night - joint effort between Neighborhood Community Development (block watch), Toledo Police Department, and ABC Health Care to promote safety and deter crime by bringing the community together for the Light the Night event which is held annually.
- Fatherhood Initiative - offered through the Family Self-Sufficiency program, it honors fathers throughout the LMHA communities who are not only active in their children's lives but also the primary caregivers. The Fatherhood Initiative provides activities for father and child to enjoy together and honors fathers throughout our communities who are not only active in their children's lives but, also the primary caregivers.
- Section 3 Program - provides job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.
- Family Self-Sufficiency (FSS) Program - enables families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance.
- Resident Computer labs - select LMHA properties have onsite computer labs that will allow residents access to computers and the internet for the purpose of providing access to employment and educational opportunities that would not otherwise be obtained.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A. The PHA is not designated as troubled.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Toledo/Lucas County region, through the Toledo Lucas County Homelessness Board, continues to implement several goals and actions to assist in the overall goal of reducing and ending homelessness. Centralized Access data is used to measure the progress towards ending homelessness. By utilizing specialized case management through the Neighborhood Properties, Inc. (NPI) People Assisting The Homeless (PATH) program, the CoC will continue to foster outreach relationships among the unsheltered homeless in our community. Continued implementation of an evidence-based assessment tool provides the Toledo/Lucas County area with more reliable program placement and lower homelessness recidivism. The TLCHB will continue to evaluate best practices for both program entry and program participation for re-housing programs.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

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

Through NPI's PATH program, community outreach is being performed to reach individuals who are chronically homeless and/or living with untreated mental health or substance abuse issues. NPI's Community Outreach Specialists are trained to identify and engage homeless individuals in the community and connect them to services as well as possible housing options. The PATH program will continue to address those clients in need of intensive client-based specialized case management. By successfully connecting clients to the services needed, the community will experience overall cost-savings to the criminal justice system as well as the medical community.

Addressing the emergency shelter and transitional housing needs of homeless persons

Within our emergency shelters and transitional housing programs, Toledo/Lucas County CoC is taking a system-wide approach to streamline the process of accessing housing programs; thereby, reducing the amount of time a person experiences homelessness. This approach analyzes similarities and best practices in the community to better serve those experiencing homelessness. Reducing the time spent in both emergency shelters and transitional housing programs decreases the costs to the homelessness services system. These systemic savings can then be passed on to more specialized financial needs identified within the community, such as the removal of housing barriers (e.g., direct financial assistance). The community is committed to expanding collaborative efforts at both the agency and system-wide level to reduce gaps in homeless services.

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

Systemic changes are also being implemented through the use of a coordinated assessment tool for prioritization and placement of clients in appropriate housing programs. This evidence-based tool is known as the Service Prioritization Decision Assistance Tool (SPDAT). The tool provides our community a more comprehensive and thorough method by which to assist our clients. The SPDAT is reviewed and updated on an ongoing basis by OrgCode Consulting, Inc. This continuous review will provide the CoC with the latest and most accurate approach to assessing an individual's or family's acuity.

Participants in the re-housing programs are provided access to professional development, financial planning, mental health providers, substance abuse treatment and therapies, educational services, and family support services. Through these programs, families and individuals have access to the tools necessary for success. For longer-term programs, individual service plans are developed for each household providing a more personalized approach to case management and specific program planning.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Centralized Access continues to assist individuals and families from becoming homeless through its prevention and diversion activities. Clients contact Centralized Access by calling or walking into the United Way's 2-1-1 center. A safety assessment of individuals seeking services is completed by the 2-1-1's intake staff. The Centralized Access team proceeds to identify and target possible mainstream resources available to keep the client housed. The CoC will continue to analyze and quantify data collected by the 2-1-1 system to assess the effectiveness of prevention and diversion efforts.

Discussion

Due to the success of the adoption and implementation of HEARTH regulations, the Toledo Lucas County CoC is in an excellent position to evaluate and optimize the processes implemented within the homeless service community. The Toledo Lucas County CoC is committed to the implementation of proven strategies that comprehensively end homelessness.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The development of the Analysis of Impediments to Fair Housing provided the framework for the development of the 2015-2020 Fair Housing Action Plan. This plan identifies goals/objectives and action steps to implement strategies to remove barriers to fair housing. The section below summarizes the action steps identified in the fair housing plan as they relate to removing barriers to affordable housing.

Actions it planned 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

Through the Analysis of Impediments to Fair Housing, the following action steps have been identified:

Impediment Area	Goals/ Objectives	Action Steps	Primary Responsibilities/ Potential Partners	Timeline/Progress
Zoning & Occupancy Standards	Ensure that codes, policies, and practices do not impede those in protected classes from obtaining or remaining in the housing of their choice.	The City should address the language in §1745.07(b)(1)(H) by deleting the phrase “or the written rental agreement.”	City of Toledo, ABLE, TFHC	Within first year A meeting is being scheduled

Impediment Area	Goals/ Objectives	Action Steps	Primary Responsibilities/ Potential Partners	Timeline/Progress
Zoning & Occupancy Standards	Ensure that appropriate zoning and permitting decisions are made regarding housing, both established and new, for persons with disabilities.	Toledo-Lucas County Plan Commission and the Division of Building Inspection will provide the Toledo Fair Housing Center and the Ability Center with reports of any permit applications filed concerning housing for persons with disabilities and their outcomes, including but not limited to group homes, homes for those recovering from substance abuse, and modifications to structures to improve accessibility.	Toledo-Lucas County Plan Commission, TFHC, Ability Center	Ongoing, quarterly The Plan Commission, approved a permit for a Group Home classified as a "Residential Facility – Large." Final approval by City Council is expected soon.
		Monitor the above permit applications and the resulting decisions for compliance with fair housing law and challenge any questionable denials.	TFHC, Ability Center	Ongoing See above.
		The City of Toledo Division of Building Inspection will send a quarterly list to TFHC and the Ability Center of the number of accessible units developed as a result of new construction.	Division of Building Inspection, TFHC, Ability Center	Ongoing

AP-85 Other Actions – 91.220(k)

Actions planned to address obstacles to meeting underserved needs

The City, whether through programs it administers or other programs delivered in collaboration with community partners, is committed to meeting underserved needs. The goals identified in this Action Plan are directed towards addressing underserved needs. The highest priorities refer to housing as identified in the 2015-2020 Consolidated Plan. However, other priorities related to basic needs were also identified and are addressed through this Action Plan. Partnering with the Fair Housing Center, an Analysis of Impediments was completed and action steps for the removal of fair housing obstacles were identified in the development of the Fair Housing Plan. In conjunction with community partners, the City and the Fair Housing Center collaborate in the implementation of the action steps outlined in the Fair Housing Plan.

In regards to housing, the City of Toledo utilizes a strategy that is designed to ameliorate its ability to promote affordable housing through owner-occupied rehabilitation and other assisted-comprehensive initiatives, while also ensuring that it adheres to environmental protection laws, preserves older housing stock and offers housing opportunities for first-time buyers, senior citizens, individuals with disabilities, and other special needs populations. This effort, while made more difficult due to the increased need for services, utilizes many local agencies and programs that promote and foster stability within the housing market.

Through the HOME grant, the City offers several programs designed to promote homeownership and address issues related to maintaining affordable housing. Additionally, through program income, the Neighborhood Stabilization Program Grants (NSPs) continue to assist in fostering and maintaining affordable housing. NSP Program Income will continue to address housing improvements in dedicated areas with higher rates of foreclosures and declining property values. Additionally, through CDBG, the City will continue to support local agencies that address the need for housing rehabilitation and, particularly, for emergency repairs for seniors and individuals with disabilities.

Actions planned to foster and maintain affordable housing

The following programs are designed to assist in maintaining and fostering affordable housing:

- Emergency Repair Program - Through the use of CDBG funds, local organizations offer services related to owner-occupied emergency repairs and rehabilitation projects to seniors and those who are disabled
- Loan Program - NODA, a Community Development Financial Institution (CDFI), offers loan products and matched savings accounts to assist targeted populations in increasing their financial security through homeownership.
- Lucas County Land Reutilization Corp. (Land Bank) - The Land Bank continues to promote stable

housing and supports the need for alternative, non-restrictive funding resources to address housing development. As resources become available, the Land Bank also assist with housing rehabilitation and repair projects.

- Accessibility Modifications - CDBG-funded programs assists people living with disabilities with accessibility modifications.
- Community Housing Development Organization (CHDO) HOME Development Fund - HOME funds are utilized for gap financing to CHDOs acting as an owner, sponsor, or developer of multifamily or single-family detached housing units to be newly constructed or rehabilitated for homeownership. All other funds must be committed to the project at the time of COT's approval. An allocation of 15% is set aside annually for eligible CHDO projects. A participating jurisdiction has two years to commit funds to CHDOs.
- Relocation Program - The City of Toledo follows a non-displacement policy for all commercial or residential tenants in projects using federal, state and/or local funds for the following activities: demolition, rehabilitation, acquisition, or conversion. The Department of Neighborhoods uses the Uniform Relocation Act (URA) of 1970, as amended, and Section 104(d) of the Housing and Community Development Act of 1974, as amended.
- Debt Relief Assistance/Revolving Fund Program - This program eliminates barriers of individuals/families that due to past housing debt resulting from an eviction or back rent payments have limited LMHA housing options. General Fund dollars allocated to the Debt Relief Assistance/Revolving Fund Program are administered by the Toledo Lucas County Homelessness Board. This program will remain in effect as long as the Revolving Fund is capitalized.
- Owner-Occupied Rehabilitation - The City of Toledo allocates funds through a deferred partially-forgivable loan program to homeowners living in the City of Toledo who qualify. To encourage long-term residency, owners must reside in their homes for at least three years prior to assistance and be current on property taxes and home insurance.
- Affirmatively Furthering Fair Housing - The City of Toledo partners with the Fair Housing Center in the development of the Analysis of Impediments to Fair Housing Choice (AI), including facilitating, managing, and monitoring progress towards the elimination of the community's impediments to fair housing choice. The Fair Housing Center also partners with many community organizations and businesses to promote and expand fair housing options. For example, in April, the Toledo Fair Housing Center announced a community collaboration with KeyBank to expand access to homeownership and banking services in Toledo's underserved communities.

Actions planned to reduce lead-based paint hazards

The City of Toledo continues its commitment to providing lead-safe, decent, safe and sanitary housing for eligible families. This effort uses a highly coordinated network consisting of private health officials, community development corporations, LMHA, social service agencies, and other city departments. The effort targets central city neighborhoods where low-income families occupy two of every three

residential units and the concentration of pre-1978 structures containing lead paint is estimated to exceed 80 percent.

On November 28, 2012, the City of Toledo Department of Neighborhoods entered into a contract with the Lucas County Regional Health District in order to administer and manage their Lead-Based Paint Hazard Control Program (LBPHCP). Acting as a contracted partner, the Department of Neighborhoods is providing interim control methods and lead abatement targeting lead clearance of up to 175 housing units. The program will end on June 30, 2016.

Funding for the LBPHCP was received from HUD's Office of Lead Hazard Control and Healthy Homes (OLHCHH) which provides financial assistance to help reduce lead paint hazards in residential units located in the City of Toledo.

Assistance is provided to qualified homeowners and landlords in the form of a grant, with the highest priority given to units occupied by children under the age of six, or at least one pregnant female.

Actions planned to reduce the number of poverty-level families

The goals of the Consolidated and Action plans are aimed at reducing the number of poverty-level families in Toledo. Among the leading organizations working to address poverty is the United Way of Greater Toledo. United Way envisions a community where all individuals and families achieve their human potential through education, income stability, and healthy lives.

The Department of Neighborhoods engages in housing development and improvement programs in the community that assist in reducing the number of families living at the poverty level. Housing programs are designed to have a positive effect on individuals and families and the community as a whole in the following areas:

- stabilization of families (providing or maintaining adequate affordable housing);
- health improvement (elimination of lead, mold, and other health hazards such as electrical, ventilation and other issues resulting from an aging housing stock and limited maintenance); and
- homeownership increase.

Other non-housing programs related to economic development assist in the creation or retention of businesses and jobs in the construction, finance, entertainment and other industries that indirectly benefit from increased business. Many of these programs contribute to community growth and make Toledo more attractive to business and individual investments; therefore, increasing opportunities for improved incomes for Toledo residents. Evidence of recent investments that assist Toledo residents is seen particularly in the downtown area. The recent opening of the Hensville Entertainment District and the upcoming move of the ProMedica headquarters to downtown have already influenced the number

of businesses being established in the downtown area. The recent increase in businesses located downtown is having a ripple effect in the local economy by adding more jobs and attracting more consumers to Toledo.

Through the Citizen Participation Process of the Consolidated Plan, CDBG and ESG recipients identified the following programs already in place that assist in reducing the number of poverty-level families in Toledo:

- Community gardens
- Science, Technology, Engineering and Math Education (STEM) Study Island Tutoring program
- Sports programs
- Health by Choice - 50 families working with the Toledo Metropolitan Area Council of Governments bringing community people into beautification projects
- Parenting program
- Teens volunteer in a safe environment to learn construction trades and skills (selected through schools)
- Programs at different schools for K-6 graders

These programs are a small representation of the many programs that develop life-skills and contribute to the reduction of poverty-level families in Toledo. The City is a partner at many of these programs and targets resources that, when leveraged with other resources, make a significant impact in the reduction of poverty. Additionally, organizations like ProMedica, Mercy Hospital and community development corporations partner with organizations to geographically target specific low-income and depressed areas of the City. Often times, the Department of Neighborhoods participates in those partnerships. A recent initiative, the *Toledo Wheels Program*, addresses the transportation barrier faced by low-income individuals and families in the community. Through the *Toledo Wheels Program* eligible working individuals are assisted in obtaining a vehicle enabling them to become more self-sufficient and eliminating their barrier to obtain, maintain and enhance employment opportunities.

Actions planned to develop institutional structure

The City of Toledo continues to promote better collaboration in all efforts and partners with many institutional structures in carrying out activities designed to improve the quality of life within the city, while stabilizing neighborhoods and promoting economic opportunities. Each year, through the cooperation of major local entities, efforts are aimed at enhancing the coordination between service and housing agencies and private and public sector agencies, in order to reduce gaps in service. They include, but are not limited to the following:

- Toledo Lucas County Homelessness Board (TLCHB)
- Toledo-Lucas County Port Authority
- Lucas County Regional Health District

- United Way of Greater Toledo
- Lucas Metropolitan Housing Authority (LMHA)
- Mental Health and Recovery Services Board of Lucas County (MHRSLC)
- Lucas County Children Services Board (LCCS)
- Lucas County Land Reutilization Program (Land Bank)
- Toledo Public Schools
- Washington Local Schools
- Lucas County Government

Each of the City of Toledo's partners brings specialized service components and experience. A continued commitment to these partnerships and collaborations is critical in achieving the desired outcomes for the community. For example, the MHRSLC provides funding to several entities that provide treatment and support services for youth and adults in the public behavioral health system.

Likewise, a partnership with the Toledo/Lucas County Homelessness Board (TLCHB) provides direct financial assistance to individuals who are homeless or at imminent risk of homelessness. The partnership also includes the implementation of the Housing Collaborative Network, modeled after CASE-HPRP and provides re-housing and prevention assistance to those experiencing homelessness. The capacity of this project is broadened by leveraging funds from the state and local foundations. Many relationships exist consisting of the business community, faith-based organizations, public service entities, housing providers, foundations, and other community organizations that advocate on behalf of those in need. Increased communication with all community stakeholders will continue and result in more formalized relationships that nurture and promote the City of Toledo's annual plan and goals.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Toledo and the Department of Neighborhoods continually looks into developing partnerships that involve all sectors of the community.

The Department of Neighborhoods, through the quarterly trainings offered to CDBG-and ESG-funded agencies, expands knowledge of community agencies and resources. Regularly, Third-Party Partners make presentations regarding their agency services at the trainings. Additionally, speakers from local organizations are invited to share their expertise and experiences with the Department's partners. The objective of expanding Third-Party Partners' knowledge of existing programs is to foster networking and better coordination of community services and efforts.

In regards to public housing, LMHA enhances coordination between public and private housing with other social service agencies in a number of ways including the continued relationship with its Program

Coordinating Council (PCC) community partners and identifying other agencies who can meet the needs of residents in public and private housing. LMHA actively seeks the services of these agencies.

Agreements or Memoranda of Understandings will be established to solidify the commitments of both LMHA and the servicing agencies. Furthermore, LMHA, through key staff members, will also serve on various other committees throughout Toledo and surrounding areas, which ensures LMHA maintains the pulse of the activities in these areas.

The Lucas County Regional Health District initiated *Healthy Lucas County* a collaboration of community organizations working to improve the health of all Lucas County residents. The City of Toledo has partnered with the Health District in efforts to educate on health issues affecting the community and will continue to collaborate as opportunities arise. A recent collaboration between the Health District and the Lucas Metropolitan Housing Authority (LMHA) allowed for all LMHA properties to go smoke free. Furthermore, through efforts of the Health District, the number of neighborhood stores that now sell fresh fruits and vegetables has increased in Toledo.

Other areas of coordination include efforts to reduce crime through collaborations among the Toledo Police, non-profit organizations and neighborhood groups.

Discussion

Economic development efforts continue to take place to improve the lives of Toledo residents. It is important to note that Toledo's unemployment rate, although slowly, continues to decline from 5% in December, 2014 to 4.8 % in December of 2015 (not seasonally adjusted) (<http://www.bls.gov/web/metro/laummtch.htm>).

Below are some of the economic impact highlights as reported in the local newspaper (Retrieved from <http://www.toledoblade.com/>).

- The Ohio Controlling Board is releasing \$3 million in seed funding for early stage technology companies in the Toledo region to promote and commercialize medical technologies and software applications. The fund recipient is Rocket Venture Fund II. Collaborators include ProMedica Health System, the University of Toledo, The Andersons, Inc., and Shumaker, Loop & Kendrick, LLP. ("\$3M in seed funding released." 12 January 2016.)
- Production of the Jeep pickup will start in Toledo in 2018. ("Jeep pickup will be built in Toledo, Fiat confirms." 12 January 2016.)
- Toledo's Hollywood Casino reports an increase of 11% in gambling proceeds from 2014 to 2015. ("Upbeat ending to '15 lifts casino revenues." 8 January 2016.)
- Area home sale prices rise. The Toledo Regional Association of Realtor reports an increase of 8% in sales price in the Toledo area ("Area homes sales, prices both rose in February." 9 March 2016.)

- The new Hensville Toledo Entertainment District opened in downtown Toledo. Hensville Toledo is a mixed-use development of restaurants, office, event space, and retail shops. ("Hensville readies for early opening." 13 March 2016.)
- The Dr. Martin Luther King, Jr. Plaza, the main passenger rail station of Toledo, will soon include a bus terminal for Greyhound Lines and a Subway sandwich shop. ("Port Authority approves funds for station work." 3 March 2016.) This expansion will contribute to the revitalization of the Toledo Warehouse District.
- Toledo experienced a 15% increase in construction jobs (more than 1,600 jobs) since February of 2015. ("Monroe, Toledo among top in gains of construction jobs." 6 April 2016.)
- The number of Toledo homes with outstanding mortgage amounts higher than the value of the home decreased by almost 700 homes from a year ago. (" 'Underwater' Toledo homes down to 12.6%." 16 December 2016.)

Successful partnerships with government and local entities to eliminate hunger are evident in the summer meal programs within the community. In the 2014 Hunger Report issued by the BreadfortheWorld Institute, ProMedica reports that the number of free summer meals has risen from 1,500 in 2010 to 100,000 in 2013. This drastic increase reflects a concerted effort by partnering organizations to address the issue of hunger in our community. In addition to offering nutritional meals, the summer meal programs also educate the community regarding good nutrition and eating habits. The impact of the summer meal programs have a direct correlation toward improving the health of Toledo citizens, and assisting to reduce costs related to illnesses derived from poor or inadequate nutrition. This type of assistance allows low-income citizens to allocate their already limited resources to other basic needs.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The City of Toledo (COT) does not utilize HOME Investment Partnerships Program grant funds for any other form of investment beyond those eligible activities identified in CFR 92.205.

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

For down payment assistance with HOME dollars, the COT will recapture dollars if the housing unit is not used as the primary/principal residence of the homebuyer during the period of affordability. Per 24 CFR 92.254(a)(5)(ii)(A)(2), the COT may reduce the amount of HOME investment to be recaptured on a prorated basis for the time the owner has owned and occupied the housing. Beneficiaries of DPAs with HOME funds must comply with a signed written agreement and restrictive covenant. The agreement clearly states that:

- the property shall remain the primary/principal residence of the homebuyer during the period of affordability;
- the period of affordability is based on the direct subsidy by which the sale price of the property is reduced below market value to an affordable price;
- the property shall meet the affordability requirements of 24 CFR 92.252 without regard to the term of any mortgage or any transfer of ownership;
- if the unit does not meet the affordability requirement for the affordability period, the grant will be recaptured;
- the grant is subject to recapture if the applicant moves, transfers, sells, or in case of death;
- funds subject to recapture are based on the amount of HOME funds that enabled the homebuyer to buy the property and recapture will be based on a pro-rated basis; the start date of recapture shall be the date of the recording for the restrictive covenant at the Lucas County Recorder's Office;
- the COT may choose to forgive all or part of the subsidy based on the length of time the homeowner lives in the property during the period of affordability;
- the COT may also decide to allow the homebuyer's investment to be pre-paid prior to recapture of the subsidy, or may require the subsidy to be re-paid to the COT first;
- the affordability restriction will terminate upon: foreclosure, transfer in lieu of foreclosure, or assignment of an FHA-insured mortgage to HUD.

For CHDO homebuyer activities funds are provided as a grant or a loan. All CHDO contract templates contain language which stipulate the recapture provisions required for the CHDO partner and the homebuyer. The language states that if the homebuyer does not remain in the unit through the period of affordability, which varies based on the grant or loan amount,

the COT's recapture provisions apply (pro-rated basis proportionate to the period of affordability remaining).

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

For down payment assistance (DPA) with HOME dollars, awards will be made to households with incomes at or below 80% of the AMI as defined by HUD. The COT does not award DPA to individuals under leased-purchase agreements. DPA funds are used solely, completely, and purposely for acquisition of properties.

The City of Toledo utilizes the recapture requirement for rehabilitation and down payment assistance projects. If the housing unit is not continually utilized as a principal residence for the duration of the 10-year deferred loan period for rehabilitation projects and five-year for down payment assistance grants, the City of Toledo, on a pro-rated basis, will recapture a portion of the loan/grant proportionate to the remaining time left. If the home is sold or the homeowner dies during the period of affordability or loan period, the loan/grant is immediately payable at a pro-rated amount for the remaining balance of the note from the sale of the home.

The City of Toledo has structured its recapture provision to allow for partial forgiveness of the amount owed if requested by the owner at sale or in the event of estate settlement. Expenses that may be deducted from the amount owed could include real estate taxes, realtor fees, and/or recording fees. General market conditions over the last few years have factored into the reason for the City of Toledo's flexibility for partial forgiveness of homeowner loans. While partial forgiveness is practiced, the homeowner does not recover his/her investment prior to the COT recovering any invested HOME funds.

In instances where the City of Toledo recaptures the entire amount owed, whether at sale or transfer of estate, it is only from the net proceeds. Where recapture is triggered by a sale, the amount recaptured by the City of Toledo does not exceed the net proceeds nor does it share net proceeds.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt on multifamily housing; however, HOME funds may be used for additional rehabilitation on housing projects that are seeking to refinance from other sources.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

Written standards are contained within the attached five documents:

- Recommendations for Coordinated Assessment (*see ESG Attachments*)
- Recommendations for Centralized Approach to Coordinated Assessment (*see ESG Attachments*)
- TLCHB Standards Compilation (*see ESG Attachments*)
- Project Home Rapid Re-Housing Policy (*see ESG Attachments*)
- Key Performance Indicators (*See ESG Attachments*)

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Toledo Lucas County Homelessness Board (TLCHB), the local CoC governance body, in collaboration with the City of Toledo Department of Neighborhoods and based on community support, adopted a centralized approach for coordinated assessment in August 2012 as its comprehensive collaborative delivery system of all publicly funded homeless services, *Project Home*.

Coordinated Assessment (CA) is housed and implemented through the United Way of Greater Toledo 2-1-1 project. Assessment and assignment of Rapid Re-housing stabilization services and short-term direct financial assistance were initiated through this approach as a direct result of the success of the Homeless Prevention and Rapid Re-housing Program. Shelters, Rapid Re-housing stabilization services and medium-term direct financial assistance joined CA in February 2013. Transitional and Permanent Supportive Housing were added in Spring 2013. Connecting households who are experiencing homelessness to a single, centralized point for Screening and Assessment/Assignment for Diversion, Homeless Prevention, and Re-Housing services was deemed the “best fit” for the Toledo community as a result of the results evidenced through the HPRP and provider vote obtained through the Housing Collaborative Network. Participation is agreed to through a Memorandum of Understanding with all publicly and other funded entities as an elective on their part to participate (See ESG Attachments: Flowchart for a Centralized Approach, Quick Reference Housing Crisis Response Profiles, and Quick Reference Diversion/Homeless Prevention). It should be noted that within *Project Home*, emergency shelters do not turn away walk-ins or simply refer them to the CA, but engage them in an initial screening to find a brief resolution (diversion)

that does not result in emergency stay, if possible. If none exists, the shelter will provide accommodation to the household to connect to CA by phone and until subsequent next steps (which may or may not include assignment to that particular agency) are identified.

Through the Housing Collaborative Network, comprised of all funded homeless service providers and members of the TLCHB, United Way of Greater Toledo and the Department of Neighborhoods, participants have the opportunity and responsibility to influence the design and evaluation of CA and provide feedback on the cases being referred to them.

If for any reason a provider determines that a referred case is ineligible or inappropriate for their programs, CA and said provider work jointly to make a more appropriate referral. Assessment and intake for re-housing/supportive housing services takes place on-site at participating shelters. Due to local community needs and limited funding, the City of Toledo and TLCHB do not fund Homeless Prevention activities at this time.

As part of the implementation of CA and centralized intakes, a system-wide review was initiated in 2014 to evaluate the effectiveness and delivery of services. The review aimed to ensure that the continuum remain client-focused while meeting the community needs within the funding parameters. In July 2014, the TLCHB began implementing the Service Prioritization Decision Assistance Tool (SPDAT) after extensive community input and service provider recommendations. Created by OrgCode Consulting Inc., SPDAT is the designated community assessment tool for prioritizing housing services for the homeless. It helps identify which clients should receive what type of housing assistance intervention, and assist in determining the intensity of case management services. It has been used with over 10,000 individuals in over 100 communities across North America. The TLCHB is scheduled to upgrade to the newest updated version of SPDAT during the upcoming program year.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The TLCHB, in partnership with the Department of Neighborhoods, established a time-line that includes the following:

- A Citizens Review Committee comprised of community representatives is identified, recruited, trained, and engaged in determining application priorities, process, scoring and selection.
- A mandatory application training and distribution meeting that is widely publicized, including direct invitation to current grantees and providers within the Toledo Area Alliance to End Homelessness.

- Completed applications submitted in a timely fashion that are reviewed, ranked and recommended (or not) for funding.
- The TLCHB Board of Directors votes on funding recommendations to be submitted to the Department of Neighborhoods.
- Recommendations are vetted and reviewed by the TLCHB and the Department of Neighborhoods for final selection and recommendation to the Mayor of Toledo.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

A written obligation within third-party contracts with TLCHB and the Department of Neighborhoods provides guidance to achieve this expectation and is monitored by both TLCHB and the Department of Neighborhoods. TLCHB will meet this obligation either through board appointment from the City of Toledo or as an elected director. Recommendations and/or nominations from the constituency are preferred. The nature of TLCHB CoC/ESG planning oversight work gives ample opportunity to engage those experiencing homelessness and/or those who have recently experienced homelessness toward the end of involving them in decision-making processes, including serving on standing committees and focus groups. ESG-funded agencies are required to have a formerly homeless representative on their boards.

5. Describe performance standards for evaluating ESG.

The local Continuum of Care established revised performance standards for funded agencies in November 2014. Not all program types have recommended targets for each performance indicator. Some program types have recommended targets for special populations instead of, or in addition to, overall targets. This is in concert with HUD’s Interim Rule, which calls for “performance targets appropriate for population and program type.” Targets are segmented according to the National Alliance to End Homelessness Rapid Re-Housing Triage Tool, which rates three areas of barriers to gaining and obtaining housing. Recommended targets are listed by program type for each indicator in the Key Performance indicator list.

The performance indicators are consistent regardless of funding sources. Standards established by the TLCHB for emergency shelter, transitional housing, homeless prevention and rapid re-housing activities are applicable to evaluating ESG activities. (See Attached 2016 Key Performance Indicators.)

In the Integrated Disbursement and Information System (IDIS), HUD’s reporting computerized

system, the performance objectives and outcomes are already predetermined based on the activity type/category. Each category has subcategories in IDIS. The grantee may not choose their performance objectives and outcomes; applicable objectives and outcomes as established in IDIS are as follows:

HESG Activity Category	Performance Objective	Performance Outcomes
Prevention	Provide Decent Affordable Housing	Affordability
HMIS	N/A	N/A
Rapid Re-housing	Provide Decent Affordable Housing	Affordability
Administration	N/A	N/A
Shelter	Create Suitable Living Environment	Availability/Accessibility

The City of Toledo is not funding street outreach activities through its ESG funds. Please refer to AP-65 of this Action Plan for existing outreach and assessment activities in the City of Toledo.

Attachments

SF-424
CERTIFICATIONS
AND
ORDINANCES

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

34-6401447

5a. Federal Entity Identifier:

34-6401447

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Toledo, Department of Neighborhoods

* b. Employer/Taxpayer Identification Number (EIN/TIN):

34-6401447

* c. Organizational DUNS:

0999620520000

d. Address:

* Street1: One Government Center, Suite 1800

Street2:

* City: Toledo

County/Parish:

Lucas

* State:

OH: Ohio

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code: 43604-2209

e. Organizational Unit:

Department Name:

Department of Neighborhoods

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Thomas

Middle Name:

B.

* Last Name:

Kroma

Suffix:

Title: Director, Department of Neighborhoods

Organizational Affiliation:

* Telephone Number: (419) 936-3647

Fax Number: (419) 245-1192

* Email: tom.kroma@toledo.oh.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

42nd Year Community Development Block Grant Program

*** 12. Funding Opportunity Number:**

* Title:

FY16: CDBG-CFDA #14.218

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Toledo.docx

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Programmatic and operational plan for improving the physical, economic & social conditions, & quality of life for citizens through community development, economic development, & housing activities.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="6,775,950.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="351,326.00"/>
* g. TOTAL	<input type="text" value="7,127,276.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

34-6401447

5a. Federal Entity Identifier:

34-6401447

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of Toledo, Department of Neighborhoods

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

34-6401447

*** c. Organizational DUNS:**

0999620520000

d. Address: -

*** Street1:**

One Government Center, Suite 1800

Street2:

*** City:**

Toledo

County/Parish:

Lucas

*** State:**

OH: Ohio

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

43604-2209

e. Organizational Unit:

Department Name:

Department of Neighborhoods

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Thomas

Middle Name:

B.

*** Last Name:**

Kroma

Suffix:

Title:

Director, Department of Neighborhoods

Organizational Affiliation:

*** Telephone Number:**

(419) 936-3647

Fax Number:

(419) 245-1192

*** Email:**

tom.kroma@toledo.oh.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

30th Year Emergency Solutions Grants Program (ESG)

*** 12. Funding Opportunity Number:**

* Title:

Funding Availability for the Emergency Solutions Grants (ESG) Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Toledo.docx

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Provision of homelessness prevention, rapid re-housing, and housing stabilization activities to eliminate homelessness.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	610,458.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	610,458.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

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Yes No

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Add Attachment

Delete Attachment

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21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

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Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

34-6401447

5a. Federal Entity Identifier:

34-6401447

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

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Toledo

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tom.kroma@toledo.oh.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

25th Year HOME Investment Partnerships Program

* 12. Funding Opportunity Number:

* Title:

FY16: HOME-CFDA #14.239

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Toledo.docx

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Housing Rehabilitation Program: Owner-occupied rehabilitation, rental rehabilitation, Down Payment Assistance, housing development, CHDO set-aside, and tenant-based rental assistance.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,619,662.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="60,975.00"/>
* g. TOTAL	<input type="text" value="1,680,637.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
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* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

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.

x Paul H. H. H. x 5/4/16
 Signature/Authorized Official 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) 2016 , 2017 (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.

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.

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 activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

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

x Paula De la Torre x.5/4/16
Signature/Authorized Official Date

Mayor
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

x Paul H. Shu x 5/4/16
Signature/Authorized Official Date

Mayor
Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

x _____
Signature/Authorized Official

x 5/4/16 _____
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)

City of Toledo, Department of Neighborhoods

One Government Center, Suite 1800

Toledo, OH 43604

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

This information with regard to the drug-free workplace is required by 24 CFR part 21.

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).

42nd Year CDBG
Department of Neighborhoods
Bonita Bonds (x1401)
Revised

ORD. 119-16

Authorizing the Mayor to accept, deposit, appropriate and expend the 42nd Year Community Development Block Grant from the U.S. Department of Housing and Urban Development (HUD) in an amount estimated to be \$6,775,950; authorizing submission of the One-Year Action Plan to HUD; and declaring an emergency.

SUMMARY & BACKGROUND:

This legislation provides funding for a variety of programs both for the administration of the CDBG program and programs operated internally by various City Departments and operations, Community Development Corporations, and social service agencies. This legislation authorizes the acceptance, deposit, appropriation and expenditure of an estimated \$6,775,950 in federal funds and more specifically, authorizes the One Year Action Plan for the 2016 Program Year to be submitted to HUD on May 5th, 2016.

The financial impact of this Ordinance is the receipt of \$6,775,950 from HUD to the City of Toledo for the administration of the CDBG Program as well as the allocation of funding to Community Development Corporations and various social service agencies in the Toledo community. NOW, THEREFORE,

Be it ordained by the Council of the City of Toledo:

SECTION 1. That the Mayor is authorized to submit the 2016-2017 One-Year Action Plan and to accept the 2016 Program Year CDBG allocation from HUD, estimated to be \$6,775,950 and to deposit the amount received from HUD into Account Code 2015-16100-407400-5G42000STDADM (Community Development Block Grant Fund) for the purpose of funding the CDBG Program.

SECTION 2. That the appropriation estimated to be \$6,775,950 is authorized from the unappropriated grant proceeds in the Community Development Block Grant Fund into various accounts; and further authorizing the expenditure of same pursuant to the attached Schedule A.

SECTION 3. That the Mayor is authorized to enter into any necessary agreements for the purposes listed herein subject to the terms and conditions deemed proper and requisite according to the Director of Law, not to exceed the amount of the final 42nd Year CDBG grant award.

SECTION 4. That the Finance Director is authorized to issue his warrant or warrants in an amount not to exceed the final 42nd Year CDBG grant award estimated to

be \$6,775,950 from the Community Development Block Grant Fund in payment of all obligations authorized under the 42nd year CDBG allocation upon presentation of properly approved documentation.

SECTION 5. That this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage. The reason for the emergency lies in the fact that same is necessary for the immediate preservation of the public peace, health, safety and property, and for the further reason that same must be immediately effective in order to permit the City to submit the One-Year Action Plan, qualify under the regulations of the Community Development Block Grant Entitlement Program, and to receive the money necessary to carry out its planned community development activities for the 42nd year beginning July 1, 2016 and ending June 30, 2017.

Vote on emergency clause: yeas 11, nays 0.

Passed: April 26, 2016, as an emergency measure: yeas 11, nays 0.

Attest:

Gerald E. Dendinger
Clerk of Council

Steven C. Steel
President of Council

Approved:

May 2, 2016
Paula Hicks-Hudson
Mayor

Schedule A

CITY OF TOLEDO
DEPARTMENT OF NEIGHBORHOODS
CDBG ALLOCATIONS FOR 42ND PY and
OTHER DEPARTMENTAL ALLOCATIONS
(July 1, 2016 - June 30, 2017)

PUBLIC SERVICE ACTIVITIES

THIRD PARTY PARTNERS	CDBG
Adelante	\$ 35,640.00
Arts Commission	\$ 20,000.00
Aurora Project	\$ 76,296.00
Beach House	\$ 65,855.00
Bethany House	\$ 37,732.00
Family House	\$ 59,716.00
Frederick Douglass Community Association	\$ 20,000.00
Grace Community Center	\$ 22,609.00
Harbor House	\$ 14,700.00
Helping Hands of St. Louis	\$ 25,558.00
Legal Aid of Western Ohio	\$ 45,235.00
Martin Luther King Kitchen	\$ 53,594.00
Neighborhood Health Association	\$ 154,647.00
Northwest Ohio Development Agency	\$ 10,000.00
Sofia Quintero Art & Cultural Center	\$ 37,950.00
St. Paul's Community Center	\$ 40,000.00
Toledo Botanical (Toledo GROWS)	\$ 42,467.00
Toledo Lucas County Homelessness Board	\$ 25,000.00
Toledo Lucas County Homelessness Board - Direct Financial Assistance	\$ 30,945.00
Toledo Seagate Food Bank	\$ 29,913.00
Public Service Capacity Dollars	\$ 5,128.50
SUBTOTAL	\$ 852,985.50

COMMUNITY DEVELOPMENT CORPORATION, HOUSING, and OTHER ACTIVITIES

Believe Center	\$ 17,950.00
East Toledo Family Center	\$ 23,781.00
Maumee Valley Habitat for Humanity	\$ 50,000.00
NeighborWorks Toledo Region	\$ 275,407.00
Preferred Properties	\$ 30,000.00
Toledo Urban Federal Credit Union	\$ 30,000.00
Toledo's PET Bull Project	\$ 30,000.00
United North	\$ 309,340.00
Uptown Association	\$ 55,000.00
SUBTOTAL	\$ 821,478.00

COT DEPARTMENTAL ALLOCATIONS

Plan Commission	\$ 87,025.00
Code Enforcement	\$ 704,124.00
Beautification Action Team	\$ 1,107,397.00
Department of Development	\$ 194,197.00
Law Department - Housing Prosecutor	\$ 54,956.00
Youth Commission	\$ 20,000.00
Department of Neighborhoods	\$ 2,509,337.50
Pathway, Inc. (formerly EOPA)	\$ 216,600.00
Fair Housing	\$ 150,000.00
Lucas County Regional Health District	\$ 57,850.00
SUBTOTAL	\$ 5,101,486.50
GRAND TOTAL	\$ 6,775,950.00

25th Program Year HOME
Department of Neighborhoods
Bonita Bonds (x1401)
Revised

ORD. 121-16

Authorizing submittal of the 2016-2017 One Year Action Plan to the U.S. Department of Housing and Urban Development HUD; authorizing the Mayor to accept, deposit, appropriate and expend the HOME Investment Partnership Program Grant estimated to be \$1,619,662 from HUD for the purpose of funding the 2016 HOME Investment Partnership Program; and declaring an emergency.

SUMMARY & BACKGROUND:

The City of Toledo (COT) receives from the U.S. Housing & Urban Development Department (HUD) a designated amount of HOME Investment Partnership Program (HOME) Grant dollars, as an entitlement city and participating jurisdiction, for the purpose of meeting HUD national objectives, as well as, providing affordable housing to low and moderate income individuals or families. The city's receipt and acceptance of the grant amount compels it to utilize the funds within certain HUD regulations, directives, and guidelines, as well as, pursuant to the HUD approved Five Year Consolidated Plan for the City of Toledo. Specifically, the Consolidated Plan which the COT must follow is in effect from 2015 through 2020. Each year, however, the COT submits to HUD its One Year Action Plan, describing how it will continue to implement and execute the current Five Year Consolidated Plan but within the subject Program Year. The City must submit the One Year Action Plan each year within the respective five year period in order to continue to receive the annual HOME allocation from HUD.

This Ordinance is to authorize the Mayor to submit to HUD the One Year Action Plan, accept the 2016 Program Year HOME allocation from HUD, deposit the HOME funds received from HUD into the appropriate Account Codes, and expend the amount received pursuant to the Five-Year Consolidated Plan, and more specifically, the One Year Action Plan for the 2016 Program Year to be submitted to HUD on May 5th, 2016.

The financial impact of this Ordinance is the receipt of \$1,619,662 from HUD to the City of Toledo to provide affordable housing to low and moderate income individuals and families in the Toledo community. NOW, THEREFORE,

Be it ordained by the Council of the City of Toledo:

SECTION 1. That the Mayor is authorized to submit the 2016-2017 One Year Action Plan to HUD, as well as, to accept the 25th Program Year HOME allocation from HUD, estimated to be \$1,619,662 and to deposit the amount received from HUD into Account Code 2025-16200-407400-5GH2502STDREH (Toledo HOME Program Fund) pursuant to HUD regulations.

SECTION 2. That the appropriation in the amount estimated to be \$1,619,662 is authorized from the unappropriated grant proceeds in the Toledo HOME Program Fund into various accounts within 2025-16200, and further authorizing the expenditure of the same for the purpose of implementing the activities and programs described in the 2016-2017 One Year Action Plan.

SECTION 3. That the Mayor and the Director of Neighborhoods are authorized to enter into the necessary contracts or agreements to implement the activities and programs described in the 2016-2017 One Year Action Plan in furtherance of HUD objectives and pursuant to HUD regulations, directives and guidelines, as applicable and pertinent to the HOME Grant, not to exceed the amount of the final 25th Program Year HOME grant award.

SECTION 4. That the Finance Director is authorized to issue his warrant or warrants against Account Code 2025-16200 in an amount not to exceed the amount of the final 25th Program Year HOME grant award in payment of all obligations authorized under the HOME allocation upon presentation of properly approved documentation.

SECTION 5. That this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage. The reason for the emergency is the fact that this Ordinance is necessary for the immediate preservation of the public peace, health, safety and property, and for the further reason that this Ordinance must be immediately effective in order to allow the City of Toledo to implement the 2016-2017 One Year Action Plan submitted to HUD on May 5th, 2016 as it relates to the HOME Grant to be received from HUD.

Vote on emergency clause: yeas 11, nays 0.

Passed: April 26, 2016, as an emergency measure: yeas 11, nays 0.

Attest:

Gerald E. Dendinger
Clerk of Council

Steven C. Steel
President of Council

Approved:

May 2, 2016
Paula Hicks-Hudson
Mayor

30th Program Year ESG
Department of Neighborhoods
Bonita Bonds (x1401)
Revised

ORD. 120-16

Authorizing the Mayor to accept, deposit, appropriate, and expend the 30th Year Emergency Solutions Grant estimated to be \$610,458 from the U.S. Department of Housing and Urban Development to fund Emergency Solutions Grant Program activities; and declaring an emergency.

SUMMARY & BACKGROUND:

The City of Toledo (COT) receives from the U.S. Housing & Urban Development Department (HUD) a designated Emergency Solutions Grant (ESG) amount, as an entitlement city and participating jurisdiction, for the purpose of ending homelessness in Toledo. The city's receipt and acceptance of the grant amount compels it to utilize the funds within certain HUD regulations, directives, and guidelines, as well as, pursuant to the HUD approved Five Year Consolidated Plan for the City of Toledo. Specifically, the Consolidated Plan which the COT must follow is in effect from 2015 through 2020. Each year, however, the COT submits to HUD its One Year Action Plan, describing how it will continue to implement and execute the Five Year Consolidated Plan. The City must submit the One Year Action Plan each year within the respective five year period in order to continue to receive the annual ESG allocation from HUD. In the Five Year Consolidated Plan, as well as, the 2016-2017 Action Plan, one of eight priorities is "ending homelessness". Likewise, the Consolidated Plan and each year's Action Plan, inclusive of the 2016-2017, specifies that the COT will partner and collaborate with the HUD designated Continuum of Care (CoC) entity for Toledo (and Lucas County), i.e., the Toledo Lucas County Homelessness Board (TLCHB), in addressing the goal of ending homelessness in the community. It is the TLCHB as the HUD designated CoC entity that coordinates the response (e.g., rapid re-housing), the resources (e.g., leveraging of several funding sources), and the responsibility (e.g., community focus/representation) for ending homelessness in the Toledo community.

This Ordinance is to authorize the Mayor to submit to HUD the 2016-2017 One Year Action Plan, accept the 2016 Program Year ESG allocation from HUD, deposit the 30th Program Year ESG funds received from HUD into the appropriate Account Code, and expend the amount received pursuant to the Five Year Consolidated Plan, and more specifically, the One Year Action Plan for the 2016 Program Year to be submitted to HUD on May 5th, 2016.

The financial impact of this Ordinance is the receipt of \$610,458 from HUD to the City of Toledo for ending homelessness in the Toledo community. NOW, THEREFORE,

Be it ordained by the Council of the City of Toledo:

SECTION 1. That the Mayor is authorized to submit the 2016-2017 One Year Action Plan to HUD, as well as, to accept the 30th Program Year ESG allocation from HUD, estimated to be \$610,458 and to deposit the amount received from HUD into Account Code 2016-16100-407400-5GE3002STDSTD (Operation Grants Fund).

SECTION 2. That the appropriation is authorized from the unappropriated grant proceeds in the Operation Grants Fund in an amount estimated to be \$610,458 into Account Code 2016-16100 and the expenditure is authorized pursuant to Schedule A attached.

SECTION 3. That the Mayor is authorized to enter into any necessary agreements for the purposes listed herein subject to the terms and conditions deemed proper and requisite according to the Director of Law, not to exceed the amount of the final 30th Year ESG grant award provided by HUD for ESG activities.

SECTION 4. That the Finance Director is authorized to issue his warrant or warrants in an amount not to exceed the final 30th Year ESG grant award from the Account Code authorized above in payment of all obligations authorized under the 30th ESG program year allocation upon presentation of properly approved documentation.

SECTION 5. That this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage. The reason for the emergency is the fact that this Ordinance is necessary for the immediate preservation of the public peace, health, safety and property, and for the further reason that this Ordinance must be immediately effective in order to allow the City of Toledo to implement the 2016-2017 One Year Action Plan submitted to HUD on May 5th, 2016 as it relates to the ESG funds to be received from HUD and pursuant to HUD regulations.

Vote on emergency clause: yeas 9, nays 0.

Passed: April 26, 2016, as an emergency measure: yeas 9, nays 0.

Attest:

Gerald E. Dendinger
Clerk of Council

Steven C. Steel
President of Council

Approved:

May 2, 2016
Paula Hicks-Hudson
Mayor

CITY OF TOLEDO
DEPARTMENT OF NEIGHBORHOODS
ESG ALLOCATIONS FOR 30TH PY
(July 1, 2016 - June 30, 2017)

PUBLIC SERVICE ACTIVITIES FOR HOMELESS SERVICE PROVIDERS

ESSENTIAL SERVICES	ESG
Beach House Shelter	\$ 50,512.00
Catholic Charities - La Posada	\$ 24,784.00
Family House	\$ 98,986.00
St. Paul's Community Center	\$ 22,470.00
TOTALS	\$ 196,752.00

STABILIZATION SERVICES	ESG
Diversion and Central Intake	\$ 79,750.00
Beach House Rapid Re-Housing	\$ 83,915.00
DIRECT FINANCIAL ASSISTANCE	\$ 117,456.65
A Renewed Mind - Case Management	\$ 40,000.00
TLCHB HMIS	\$ 46,800.00
TLCHB ESG ADMINISTRATION	\$ 45,784.35
TOTALS	\$ 413,706.00
GRAND TOTAL - ESG	\$ 610,458.00

**CITIZEN
PARTICIPATION**

**2016-2017 ACTION PLAN
PUBLIC HEARING SUMMARY
MARCH 21, 2016 & MARCH 28, 2016**

At both public hearings, the Department of Neighborhoods reviewed the Draft Action Plan and responded to questions and comments. The Department also discussed the citizen participation process in detail.

During the March 21st meeting, the Department noted it was following HUD's initiative in submitting electronically. The Department implemented a new online application process, which was available for use by the Non-Homeless Service Provider applicants during the current 2016-2017 program year (applicants were able to apply and submit their application online allowing for a more accessible and efficient CDBG review process). The City of Toledo's Citizen Participation Plan (CPP) was also amended to reflect technological advances.

The Department addressed the need to eliminate homelessness in our community and continues to work in conjunction with the Toledo Lucas County Homelessness Board and the Continuum of Care (CoC). The CoC consists of agencies that serve the homeless population in our area. Their services include emergency shelter, transitional housing, and permanent supportive housing, along with providing rapid re-housing and coordinated assessment activities. A representative from the Toledo Fair Housing Center also described their work in affirmatively furthering fair housing through the Analysis of Impediments.

During the March 28th meeting, the Department described their work with the City's local public housing agency, Lucas Metropolitan Housing Authority, to expand the supply of public housing as well as providing opportunities for education, training, and other programs that will assist in meeting the needs of public housing residents and promote self-sufficiency. Efforts towards the elimination of homelessness were also described.

At the first hearing, the Department responded to a citizen regarding the NSP program and the continuation of homeownership opportunities. Also at this hearing, a representative from the Sofia Quintero Art and Cultural Center spoke about the growth of their agency and the importance of their mission within the community as it relates to their request for CDBG funding. At the second hearing, the Department responded to a citizen concerning housing availability for homeless persons in our area.

PUBLIC NOTICE

The City of Toledo
announces the availability of federal funding for:
Community Development Block Grant (CDBG)
and
Emergency Solutions Grant (ESG)
(Grant Period: July 1, 2016 – June 30, 2017)

Interested nonprofit agencies are welcome to apply
for eligible activities through this competitive process.

A MANDATORY review session will be held for all applicants after which
applications will be available.

APPLICANTS MUST ATTEND THE REVIEW SESSION TO APPLY.

***CDBG REVIEW SCHEDULE**

for Non-Homeless Service Providers

Friday – January 15, 2016

9:00 a.m. – 11:00 a.m.

United Way of Greater Toledo (Rooms A & B)

424 Jackson Street, Toledo, OH 43604

****ESG/CDBG REVIEW SCHEDULE**

for Homeless Service Providers

Friday – January 15, 2016

1:30 p.m. – 3:30 p.m.

Toledo Business Technology Center (Conference Room B, 4th Floor)

1946 N. 13th Street, Toledo, OH 43604

*For information on eligible CDBG activities for Non-Homeless Service Providers,
please visit the City of Toledo website at:
<http://toledo.oh.gov/services/neighborhoods>

**For information on eligible ESG/CDBG activities for Homeless Service Providers,
please visit the Toledo Lucas County Homelessness Board (TLCHB) website at:
<http://endinghomelessness Toledo.org>

For additional information or reasonable accommodations, please contact:
Department of Neighborhoods at (419) 245-1400
and ask for Administrative Analyst IV, Milva Valenzuela Wagner.

PUBLIC NOTICE

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announces the availability of federal funding
for:
Community Development Block Grant (CDBG)
and
Emergency Solutions Grant (ESG)
(Grant Period: July 1, 2016 – June 30, 2017)

Interested nonprofit agencies are welcome to
apply for eligible activities through this
competitive process.

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Providers, please visit the City of Toledo
website at:
<http://toledo.oh.gov/services/neighborhoods>

**For information on eligible ESG/CDBG
activities for Homeless Service Providers,
please visit the Toledo/Lucas County
Homelessness Board (TLCHB) website at:
<http://endinghomelessness.toledo.org>

For additional information or reasonable
accommodations, please contact:
Department of Neighborhoods at
(419) 245-1400 and ask for Administrative
Analyst IV, Milva Valenzuela Wagner.

PUBLIC NOTICE

The City of Toledo
announces the availability of federal funding for:
Community Development Block Grant (CDBG)
and
Emergency Solutions Grant (ESG)
(Grant Period: July 1, 2016 – June 30, 2017)

Interested nonprofit agencies are welcome to apply
for eligible activities through this competitive process.

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please visit the City of Toledo website at:
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**For information on eligible ESG/CDBG activities for Homeless Service
Providers,
please visit the Toledo Lucas County Homelessness Board (TLCHB) website at:
<http://endinghomelessnessstoledo.org>

For additional information or reasonable accommodations, please contact:
Department of Neighborhoods at (419) 245-1400
and ask for Administrative Analyst IV, Milva Valenzuela Wagner.

PUBLIC NOTICE

The City of Toledo announces the availability of federal funding for: Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) (Grant Period: July 1, 2016 – June 30, 2017)

Interested nonprofit agencies are welcome to apply for eligible activities through this competitive process.

A **MANDATORY** review session will be held for all applicants after which applications will be available.

APPLICANTS MUST ATTEND THE REVIEW SESSION TO APPLY.

***CDBG REVIEW SCHEDULE for Non-Homeless Service Providers**

Friday – January 15, 2016 - 9:00 a.m. – 11:00 a.m.
United Way of Greater Toledo (Rooms A & B)
424 Jackson Street, Toledo, OH 43604

****ESG/CDBG REVIEW SCHEDULE for Homeless Service Providers**

Friday – January 15, 2016 - 1:30 p.m. – 3:30 p.m.
Toledo Business Technology Center (Conference Room B, 4th Floor)
1946 N. 13th Street, Toledo, OH 43604

*For information on eligible CDBG activities for Non-Homeless Service Providers, please visit the City of Toledo website at:
<http://toledo.oh.gov/services/neighborhoods>

**For information on eligible ESG/CDBG activities for Homeless Service Providers, please visit the Toledo Lucas County Homelessness Board (TLCHB) website at:
<http://endinghomelessnessstoledo.org>

For additional information or reasonable accommodations, please contact: Department of Neighborhoods at (419) 245-1400 and ask for Administrative Analyst IV, Milva Valenzuela Wagner.

PUBLIC NOTICE
CITY OF TOLEDO
ONE-YEAR ACTION PLAN

To all interested agencies, groups, and persons:

The City of Toledo is seeking comments on its Draft July 1, 2016 – June 30, 2017 One-Year Action Plan to be submitted to the U.S. Department of Housing and Urban Development (HUD) on or before May 15, 2016. The One-Year Action Plan is based on the HUD-approved Five-Year 2015-2020 Consolidated Plan submitted by the City of Toledo for housing, community, and economic development.

The One-Year Action Plan includes a description of the federal funds anticipated to be received, as well as other resources expected to be available within the City of Toledo during the 2016-2017 program year. The Action Plan provides a description of the activities to be undertaken when using these resources and the expected results of those activities. Also, the Action Plan depicts a geographic distribution of assistance, special needs activities, general and public housing actions, and activities specific to the 42nd Year Community Development Block Grant (CDBG), 30th Year Emergency Solutions Grant (ESG), 25th Year HOME Investment Partnerships Program (HOME), and the Neighborhood Stabilization Programs (NSP). In addition, the Plan will contain HUD-required certifications, as well as a summary of the community input received at the public hearings regarding the Action Plan.

The Draft One-Year Action Plan is available for review beginning March 18, 2016 at the following locations:

- | | |
|--|---|
| 1) Department of Neighborhoods
One Government Center, 18 th Floor
Downtown Toledo, Jackson & Erie Streets | 6) Toledo Lucas County Homelessness Board
1946 N. 13 th Street, Suite 437
Toledo, Ohio 43604 |
| 2) Office of the Mayor
One Government Center, 22 nd Floor
Downtown Toledo, Jackson & Erie Streets | 7) Toledo-Lucas County Public Library
325 Michigan Street
Toledo, Ohio 43604
(available at the Main Branch and by request at all other branches) |
| 3) Clerk of Council
One Government Center, 21 st Floor
Downtown Toledo, Jackson & Erie Streets | 8) Lucas County Board of Developmental Disabilities
1154 Larc Lane
Toledo, Ohio 43614 |
| 4) The Fair Housing Center
432 N. Superior Street
Toledo, Ohio 43604 | 9) Department of Neighborhoods website:
http://toledo.oh.gov/neighborhoods |
| 5) Lucas Metropolitan Housing Authority
435 Nebraska Avenue
Toledo, Ohio 43604 | |

Public hearings on the Draft One-Year Action Plan are scheduled as follows:

Monday, March 21, 2016, 6:00 – 7:00 p.m.
McMaster Center, Toledo-Lucas County Public Library – Main Branch
(325 Michigan Street, Toledo, OH 43604)

Monday, March 28, 2016, 6:00 – 7:00 p.m.
McMaster Center, Toledo-Lucas County Public Library – Main Branch
(325 Michigan Street, Toledo, OH 43604)

The City of Toledo will also receive comments from the public in writing at the following address:

CITY OF TOLEDO
DEPARTMENT OF NEIGHBORHOODS
ONE GOVERNMENT CENTER, SUITE 1800
TOLEDO, OHIO 43604

ATTN: 2016-2017 ONE-YEAR ACTION PLAN

For reasonable accommodations or additional information, please contact Milva Valenzuela Wagner, Administrative Analyst IV, Department of Neighborhoods at (419) 245-1400.



Special Notices

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CITY OF TOLEDO**

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U.S. Department of Housing and Urban Development
Columbus Field Office
Office of Community Planning and Development
200 North High Street
Columbus, Ohio 43215-2499

April 29, 2016

Mr. Thomas Kroma
Director, Department of
Neighborhoods
1 Government Center, Suite 1800
Toledo, OH 43604

Dear Mr. Kroma:

SUBJECT: Amendment to Citizen Participation Plan

This letter is to acknowledge that the City of Toledo Department of Neighborhoods has informed our office of an amendment to their Citizen Participation Plan. After review, this office approves and accepts the changes to the Citizen Participation Plan adopted by the City of Toledo Department of Neighborhoods on March 16, 2016.

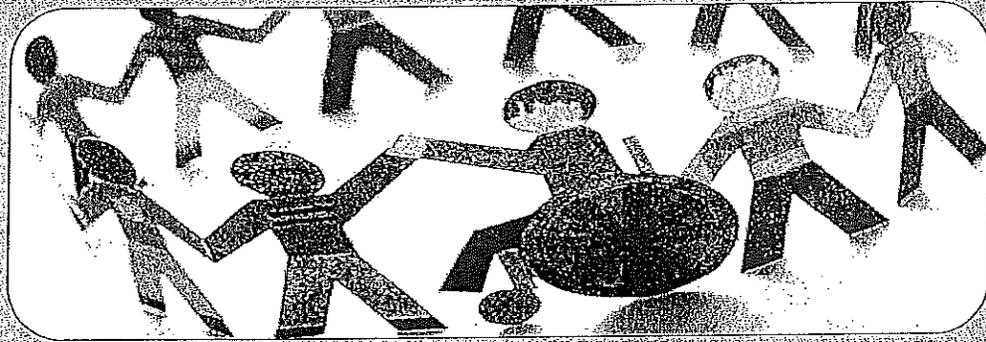
If you have any questions, please feel free to contact Omri Gross, Community Planning and Development (CPD) Representative, at (614) 280-6200.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jorgelle R. Lawson".

 Jorgelle R. Lawson
Director
Office of Community
Planning and Development

Citizen Participation Plan



CITY OF TOLEDO

DEPARTMENT OF NEIGHBORHOODS

FOR THE DEPARTMENT OF HOUSING

AND

URBAN DEVELOPMENT PROGRAMS

Paula Hicks-Hudson, Mayor

Thomas B. Kroma, Director

One Government Center

Suite 1800

Toledo, Ohio 43604

Office #: (419) 245-1400

Fax #: (419) 245-1192



Amended February 2016

**CITY OF TOLEDO
CITIZEN PARTICIPATION PLAN**

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CITY OF TOLEDO CITIZEN PARTICIPATION PLAN

INTRODUCTION

The City of Toledo, as a participating jurisdiction and U.S. Department of Housing and Urban Development (HUD) entitlement recipient, is required to have and implement a Citizen Participation Plan (CPP) for HUD-funded programs.

The plan sets forth policies and procedures for citizen involvement in the development of the Five-Year Consolidated Plan (CONPLAN), Annual Action Plan, any substantial amendment and the Consolidated Annual Performance and Evaluation Report (CAPER) as required by HUD, 24 CFR Part 91, Subpart B.

The Department of Neighborhoods is the agent for the City of Toledo to implement all aspects of the Citizen Participation Plan. Implementation will be accomplished through consultation and direct citizen participation.

In preparing the Consolidated Plan and the Annual Action Plan, the Department of Neighborhoods will consult with citizens, public and private agencies, organizations, state and other local government jurisdictions, the public housing authority, the local Continuum of Care (CoC), the local Fair Housing Center and other entities as appropriate.

PURPOSE AND INTENT

Citizen participation is an integral part of the overall planning, evaluation, assessment and implementation process of the City of Toledo's Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG) Program and any other applicable HUD grants. In order for the City to access these resources, it must prepare and submit a Consolidated Plan, Annual Action Plans and CAPER. These reports are developed using input from citizens, community agencies and beneficiaries.

The purpose of the plan is to provide citizens and beneficiaries with the information and mechanisms to allow them to fully participate at all levels of the City's Consolidated Plan, Annual Action Plan and CAPER processes. The City of Toledo recognizes the importance of citizen participation and fully endorses citizen involvement in its housing and community development activities.

The Citizen Participation Plan will allow the City of Toledo to:

- Work in concert with the Citizens Review Committee (CRC) and Internal Review Committee (IRC), comprised of volunteer and city-appointed community representatives.

- Provide citizens an opportunity to participate in the development of all Community Planning and Development (CPD) programs, set priorities, establish goals and comment on performance.
- Encourage the submission of comments and proposals (particularly by low- and moderate-income residents including public housing residents; persons with disabilities and non-English speaking persons).
- Provide for timely responses to proposals and comments submitted.
- Schedule meetings and public hearings at times and locations that permit broad participation and attendance.
- Provide complete information regarding the City's CDBG, HOME, ESG and any other applicable HUD grants, relevant legislation and regulations, and other materials and documents as needed or requested to ensure knowledgeable citizen involvement.

It is the intent of this Citizen Participation Plan (CPP) that all citizen participation be conducted in an open manner with freedom of access for all interested persons.

PUBLIC COMMENT PERIODS

Before adoption of the Consolidated Plan, Annual Action Plan, CAPER and any substantial amendments, the Department of Neighborhoods will make available to citizens, public agencies and other interested parties information that includes at least the following:

- Amount of assistance the City expects to receive (including HUD entitlement grant funds and program income);
- Range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.

The City of Toledo, in order to ensure that the public has the ability to comment on its various plans, adheres to the following implemented policies and principles:

Consolidated Plan: Any interested party or individual has 30 days to comment on the Five-Year Consolidated Plan before its submission to HUD. Notices for the comment periods will be published in the local general circulation newspaper and two local minority periodicals at least fifteen (15) days in advance of the comment period. Information will also be available on the City of Toledo's website and disseminated to subrecipients of HUD funding and key local service providers to reach a broader audience. News releases and Public Service Announcements will be sent to local media announcing the comment period and location of draft copies. Social media may be also used to disseminate information related to the comment period. A summary of all comments will be included within the final Consolidated Plan submitted to HUD. All comments will be accepted.

Annual Action Plan: Any interested party or individual has 30 days to comment on the annual Action Plan before its submission to HUD. At least fifteen (15) days in advance of the comment period, notices for the comment periods will be published in the local general circulation newspaper and two local minority periodicals. Information will also be available on the City of Toledo's website and disseminated to subrecipients of HUD funding and key local service providers to reach a broader audience. News releases and Public Service Announcements will be sent to local media announcing the comment period and location of draft copies. Social media may be also used to disseminate information related to the comment period. A summary of all comments will be included within the final Action Plan submitted to HUD. All comments will be accepted.

CAPER: Any interested party or individual has fifteen (15) days to comment on the CAPER before its submission to HUD. Notices for the comment period will be published in the local general circulation newspaper and two local minority periodicals at least fifteen (15) days in advance of the comment period. Information will also be available on the City of Toledo's website and disseminated to subrecipients of HUD funding and key local service providers to reach a broader audience. News releases and Public Service Announcements will be sent to local media announcing the comment period and location of draft copies. Social media may be also used to disseminate information related to the comment period. A summary of all comments received will be included within the final CAPER submitted to HUD. All comments will be accepted.

Substantial Amendments: Any interested party or individual has thirty (30) days to comment on any substantial amendments to the Consolidated Plan or Action Plan before its submission to HUD, unless specifically waived by HUD. Notices for the comment periods will be published in the local general circulation newspaper and two local minority periodicals at least fifteen (15) days in advance of the comment period. Information will also be available on the City of Toledo's website and disseminated to subrecipients of HUD funding and key local service providers to reach a broader audience. News releases and Public Service Announcements will be sent to local media announcing the substantial amendment and location of draft copies containing the changes. Social media may be also used to disseminate information related to the comment period. A summary of all citizen comments will be included within any substantial amendment forwarded to HUD. All comments will be accepted.

PUBLIC HEARINGS

Consolidated Plan/Annual Action Plan: A minimum of two public hearings are held to obtain citizen views on the Consolidated Plan and the Annual Action Plan. For the Consolidated Plan, at least one of the hearings must be held before the proposed Consolidated Plan is published for comments. These public hearings also provide a forum for public comment on program performance, as well as an opportunity for citizens to make proposals and pose questions. Hearings are held toward the end of the workday for the convenience of those who work normal business hours, at a location convenient to beneficiaries and accessible to all persons. Additional reasonable accommodations will be provided upon request.

Notices for the public hearings will be published at least fifteen (15) days in advance of the hearings for the Consolidated Plan and Action Plan in the local newspaper and two local minority periodicals. The Public Notice will include:

- information related to requesting reasonable accommodations for persons with disabilities;
- a summary of the proposed plans describing the contents and purpose of the plans; and,
- a list of the locations where copies of the entire proposed Consolidated Plan and Action Plans may be available.
- a method for citizen's response or questions, either through the internet or mail.

Written notice will be forwarded to the local public housing authority, announcing the date, time and location of the public hearings as well as to all subrecipients. All comments received at the public hearings will be accepted and noted as part of the final document.

For the Consolidated Plan, the City of Toledo may also provide focus groups, forums or other public meetings for citizens at various times and locations to allow for greater participation from beneficiaries and potential beneficiaries. These forums, focus groups or public meetings will address neighborhood and resident concerns and assist in the development of priorities for the City of Toledo's Five-Year Consolidated Plan. Notices of these open meetings will be published at least fifteen (15) days in advance in the local general circulation newspaper and two local minority periodicals. Information will also be available on the City of Toledo's website. Written notice will also be sent to all subrecipients. All notices will announce the dates, times and locations of these open meetings.

CAPER: A minimum of one public hearing is held to obtain citizen views on the CAPER. This public hearing provides a forum for public comment on program performance, as well as an opportunity for citizens to make proposals and pose questions. The hearing is held toward the end of the workday for the convenience of those who work normal business hours, at a location convenient to beneficiaries and accessible to all persons. Additional reasonable accommodations will be provided upon request.

Notices for the public hearing will be published at least fifteen (15) days in advance of the CAPER hearing in the local general circulation newspaper and two local minority periodicals. Written notice will be forwarded to the local public housing authority, announcing the date, time and location of the public hearings as well as to all subrecipients. All comments received at the public hearing will be accepted and noted as part of the final document submitted to HUD.

Substantial Amendments: Depending on the scope of the proposed amendment, a minimum of one public hearing may be held to obtain citizen comment on any substantial amendments to the Consolidated Plan/One-Year Action Plan. (*See page 10 for definition of substantial amendment.*) The public hearing provides a forum for the public to express their opinions of the proposed changes before final submission to HUD. The hearing will be held toward the end of the workday for the convenience of those who work normal business hours, at a location convenient to beneficiaries and accessible to all persons. Additional reasonable accommodations will be provided upon request.

Notices for the public hearing will be published at least fifteen days (15) in advance of the hearing in the local general circulation newspaper and two local minority periodicals. Written notice will be forwarded to the local public housing authority and all subrecipients announcing the date, time and location of the public hearing. Information will also be available on the City of Toledo's website. All comments received at the public hearing will be accepted and noted within the final substantial amendment submitted to HUD.

AVAILABILITY OF INFORMATION

Draft and final copies of the Consolidated Plan, Annual Action Plan, CAPER and any substantial amendments will be available to all citizens in digital form and in paper. Paper copies are available at One Government Center, and various locations, including:

- Toledo-Lucas County Public Library (available at the main branch and by request to all other branches);
- Lucas Metropolitan Housing Authority;
- Fair Housing Center;
- Toledo Lucas County Homelessness Board and,
- Lucas County Board of Developmental Disabilities

Hours of viewing at One Government Center will be from 8 a.m. to 4 p.m., Monday through Friday and will be available in the Department of Neighborhoods and the Clerk of Council office.

Depending on the hours of operations, all plans are accessible throughout the work week and may be available at some location on weekends. Digital copies are always available through the City's website or the Toledo-Lucas County Public Library's website.

The above documents are considered public information with the exception of records that contain confidential information about individuals participating in or benefiting from the CDBG programs.

ACCESS TO RECORDS

In accordance with Ohio state law, housing and community development records belonging to the City of Toledo are considered public information. Exceptions are records that contain confidential information about individuals participating in or benefiting from the CDBG, HOME, ESG programs. The Department of Neighborhoods will provide citizens, public agencies and other interested parties with reasonable and timely access to public records relating to their past use of CDBG, HOME, ESG and related assistance for the previous five years. This information shall be made available to interested parties as requested and be noticed as such.

PERSONS WITH DISABILITIES

Public hearings and community meetings will be held at locations accessible to persons with restricted mobility. A sign-language interpreter will be available at public hearings and community meetings, if requested at least 72 hours in advance.

According to the Federal Communications Commission, a person with a hearing or speech disability can use the 711 dialing code for access to Telecommunications Relay Services (TRS). (From City telephones, "9" needs to be dialed first --"9711.") TRS permits a person with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. A list of the Ohio Relay Toll-Free Numbers is available at the Department of Neighborhoods' front office.

Department of Neighborhood staff is available to assist persons with hearing or speech disabilities by using written communication. Staff is also available to assist persons with a visual impairment by reading to them or providing large-print documents.

NON-ENGLISH SPEAKING PERSONS

Interpreters will be made available for non-English speaking citizens at public hearings and community meetings, if requested at least 72 hours in advance. Inquiries for translated summary copies of the Consolidated Plan, Annual Action Plan, CAPER, and substantial amendments will be considered by contacting the Department of Neighborhoods at least three weeks in advance.

COMPLAINT PROCEDURES

Oral or written complaints concerning the planning, implementation, or reporting of the Consolidated Plan, Annual Action Plan, CAPER, and substantial amendments should be submitted to the director of the Department of Neighborhoods, One Government Center, Suite 1800, Toledo, OH 43604, (419) 245-1400. Acknowledgment of written complaints

or concerns will be provided, as practical, within fifteen (15) working days. Any citizen may contact the Mayor or City Council to discuss problems not resolved at staff level.

DISPLACEMENT PROCEDURES

The City of Toledo will comply with all federal regulations governing residential anti-displacement and relocation assistance as they pertain to all HUD-funded programs.

Specifically, the City of Toledo will comply with Section 104(d) of the Housing and Community Development Act of 1974 [42 U.S.C. 5304(d)] and 24 CFR Part 42 for its CDBG Program, Section 108 Loan Guarantees Program, the Urban Development Action Grant Program, and HOME Program. In complying with the above:

- The City of Toledo will take steps to minimize the displacement of persons from their homes.
- The City of Toledo will provide relocation assistance to all low- to moderate-income (LMI) households displaced by activities assisted with applicable HUD funds.
- To the extent required under the provisions of 24 CFR Sec.42.375, the City will replace on a one-for-one-basis all occupiable and vacant LMI dwelling units demolished or converted to a use other than LMI housing units as a direct result of activities assisted with funds under applicable HUD programs. (Per 24 CFR Sec. 42.305, a dwelling unit is considered occupiable and vacant if it is: in standard condition; substandard condition but suitable for rehabilitation; or, in any condition and has been occupied for at least three months prior to the conversion or demolition.)
- Pursuant to 24 CFR 42.375(c) and before entering into a contract committing the City of Toledo to provide funds for a project that will directly result in the demolition of lower-income dwelling units or the conversion of lower-income dwelling units to another use, the City will make public by publication in a newspaper of general circulation and submit to HUD the following information: a description of the proposed assisted activity; location on a map and number of dwelling units by size to be demolished or converted to a use other than for LMI dwelling units; a time schedule for the project; the location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units; the source of funding and a time schedule for the provision of replacement dwelling units; the basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least ten (10) years from the date of initial occupancy; and information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is appropriate and consistent with the housing needs and priorities identified in the approved Consolidated Plan.

To the extent that the specific location of the replacement housing and other data in select items above are not available at the time of the general submission to HUD, the submission shall identify the general location of such housing on a map and the

approximate number of dwelling units by size. Information identifying the specific location and number of units by size will be submitted to HUD and disclosed to the public as soon as it becomes available.

TECHNICAL ASSISTANCE

The Department of Neighborhoods will provide technical assistance, through training or consulting in the following areas:

- Development of proposals for interested parties (to be conducted following the announcement of funding availability but before development of the Annual Action Plan is completed);
- Federal requirements for compliance for those agencies and organizations selected to receive funding through the Consolidated Plan (to be conducted at the beginning of the funding year).
- The Department of Neighborhoods will provide individual technical assistance upon request or at the direction of the director to groups representing persons of low- and moderate- income and to those agencies and organizations selected to receive funding through the Consolidated Plan. Requests for individual assistance should be made in writing with a reasonable amount of time to schedule and plan for the technical assistance.

COMMONLY USED TERMS AND DEFINITIONS

Action Plan - The annual document required by HUD that describes how the City will use its anticipated CDBG, HOME and ESG resources to implement the Consolidated Plan in a one-year time frame. The Action Plan also describes other actions that the City, its subrecipients (third-party partners), and other community partners will take to implement its Consolidated Plan.

Citizen Participation Plan (CPP) - The HUD required plan that sets forth the City's policies and procedures for community and public input in HUD programs. The adopted plan must be used when developing the Consolidated Plan, the Action Plan and any substantial amendments to either plan.

Citizens Review Committee (CRC) - An advisory committee to the Mayor and City Council made up of individual volunteers and community leaders. It is part of the official body, in concert with the IRC (Internal Review Committee), responsible for making funding recommendations for the CDBG and ESG programs based on application review.

Community Development Block Grant (CDBG) - A federally funded program administered by HUD with three primary objectives: to benefit low/moderate income persons through the creation of suitable living environments, decent housing, and economic opportunities; address and/or eliminate slum and blight; and address an urgent need.

Consolidated Annual Performance and Evaluation Report (CAPER) – This document reports one-year accomplishments and progress of the CDBG, HOME, ESG and any other HUD programs administered by the Department of Neighborhoods. The CAPER also includes financial reports regarding the use of grant dollars allocated to the above mentioned programs.

Consolidated Plan (CONPLAN) - A Five-Year comprehensive plan that describes the City's housing and community development needs and goals along with projected local strategies to address them.

Emergency Solutions Grants (ESG) - Emergency Solutions Grants replaced the Emergency Shelter Grants program in 2011. The change in the program's name reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG includes funds for a variety of established life-saving activities and for newer interventions (such as rapid re-housing and homelessness prevention) proven to be successful at preventing and ending homelessness. Eligible activities are:

- Rapid Re-Housing of homeless individuals and families into permanent housing;
- Homelessness Prevention;
- Emergency Shelter Care;

- Street Outreach;
- HMIS (Homeless Management Information System); and,
- Administrative Activities

HOME Investment Partnership Program (HOME) - A federally funded program administered by HUD for the purpose of homeowner rehabilitation, homebuyer activities, rental housing, and tenant-based rental assistance activities.

Department of Housing and Urban Development (HUD) - The federal agency that oversees the use of federally funded programs including CDBG, HOME, and ESG, approves the City's Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and any amendments to the aforementioned items. HUD is the regulatory agency charged with monitoring the City for compliance with all applicable contractual requirements.

Internal Review Committee (IRC) - An advisory committee to the Mayor and City Council comprised of City of Toledo staff. It is part of the official body, in concert with the CRC, responsible for making funding recommendations for the CDBG and ESG programs based on application review.

Substantial Amendment - The Consolidated Plan and Annual Action Plan are living documents and, therefore, the City of Toledo recognizes that it may periodically be necessary to make significant changes to the documents. An amendment to the Consolidated Plan or Annual Action Plan is one that includes a change of thirty percent (30%) or more in the amount of funds allocated to a project/activity; a change within the programmatic service/scope of the plan, location or beneficiary.

The City of Toledo substantial amendment policy will follow 24 CFR 91.505 – *“Amendments to the Consolidated Plan,”* unless otherwise directed by HUD.



City of Toledo

One Government Center
Toledo, OH 43604

Legislation Text

File #: R-72-16, Version: 1

Amended Citizen Participation Plan
Department of Neighborhoods
Bonita Bonds (x1401)
Revised

Adopting an amended Citizen Participation Plan for the City of Toledo; and declaring an emergency.

SUMMARY & BACKGROUND:

The Department of Housing and Urban Development (HUD) requires the City of Toledo to adopt a Citizen Participation Plan. Res. 371-09 adopted a Citizen Participation Plan on June 23, 2009. This plan needs to be amended to reflect technological changes impacting the availability of the Plan.

NOW, THEREFORE, Be it resolved by the Council of the City of Toledo:

SECTION 1. That the Council of the City of Toledo does hereby adopt an amended Citizen Participation Plan as on file with the Clerk of Council.

SECTION 2. That this Resolution hereby is declared to be an emergency measure and shall be in force and effect from and after its passage. The reason for the emergency lies in the fact that same is necessary for the immediate preservation of the public peace, health, safety and property, and for the further reason that it is necessary to adopt an amended Citizen Participation Plan with updates in accordance with HUD regulations, and, particularly to reflect technological changes impacting the availability of the Plan.

Vote on emergency clause: yeas 11, nays 0.

Adopted: MAR 16 2016, as an emergency measure: yeas 11, nays 0.

Attest: [Signature] Clerk of Council [Signature] President of Council

Approved: MAR 18 2016 [Signature] Mayor

I hereby certify that the above is a true and correct copy of legislation approved by Toledo City Council.

Attest: [Signature]
Gerald E. Dendinger
Clerk of Council

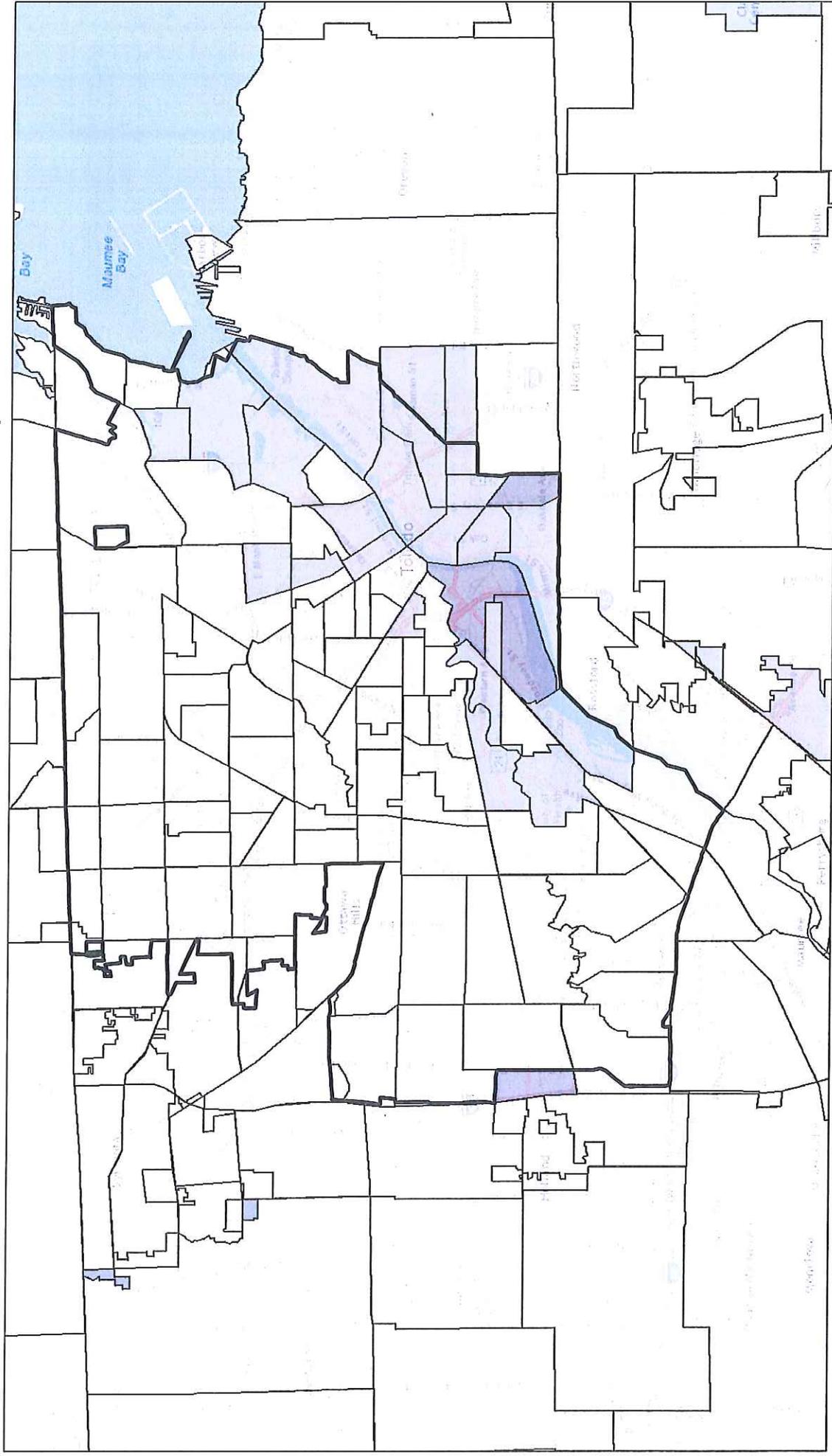
**FAIR
HOUSING**

Fair Housing Implementation Council - Members

Sarah Allan, Toledo LISC/Welcome Lucas County
Mike Badik, NODA
Karen Baird, LMHA
Yvonda Bean, Preferred Properties
Bonita Bonds, COT- Neighborhoods
Mike Bower, Owens Community College
Jason Clay, Toledo Fair Housing Center
Stacey Clemens, First Federal Bank
Alan Cox, City Housing Division
Tonya Crawley, LMHA
Sena Friedman, TFHC
Jim Gee, TARTA
Thomas Gibbons, City of Toledo Lucas County Plan Commission
Eunice Glover, NODA
Cheryl Grice, Pathway
Robyn Hall, LISC
Tim Harris, First Federal Bank
Morlon Harris, City of Toledo
Zachary Hillyer, TFHC
Katie Hunt Thomas, Ability Center of Greater Toledo
Linda Jackson, Area Office on Aging
Sarah Jenkins, TFHC
Susan Jester, TFHC
Havilland Johnson, Paramount Health Care ProMedica
Crystal Jordan, First Federal Bank
Stan Kolebuck, Huntington Bank
Lori Lawton, Lucas County Board of DD (director)
Courtney Macklin, Old West End Association
Evelyn McKinney, United Way
Megan Meyer-Foos, Toledo Regional Area Association of Realtors
Jane Moore, United Way
Tammy Moses, KeyBank Mortgage
Melissa Overton, Fifth Third Bank
Diana Patton, TFHC
Donald Perryman, Director of United Pastors for Social Empowerment (UPSE)
Karen Plocek, TFHC
Santoshia Pratt, Preferred Properties
Karen Rogalski, Cherry Street Legacy
Laura Shaffer, Food for Thought
Patricia Sloan, Friendship New Vision
Kate Sommerfeld, ProMedica
Vanessa Street, LMHA
Reginald Temple, First Federal
George Thomas, ABLE
Kevin Tucker, Former TFHC Client
Audree Weirick, Pathway
Delores Williams, LMHA
Cheryl Wilson, LMHA (Manager Occupancy and Leasing Department)

MAPS

Hispanic Population in Toledo - Concentration of Minorities per Census Tract

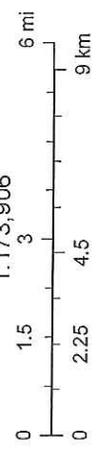


March 16, 2016

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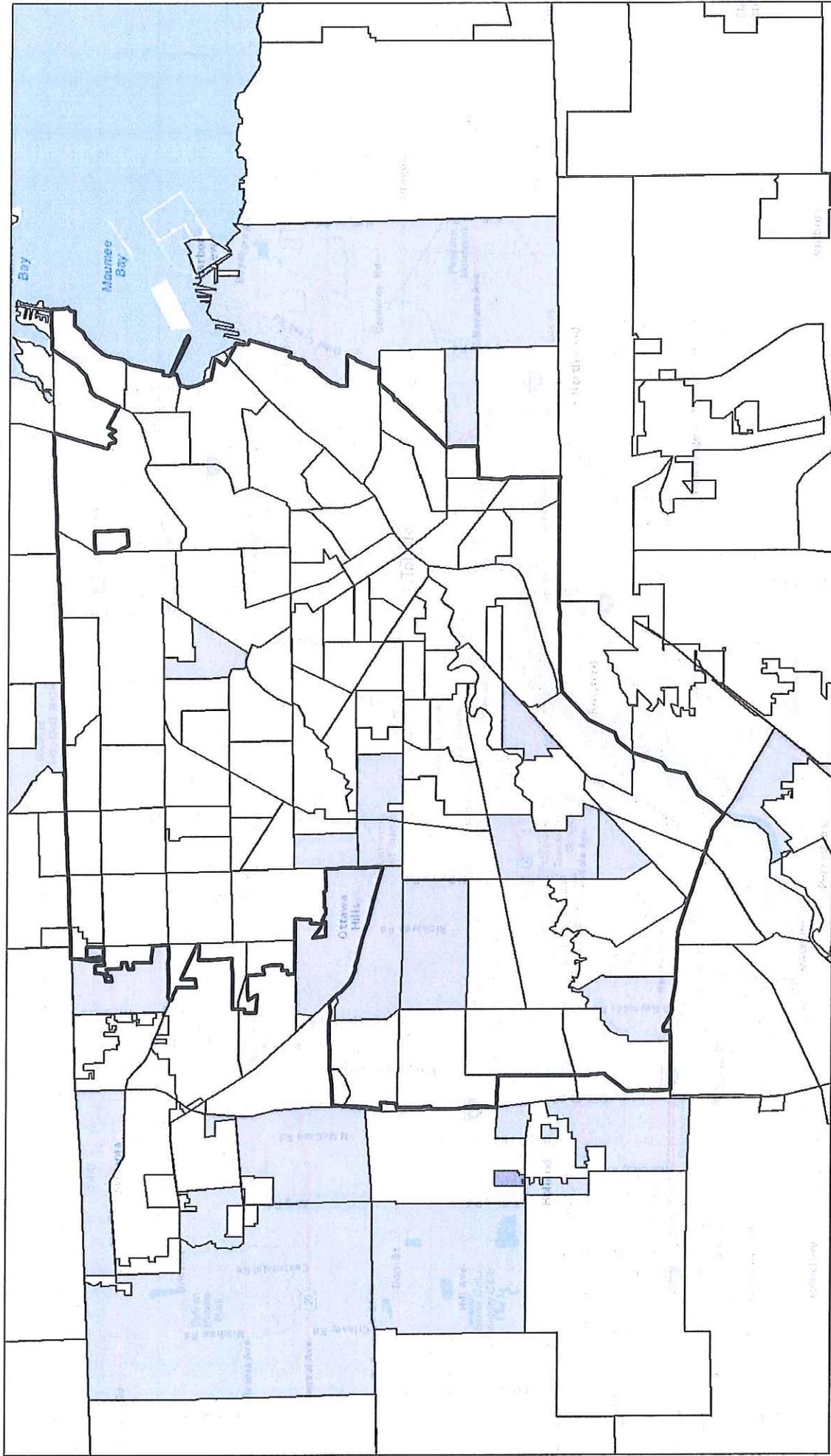
	10-25%
	25-51%
	<10%

1:173,906



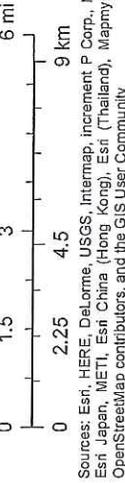
Sources: Esri, HERE, DeLorme, USGS, Intermap, increment, P Corp., NRCAN, Esri, Japan, METI, Esri, China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Asian Population in Toledo - Concentration of Minorities per Census Tract



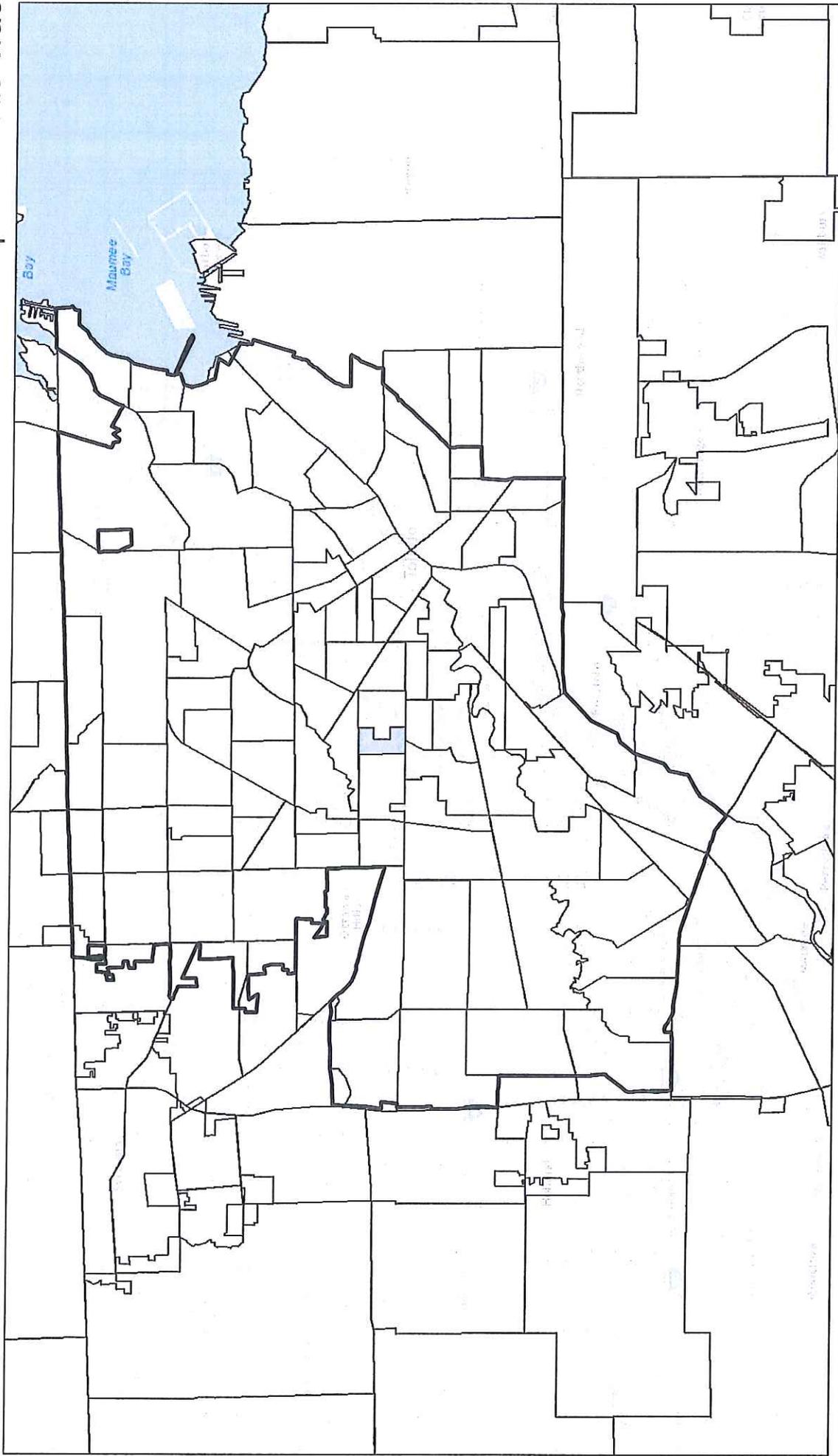
March 16, 2016

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Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri, Japan, METI, Esri (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Native Hawaiian / Pacific Islander Population in Toledo - Concentration of Minorities per Census Tract



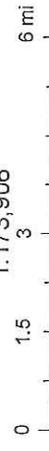
March 16, 2016

Override 1 NativeHawaiianPacificIslanderAlone 1.46-6.13%

B03002EST7_PCT

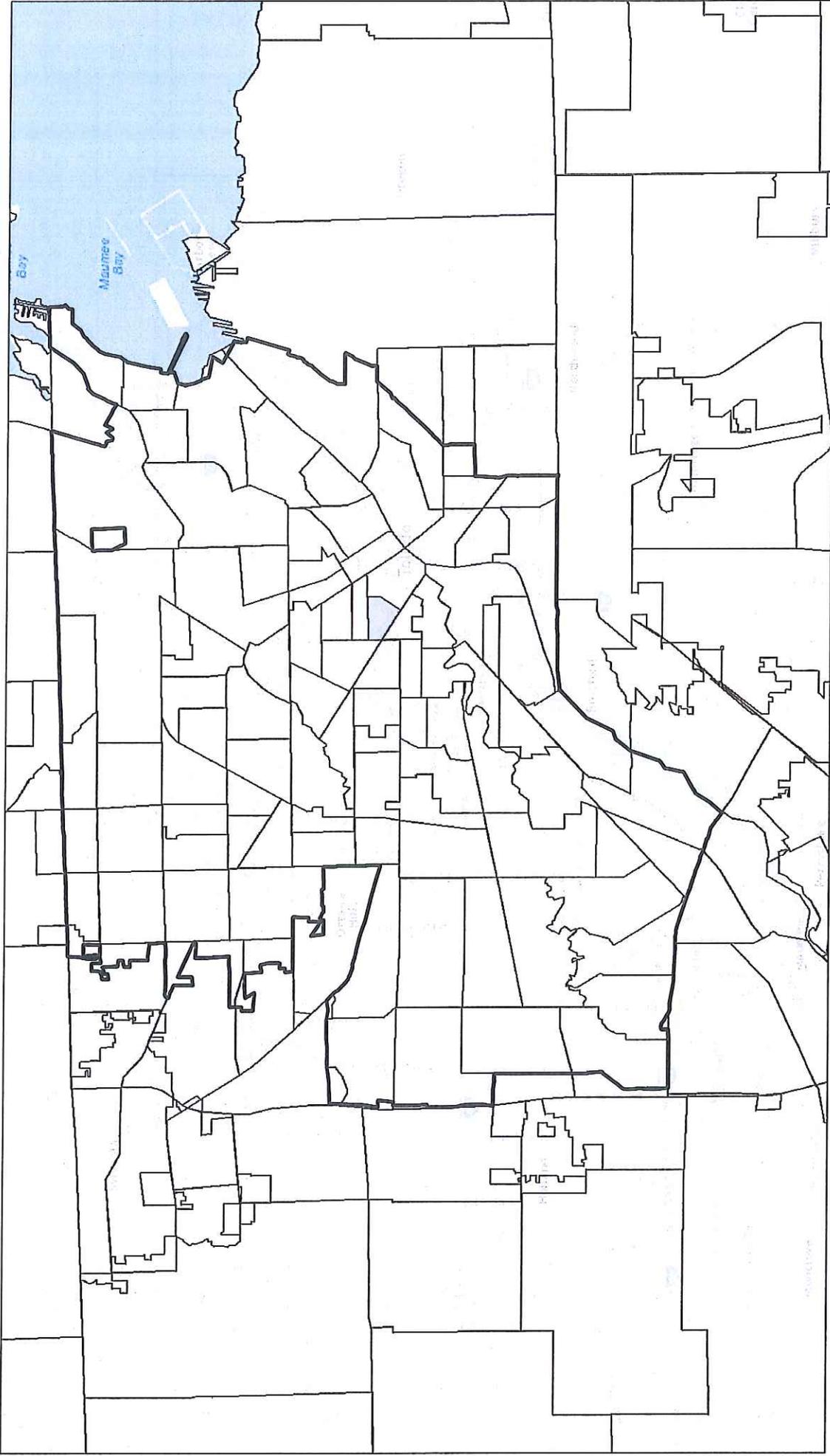
<1.46%

1:173,906



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

American Indian / Alaska Native Population in Toledo - Concentration of Minorities per Census Tract



March 16, 2016

Override 1 AmericanIndianAlaskaNativeAlone 3.55-10%

B03002EST5_PCT

<3.55%

1:173,906

0 1.5 3 4.5 6 mi

0 2.25 4.5 9 km

Sources: Esri, HERE, DeLorme, USGS, Intermap, increment, P. Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

**EMERGENCY
SOLUTIONS GRANT AND
HOMELESSNESS**

Recommended to Toledo Lucas County Homelessness Board by Housing Collaborative Network on 14 August 2012;
Approved by Toledo Lucas County Homelessness Board on 22 August 2012

Toledo Lucas County Continuum of Care: Recommendations for Coordinated Assessment

Prepared by:

Terry Biel – Technology Director, Toledo Lucas County Homelessness Board
Mike Badik – Grants Administrator, Toledo Lucas County Homelessness Board
Lynn Jacquot – Director, Toledo YWCA Battered Women’s Shelter
John Hoover – Executive Director, Neighborhood Properties Inc.

Background

This draft was authored after a review of

- Guidance from the State of Ohio Office of Community Development;
- Forms and processes for household screening, assessment, and intake presently in-use by providers in the Toledo Lucas County Continuum of Care, as provided by the same;
- Recommendations and sample forms related to coordinated assessment and rapid re-housing from the National Alliance to End Homelessness^{1,2,3};
- A focus group of both unhoused and housed consumers; and
- Focus groups of providers applying for or previously receiving local Emergency Solutions Grant funding.

This document was originally envisioned to address Housing Crisis and Homelessness Prevention only, but contains recommendations on Re-Housing as well due to some overlap between Homelessness Prevention and Re-Housing recommendations. In particular, there is an opportunity for synergy as regards Staffing, Capacity, and Logistics considerations; both Homelessness Prevention and Re-Housing are recommended to involve some flexible social work staff capable of phone- and site-based assessment beyond the initial phone screening, and these positions could be cross-trained.

¹ Sample Prevention and Diversion Assessment Tool, National Alliance to End Homelessness. Retrieved 23 July 2012 from <http://www.endhomelessness.org/content/article/detail/4513/>

² Coordinated Assessment Toolkit: Community Examples and Materials, National Alliance to End Homelessness. Retrieved 23 July from <http://www.endhomelessness.org/content/article/detail/4532/>

³ Rapid Re-Housing Triage Tool, National Alliance to End Homelessness. Retrieved 23 July from <http://www.endhomelessness.org/content/article/detail/4234>

Guiding Principles

Household Safety

In particular, providers expressed a profound commitment to household safety throughout the focus groups and larger Housing Collaborative Network meetings. This emphasis was also present in the various assessment tools used by other communities and recommended by government agencies and advocacy groups.

Any coordinated assessment tool for screening and diversion must first and foremost establish the safety of any housing crisis response/diversion solution, including risk of non-stranger violence, fitness of housing, medical emergencies, mental health crises, and any other special household needs.

Fairness

One of the primary benefits of a coordinated assessment process is ostensibly to provide similar households in similar scenarios with similar solutions. As a corollary, a coordinated assessment system should also minimize “side door” entry into programs or services.

Efficiency

Wherever possible, a coordinated assessment process should reduce duplication of effort and speed a household’s progression toward the most appropriate solution. Much of the information collected and forms completed by providers of both emergency and non-emergency solutions appear to overlap, and certainly overlap with information which would be necessary for a coordinated process to appropriately connect households with services. Where possible, the continuity and transfer of this information should be streamlined both at the level of the coordinated process and by the individual providers participating in the system.

What’s more, coordinated assessment should not simply connect households with services because they are available; any connection to services must be appropriate to the household’s circumstances.

Coordinated Assessment for Screening, Diversion, Homeless Prevention, and Re-Housing services

A coordinated assessment system must accomplish two things:

1. Housing Crisis Response: Assess the household’s immediate housing crisis with solution reasonably expected to provide safe housing for at least one week’s time; and
2. Housing Solution: Make preliminary determination of need and eligibility for appropriate long-term housing solution.

Recommended to Toledo Lucas County Homelessness Board by Housing Collaborative Network on 14 August 2012;
Approved by Toledo Lucas County Homelessness Board on 22 August 2012

These two tasks may each involve a combination of Screening, Diversion, Homeless Prevention, and Re-Housing activity.

The system may be “merely Coordinated,” where Screening, Diversion, Homeless Prevention, and Re-Housing services are provided by many providers at many sites using the same standards, assessment tools, and criteria. Alternatively, some or all parts of this system may be Centralized, where certain portions of the Screening, Diversion, Homeless Prevention, and Re-Housing services are provided by a single agency, which receives and assigns clients from and to appropriate partner providers.

Screening for Housing Crisis

Screening for Housing Crisis involves determining the elementary issues contributing to the household’s immediate issues and determining the appropriate response. The basics of this are:

- Is the household safe where they stayed last night?
- If household’s existing housing is safe, how can we keep them there for a little longer?
- If household’s housing is unsafe for some reason, how can we help them leverage their existing support networks and resources to avoid a Temporary Housing service (shelter) experience?

Data Collection

Households receiving Housing Crisis screening should be tracked in HMIS using a minimal set of identifiers and client characteristics. These data may be of limited visibility to other providers by default, and shared specifically with any provider to whom the client is referred as part of the Housing Crisis Response (including Homeless Prevention).

Specific Questions for Determining Appropriate Response

These are questions which will be integrated—along with the profiles that follow—into the actual Coordinated Assessment tool to be used for determining the appropriate response for households presenting with a housing crisis.

- Where did household stay last night?
 - Is household living on the street, in a car, or somewhere else not generally meant for habitation?
 - Is household in an emergency shelter, hotel/motel, or other explicitly temporary setting?
 - Was household member recently discharged from a prison, hospital, or other institution?

Recommended to Toledo Lucas County Homelessness Board by Housing Collaborative Network on 14 August 2012;
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- What brought on the household's housing crisis?
 - Problems with landlord – interpersonal, disputes about unit, unpaid rent
 - Utility arrears
 - Being evicted from staying with family or friends – interpersonal, not contributing financially to household, jeopardizing lease, overcrowding
 - Non-stranger violence
- If household were able to stay in that same housing, are they safe and free from threats of non-stranger violence?
- If household were able to stay in that same housing, is it fit for inhabitation?
- If household were able to stay in that housing, is their host jeopardizing his or her lease or their own housing security by allowing the household to stay?
- If household is staying with a host who is evicting them for reasons other than putting the lease in jeopardy, are we able to mediate a disagreement and develop a solution for them that involves staying there?
- Does the household have any other family or friends in the area they could stay with, even for a few days?
- Does the household have any financial resources, including income, deposits in bank accounts, the ability to gain an advance at work, the ability to borrow some money or the ability of family or friends to provide a monetary gift?

Gaps in Housing Crisis Response

- **Substance Users, no acute needs** – Presently, there are no HCN participating shelters that provide temporary housing to households who are using alcohol or drugs, but are not violent, undergoing withdrawal, overdosed, or with other fragile conditions. It is strongly recommended that the Continuum of Care explore ways to better address the needs of non-violent and non-medically fragile households who are using illicit substances.
- **Open Warrants** – Providers have varying policies on serving clients with open warrants, including varying policies on background checks and public record searches. These policies must be standardized across the continuum and monitored for equal application.

Profiles of Housing Crises

Tier I: Safety Concerns	
Profile of situation	Preferred response
<ul style="list-style-type: none"> Household reports threats of non-stranger violence 	<ul style="list-style-type: none"> Connection to Domestic Violence Shelter for risk/lethality assessment Permanent housing solution must involve Domestic Violence safety planning
<ul style="list-style-type: none"> Household is in need of acute medical care for injury, withdrawal, overdose, or other fragile condition(s) Household is actively psychotic, exhibits suicidal ideation, or is otherwise a violent threat to themselves or others 	<ul style="list-style-type: none"> Crisis hotline (Rescue, 911, etc.) as appropriate
<ul style="list-style-type: none"> Household is living in place not meant for habitation, including streets, car, etc. 	<ul style="list-style-type: none"> Diversion pending permanent housing solution If unable to divert, refer to appropriate Temporary Housing service (shelter)
<ul style="list-style-type: none"> Household is in unfit/unsafe housing, such as housing with heating off in winter, no working locks on doors, broken windows, unsound structure, etc. 	<ul style="list-style-type: none"> Diversion pending permanent housing solution If unable to divert, refer to appropriate Temporary Housing service (shelter) Conduct housing legal issues assessment and refer to Legal Services as appropriate

Recommended to Toledo Lucas County Homelessness Board by Housing Collaborative Network on 14 August 2012;
 Approved by Toledo Lucas County Homelessness Board on 22 August 2012

Tier II: Candidates for Diversion	
Profile of situation	Preferred response
<ul style="list-style-type: none"> Household staying with family or friends, being evicted by host; host lease may or may not be jeopardized by household staying <p>OR</p> <ul style="list-style-type: none"> Household is lessee being evicted from unit, whether subsidized or unsubsidized 	<ul style="list-style-type: none"> Diversion pending permanent housing solution If unable to divert, refer to appropriate Temporary Housing service (shelter)

Diversion and Homeless Prevention

After initial screening, may need to refer household for further Diversion and Homeless Prevention assistance. In order to truly reduce the number of persons entering shelter or living in a place not meant for habitation, Homeless Prevention interventions should be targeted to the individuals at highest risk of actually entering shelter or living in a place not meant for habitation.

For individuals who are at lesser risk for entering shelter or living in a place not meant for habitation, solving the housing crisis through landlord/tenant mediation and connection to legal services may often be enough to result in a permanent housing solution. Therefore, further Homeless Prevention assessment should focus on factors known to be associated with an increased likelihood of entering shelter or living in a place not meant for habitation in the next two (2) weeks.

What do Homeless Prevention services entail?

Homeless Prevention services include Housing Stabilization and Direct Financial Assistance services as described in the Federal Register⁴ regulations governing the Emergency Solutions Grant. Local recommendations and other notes are included below.

Housing Stabilization Services (HSS)

- Housing Stability Case Management Services

⁴ Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program. Retrieved 30 July 2012 from <http://www.hudhre.info/index.cfm?do=viewResource&ResourceID=4650>

These case management services are services and activities necessary to assist in retaining suitable permanent housing. They may include counseling, the development of an individualized housing and service plan, landlord-tenant mediation that prevents the tenant from losing their current lease, and assistance in maintaining or re-establishing utilities.

- **Legal Services**

In the past, connections between Homeless Prevention/Re-Housing program staff and legal services providers were somewhat weak. While recognizing the need for attorney/client confidentiality, coordination between legal services and Homeless Prevention personnel in particular is paramount for ensuring the stability of housing for participating households (see Rent Payment Assistance, below). An appropriate framework of client consent should be worked out so that Homeless Prevention case managers can work more closely with legal services providers.

Additionally, payments into escrow have not been used by local Homeless Prevention/Re-Housing programs. Establishing this option would provide another valuable tool for Homeless Prevention services.

- **Credit Repair**

Credit repair includes credit counseling and other services necessary for program participants with critical skills related to household budgeting, managing money, and resolving personal credit problems. It does not include debt payment.

Direct Financial Assistance (DFA)

- **Rent Payment Assistance (including up to six months of arrears)**

Rent payment assistance must be accompanied by a Rental Assistance Agreement between the program and the landlord. This is not a lease; this is a document outlining the program requirements for landlord participation, including payment by electronic transfer of funds (direct deposit) and moratorium on eviction action, and dismissal/vacation of eviction judgments. The tenant must still have a lease in their name with the landlord.

Homeless Prevention staff must also be empowered to negotiate with landlords over the amounts due. In particular, as certain costs are not eligible expenses (e.g., charges for damages, legal fees, etc.), Homeless Prevention staff should make every effort to have ineligible expenses waived or forgiven by the landlord—in writing—in exchange for payment of arrears and current rent due.

Recommended to Toledo Lucas County Homelessness Board by Housing Collaborative Network on 14 August 2012;
Approved by Toledo Lucas County Homelessness Board on 22 August 2012

Gaining dismissal/vacation of eviction judgments against Homeless Prevention households and getting ineligible expenses waived or forgiven by the landlord are critical items in order to ensure the stability of a household once they exit the program. Otherwise, those barriers and burdens will continue to impede the household's ability to obtain and maintain permanent housing going forward.

- Utility Bill Payment Assistance (including up to six months of arrears)
- Rent/utility security deposits
- Moving and storage cost assistance
These should be reserved for clients who are in unsafe housing or other exceptional circumstances.
- Motel/hotel vouchers

Questions for further Diversion and Homeless Prevention

- Does the household have an eviction notice? What type of eviction notice? Is it a notice from the landlord directly or is it a court-ordered eviction notice? How long is it before the current housing or living situation will be terminated?
- Are there members of the household who have had previous foster care involvement?
- Was a member of the household released from prison or did a member of the household have DYS involvement in the previous five (5) years?
- Does household have income or other financial resources? What is their total monthly housing cost (rent, water/sewer/trash, electric, and/or gas)? Does their total monthly housing cost exceed 50 percent of their after-tax monthly income? How have they been paying rent up to this point?
- Has household stayed in an emergency shelter or other homeless assistance program in the last five years? Has the household experienced homelessness in the last 12 months?
- Is there a pending foreclosure of the household's rental unit building?
- Has the household experienced a sudden and significant (change of twenty percent monthly income) loss of income?
- Does the household have a significant amount of debt or arrears owed to prior landlord? How much is it?
- Is the client in LMHA, Section-8, or other subsidized housing?

Recommended to Toledo Lucas County Homelessness Board by Housing Collaborative Network on 14 August 2012;
 Approved by Toledo Lucas County Homelessness Board on 22 August 2012

Profiles of Diversion and Homeless Prevention Circumstances

Tier I: Most appropriate for Diversion	
Profile of situation	Preferred response
<ul style="list-style-type: none"> • Household staying with family or friends, being evicted by host; lease is not in jeopardy by household staying with host; <p>OR</p> <ul style="list-style-type: none"> • Household is lessee being evicted from unit, whether subsidized or unsubsidized, without a court-ordered eviction (writ); • Household does not have a member with previous foster care involvement; and • Household does not have a member who was released from a correctional facility or DYS involvement in the past five years. 	<ul style="list-style-type: none"> • Provide mediation and Homeless Prevention stabilization services only (no direct financial assistance), leveraging household resources as appropriate; anticipated engagement with household is one month or less <ul style="list-style-type: none"> ○ If a potentially solvable issue including interpersonal disputes, household not contributing to household, or minor overcrowding: provide mediation and advocacy, seeking resolution that keeps household in this housing permanently ○ Probe for additional resource and support networks household might access in order to address housing costs ○ Refer household to additional resources for low income housing and public housing authority

Profiles of Diversion and Homeless Prevention Circumstances (cont'd)

Tier II: Most appropriate for Homeless Prevention assistance	
Profile of situation	Preferred response
<ul style="list-style-type: none"> • Household is lessee being evicted from unit, whether subsidized or unsubsidized, and may or may not have a court-ordered eviction (writ); and • At least one of the following <ul style="list-style-type: none"> ○ Household does have a member with previous foster care involvement; or ○ Household does have a member who was released from a correctional facility or DYS involvement in the past five years. <p>OR</p> <ul style="list-style-type: none"> • At least two of the following: <ul style="list-style-type: none"> ○ Court-ordered eviction (writ); ○ Sudden and significant (more than twenty percent change) loss of income; ○ Previous shelter stay within past five years; ○ More than fifty percent of income for gross housing costs; ○ Pending foreclosure of rental property; and/or ○ Staying in Section 8, LMHA, or other subsidized housing. 	<ul style="list-style-type: none"> • Schedule for Homeless Prevention intake, including stabilization services and direct financial assistance <ul style="list-style-type: none"> ○ Provide additional interim mediation to inform and educate landlord about Homeless Prevention program, including timing, landlord requirements ○ Conduct housing legal needs assessment and refer to legal services as appropriate

Re-Housing

Re-Housing activity should be targeted to those households already experiencing homelessness whose barriers to obtaining and retaining housing are largely financial, poor tenancy/prior eviction history, or prior criminal history. Special populations may be served, but if their needs are great they would be better served by the duration and intensity of services provided by Transitional or Permanent Supportive Housing.

Recommended to Toledo Lucas County Homelessness Board by Housing Collaborative Network on 14 August 2012;
Approved by Toledo Lucas County Homelessness Board on 22 August 2012

The rental application fees, rental security and/or utility deposits, last month's rent and/or utility arrearage, within ESG regulatory limitations, may be paid to the landlord in order to assist a household to gain safe and decent permanent housing, but only to the extent necessary. Similarly, it should not be expected that households will receive a 100 percent rent assistance every month. Clients with income should be expected to provide a reasonable portion of that income toward their monthly housing costs (30% of their total income) as they progress to housing independence.

The enrollment term of Re-Housing services should be a minimum of six months. It may be best if certain programs specialize in serving households expected to be largely ready for housing independence within the six month time period, while other programs specialize in serving households more likely to take nine to fifteen months to be ready for housing independence.

In determining eligibility, it is recommended that the National Alliance to End Homelessness's Rapid Re-Housing Triage Tool be used as a basis for determining household needs. Households meeting the profiles described for Levels 1 & 2 should be referred to programs providing short-term assistance. Clients meeting the profile described for Level 3 and households meeting the profile described for Level 4 without special needs limiting their ability to independently maintain housing should be referred to Re-Housing programs providing medium-term assistance. Clients meeting the profile described for Level 5 and households described by Level 4 who have special needs limiting their ability to independently maintain housing are better suited for Transitional or Permanent Supportive Housing interventions.

Household eligibility and needs should be re-assessed and re-certified every three months by the agency providing Re-Housing services, who is responsible for the continued eligibility of the client. The agency providing Re-Housing services (and conducting the re-certification) may request consultation with the agency conducting the original assessment in cases where the appropriateness of Re-Housing services is unclear. In cases where there is disagreement about the client's continued eligibility, it is recommended that the Homelessness Board make the determination. If households were originally determined to have the profile and needs described by a low level intervention, the system should allow for progressively greater interventions if the households' needs are later determined to be greater than originally thought.

Re-housing programs should focus on increasing income, decreasing expenses, and improving household self-sufficiency in regards to housing. For many households, the exit strategy will be a combination of earned income and benefits in order to maintain a stable household. For others, the exit strategy may be a permanent subsidy such as Housing Choice Vouchers or other public housing programs.

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Approved by Toledo Lucas County Homelessness Board on 22 August 2012

What do Re-Housing services entail?

Re-Housing services include Housing Stabilization and Direct Financial Assistance as described in the Interim Program Rule⁵ published by HUD. In many cases, the services and eligible activities are similar to those described in HUD's regulations governing Homeless Prevention services.

Housing Stabilization Services (HSS)

- Case management (including landlord/tenant /host mediation)
- Legal services
- Credit repair
- Housing Search and Placement
- Outreach and Engagement

Direct Financial Assistance (DFA)

- Rent payment assistance, including up to six months of arrears
- Utility bill payment assistance, including up to six months of arrears
- Rent/utility security deposits
- Moving and storage cost assistance
- Motel/hotel vouchers

Staffing, Capacity, and Logistics Considerations

Housing Crisis Response

Housing crisis profiles and "decision tree" have been constructed with rapid application in mind. Process could be completed in-person, but is designed to accommodate phone calls.

If brief contact with household and a few probing questions are able to address the household's housing crisis, that is ideal. Otherwise, the conversation should be steered steadily toward a conclusion of:

1. Connection to Domestic Violence Shelter;

⁵ Homeless Emergency Assistance and Rapid Transition to Housing; Continuum of Care Program. Retrieved 30 July 2012 from <http://www.hudhre.info/index.cfm?do=viewResource&ResourceID=4650>

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2. Crisis hotline(s), such as Rescue, 911, etc.;
3. Diversion;
4. Temporary Housing; or
5. Permanent Housing.

Once an initial screening for housing crisis has been completed, more in-depth Diversion activity should be completed by a social worker who can more appropriately assess needs for Homeless Prevention stabilization services, direct financial assistance.

Diversion and Homeless Prevention

An initial phone screener should turn over responsibility for this step to a social worker specifically trained to provide Diversion and Homeless Prevention services. Generally speaking, Diversion may be conducted over the phone, including calls by social work staff to landlords and other parties as a part of Diversion efforts. Homeless Prevention activity, meanwhile, should involve face-to-face assessment and interview. The volume of households presenting for Diversion and Homeless Prevention may necessitate more than one staff member for this purpose.

In particular, assessment for Homeless Prevention direct financial assistance should be conducted in-person, and appointments should be made no more than one week out from the date the household presents. It is recommended that these first appointments take place at a central location and not in the households' homes. Some funding should be budgeted to provide transportation and/or childcare assistance for households who require it in order to make appointments.

Once intake has been completed and a household is found to be eligible for Homeless Prevention services, further Stabilization Services and Direct Financial Assistance should proceed from partner agencies. These agencies must have a regular opportunity to provide feedback and participate in the management of these assessment, intake, and assignment processes to ensure the best fit of programs and households. Should a partner agency determine that an assigned household is not appropriate for their services, the partner agency and referring agency staff should work jointly to more appropriately connect that household with services.

Re-Housing (Short- and Medium-term)

Similar to Homeless Prevention, proper Rapid Re-Housing services and assistance are not recommended for completion over the phone. An initial phone screener should turn over responsibility for these services to a social worker specifically trained to provide them. It is recommended that the assessment and intake activity for these households be conducted on-site at the shelter where the household(s) are staying. The staff conducting the assessment and

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intake could schedule one or more blocks of time weekly with each shelter to visit and meet with households who are candidates for Rapid Re-Housing services.

Once intake has been completed and a household is found to be eligible for Re-Housing services, further Stabilization Services and Direct Financial Assistance should proceed from partner agencies. These agencies must have a regular opportunity to provide feedback and participate in the management of these assessment, intake, and assignment processes to ensure the best fit of programs and households. Should a partner agency determine that an assigned household is not appropriate for their services, the partner agency and the referring agency should work jointly to more appropriately connect that household with services.

Appendix I: Quick Reference for Housing Crisis Response Profiles

Tier I: Safety Concerns	
Profile of situation	Preferred response
<ul style="list-style-type: none"> Household reports threats of non-stranger violence 	<ul style="list-style-type: none"> Connection to Domestic Violence Shelter for risk/lethality assessment Permanent housing solution must involve Domestic Violence safety planning
<ul style="list-style-type: none"> Household is in need of acute medical care for injury, withdrawal, overdose, or other fragile condition(s) Household is actively psychotic, exhibits suicidal ideation, or is otherwise a violent threat to themselves or others 	<ul style="list-style-type: none"> Crisis hotline (Rescue, 911, etc.) as appropriate
<ul style="list-style-type: none"> Household is living in place not meant for habitation, including streets, car, etc. 	<ul style="list-style-type: none"> Diversion pending permanent housing solution If unable to divert, refer to appropriate Temporary Housing service (shelter)
<ul style="list-style-type: none"> Household is in unfit/unsafe housing, such as housing with heating off in winter, no working locks on doors, broken windows, unsound structure, etc. 	<ul style="list-style-type: none"> Diversion pending permanent housing solution If unable to divert, refer to appropriate Temporary Housing service (shelter) Conduct housing legal issues assessment and refer to Legal Services as appropriate
Tier II: Candidates for Diversion	
Profile of situation	Preferred response
<ul style="list-style-type: none"> Household staying with family or friends, being evicted by host; host lease may or may not be jeopardized by household staying <p>OR</p> <ul style="list-style-type: none"> Household is lessee being evicted from unit, whether subsidized or unsubsidized 	<ul style="list-style-type: none"> Diversion pending permanent housing solution If unable to divert, refer to appropriate Temporary Housing service (shelter)

Appendix II: Quick Reference for Diversion / Homeless Prevention Profiles

Tier I: Most appropriate for Diversion	
Profile of situation	Preferred response
<ul style="list-style-type: none"> • Household staying with family or friends, being evicted by host; lease is not in jeopardy by household staying with host; <p>OR</p> <ul style="list-style-type: none"> • Household is lessee being evicted from unit, whether subsidized or unsubsidized, without a court-ordered eviction (writ); • Household does not have a member with previous foster care involvement; and • Household does not have a member who was released from a correctional facility or DYS involvement in the past five years. 	<ul style="list-style-type: none"> • Provide mediation and Homeless Prevention stabilization services only (no direct financial assistance), leveraging household resources as appropriate; anticipated engagement with household is one month or less <ul style="list-style-type: none"> ○ If a potentially solvable issue including interpersonal disputes, household not contributing to household, or minor overcrowding; provide mediation and advocacy, seeking resolution that keeps household in this housing permanently ○ Probe for additional resource and support networks household might access in order to address housing costs ○ Refer household to additional resources for low income housing and public housing authority
Tier II: Most appropriate for Homeless Prevention assistance	
Profile of situation	Preferred response
<ul style="list-style-type: none"> • Household is lessee being evicted from unit, whether subsidized or unsubsidized, and may or may not have a court-ordered eviction (writ); and • At least one of the following <ul style="list-style-type: none"> ○ Household does have a member with previous foster care involvement; or ○ Household does have a member who was released from a correctional facility or DYS involvement in the past five years. <p>OR</p> <ul style="list-style-type: none"> • At least two of the following: <ul style="list-style-type: none"> ○ Court-ordered eviction (writ); ○ Sudden and significant (more than twenty percent change) loss of income; ○ Previous shelter stay within past five years; ○ More than fifty percent of income for gross housing costs; ○ Pending foreclosure of rental property; and/or ○ Staying in Section 8, LMHA, or other subsidized housing. 	<ul style="list-style-type: none"> • Schedule for Homeless Prevention intake, including stabilization services and direct financial assistance <ul style="list-style-type: none"> ○ Provide additional interim mediation to inform and educate landlord about Homeless Prevention program, including timing, landlord requirements ○ Conduct housing legal needs assessment and refer to legal services as appropriate

Recommended to Toledo Lucas County Homelessness Board by Housing Collaborative Network on 14 August 2012;
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Toledo Lucas County Continuum of Care: Recommendations for Centralized Approach to Coordinated Assessment

Prepared by:

Terry Biel – Technology Director, Toledo Lucas County Homelessness Board

What is a Centralized Approach to Coordinated Assessment?

Under a Centralized approach to Coordinated Assessment, households may still enter the system in a variety of ways. However, these all ultimately involve connecting households to a single, centralized point to receive the bulk of Screening, Diversion, Homeless Prevention, and Re-Housing services. In our community, a Centralized approach is the “best fit” for Coordinated Assessment, with United Way 2-1-1 center serving as the single, centralized point.

Emergency Shelter

Under this model, Emergency Shelters should not simply turn away walk-ins. If walk-ins present during normal business hours, Emergency Shelter staff should provide initial Screening to try to find a brief resolution to the household’s housing crisis. If this initial Screening does not result in a resolution to their housing crisis and the client is not in need of acute crisis services, the shelter should provide temporary stay to the household until they can be evaluated through Coordinated Assessment.

Moreover, if walk-ins present after hours and are not in-need of acute services for medical or other urgent issues, they should also be provided temporary stay until they can be evaluated through Coordinated Assessment. Similarly, phone calls to shelters should be redirected to Coordinated Assessment once it has been established that they are not in need of acute crisis services.

Conversely, households determined to be in-need of emergency shelter by Coordinated Assessment will be referred to participating shelters. In the case of shelters using ServicePoint, Coordinated Assessment will check for capacity on bed lists before making a referral, and confirm availability as needed. The details of this handoff process must be arranged between Coordinated Assessment and the participating shelters collaboratively.

Re-Housing and Homelessness Prevention

Except in extraordinarily rare circumstances, both Re-Housing and Homelessness Prevention providers should direct all walk-ins and other inquiries to Coordinated Assessment. Households determined to be in-need of and eligible for Re-Housing or Homelessness Prevention services will be referred to participating providers by Coordinated Assessment. The

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details of this handoff process must be arranged between Coordinated Assessment and the participating shelters collaboratively.

Mutual Responsibility for Appropriate Referrals

Whether through the Housing Collaborative Network or another body, participating providers must have the opportunity and responsibility to influence the design of Coordinated Assessment and provide feedback on the cases being referred to them. If, for any reason, a provider should determine that a referred case is ineligible or inappropriate for their programs, Coordinated Assessment and that provider must work jointly to make a more appropriate referral.

Staffing

It is our recommendation that the centralized system make use of a combination of United Way 2-1-1 Intake & Referral staff (I&R) and two to three Licensed Social Worker (LSW) staff. I&R should be trained to provide the centralized Screening only. Once a client with a housing stability has cleared the initial Screening for safety concerns, the call should be elevated to the additional LSW staff for Diversion and Homelessness Prevention components. These same LSW staff should provide the assessment for Homelessness Prevention/Re-Housing/Supportive Housing services, and be available for consultation on three-month re-assessments for the same.

Assessment and intake for Homelessness Prevention should take place through in-person interviews at the United Way 2-1-1 center before eligible clients are referred to partner providers. Transportation assistance may be required in some cases, and should be budgeted appropriately.

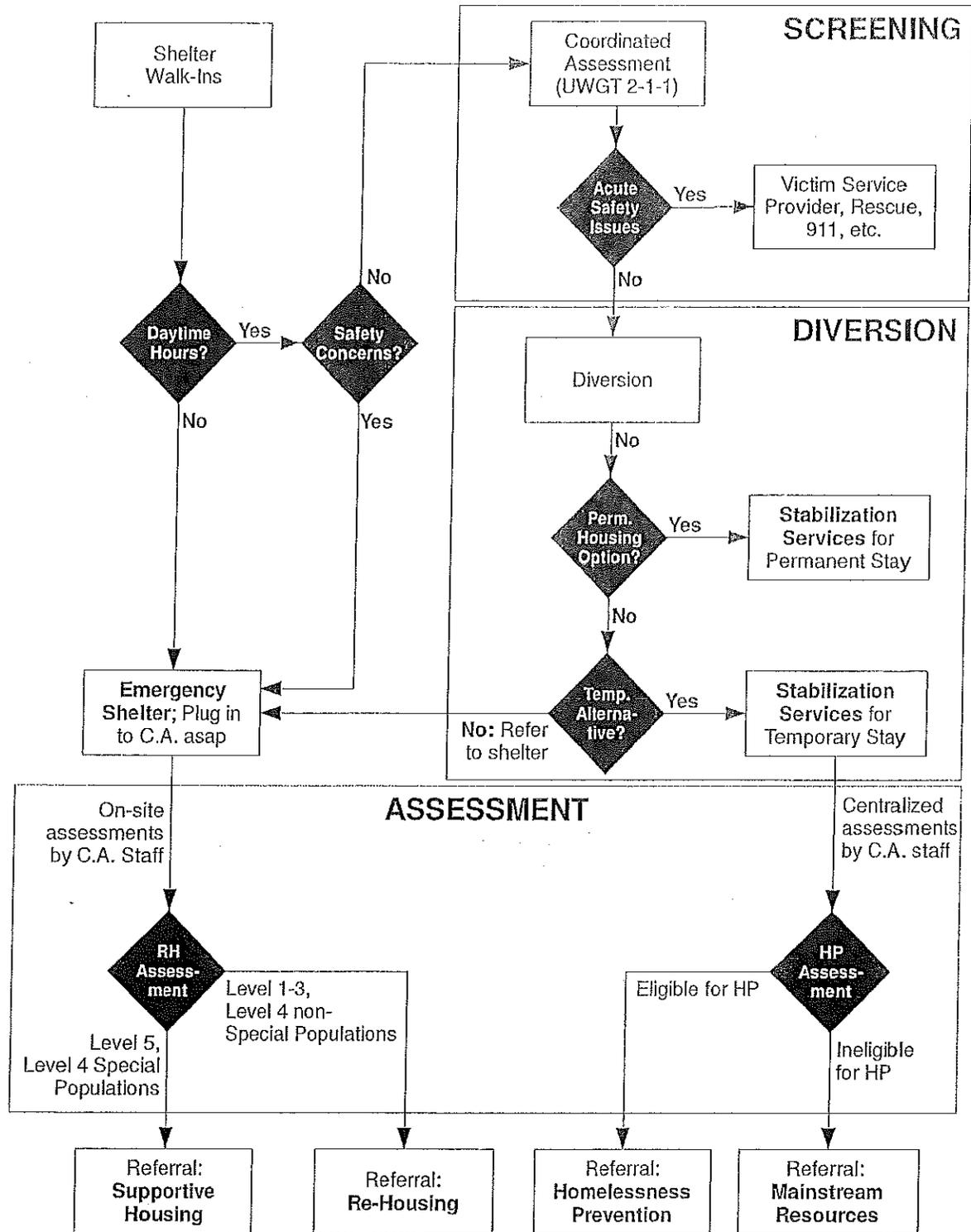
Assessment and intake for Re-Housing/Supportive Housing services should take place on-site at participating shelters, with regular visits scheduled twice a week for an appropriate length of time.

Putting it All Together

The following chart is intended to help visualize the interaction of the pieces in this system and the movement of households through the stages of Screening, Diversion, Homelessness Prevention, and Re-Housing services. The shaded areas marked as Screening, Diversion, and Assessment would all take place through United Way 2-1-1.

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Appendix I: Flowchart for a Centralized Approach



TOLEDO LUCAS COUNTY HOMELESS BOARD STANDARDS COMPILATION

I. ADMINISTRATION

A. Board of Directors

1. The agency shall be a nonprofit organization, recognized under section 501(c)(3) of the Internal Revenue Code.
2. The agency Board of Directors shall consist of voluntary (unpaid) members, with the possible exception of the CEO or Director and reimbursement to Board members of reasonable Board related travel costs.
3. The Executive Director of the agency shall not be the Chairman of the Board of Directors.
4. There shall be a written policy identifying and forbidding conflicts of interest between agency staff and Board members.
5. The agency shall include on their board of directors or other policy-making entities one or more members who are either homeless or formerly homeless.
6. The agency's Board of Directors shall meet at least on a quarterly basis and set overall policy for the agency. Minutes of the meetings shall be maintained for at least five years and made available prior to the next meeting for voting review. Board minutes shall include a listing of those Board members who are in attendance and those Board members who are in not in attendance.
7. The Board shall be responsible for the selection and annual performance review of the agency's CEO or Director.
8. The organization shall adhere to a written policy that ensures continuity, change in board membership and diversity of board members.
9. Each new board member shall receive orientation designed to orient the members to the goals, objectives, and activities of the agency.
10. The Board shall ensure that the organization collaborates with other organizations by ensuring that the organization provides referral resources to clients.

B. Fiscal Management

1. There shall be an accounting system, which is maintained in accordance with Generally Accepted Accounting Principles (GAAP) and which uses fund accounting methods.
2. The agency shall have sufficient cash to meet current obligations and shall develop contingency plans to cover unexpected shortfalls in revenues and for redistribution of services if unexpected funding cutbacks should occur.
3. The agency shall have an established finance and/or audit committee.
4. The agency shall have written internal fiscal control procedures, which are reviewed and approved by the Board of Directors.
5. Financial reports comparing budgeted versus actual balances for the agency shall be provided to the Board at least quarterly.
6. The agency shall receive an annual independent audit and/or independent compilation of financial activities of which includes a balance sheet and operating statement setting forth the financial condition of the agency.

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7. The agency shall have a record of accountability for clients' funds or valuables if the agency is holding either or both.
8. The agency shall institute and implement an adequate procurement policy covering small, medium and large purchases and means of price comparisons to assure purchase at the most reasonable costs and shall make known to women and minority contractors their capability to be vendors.
9. The agency shall maintain a system of accountability for time worked through use of timesheets, activity reports, etc. signed by both the employee and the appropriate supervisor. The agency executive director's timesheet shall be signed by a board member if there is no other paid staff to which the agency executive director reports.

C. Staff: Paid and Volunteers

1. The organization shall have a chart of all staff working in the agency, updated upon any changes. There shall be written position descriptions for each position type, which includes job responsibilities and qualifications. This information may be included in a Personnel Policies Manual.
2. The agency shall have written policies for the selection of paid personnel in conformance with Equal Employment Opportunity (EEO) guidelines. The organization practices equal opportunity employment and does not discriminate on the basis of gender, religion, race, color, national origin, disability, veterans status, ethnicity, or sexual orientation.
3. The agency shall require and receive health screenings and criminal background checks, based on regulatory authority where appropriate, on all staff, especially as it relates to services to children.
4. The agency shall have a Personnel Policies Manual that is approved by the Board of Directors and is reviewed at least every three years. The manual addresses:
 - a. Annual performance evaluations for all staff, including the Executive Director;
 - b. Compensation and benefits plans;
 - c. Grievance procedures for staff and volunteers; and
 - d. Conflict of interest and nepotism policy; and
5. All relevant direct service staff in an emergency shelter or a TH congregate residential facility shall receive additional training annually in at least the following:
 - a. Non-violent crisis intervention techniques;
 - b. Trauma-informed care;
 - c. Referral procedures to relevant community resources;
 - d. First aid procedures; and
 - e. Emergency evacuation procedures; and
 - e. Agency operating procedures.

The emergency shelter or TH congregate residential facility shall assure that at least one staff person on duty is trained in emergency first aid procedures. For the safety of

TOLEDO LUCAS COUNTY HOMELESS BOARD STANDARDS COMPILATION

the residents, the emergency shelter or TH congregate residential facility shall have adequate, trained, on-site staff coverage during all hours the shelter is open to residents, unless individual secured units are provided.

6. If volunteers are used for ongoing activities, the agency shall have a current volunteer training orientation policy and process.
7. If volunteers are used, the agency shall have a formal process for orientation and training for the task to be performed.
8. The staff shall support client's choice and self-determination in pursuing services, treatment options, etc.
9. The emergency shelter or TH congregate residential facility shall encourage the involvement of clients in the decision-making processes of the emergency shelter or TH congregate residential facility.

II. FACILITIES

A. Health & Environment

1. The emergency shelter or TH congregate residential facility shall have written plans for identification, treatment and control of medical and health conditions (for example, contagious diseases, body infestations, bed bugs) which implement Universal Precaution Procedures as required by OSHA standards. There shall be evidence that TB protocol is used. The agency shall have a written policy regarding the control of infectious diseases, such as HIV, tuberculosis, etc.
2. The emergency shelter or TH congregate residential facility shall designate and utilize private space to meet with clients for interviews, counseling sessions, examinations, and treatment.

B. Safety

1. The emergency shelters, TH congregate residential facility, PSH residential facility, scattered-site TH or PSH scattered-site unit shall comply with all applicable local fire, environmental, health and safety standards and regulations.
2. The emergency shelters, TH congregate residential facilities or PSH residential facility shall have a safety plan which includes at least the following:
 - a. posted evacuation plan;
 - b. safety drills, conducted at least monthly;
 - c. fire detection systems which conform to local building and fire codes;
 - d. adequate fire exits;
 - e. adequate emergency lighting; and
 - f. documented policy and procedures for emergency situations.
3. A TH or PSH scattered-site unit shall have fire detection systems which conform to local building and fire codes and fire exits which conform to local building and fire codes.

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4. An Emergency shelter, TH congregate residential facility or PSH residential facility shall have a written procedure that assures the safety and security of residents and staff and their possessions.
5. Entrances and exits shall be kept clear of debris, ice, snow, and other hazards.
6. Hallways, stairwells, and exits shall be well lit and there shall be working back-up batteries for exit lights.
7. There shall be exit signs with arrows clearly visible.
8. The emergency shelter, TH congregate residential facility or PSH residential facility shall have available standard first aid kit to handle multiple occurrences that are kept in a well-known accessible place in case of a medical emergency. Residents of individual RRH, TH or PSH units should be encouraged by the RRH, TH or PSH provider to secure rental insurance
9. In an emergency shelter, TH congregate residential facility or PSH residential facility, a phone and emergency numbers shall be readily accessible for any emergency call. All staff at an emergency shelter, TH congregate residential facility or PSH residential facility on duty shall have access to a telephone. Emergency telephone numbers shall be posted conspicuously near the telephone.
10. The agency shall ensure adequate provision of the following services in their congregate residential facility, scattered-site unit or individual unit:
 - a. pest control services in conformance with local building and safety codes;
 - b. removal of garbage; and
 - c. proper ventilation and heating/cooling systems
11. The emergency shelter, TH congregate residential facility, PSH residential facility or RRH, TH, PSH individual units as well as common areas in a multi-family building in which a local RRH, TH or PSH units are located shall be clean and in good repair.
12. The agency shall make reasonable access to transportation services to residents of their congregate residential facility, residential facility or scattered site units.
13. In addition to meeting the other housing standards identified in this document, RRH, TH and PSH unit shall meet HUD's Housing Quality Standards prior to initial occupancy of their clients and at time of any required re-inspection.
14. The emergency shelter or TH congregate residential facility shall provide a bed or crib for each guest unless the emergency shelter or TH congregate residential facility has an ODSA exemption based on size and/or type of shelter. The emergency shelter or TH congregate residential facility shall make provision for clean linens for each client. There shall be procedures to provide for the sanitizing of all linens and sleeping surfaces.
15. The emergency shelter or TH congregate residential facility shall provide sufficient showers/baths, washbasins and toilets that are in proper operating condition for personal hygiene. These should be adequate for the number of people served. Clean towels, soap and toilet tissue shall be available to each client in an emergency shelter or TH congregate residential facility.

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16. The agency shall have and utilize a procedure for making referrals to appropriate medical providers.
17. The emergency shelter, TH congregate residential facility or PSH residential facility shall have a written policy regarding the possession and use of controlled substances as well as prescription and over the counter medication.
18. The agency's facility, the emergency shelter, TH congregate residential facility, PSH residential facility, or RRH, TH and PSH units shall be accessible to and usable by persons with disabilities, as applicable, in compliance with Americans with Disabilities Act, Fair Housing Act, and Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities shall have access and/or provided reasonable accommodations within the facility to all programs and activities available in the facility.

C. FOOD SERVICE

1. The emergency shelters or TH congregate residential facility shall provide, arrange for food services to clients on-site or provide transportation directly to free meal sites.
2. The emergency shelters or TH congregate residential facility providing food service shall make adequate provisions for the sanitary storage and preparation of foods.
3. The emergency shelter or TH congregate residential facility providing food for infants, young children and pregnant mothers shall make provisions to meet their nutritional needs.

III. OPERATIONS

A. Agency Operation Procedures

1. The agency shall have written policies for admission procedures and posted criteria for providing services to people. The agency shall have a policy manual, which includes the agency's purpose, population served, program description, non-discrimination policy, and confidentiality statement and shelter regulations, rules and procedures.

The agency shall have written policies for admission of clients and criteria for admitting people to the agency. The agency's intake policy shall be available for the clients to review at the agency facility, emergency shelter or TH congregate residential facility, if appropriate.

2. The hours of operation shall clearly be posted at an emergency shelter or TH congregate residential facility.
3. Information regarding access to United Way 2-1-1 and domestic violence crisis services and contact information shall clearly be posted at the agency facility, emergency shelter or TH congregate residential facility, if appropriate.
4. There shall be a clearly defined policy about the possession of weapons on site emergency shelters or TH congregate residential facility.

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5. The agency shall post and read, or otherwise make known, the rights and responsibilities of emergency shelter or TH congregate residential facility clients that shall include a grievance procedure for addressing potential violations of their rights.
6. The agency shall provide all residents with, or posts in a conspicuous location, a copy of the house or program rules and regulations, and a copy of the disciplinary and grievance procedures. Consequences of rules violations shall clearly be stated and consistently enforced.
7. There shall be evidence that grievances are collected and evaluated so that trends and patterns can be noted and corrections made.
8. The emergency shelter or TH congregate residential facility shall maintain a daily census, which includes, at least, the name and sex of each person residing in the shelter.
9. The agency shall report child abuse and endangerment as required by law.
10. The emergency shelter or TH congregate residential facility shall only require clients to perform duties directly related to daily living activities within the respective emergency shelter or TH congregate residential facility.
11. The emergency shelter or TH congregate residential facility shall provide access to a public or private telephone for use by their respective clients to make and receive calls.
12. The agency shall maintain records to document services provided to each client.
13. The agency shall provide accommodations for shelter clients to store personal belongings.
14. The emergency shelter, TH congregate residential facility or agency facility shall provide a safe, secure environment and have policies to regulate access.
15. The emergency shelter or TH congregate residential facility shall allow current clients to use the shelter as a legal residence for the purpose of voter registration and the receipt of public benefits.
16. The agency shall maintain a log or file to record at a minimum all unusual or significant incidents.
17. The agency shall have written policies for consensual and non-consensual searches of residents' possessions that are consistent with federal, state and local laws.
18. The agency shall have a written termination policy in which program participant's assistance is terminated only in the most severe cases and consistent with the TLCHB policies.
19. For those residents who have difficulty with spoken English or written English, the agency shall engage the appropriate interpretative services in order that all adult household members are able to understand the agency's admission/intake procedures, hours of operation, house or program rules, the availability of domestic violence services, the contact information for United Way 2-1-1, client rights and responsibilities, grievance procedures, and any other pertinent information required under these standards to be communicated to the clients. The agency shall

TOLEDO LUCAS COUNTY HOMELESS BOARD STANDARDS COMPILATION

demonstrate an attempt to translate the above mentioned documents into Spanish no later than January 1, 2014.

B. Services provided

1. The agency shall recognize and uphold a client's right to receive services, including shelter and/or housing without regard to race, religion, gender, age, national origin, ancestry, color, sexual orientation, disability or familial status, except, where age and gender of the people served are determined within the agency's mission.

An agency serving families with children shall also not discriminate on the basis of the sex or age of the children or the size of the family. Provision shall be made in such cases to maintain the family as an intact unit.

2. Services for basic human needs shall not be denied due to a client's inability to pay.
3. The agency shall not require or not provide incentive to clients to participate in religious services or other forms of religious expression.
4. The agency may provide appropriate support services consistent with the TLCHB policies.

If an agency is unable to provide said services, the agency shall make referrals to other agencies for appropriate support services consistent with TLCHB policies, such as:

- a. Health and mental health services;
 - b. Alcohol and drug treatment programs;
 - c. Assistance to secure long-term housing;
 - d. Material assistance programs;
 - e. Adult/children protective services;
 - f. Assistance with employment opportunities, life skill training, educational services, child care, transportation or other support service not provided by the shelter but identified within individualized housing stabilization plan; and
 - g. Other mainstream resources.
5. In The agency shall ensure that the following basic needs are being provided:
 - a. humane care which preserves Individual dignity;
 - b. a clean environment;
 - c. reasonable security; and
 - d. referrals to other agencies.
 6. The agency shall have secure storage space for confidential documents relating to clients and personnel.
 7. The agency shall develop and implement procedures to ensure the confidentiality of records pertaining to any individuals provided family violence prevention or treatment services.

TOLEDO LUCAS COUNTY HOMELESS BOARD STANDARDS COMPILATION

8. The agency shall provide for an evaluation of the effectiveness of the program services offered by service recipients, at least annually, including anonymous feedback from clients that the agency is serving.
9. An agency that receives funding under the Homeless Assistance Grant Program and/or CoC funds shall be required to participate in their Continuum of Care's Homeless Management Information System (HMIS).
10. The emergency shelter or TH congregate residential facility shall have laundry facilities or service available on-site to clients.

PROJECT HOME RAPID RE-HOUSING POLICY - PROTOCOL – PROCEDURE
March 2013

All policies, protocols and procedures contained within this document support and/or stem from those contained within two Toledo Lucas County Homelessness Board approved documents: *Coordinated Assessment, Centralized Approach* (August 2012). The purpose of which is two-fold: 1) Assess the household's immediate housing crisis with solution reasonably expected to provide safe housing for at least one week's time; and 2) Housing Solution: Make preliminary determination of need and eligibility for appropriate long-term housing solution. In addition, decision making and program development of the items contained here are grounded in two strong values: client centered & data driven.

- I.** Included in these documents are:
 - a. Flow Chart – Centralized Approach: Diversion, Emergency Response, Temporary Housing, Permanent Supportive Housing, Rapid Re-Housing and Homelessness Prevention
 - b. Guiding Principles: Household Safety, Efficiency, Fairness
 - c. Data-Collection Expectation
 - d. Service Overview: Diversion, Homeless Prevention, Rapid Re-Housing
 - e. Direct Financial Assistance Parameters
- II.** **Project Home** is the name of the Toledo Lucas County CoC Homeless Service System:
 - a. PHome participating agencies are required to be active members in the CoC Housing Collaborative Network (HCN) and serve on a Quality of Care (QoC) committee.
 - i. HCN reviews and recommends policy revisions/additions
 - ii. QoC reviews and advises procedures and coordination of services
 - b. The PHome Rapid Re-Housing (PHome RRH) component is a multi-agency effort via Memorandum of Understanding and/or contract and operates under the Program Management of TLCHB.
- III.** **PHome Rapid Re-Housing Partners** provides the following:
 - a. Coordinated Assessment (CA)
 - b. Case Management Services
 - c. Housing Placement Services
 - d. Financial Services
 - e. HMIS
- IV.** PHome RRH partners services include:
 - a. Screening, Assessment, & Housing Type Assignment (CA)
 - b. Housing Stabilization Services: Diversion, Case Management, Housing Placement, DFA requests, Legal Intervention, Recertification
 - c. Direct Financial Assistance: Rental & Utility Deposit and Assistance (including six months arrears); moving and storage costs; hotel stay. All DFA must assure participant housing is secured, housing meets rent reasonableness and is under lease with landlord

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- V. PHome RRH partners are members of the PHome RRH advisory team meeting no less than bi-monthly.
- VI. PHome RRH households to be served annually:
 - a. 100 Short Term DFA (\$2,500 maximum) and Housing Stabilization Services
 - b. 150 Medium Term DFA and Housing Stabilization Services
 - c. 25 Diversion Solution with Housing Stabilization Services
- VII. PHome RRH Eligibility:
 - a. Below 30% AMI
 - b. Homeless as defined below by HUD:
 - i. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - 1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - 2. (An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or
 - 3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
 - ii. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - 1. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - 2. No subsequent residence has been identified; and
 - 3. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing; or
 - iii. Any individual or family who:
 - 1. is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - 2. Has no other residence; and
 - 3. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

- VIII.** PHome RRH Participant Priorities: First time homeless; Homeless families with children; Veterans (VASH/VOA – deposit/first month rent)
- IX.** PHome RRH Process Flow employs progressive intervention: Diversion first
- a. **Screened:** UWGT 2-1-1 Information & Referral Specialists
Who: All seeking housing crisis intervention assistance
Record: Refer documentation
 - b. **Assessed:** UWGT Centralized Access Coordinator
Who: All those meeting pre-screened criteria
Record: Client spreadsheet
 - c. **Assigned:** UWGT Centralized Access Coordinator
Who: Enrolled clients – capacity permitting
Case Assignments: LSS (households w/school-aged children – housed & 20 shelter)
Diversion: CAC (maintain client file; bi-weekly follow-ups for one month) Record: HMIS
 - d. **Case Management:** LSSNWO & TASC & FOCUS&BEACH HOUSE
Who: Assigned Clients
Record: HMIS services / HMIS exit & Client File
 - e. **Housing Placement:** FOCUS
Who: Case Managers for housing placement services for enrolled clients: rent reasonableness; inspections; housing search; lease review
Record: HMIS service
 - f. **Recertification:** Case Management Agency
Record: HMIS services & Client File
 - g. **Exit:** Case Manager
Record: HMIS & Client File
 - h. **Exit Appeal:** Project Home Manager (TLCHB)
Client File & TLCHB file
- X.** PHome RRH Protocols
- a. **Landlord Relations:**
Landlords are to be engaged as soon as possible beginning at CA and following through Housing Placement and agree to payment schedule as arranged with CM and agree not to evict barring any subsequent lease violations
 - b. A Rental Agreement will exist and be executed between PHome Case Management Services and the Landlord on behalf of an identified client.
 - c. Housing must meet Housing Quality Standards including Visual Lead Paint Assessment
 - d. If an occupied units fails the above the landlord will be notified of the failure and if repairs are achievable within two weeks arrangements will be agreed upon among tenant, housing placement and landlord. This agreement must be in place within five days of failure.

- c. Rent Reasonableness: All units receiving PHome DFA will be subject to and meet the rent reasonableness test.
- f. Each provider service agency will execute a *Client Consent to Serve* form with a PHome RHH client (head of household).
- g. Case Management Services: All enrolled clients will receive case management services focusing on housing costs stability and connection to community and mainstream resources. CM services will include a minimum of one monthly home visit and monthly budget review. CM's are not required to transport clients to appointments.
- h. Direct Financial Assistance will be paid directly to vendors through an approved Request for Funds form. Maximum amount for short term (three-six months) is \$2,500. Maximum amount for medium term is as permitted by partner grant agreement with HUD. DFA permitted:
 - i. Rental Deposit
 - ii. Rental Assistance
 - iii. Rental Arrears (six months)
 - iv. Utility Deposit
 - v. Utility Assistance
 - vi. Moving Costs Assistance (non-standard item and requires Project manager approval unless waived)
 - vii. Hotel/Motel Vouchers (non-standard item and requires Project manager approval unless waived. Not to exceed 4 weeks)
- i. Client Recertification: All enrolled clients are to be recertified every three months from CM enrollment. This is done within CM agency as approved by agency/project director.
- j. Data Collection & Reporting: All agencies participating in PHome RRH must be a TLCHB HMIS Contributing Organization. All clients receiving PHome RRH services must receive information on HMIS and must provide permission to participate. All clients are to be enrolled in HMIS.
- k. Client Exit: All enrolled clients are to be exited within 14 days of the following:
 - i. Successful completion: Client has achieved housing stability
 - ii. Assistance limit reached;
 - iii. Client is no longer eligible at recertification;
 - iv. Noncompliance: Client does not adhere to Consent to Serve and has failed to respond to CM multiple attempts (no less than 3) to resolve matters
 - v. Deteriorated prospects for housing stability
 - vi. Need for intensive case management services
 - vii. Other: Unique circumstances not covered above and must be described thoroughly on exit form
- l. Client Exit: All exited clients are to be referred to available assistance including Coordinated Assessment if homelessness is a consequence of their exit.

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- m. A Client Exit goal will include housing costs at no more than 60% of household income, optimally.
 - n. Appeals and Grievances: All clients have a right to appeal and/or grieve a decision action or determination made by service provider that the client disagrees with according to the service provider appeal process.
 - o. Exit Appeal: All clients are to receive information on exit appeal decisions. These are to be submitted to the Project Manager whose decision will be based on review of client file and will be considered final.
- XI.** Revisions / Additions to this manual will be attached as approved
- XII.** The Project Manager will maintain all forms associated with the program.

Toledo Lucas County Continuum of Care: 2016 Key Performance Indicators

Prepared by:

Carl Richard Sutherland II – HMIS Administrator, *Toledo Lucas County Homelessness Board/Toledo Homeless Management Information System*

Introduction

The goal to end homelessness is lofty, yet achievable. It takes the commitment of the community, and a guiding vision to make it reality. In the following pages, the Toledo Lucas County Continuum of Care outlines short term goals in which the future—where homelessness is rare, brief and non-reoccurring—will be built.

Background

Initially, the Toledo Lucas County Homelessness Board (TLCHB) adopted key performance indicators (KPI) and targets for calendar year 2013. These were developed in accordance with guidelines outlined in the HUD Continuum of Care Program Interim Rule requirements for adopting performance targets¹. Key Performance Indicators are re-evaluated annually. Most recently, the targets were reviewed and updated for calendar year 2016.

On October 30th and November 6th, 2015, the Quality & Performance KPI Committee reviewed

- General Program Reports from Toledo HMIS for calendar years 2014 and 2015 (to date) to assess Continuum of Care performance
- The HUD document *System Performance Measures: An introductory guide to understanding system-level performance measurement, version 2 (May 2015)*², which gives the recommendations to date from HUD
- A review of the Balance of State Continuum of Care's document *Ohio Balance of State Performance Management Plan*, which gives a snapshot of the State's performance measures.

¹ Responsibilities of the Continuum of Care (§578.7). HUD Interim Rule for Continuum of Care Program. Published 31 July 2012 in The Federal Register.

² <https://www.hudexchange.info/resource/3894/system-performance-measures-introductory-guide/>

Based on these, and discussions among the committee members, this document contains recommendations for the 2016 Key Performance Indicators.

Among these recommendations is to separate Overall System KPIs for evaluating CoC performance, while maintaining Project-Level KPIs for evaluating project performance.

Scope of Recommendations

Recommendations contained within this document are for overall Continuum of Care performance indicators for calendar year 2016. These recommendations do not address a framework to “take action against poor performers,” though that is called for by the HUD CoC Program Interim Rule.

Project-Level Key Performance Indicators

The following five major performance indicators for projects are recommended.

1. Average Days between Emergency Shelter Entry and SPDAT List Referral (ES Only)

This measure is under development.

2. Exits to Permanent Housing

Defined as percent of households whose destination at exit was:

- Long-term care facility or nursing home (HUD)
- Moved from one HOPWA funded project to HOPWA PH (HUD)
- Owned by client, no ongoing housing subsidy (HUD)
- Owned by client, with ongoing housing subsidy (HUD)
- Permanent housing for formerly homeless persons (HUD)
- Rental by client, no ongoing housing subsidy (HUD)
- Rental by client, with VASH subsidy (HUD)
- Rental by client, with GPD TIP subsidy (HUD)
- Rental by client, with other ongoing housing subsidy (HUD)
- Staying or living with family, permanent tenure (HUD)
- Staying or living with friends, permanent tenure (HUD)

$$\frac{\text{Sum (Exited Households with Permanant Destinations)}}{\text{Total Exited Households}}$$

Destinations considered as temporary (e.g., Staying or living with friends, temporary tenure (HUD)) or neutral (e.g., death) are not noted for this calculation.

3. **Improvement in Income**

Defined as percent of households whose total household income at program exit or last program update is greater than their total household income at program entry.

Equation Placeholder

For example, the following two households would be counted as having improved income: 1) a household whose members' total income added up to \$550 per month at program entry and whose members' total income added up to \$600 per month at program exit; 2) a household whose members' total income added up to \$300 per month at program entry and who had not exited, but whose last reported total income added up to \$400 per month.

Collected Income Sources are:

- Alimony or other spousal support
- Child support
- Earned income (i.e., employment income)
- General Assistance (GA) (or use local name)
- Other source (requires manual specification of source)
- Pension or retirement income from a former job
- Private disability insurance
- Retirement Income from Social Security
- Social Security Disability Income (SSDI)
- Supplemental Security Income (SSI)
- Temporary Assistance for Needy Families (TANF) (or use local name)
- Unemployment Insurance
- VA Non-Service-Connected Disability Pension
- VA Service-Connected Disability Compensation
- Worker's Compensation

Supplemental Nutrition Assistance Program (Food Stamps) benefits are considered non-cash benefits and are not included in calculations for Improvements in Income.

4. **Positive or Neutral Reasons for Leaving**

Defined as percent of households whose Reason for Leaving is listed as **positive** or **neutral** in this list:

- Completed Program (**positive**)

- Criminal Activity/Violence (*negative*)
- Death (**neutral**)
- Disagreement with Rules/Persons (*negative*)
- Left for Housing Opportunity before completing program (**positive**)
- Needs could not be met by program (*negative*)
- Non-compliance with program (*negative*)
- Non-Payment of Rent/occupancy charge (*negative*)
- Reached Maximum time allowed by program (*negative*)
- Unknown/disappeared (*negative*)
- Other (**neutral**)

$$\frac{\text{Sum}\{ \text{Exited Households}\{ \text{Positive or Neutral Exit Reason}\}\}}{\text{Total Exited Households}}$$

Supplementary Project-Level Data

Past performance indicates that some measures are better seen as informative and unrelated to performance of an agency. However, they are still best measured at the project-level. The following six project-level additional measures are to be included in future KPI reports.

1. Length of Stay in Program

Defined as the average number of days a household is enrolled in a given program.

Equation Placeholder

For example, a household who enters a program on the first day of a month and exits on the tenth day of the same month would have a Length of Stay equal to 10 days. In cases where members of a household enter or exit at different times, the earliest entry date and latest exit date are used.

2. Adults Employed (all housing types)

Defined as percent of persons aged 18 years or older who are employed at program exit or who were not exited, but employed at the time of the report.

Equation Placeholder

This figure includes those who were unemployed at program entry that gained employment by the time they exited or if not exited, gained employment at the time of

the report as well as those who were employed at program entry that maintained employment through program exit or if not exited, maintained employment through the time of the report.

3. Households with Non-Cash Benefits (all housing types)

Defined as percent of households with at least one member receiving at least one non-cash benefit at program exit, including

- Supplemental Nutrition Assistance Program (Food Stamps);
- Special Supplemental Nutrition Program for WIC;
- TANF Child Care Services;
- TANF Transportation Services;
- Other TANF-Funded Services;
- Section 8 Public Housing or rental assistance;
- Other source; or
- Temporary Rental Assistance

$$\frac{\text{Sum (Exited Households (At Least One Household Member Receiving Non-Cash Benefits))}{\text{Total Exited Households}}$$

4. Individuals with Health Insurance (All housing types)

Defined as the percentage of persons covered by at least one Health Insurance type at program exit or who were not exited, but had health insurance at the time of the report. Health insurance types recognized by HUD include:

- Medicaid
- Medicare
- State Children’s Health Insurance Program (local name)
- Veteran’s Administration (VA) Medical Services
- Employer-Provided Health Insurance
- Health insurance obtained through COBRA
- Private Pay Health Insurance
- State Health Insurance for Adults (local name)

Equation Placeholder

5. Households that Stayed Over 30 Days without Referral (ES only)

This measure is in development.

6. **Average Days between Emergency Shelter Entry & Assessment (ES Only)**

Defined as the average length of time between shelter entry date until the assessment date. This measure is in development.

7. **Average Days Between Referral and Placement (TH, RRH, PSH)**

Defined as the average length of time between referral date and until the date were placed (entry date of new program). This measure is in development.

8. **PSH Retention (PSH Programs Only)**

Defined as the percentage of households whose length of stay in Permanent Supportive Housing is at least 181 days.

$$\frac{\text{Households(Leavers (At Least 181 days))} + \text{Households(Stayers (At Least 181 Days))}}{\text{Households(Leavers (At Least 181 days))} + \text{Households(Stayers (At Least 181 Days))} + \text{Households(Leavers (Less Than or Equal to 180 Days))}}$$

System-Level Key Performance Indicators

The following ### Key Performance Indicators for the entire Continuum of Care, as a system, are recommended.

1. **Return to Homelessness (RTH)**

Defined as the percentage of persons who leave homelessness to permanent destinations but return to a continuum project within 6, 12 or 24 months

The timeframe to measure Return to Homelessness is calculated as the date 6, 12 and 24 months from that report's quarter end date. Example: If the end of the quarter is September 30th, 2015, the RTH start dates are April 1st, 2015 for 6 month, September 30th, 2014, for 12 month and September 30th, 2013 for 24 month.

To identify persons who left the continuum for permanent housing destinations, or the persons who Left to Permanent Housing, a period of 3 months is defined as the RTH start dates minus three months. Using the above example, the Left to Permanent Housing (LPH) timeframe start dates are January 1st, 2015 for 6 months, July 1st, 2014 for 12 months and July 1st, 2013 for 24 months.

This measure is in development.

2. **Number of Homeless Persons (Historical & Current)**

Defined as number of persons in the current PIT, the number of first time persons year to date, and the number of open/active homeless persons per quarter for the previous five quarters. This measure is in development.

3. **Length of Time Homeless**

Defined as the length of time from entry in emergency shelter, safe haven, or transitional housing (whichever came first) to exit to a permanent housing destination. This measure is in development.

4. **First Time Homeless**

Defined as the percentage of persons without a previous entry/enrollment into any program (within a specified time frame). This measure is in development.

Monitoring

Thirty days following the last day of the each quarter (January 30th, April 30th, July 30st, October 30th), Toledo HMIS will produce a draft quarterly report, including comparison to at least five (5) previous quarters to allow evaluation of progress toward targets. The draft report will be presented and reviewed by the Quality & Performance Committee, then submitted to the Housing Collaborative Network (HCN) and finally to TLCHB Board for review and approval. A finalized copy of the report will be posted to the TLCHB website on the report page.³ Performance indicators should also be reported annually, to summarize and document full years of performance data.

Toledo HMIS will extend the existing General Program Reports that are issued monthly to Contributing HMIS Organizations (CHOs) so that they include as many of the recommended Performance Indicators as is feasible. Non-CHOs who receive CoC Program or Emergency Solutions Grant (ESG) funding should furnish these indicators to TLCHB on a quarterly basis for inclusion in the overall community figures.

³ <http://endinghomelessnessstoleado.org/thmis/reports>

2016 Recommended Project Level KPI and Targets by Project Type

Program Type \ Indicator	Emergency Shelter	Transitional Housing	Permanent Supportive Housing	Rapid Re-Housing
1. Length of Stay in Program (days)	--	--	--	(a) Short Term ⁴ : 120
				(b) Medium Term ⁵ : 320
2. Length of Time between Entry to SPDAT List Referral (days)	30	--	--	--
3. Exits to Permanent Housing (PH)	38%	82%	75%	88%
4. Improvement in Income	--	25%	50%	50%
5. Positive or Neutral Reasons for Leaving Projects	65%	80%	67%	75%

⁴ Short Term Rapid Re-Housing is defined as projects whose funding source generally can fund clients up to three (3) months.

⁵ Medium Term Rapid Re-Housing is defined as projects whose funding source generally can fund clients up to twelve (12) months.

**2016 Recommended Supplementary Project-Level Data by Project Type
(no Targets)**

Program Type Indicator	Emergency Shelter	Transitional Housing	Permanent Supportive Housing	Rapid Re-Housing
1. Length of Stay in Program (days)	50	✓	✓	--
2. Adults Employed	✓	✓	✓	✓
3. Households with Non-Cash Benefits	✓	✓	✓	✓
4. Individuals with Health Insurance	✓	✓	✓	✓
5. Households Stayed Over 30 Days without Referral	✓	--	--	--
6. Average Days between Emergency Shelter Entry & Assessment	✓	--	--	--
7. Average Days Between Referral and Placement	--	✓	✓	✓
8. PSH Retention	--	--	✓	--

2016 Recommended System Level KPI (no Targets)

Indicator	Reported and Compared Quarterly
1. Return to Homelessness	✓
2. Number of Homeless Persons (Historical & Current)	✓
3. Length of Time Homeless	✓
4. First Time Homeless	✓

Appendix A: 2015 Recommended KPI and Targets by Project Type

Indicator \ Program Type	Emergency Shelter	Transitional Housing	Permanent Supportive Housing	Rapid Re-Housing
1. Length of Stay in Program (days)	40	240	--	(a) Short Term ⁶ : 120
				(b) Medium Term ⁷ : 270
2. Exits to Permanent Housing (PH)	38%	80%	70%	88%
3. Short-Term Recidivism	10%	15%	--	5%
4. Improvement in Income	--	20%	40%	50%
5. Adults Employed at Exit	--	10%	15%	40%
6. Households Exiting with Non-Cash Benefits	--	90%	90%	90%
7. Positive or Neutral Reasons for Leaving Projects	65%	75%	65%	75%
8. PSH Retention	--	--	90%	--

⁶ Short term Rapid Re-Housing is defined as projects whose funding source generally can fund clients up to three (3) months.

⁷ Medium Term Rapid Re-Housing is defined as projects whose funding source generally can fund clients up to nine (9) months.

Appendix B: Changes in Language & Definitions from 2015

Recommendations

Project-Level Indicators

- Removed Short Term Recidivism from Project-Level KPIs and added to System-Level KPIs to realign with HUD practices; created "Returned to Homelessness" (RTH); statistics are given for 6 month, 12 month and 24 month RTH.
- Updated Improvement in Income to include non-exited households;
- Renamed Adults Employed at Exit to Adults Employed; updated to include non-exited adults;
- Created new, unscored section: Supplementary Project-Level Data; moved Length of Stay for ES/PSH/TH, Adults Employed, and Households with Non-Cash Benefits into the new group.
- Removed Medicare/Medicaid from Households with Non-Cash Benefits to align with HUD.
- Created Individuals with Health Insurance, to account for Medicare/Medicaid and "connecting to mainstream resources"; located in the Supplementary Project-Level Data.
- Added annual reports under the *Monitoring* section.
- Added formal review process for quarterly reports.
- Moved PSH Retention to Supplementary Project-Level Data
- Updated Medium Term Rapid Re-Housing Footnote from 9 to 12 months.
- Updated values for Targets for Project Level KPIs
- Created Charts for Supplementary Project-Level Data and System Level KPIs
- Put Equation Placeholders for indicators in development

System-Level Indicators

- Created System-Level Indicators: Return to Homelessness, Number of Homeless Persons, Length of Time Homeless, First Time Homeless

Appendix C: Quality & Performance Key Performance Committee Members

Julie Embree, Toledo Lucas County Homelessness Board, Board of Directors

Sue Brown, Harbor House

Joe Habib, St. Paul's Community Center

Alan Ronda, St. Paul's Community Center

Buffy Dutro, St. Paul's Community Center

L'Tonya White, St. Paul's Community Center

Vickie Williams, Catholic Charities

Veronica Burkhardt, Toledo Department of Neighborhoods

Jim Guenther, Neighborhood Properties, Inc

Deb Nolan, Neighborhood Properties, Inc

Cami Roth Szirotnyak, Mental Health & Recovery Services Board of Lucas County

Bianca Guerra, United Way of Greater Toledo

Lisa Flynn, Family House

Cindy Zawojski, Family Outreach Community United Services

Liz Links, Toledo Lucas County Homelessness Board

Richie Sutherland, Toledo Lucas County Homelessness Board

Appendix D: Housing Collaborative Network

HCN recommendations:

02/17/16

- p. 2, Project Level Key Performance Indicators, 1: Specify Referral is "SPDAT List Referral"; also updated on p. 8 (chart)
- p. 5, Households with Non-Cash Benefits (3): Remove incorrect type (Veteran's Administration (VA) Medical Services) and add correct type (Other source;)
- p. 5, Individuals with Health Insurance (4): include text specifying that both exited and non-exited households will be counted
- p. 6, System-Level Performance Indicators changed to System-Level Key Performance Indicators
- Grammar and Formatting changes

03/16/16

- p. 9, Length of Stay for Emergency Shelters was changed from a check mark to 50 days.

HCN Voting Members approved with changes.

Appendix E: Document History

- Reviewed 2015 KPI among the Quality and Performance Committee (10/30/15)
- First Draft (11/05/15)
- Continued review among the Quality & Performance Committee (11/06/15 & 12/04/15)
- Second Draft (12/07/15)
- Continued review among the Quality & Performance Committee (01/19/2016)
- Third Draft (01/19/16)
- Fourth Draft (02/05/16)
- Fifth Draft (02/16/16)
- Sixth Draft (02/19/16), updated with HCN recommendations
- Final Version (03/16/16), HCN and Toledo Lucas County Homeless Board approved, which changes

RETENTION POLICY

Continuum of Care (CoC) agencies will assist program participants to retain their HEARTH/CoC housing assistance; which will include the provisions for reasonable accommodations, fair housing, and ADA requirements. This includes providing participants with opportunities for corrective steps when participant behavior, or the actions of their guests, places their housing stability in jeopardy. The CoC agency will provide evidence of offering curative actions utilizing a progressive intervention model in accordance with TLCHB *Homeless Board Standards Compilation*; in an effort to assist the program participant in making the choices necessary to retain their housing. When curative steps are unsuccessful in cases not warranting immediate termination, the program participant must be offered a hearing by the agency. This will be initiated prior to terminating assistance by leaving a written notice of such hearing at the participant's residence, or issuing the written notice in person. The written notice shall include information about agency grievance and/or appeal process. The written notice will state the date on which the assistance termination will go into effect, within a reasonable time frame; along with the reasons for which the assistance is being terminated, and the date of the hearing. The written notice shall also advise the tenant of their right to present written or oral objections at a hearing. Providers shall issue all written notices according to the Federal, State and Local laws. Final documentation of curative steps and termination will be provided to TLCHB for all terminations. A program may initiate immediate termination for criminal activity that affects the health or safety of program participants, residents, staff and/or property. This policy cannot be used for permanent denial of future services within the Continuum of Care.

