



# **Consolidated Annual Performance and Evaluation Report**



**For the HUD  
CDBG, HOME, and ESG  
Programs**

**Program Year:  
July 1, 2014 – June 30, 2015**

## **DRAFT**

**September 8, 2015**

**City of Knoxville  
Community Development Department  
400 Main Street, 5<sup>th</sup> Floor  
Knoxville, TN 37902**

**City of Knoxville**  
**Consolidated Annual Performance and Evaluation Report (CAPER)**  
**July 1, 2014 – June 30, 2015**

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Attachments and Appendices:

- A. Updated Table 2C – Summary of Specific Objectives
- B. Report of Expenditures
- C. HOME Match Report (HUD-40107-A) - Final CAPER
- D. HOME Minority Business Enterprise and Women Business Enterprise Report (HUD-40107 part III) - Final CAPER
- E. Notice for Public Comment Period - Final CAPER
- F. IDIS Report: CDBG Activity Summary (C04PR03) - Final CAPER
- G. IDIS Report: Summary of Consolidated Plan Projects (C04PR06) - Final CAPER
- H. IDIS Report: Summary of Accomplishments (C04PR23) - Final CAPER
- I. IDIS Report: CDBG Financial Summary (C04PR26) - Final CAPER
- J. CR-60: ESG Supplement - Final CAPER
- K. CR-75: ESG Expenditures - Final CAPER
- L. Contract and Sub Contract Activity Report - Final CAPER
- M. Section 3 Reports - Final CAPER



# Fifth Program Year CAPER

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

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

## GENERAL

### Executive Summary

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

#### ***Program Year 5 CAPER Executive Summary response:***

The Consolidated Annual Performance and Evaluation Report (CAPER) is a required report that the City submits to HUD on an annual basis. It covers performance under the Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and Emergency Solutions Grant (ESG) Programs. Each year the City submits a Consolidated Plan Annual Action Plan to HUD describing the planned uses of these three funding sources during the coming program year. The CAPER is a report on the progress we have made in implementing our Five Year Consolidated Plan through the actions described in the Annual Action Plan. It should be noted that this report does not cover all the activities of the Community Development Department such as the Healthy Homes Lead Hazard Control grant and programs and activities using City of Knoxville General Funds.

The program year covered by this CAPER, July 1, 2014, through June 30, 2015, is the fifth, and final, **year of the City's 2010-2015** Consolidated Plan for Housing and Community Development. During this program year the City expended over \$4 million in CDBG, HOME and ESG funds to carry out its Community Development objectives.

Performance during the reporting period included rehabilitation or replacement of 15 owner-occupied housing units through the City's Owner Occupied Housing Rehabilitation Program; rehabilitation of 16 rental units for low income tenants, construction or rehabilitation of 9 homes for sale to low income homebuyers and down payment assistance for 8 low income homebuyers; of the 5 blighted properties that had been acquired with CDBG funds, 1 was conveyed to the City of Knoxville (for storm water engineering) and 2 blighted properties were acquired and sold through the Homemakers program with HOME funds. An additional 12 blighted properties were acquired with City of Knoxville general funds, 16 were sold through the Homemakers Program and 2 were conveyed to the City of Knoxville (for parks). Any overlap is due to properties remaining from prior years being sold or conveyed.

Subrecipient programs resulted in 206 minor home, emergency, and accessibility-related repairs; 9,604 people who were experiencing homelessness or facing homelessness served by HMIS; and technical assistance was provided to 23 organizations working in revitalization areas.

Several other activities were underway but not completed as of the end of the program year.

## **General Questions**

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

### ***Program Year 5 CAPER General Questions response:***

#### **1. Assessment of Five Year Goals and Objectives**

The 2010-2015 Consolidated Plan identified five priority areas as follows: (1) Homeownership (2) Rental Housing (3) Homelessness (4) Neighborhood Stabilization and (5) Economic Development. These are the broad objectives where the City focuses CDBG, HOME, and ESG funds to complete activities.

In addition to general priorities, the Consolidated Plan identified specific objectives, **outcomes, activities and performance indicators for the City's use of CDBG, HOME and ESG funds.** This section describes activities undertaken by the City and its subrecipients during the program year in terms of how they address objectives identified in the 2010-2015 Consolidated Plan and the 2014 Annual Action Plan.

Attachment A, *Table 1C and 2C, Summary of Specific Objectives* presents in summary format, the City's progress to date in meeting the objectives of the Five

Year Plan. As can be seen from Table 1C and 2C and the descriptions below, the City has made considerable progress towards meeting its five-year goals and objectives.

***Summary of Consolidated Plan Projects - Program Year 2014-2015***, provides a breakdown of the ESG, HOME and CDBG grant funds spent on grant activities for each goal and objective.

## **I. Availability/Accessibility of Decent Housing (DH-1)**

***Objective DH1.1: Improve the quality and energy-efficiency of owner-occupied housing through the rehabilitation or replacement of sub-standard housing for low-income families. 2014 goal: 15***

During this program year, the City's Housing Rehabilitation program completed work on 15 owner-occupied units, 6 of which were located in target neighborhoods. The scope of the renovations performed ranged from full rehabilitation, including plumbing, roofs, HVAC, electrical, lead paint mitigation, structural improvements, and other repairs to demolition and construction of replacement housing where the original structure was too badly deteriorated for rehabilitation to be viable.

Of the homes completed, 11 were rehabilitated up to the City's Neighborhood Housing Standards and 4 were newly constructed homes to replace dwellings that were not feasible for rehabilitation. All of the replacement homes were Energy Star certified.

Rehabilitation of 11 additional owner occupied homes was in process at the end of the year, and will be completed during program year 2015-2016.

***Objective DH1.2: Increase the supply of quality, energy-efficient, affordable rental and homeownership units through rehabilitation or new construction. 2014 goal: 18***

During this program year, the City completed work on 16 rental units, 2 of which were located in target neighborhoods. Thirteen of the remaining units were part of a multi-family project for homeless veterans. Three additional projects are underway and will be completed in the 2015 program year. These 3 projects contain a total of 4 HOME-assisted units.

***Objective DH1.3: Increase the supply of affordable owner occupied and affordable rental housing through new construction and rehabilitation by local CHDOs. 2014 goal: 9***

Neighborhood Housing, Inc. (NHI) developed and sold 3 CHDO homes during the current program year. One home was new construction and the other 2 were acquisition and rehabilitation. They also sold 1 new home that was developed during the prior PY.

East Tennessee Housing Development Corporation (ETHDC) completed 2 new homes in a local target area during the program year. One of the new homes is under contract to sell and the other is currently listed in the Multiple Listing Service (MLS) through a local realtor. ETHDC sold one house that was completed during the prior PY and entered into a lease purchase agreement for another house completed during the prior PY. They have another home under

construction in the same target neighborhood that will be completed during PY2015.

Knox Housing Partnership (KHP) completed 4 new homes in a local target area during the program year and sold 3 of them. The 4<sup>th</sup> house is listed for sale.

***Objective DH1.4: Improve the quality, safety, functionality and accessibility of homes owned by LMI homeowners. 2014 goal: 127***

Neighborhood Housing Inc.'s minor home repair program made repairs to a total of 42 homes during the program year. Through the Emergency Home Repair Program, the Knoxville-Knox County Community Action Committee (CAC) provided emergency repair assistance for 162 homes this year. The Disability Resource Center (using funds left from a previous program year) provided 2 ramps for residents needing accessibility improvements. The total then for this category is 206 housing units repaired/made accessible.

***Objective DH1.5: Improve access to fair and accessible housing, and promote fairness, accessibility and inclusion through Fair Housing education and training. 2014 goal: 35 training events***

The City of Knoxville discontinued its FHAP program at the end of PY2012. However, City staff is committed to providing basic fair housing guidance to citizens who inquired about their fair housing rights and housing equality issues. There were 97 inquiries (via phone calls and office visits). The City made referrals for tenant/landlord matters to Legal Aid of East Tennessee who processed and resolved 231 tenant/landlord disputes. Persons who wanted to file a housing discrimination complaint were referred to the Tennessee Human Rights Commission, which is the state agency that implements the Fair Housing Assistance Program. THRC provided case processing which consisted of investigations, conciliations and enforcement. On the fourth Tuesday of each month, THRC set up a display in the City/County Building and THRC staff provided counseling to citizens on their fair housing rights. The City and THRC communicate on a monthly basis and review the number and level of housing discrimination complaints. THRC accepted and investigated 14 fair housing cases.

The City implemented fair housing and equal opportunity programming in PY2014. In compliance with civil rights regulations, the two major goals included: (1) Affirmatively furthering fair housing with a focus on inclusion and achieving **parity**; and (2) **Analyzing Knoxville's housing posture, and identifying actions and strategies that impact equal housing opportunities.** These goals were carried out by: (1) Providing outreach activities which educated citizens, agencies and advocacy groups on their fair housing rights and responsibilities; and (2) Training and assisting housing, lending and human/social service organizations in adhering to the fair housing law and the implementation housing equality initiatives.

The equal housing opportunity logo was placed on all printed materials where Community Development Block Grant, HOME and Emergency Solutions Grants funds were spent. This included reports, brochures, fliers, post cards, and newsletters. Fair Housing posters are continually displayed throughout the Community Development Department corridor. As a recipient of federal funds, the City of Knoxville carried out civil rights legislations under guidelines

established by the U.S. Department of Housing and Urban Development. Agencies (sub-recipients) who received funds complied with fair housing and equal opportunity requirements.

The Equality Coalition for Housing Opportunities (ECHO) is a board comprised of persons representing housing providers, governmental entities, advocacy groups **and civic organizations. The board meets on a monthly basis. ECHO's goal is to** promote equal opportunity, enhance affirmative marketing practices and principles, and encourage civility and diversity in the housing industry. Through collaboration with ECHO, the City of Knoxville, Legal Aid of East Tennessee and the Tennessee Human Rights Commission are the principal agencies who worked with housing practitioners (landlords, apartment owners, real estate agencies and lending institutions) to access compliance with the Fair Housing Act, and also monitored the visible placement of the equal housing opportunity logo.

**The City's fair housing brochures, fact sheets, posters, display information, and videos explain fair housing rights and the importance of housing equality.** The materials provide an overview of the fair housing act and explain the seven protected classes. Several of the materials have been translated into Spanish.

**The City's comprehensive resource information was customized and utilized for** fair housing workshops and trainings. Over 35 separate education and outreach events were held over the course of the program year, not including monthly meetings with partnering organizations (ECHO, homeless coalition, CODI, etc.) reaching well over 4,600 people.

The City strengthened fair housing relations with three entities through involvement with their committees: **(1) Knoxville Area Association of Realtors' Diversity Committee; (2) Apartments Association of Greater Knoxville's Program Committee; and (3) Knoxville Area Bankers Association's Equal Opportunity Committee.** Staff from the City and Tennessee Human Rights Commission presented a fair housing/human relations workshop for the realtors association and the apartments association.

Many housing practitioners attended the annual Fair Housing and Equal Opportunity Conference held on April 18, 2015. Through a network with area banks, thirty (30) conference scholarships were provided to neighborhood residents, representatives of the local Parents-Teachers-Students Associations (PTSA) and area colleges and university students. Through public education, citizens and practitioners benefitted from understanding the spirit and letter of the law.

City staff shared information via fair housing exhibits and presentations at many civic events and professional conferences. The City worked with West Tennessee Legal Services in recruiting and training citizens who participated in fair housing testers training. The testing program accessed practices, procedures and techniques of housing providers.

During National Community Development Week, an Equity Awards Breakfast was held on April 9, 2015, to recognize individuals and organizations that strengthened equity and the achievement of parity. The primary areas of recognition were: fair, affordable and accessible housing; access and inclusion of people with disabilities and seniors; and economic development. Award recipients

were categorically selected based on being advocates for housing opportunities, for inclusiveness in assisting persons with disabilities and seniors in more accessible environment, and for outstanding hiring practices, business expansion and job creation goals, and for hiring a Section 3 resident.

City of Knoxville and Legal Aid of East Tennessee presented a tenant/landlord and fair housing training to Centro Hispano and the Latino Task Force on August 20, 2014. A translator was present to communicate information in Spanish.

***Objective DH1.6: Increase the supply of permanent supportive housing for persons who are chronically homeless through rehabilitation or new construction. 2014 goal: 5 units***

During the 2014 program year, no additional CDBG were allocated for the development of permanent supportive housing. CDBG funds were allocated in PY2010 for the onsite expansion of **Positively Living's permanent** supportive housing, under contract in PY2014 and expected to be completed in PY2015. HOME funds in the amount of \$260,000 were spent on the completion of 13 units of permanent supportive housing for homeless veterans (a total of 13 HOME units) for the Helen Ross McNabb Center at 'Washington Oaks,' in PY2014.

***Objective DH1.7: Provide supportive services for persons who are homeless or at risk of becoming homeless. 2014 goal: 7,800 people through HMIS***

Emergency Solutions Grant funds, remaining from previous years, in the amount of \$15,869.85 supported the work of the Homeless Management Information System administered by the University of Tennessee. The University of **Tennessee's Office of Research and the College of Social Work** administers the multi-agency internet-based database that facilitates technical support, training, data quality reports and collaboration between partner agencies. This system connects homeless clients, shelters and services across the community. A total of 9,604 unduplicated persons were served through eighteen agencies that provide homeless services in Knoxville.

The City of Knoxville allocated local funding in the amount of \$115,000 to fund the gap in funding for emergency shelter and services, transitional housing and services, and homelessness prevention from the federal ESG cut. The State of Tennessee, through the Tennessee Housing Development Agency (THDA) set aside \$130,308 in their federal ESG allocation to fund rapid re-housing services in Knoxville.

## **II. Affordability of Decent Housing (DH-2)**

***Objective DH2.1: Increase homeownership opportunities for low and moderate income households through down-payment assistance. 2014 goal: 8***

HOME funds were used to provide down-payment assistance for 8 households in purchasing their first home during the 2014 program year. Assisted households received up to \$29,000 in down payment assistance in the form of a five-year or ten-year forgivable loan.

***Objective DH2.2:** Increase the number of LMI home buyers through credit counseling, home ownership training and home maintenance training.*

N/A

### **III. Sustainability of Decent Housing (DH-3)**

***Objective DH3.1:** Improve the quality and appearance of homes occupied by LMI residents. 2014 goal: (listed above)*

Although the *My Front Yard* program was discontinued in program year 2012 due to decreases in funding, the City continues to operate its Owner/Occupied Housing Rehabilitation Program and funds subrecipients CAC and NHI to do emergency and minor home repairs. These accomplishments are reported above.

### **IV. Sustainability of Suitable Living Environment (SL-3)**

***Objective SL3.1:** Improve neighborhoods by providing planning, organizing, design and other technical assistance and by implementing public improvement projects. 2014 goal: Assist 12 nonprofit organizations through the East Tennessee Community Design Center.*

The East Tennessee Community Design Center (ETCDC) provided technical assistance to 23 organizations during the program year. Technical assistance was provided to 11 Non profit Organizations, 8 Public Assembly Facilities, and 4 commercial façade projects. Services included organizational planning, architectural services, accessibility planning, and facility renovation planning for non profit organizations and community groups within Knoxville. Services were provided through the coordination of volunteer architects, University of Tennessee students, and other persons in order to provide design assistance to groups that do not have the capacity or funding to develop the plans on their own.

***Objective SL3.2:** Improve economically distressed areas by eliminating blight, improving property values, and improving public facilities and infrastructure. 2014 Goal: 3 façade projects*

During the program year, four new façade projects were completed and five were under construction within redevelopment areas. The five projects under construction will be completed in PY15. Restoring the exteriors of these dilapidated buildings retained 36 jobs, created 20 jobs and created 4 new businesses. With the use of CDBG funds, a total of \$969,500 was leveraged from private sources

Redevelopment within the Magnolia Warehouse District Redevelopment area, established in 2012, began with the start of three Façade Improvement projects involving six buildings. Of those three façade projects two are complete and one is under construction.

***Objective SL3.3:** Eliminate blighted, problem properties in lower income neighborhoods and increase homeownership opportunities for lower income households. 2014 Goal: Acquire and sell 8 parcels for affordable housing.*

During the 2014 program year, the City acquired 6 properties through CDBG and HOME; 4 through the Lonsdale Redevelopment Plan. Of the 1 CDBG and 2 HOME properties that were sold, 1 was in the Five Points Development Plan, and 2 were **not in redevelopment areas. One of the HOME houses is in the “Heart of Knoxville” infill housing zone (I H-1) overlay areas.**

## **V. Sustainability of Economic Opportunity (EO-3)**

***Objective EO3.1 (I-1): Improve economically distressed areas by eliminating blight, improving property values, removing constraints to private development, and expanding availability of incentive programs. 2014 goal: 3 facades***

The City’s Commercial Façade program provides forgivable loans to property owners within seven target areas. Property owners may receive up to \$50,000 per building renovated and must provide at least a 20% match. The Commercial Façade program is funded with CDBG funds, Magnolia Warehouse funds, EZ Business Loan Expansion Program Income (EZ BELP) funds and City local funds. During this program year, four CDBG projects were completed and five under construction; two City local funds projects complete with seven under construction; one Magnolia Warehouse funds complete and one under construction; one EZ BELP complete and one under construction, for a total of 23 projects. Through these efforts, 47 jobs were retained, 298 jobs created, 27 new businesses started and 84 housing units constructed.

## **2. How Recipient Would Change its Program**

Over the past five years of the 2010-2015 Consolidated Plan, the City has made progress toward meeting its goals. Progress has also been made in expenditures of CDBG funds, with a timeliness ratio of 1.47 as of May 2, 2015. Declines in the amounts of CDBG and HOME funds allocated, and the discontinuation of ESG federal funds being allocated directly to the City in PY2014, require that the City be strategic in funding projects that both leverage resources and focus efforts in order to meet our objectives.

Funding from the Neighborhood Stabilization Program (NSP), Homeless Prevention and Rapid Re-Housing Program (HPRP) and CDBG-Recovery (CDBG-R) to assist the city in implementing new projects with a focus on abandoned and foreclosed property redevelopment, homelessness prevention and job creation were exhausted during the 2012-2013 program year and projects funded by those dollars are complete.

In 2014, the City of Knoxville completed a three year regional planning process funded by a Sustainable Communities Regional Planning Grant (SCRPG) of \$4.3 million. The process involved thousands of individuals and the plan outlines how the region wants to grow over the next 30 years. The process was called PlanET and produced a Playbook and a database called the ET Index. These tools can be used by citizens and communities in the region as a resource to inform programs and policy decisions. Additionally, PlanET produced a Fair Housing and Equity Assessment (FHEA) for the region which presents the concentrated areas of poverty and the availability and unavailability of opportunities in those areas. All documents can be found at [www.planeasttn.org](http://www.planeasttn.org).

### 3. Affirmatively Further Fair Housing

During PY 2014, the City was involved in reviewing proposed assessment tools for the final rule to Affirmatively Furthering Fair Housing (AFFH). Through the National Community Development Association, the City participated in a task force that provided several suggestions to HUD for consideration in implementing the rule. The final rule provides policies and guidelines. However, city staff will continue to seek guidance and attend trainings to ensure a broader understanding of expectations for **implementation of this project. Accordingly, the city's Affirmatively Furthering Fair Housing Study** will be in compliance with HUD standards, and will include some research data that is in the 2013 PlanET Fair Housing and Equity Assessment. The City previously conducted fair housing impediment studies in 1992, 1999, 2005 and **2010. Each document analyzed Knoxville's housing posture, and looked at attitudes, barriers, factors and obstacles that impact housing equality.** Likewise, each study **compiled demographical information with respect to Knoxville's population,** households, families, income, ethnicity, employment, education, transportation and related characteristics. In the area of research, the City developed an effective rapport with two institutions of higher learning: The University of Tennessee and Knoxville College. Each institution operates Centers of Excellence, and faculty and staff have assisted with scholarly research in the areas of fair housing, health disparities, and cultural diversity.

In reviewing information from previous fair housing studies, five common impediments were identified: (1) Lack of public information and awareness of fair housing laws; (2) Failure to report discriminatory actions and practices of housing practitioners; (3) Marketing and Communications regarding housing opportunities; (4) Lack of accessible, diverse and geographical affordable housing; and (5) Lack of full **integration which could bring about parity in Knoxville's communities.**

The City has endeavored to address the findings regarding each impediment. The **premise is to ensure and assure that fair housing is "fair and equitable for all citizens."** Quantitative and qualitative measures have aided in judging the effectiveness of fair housing. Qualitative measures include: (1) The number of calls and inquiries made regarding fair housing rights; (2) The number of discrimination complaints filed and enforcement action initiated; and (3) The number of contacts and trainings with citizens, advocacy groups, social/human service agencies and housing practitioners. Qualitative measures include: (1) The progressive change in policies and practices of housing practitioners and their willingness to support equal housing opportunities; (2) The increased public awareness of the fair housing act and improved perceptions about the seven protected classes of the act; and (3) The decreased level of segregation (exclusion) and the increased level of integration (inclusion).

Through previous additions of the "Analysis of Fair Housing Impediments Studies," three operational practices topics have been highlighted regarding the housing management, banking and real estate industries: (1) Steering; (2) Landlord Discrimination; and (3) Lending Practices. This year, significant improvements were garnered through communications with housing practitioners via meetings and presenting trainings that focused on the Fair Housing Act regulations, appropriate human relations skills and office decorum, public relations/marketing tools for advertisements via the print and electronic media, and bridging an understanding of culture and cultural elements associated with making housing affordable for all citizens.

The City stands by the premise that every citizen deserves a decent place in which to live. It has been stressed that wider housing options should be available for all citizens. Housing needs are continually assessed, and relationships with **Knoxville's** Community Development Corporation (KCDC-the local public housing agency), Knoxville Association of Realtors, the Apartments Association of Greater Knoxville, lending institutions and human/social service providers encourages fair housing practices. The City believes that all citizens deserve equal access to opportunity and to communities of choice. The City is committed to promoting fair housing and equal opportunity in an effective and efficient manner.

During the program year, the city received 97 citizen inquiries (phone calls and office visits) regarding fair housing rights and housing equality standards. Issues that dealt with tenant/landlord matters were referred to the Legal Aid of East Tennessee. Legal Aid processed and resolved 231 tenant/landlord disputes. Inquiries regarding possible fair housing discrimination issues were referred to the Tennessee Human Rights Commission, which is a Fair Housing Assistance Program (FHAP) agency. THRC accepted and investigated 14 fair housing cases.

Community Development staff work with many civic, social and professional and advocacy organizations. These partnerships have been very effective. Each entity has a specific mission and a common goal of promoting equality, inclusion and accessibility.

- 1. Equality Coalition for Housing Opportunities (ECHO).** This group is comprised of persons who represent government entities, housing-related organizations, social services agencies, educational institutions and advocacy groups. ECHO is committed to promoting housing equality through the implementation of special projects geared at marketing equal opportunity legislations. ECHO meets on a monthly basis. ECHO is a co-sponsor of the annual Knoxville Area Fair Housing Conference held in April during National Fair Housing Month.
- 2. Mayor's Council on Disability Issues (CODI).** This is an advisory group that provides direction and guidance to the Mayor and City Departments on matters concerning persons with disabilities. CODI meets on a monthly basis. Meetings include discussions about accessibility issues in Knoxville, public accommodations, reasonable accommodations and modifications of residential property, and other issues that enhance the quality of life for persons with disabilities.
- 3. 50<sup>th</sup> Anniversary of the Civil Rights Act and Voting Rights Act.** To commemorate the anniversary of these acts, a local team plans a series of events. The focus is to promote public education, highlight programs and projects which have benefitted from the passage of both acts, and to show the interrelation of housing equality with respect to milestones and achievements.
- 4. Legal Aid of East Tennessee (LAET).** This agency provides legal assistance to citizens who can not afford a private attorney. LAET enforces provisions of the **Fair Housing Act and other civil/human rights legislations.** One of the agency's major thrust is landlord/tenant and housing issues such as: denial of housing, refusal to make repairs, fair hearings and evictions. LAET works closely with clients and housing providers via a mutual fact-finding process and a review of rules, policies and procedures with an ultimate goal of conciliation.
- 5. Tennessee Housing Rights Commission (THRC).** This state agency is the entity that handles housing discrimination complaints. **THRC's role is to provide case processing** which consists of investigations, conciliation and enforcement. As appropriate, the City of Knoxville makes referrals to THRC. On the fourth Tuesday of each month, THRC sets up a display in the City/County Building and THRC staff

provides counseling to citizens of their fair housing rights. The City and THRC communicate on a monthly basis, and work closely on regulatory matters.

**6. Partners in Education (PIE).** Under the auspices of Knox County Schools, this group strengthens home, school, business and community relations. The mission is to increase educational opportunities and encourage diversity in the educational sector. The PIE board and its advisory committee is comprised of civic and business leaders, who meet on a monthly basis.

**7. The University of Tennessee (UTK).** The university's Center for the Study of Social Justice has a thrust on interdisciplinary research, teaching and policies related to equity and social issues. The center promotes insightful dialogue and interaction. Faculty and students produce scholarly research and give presentations highlighting new forms of collaboration that advance social justice and global theories. The university annually has community workshops on a variety of topics such as diversity, legal issues, human relations and civic empowerment.

**8. Knoxville/Knox County Homeless Coalition.** This group fosters collaborative community partnerships focus on seeking permanent solutions to prevent, reduce and end homelessness. The coalition, which is comprised of representatives from various civic groups, social services agencies and governmental entities, meets on a monthly basis.

The City's 2010 *Analysis of Impediments to Fair Housing Choice* for the 2010-2015 Consolidated Plan identified the following impediments to fair housing choice in the Knoxville area:

1. Market Availability – lack of available housing for persons in protected classes, particularly persons with disabilities.
2. Potential Protected Class discrimination in the Home buyer lending Market
3. Public Policy Implementation – lack of institutionalized fair housing training.
4. Need for Permanent Supportive Housing

Activities that address the impediments identified in the analysis, and affirmatively further fair housing include:

- Counseling and referrals as necessary.
- Education and outreach to residents, housing providers, lenders, civic groups and community residents.
- Dissemination of information to the local news media on fair housing and equality issues and activities.
- Participation in training sessions, workshops, and conferences.
- Visible placement of equal opportunity housing logo on relevant City publications and housing programs that use City, CDBG, HOME, and ESG funding.
- Staff support and/or technical assistance to the Equality Coalition for Housing Opportunity, the Council on Disability Issues, Disability Resource Center, Knoxville/Knox County Homeless Coalition, Tennessee Valley Coalition to End Homelessness, and the Dr. Martin Luther King Jr. Commemoration Commission.
- Operation and/or funding of programs that promotes housing opportunities, such as homeownership education and down-payment assistance and housing improvements.

Although not considered Fair Housing activities, many of the Community Development Department's daily activities also address issues related to housing

discrimination. The City works with a variety of public, private, non-profit, and faith-based organizations that work to provide housing and economic opportunities to the community. These partners include: Knoxville/Knox County Homeless Coalition, Disability Resource Center, Habitat for Humanity, Knoxville Ministerial Alliance, Centro Hispano, Knoxville Area Urban League, Home Source (formerly Knox Housing Partnership), **Knoxville's Community Development Corporation**, Knox County Health Department, Knox County Schools, and the Knoxville-Knox County Community Action Committee.

Community Development also uses HUD funding to support projects and activities that are intended to improve lower income neighborhoods and empower the residents who are often at risk of discrimination. A few of the projects the City funded this past fiscal year:

- New housing development through local Community Housing Development Organizations (CHDOs), non-profit agencies, and private developers.
- Revitalization of physically deteriorated and economically depressed neighborhoods through redevelopment area initiatives (currently include Vestal, Lonsdale, and Five Points).
- Land acquisition followed by sale for new housing construction (clears neighborhood blight and title problems).
- Grants and loans for owner occupied housing improvements.
- Support for case management for permanent supportive housing for homeless persons.
- Homeownership assistance

#### **4. Meeting Underserved Needs**

There are many obstacles in meeting the underserved housing, community development, and economic development needs in Knoxville. The lack of sufficient financial resources, wide variety of needs (particularly in the inner city neighborhoods), and difficulty in coordinating public, private, and nonprofit efforts make service provision and revitalization efforts a challenge for all involved.

The City of Knoxville's Community Development Department applied a total of \$ in federal funds to Section 3 businesses during PY2014. This included ## contracts awarded to Section 3 Business Concerns, ## Section 3 residents were hired and ## new jobs were created. (Will be completed for the final CAPER, September 30, 2015).

#### **5. Leveraging Resources**

Many of the projects funded through the Consolidated Plan require leveraged funds or in-kind donations and services to be viable. Our effort is to leverage funds to the greatest extent possible. **Many of the City's programs rely on both public and private funds**, including:

- City General Funds
- State Emergency Solutions Grant (ESG) funds through THDA
- Program Income
- State HOUSE program income

- Low-Income Housing Tax Credits
- **East Tennessee Foundation's Affordable Housing Trust Fund**
- Weatherization Assistance Program
- Office of Healthy Homes and Lead Hazard Control grant funds
- Low Income Home Energy Assistance Program
- Private lender funds for mortgages
- Owner contributions for rental housing rehabilitation
- Homebuyer contributions to down payments and closing costs
- Owner contributions to commercial façade improvements
- Private funds provided by commercial or housing developers
- Continuum of Care funding

## **Managing the Process**

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

### ***Program Year 5 CAPER Managing the Process response:***

City staff attends conferences and HUD sponsored training sessions to obtain regulatory updates and best practices to improve program performance. Staff also communicates regularly with the Metropolitan Planning Commission and other City departments, including Codes Enforcement, Inspections, Law, and Finance.

#### 2014-2015 Subrecipient Monitoring Plan

The City of Knoxville Community Development Department (the City) as "the Grantee" is responsible for ensuring that the federal funds it receives are used in accordance with all program requirements while meeting the goals described in its Consolidated Plan. To accomplish this, the City is required to monitor its subrecipients to ensure that: 1. subrecipients comply with all regulations governing their administrative, financial and programmatic operations; and 2. subrecipients achieve their performance objectives on schedule and within budget.

The objectives of this monitoring plan are to establish a process that encourages open communications between the City and its subrecipients, and provides a way to avoid problems and improve performance. Monitoring is an on-going process of planning, implementation, communication and follow-up.

Monitoring includes review of administrative and financial requirements for accounting standards, cost principles and procurement. Additionally, individual projects will be reviewed to evaluate timeliness and progress meeting the program goals.

**The City will perform a risk assessment to identify which subrecipients are "high risk" and require an on-site monitoring review during the program year. "High-risk" subrecipients may include:**

- Subrecipients new to the program,
- Subrecipients that have experienced turnover in key staff positions,

- Subrecipients with previous compliance or performance problems, including failure to meet schedules, submit timely reports or clear monitoring or audit findings, and,
- Subrecipients taking on multiple projects for the first time.

**Subrecipients that are identified as “low-risk” will be monitored, at a minimum,** through in-house desk reviews. Informal monitoring of subgrantee agencies takes place through phone calls, site visits, and review of the accomplishment reports that are submitted on a quarterly basis and at project completion. Reimbursement requests for CDBG, HOME and ESG expenditures are reviewed for accurate documentation and calculations, and both reimbursements and accomplishment reports are compared to the requirements established in project contracts and the goals established in the Consolidated Plan.

**Formal training is required annually of the City’s subrecipients and “funding partners.” The training covers both federal and city requirements** including: Equal Access and Opportunity (Fair Housing, ADA, minority participation, Title VI, LEP, Section 3, Affirmative Marketing, and Disadvantaged Business Enterprises activities among others); Financial Procedures and Invoicing Processes; Reporting Accomplishments and Monitoring; Construction Management (energy efficiency, Visitation standards, Davis Bacon Act, environmental review procedures, and Lead Based Paint); and HMIS requirements.

### **On-Site Monitoring Review Process**

1. Prior to the visit, the subrecipient will be notified by letter to confirm the dates for the review, the scope of monitoring, information needed for the review, and staff needed for interviews and assistance during the review.
2. An entrance conference with key program staff will be held to outline the scope and schedule for monitoring.
3. Information will be reviewed and documented.
4. An exit conference with key program staff will be held to present preliminary results of the monitoring, secure additional information, and allow the subrecipient to clarify any misunderstandings. If applicable, the subrecipient may report on the steps taken to address any noncompliance or nonperformance.
5. Following the visit, a letter will be sent to the subrecipient with the results of the monitoring review.

Compliance areas verified during the monitoring reviews include (but are not limited to):

- Fiscal administration, including matching funds, sales proceeds, and audit
- Project eligibility, including national objective verification
- Procurement
- Federal labor requirements
- Environmental review
- Disadvantaged business enterprise
- Accessibility
- Equipment and real property management
- Displacement and relocation
- Affordability and rent restrictions

After formal monitoring, the agency receives a written report of the areas reviewed, accomplishments, concerns, and any regulatory violations. If procedural or policy corrections are required, the agency is given a specific deadline and followed up with to ensure the corrections are made.

Regulatory requirements are more likely to be followed if agencies understand the requirements at the outset of a project instead of being notified of deficiencies after the fact. With this in mind, City staff members meet with subgrantee agencies prior to beginning a new project in order to discuss reporting and financial requirements, as well as any project-specific issues, such as Davis-Bacon Act or Uniform Relocation Act requirements. Technical assistance is also provided to subgrantee agencies and contractors on an ongoing basis during execution of the project.

### **Citizen Participation**

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

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

### ***Program Year 5 CAPER Citizen Participation response:***

The draft CAPER was made available on the City's web-site and by hard copy at the main (Lawson McGhee) library and at Knoxville-Knox County Community Action Committee Neighborhood Centers on September 7, 2015. An advertisement was published in the Knoxville News Sentinel on September 5, 2015, to notify citizens that the CAPER would be available for review and comment. Additionally, availability of the CAPER was included in the Office of Neighborhoods newsletter.

The public comment period began September 8, 2015, and ended on September 22, 2015. A summary of all public comments received (see attachment E) will be placed here for the final CAPER.

## 2. Funds Available and Geographic Distribution

The 2014 Consolidated Plan included the following funding:

Funding Source		Amount
CDBG	2014 Allocation	\$1,410,665
	Reallocated prior year funding	\$ 0
	Program Income (est.)	\$ 150,000
	Total	\$1,560,665
HOME	2014 Allocation	\$ 795,283
	Reallocated prior year funding	\$1,000,000
	Program Income (est.)	\$ 696,000
	Total	\$2,491,283
ESG	2014 Allocation	\$ 0
	Reallocated prior year funding	\$ 15,869
	Total	\$ 15,869
Total Funding		\$4,067,817

CDBG: During the program year, the City committed all of its 2014 allocation of \$1,410,665 plus an estimated \$150,000 in program income, to total \$1,560,665 in CDBG funds. The City expended a total of \$1,926,871.03 in CDBG funds that included an actual program income of \$273,273.49. The bulk of these funds (almost 60%) were spent on housing related programs: \$574,209.69 for owner occupied and rental housing rehabilitation; \$551,821.52 for owner occupied emergency, minor home and accessibility-related repairs; and \$9,750 towards the design of five additional units of permanent supportive housing to be completed in PY2015. Twenty-four per cent, or \$460,172.48, of PY 2014 CDBG funds were expended towards the following activities: \$297,628.92 for the Commercial Façade Improvement Program; \$114,018.56 on Blighted Property Acquisition; and \$48,525 for design and technical assistance to aid in the improvement of revitalization areas. The last 17% of CDBG funds, or \$330,917.34, were spent on program administration. The difference between the CDBG allocation and program income amount of \$1,560,665 and the \$1,926,871.03 in CDBG expended is due to both a higher than estimated program income amount and unexpended CDBG funds remaining from previous years.

HOME: The City committed all of its 2014 allocation of \$795,283, plus an estimated \$696,000 in program income, to total \$1,491,283 in HOME funds. The City expended a total of \$2,485,966.26 in HOME funds that included an actual program income of \$790,748.76. The bulk of these funds were spent on housing rehabilitation: \$1,063,816.87 (43%) to Owner Occupied Rehabilitation and \$321,870.75 (13%) to Rental Housing Rehabilitation. Thirty-eight per cent, or \$935,372.09, was spent on new affordable housing development by CHDOs and Down Payment Assistance to homeowners buying CHDO-developed housing. The last \$164,906.55 (6%) of HOME funds expended was for program administration. The difference between the HOME allocation and program income amount of \$1,491,283 and the \$2,485,966.26 in HOME expended is due to both a higher than estimated program income amount and unexpended HOME funds remaining from previous years.

ESG: The City received no direct ESG allocation from HUD. Unused ESG funds from previous years, in the amount of \$15,869.85, were committed and expended on one project, UTHMIS in PY2014.

Most of the CDBG and HOME expenditures were for activities within the Target Neighborhoods identified in the five year consolidated plan. The chart below gives a breakdown of expenditures for activities with a property address (housing, property acquisition and façade improvements). The map below indicates the target neighborhoods. Additional location information is in the PR03 Report - Attachment I.

**PY2014**

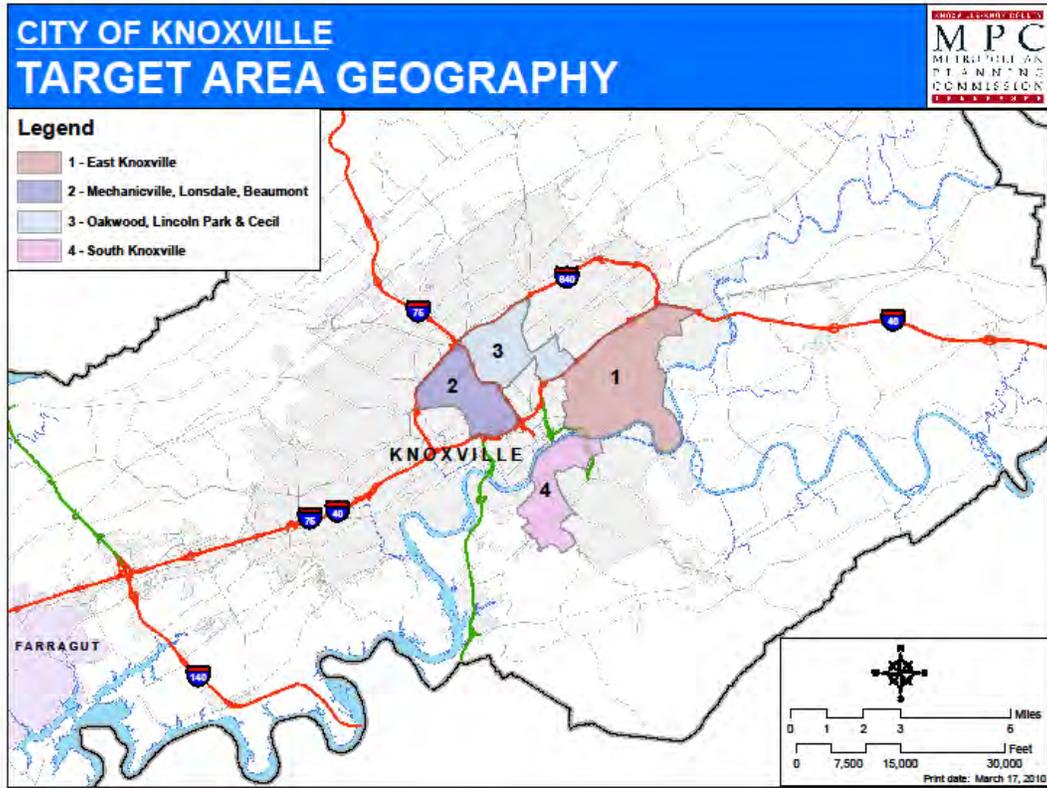
Census Tract	CDBG	HOME
2	45115.42	
3		
5		13907.00
6	500.00	2500.00
8	29,306.86	
12		186.72
14	9516.74	66615.74
15	32447.89	6749.50
16	9436.34	37930.80
17	25687.78	4874.60
18	5500.67	43213.74
19	1552.27	2118.18
20	84543.21	156054.10
21	22752.43	
22	33897.30	74319.88
23	4067.66	
24	31532.41	74814.18
26	6405.55	
27	7741.32	26370.00
28	119710.68	713141.06
29	11302.31	20625.00
30	16348.27	406343.50
31	83374.98	30566.36
32	47368.36	82916.91
33	3680.22	978.00
34	1130.66	
37	8404.82	
38	6901.93	
39	10522.16	
40	20981.19	5344.75
41	8367.26	
42		
43	2683.74	
44	4164.36	
45	588.70	

46	23881.27	64500.00
47	3280.32	55203.97
48	5912.02	176149.00
49	1810.48	
50	1191.09	
51	2857.11	
53		
66	122742.15	
67	53391.44	
68	62863.98	
70	7671.46	
	981,134.81	2,065,422.99
<b>TOTAL</b>	<b>3,046,557.80</b>	

Totals spent in target areas:

Sector 1: East	
Total \$ Spent	Census Tract
240597.31	20
130285.27	32
22752.43	21
13907.00	5
3670.45	19
3000.00	6
53391.44	67
62863.98	68
<b>530,467.88</b>	<b>17%</b>
Sector 2: MLB	
832851.74	28
77958.88	14
186.72	12
0	13
7671.46	70
<b>916,842.40</b>	<b>30%</b>
Sector 3: OLP	
39197.39	15
31927.31	29
30562.38	17
<b>101,687.08</b>	<b>3%</b>
Sector 4: Vestal	
106346.59	24
29306.86	8
<b>135,653.45</b>	<b>4%</b>

<b>Target Areas:</b>	
<b>1,684,650.81</b>	<b>55%</b>
<b>3,046,557.80</b>	<b>TOTAL</b>



**Target Area 1 – East**

This area with the zip-code of 37914 includes the following census tracts: 000500(now included in tract 006700) 000600, (now included in tract 006800) 001900,002000,002100 and 003200.

**Target Area 2 – Mechanicsville, Lonsdale, Beaumont (MLB)**

This area with the zip-code of 37921 includes the following census tracts: 001200 and 001300(now tract 007000) 001400 and 002800.

**Target Area 3 – Oakwood Lincoln Park/Cecil Avenue**

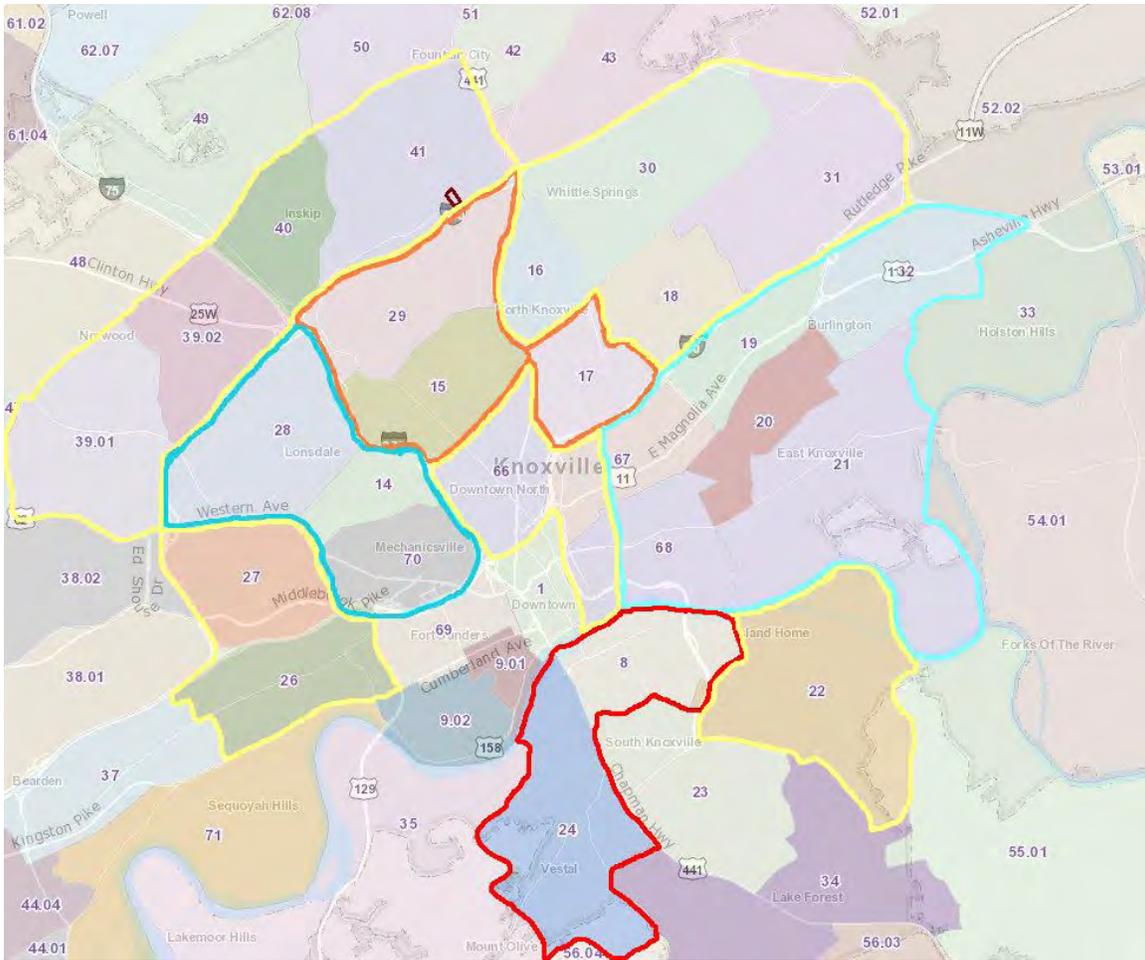
This area with the zip-code of 37917 includes the following census tracts: 001500, 002900 and 001700.

**Target Area 4 – Vestal /Sevier Ave**

This area with the zip-code of 37920 includes the following census tracts: 000800 and 002400.

Additionally, needs were addressed in areas contiguous and between the four target areas, as shown in yellow in the chart and map below.

<b>Target Areas:</b> <b>1,684,650.81</b>	<b>55%</b>
<b>Other Areas contiguous/ between Sectors 1, 2, 3 and 4</b>	
47367.14	16
48714.41	18
422691.77	30
113941.34	31
45115.42	2
108217.18	22
6405.55	26
34111.32	27
26325.94	40
122742.15	66
10522.16	39
8367.26	41
<b>994,521.64</b>	<b>33%</b>
Total: 2,679,172.45	88%
<b>3,046,557.80</b>	<b>TOTAL</b>



## Institutional Structure

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

### ***Program Year 5 CAPER Institutional Structure response:***

The City Community Development Department staff participated in the coordinating bodies for several agencies that perform community development activities, including Knoxville-Knox County Homeless Coalition, Affordable Housing Trust Fund Advisory Board, Equality Coalition for Housing Opportunity, and the Martin Luther King Jr. Commemoration Commission. Staff also serve on or provide information to task forces related to neighborhood revitalization, such as the Chronic Problem Properties Committee, Abandoned, Blighted and Vacant (ABV) Properties Committee, the Better Building Board and Blighted Properties Redevelopment Program loan review committee, Affordable Housing Trust Fund, East Tennessee Community Design Center Board, and Broadway Corridor Task Force.

During the program year 2010, the City of Knoxville Community Development Department on behalf of a consortium of partners, applied for and received a Sustainable Communities Regional Planning Grant (SCRPG). The City served as the grantee and fiscal agent for this five county regional planning initiative which includes local governments, agencies and citizens in the development of a plan for sustainable growth in the region. This was the first time such a large scale, coordinated planning effort has been implemented in the East Tennessee Region. Much effort has gone into this regional planning effort to date. The final plan was completed in early 2014.

East Tennessee Quality Growth continues to serve as the Regional Convening Organization focused on sustainable, equitable growth. Data is maintained at the Knoxville-Knox County Metropolitan Planning Commission (MPC) on the ETIndex.org web site.

## Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
  - a. Describe the effect programs have in solving neighborhood and community problems.
  - b. Describe progress in meeting priority needs and specific objectives and help **make community's vision of the future a reality.**
  - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
  - d. Indicate any activities falling behind schedule.
  - e. Describe how activities and strategies made an impact on identified needs.
  - f. Identify indicators that would best describe the results.

- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
- h. Identify whether major goals are on target and discuss reasons for those that are not on target.
- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

**Program Year 5 CAPER Monitoring response:**

**1. Monitoring Process**

The Community Development Department Director and Community Development Administrator oversee the planning and budgeting process to ensure that the projects developed are consistent with grant requirements. This planning process also ensures that each funded project is consistent with the *Consolidated Plan* and makes progress toward identified community development objectives.

All subgrantee projects are assigned to a Project Specialist for oversight, monitoring, and technical assistance. The Section Manager drafts contracts with input from the subgrantee and Project Specialist. The City Law Department finalizes the contracts in order to ensure compliance with applicable laws and regulations.

Subgrantees submit quarterly progress reports and a completion report. Reports are reviewed by the Project Specialist to ensure contract compliance. Funds are typically provided to subgrantees on a reimbursement basis. Reimbursement requests are submitted to the City on a quarterly or as-needed basis, and contain supporting documentation for all expenses for which reimbursement is requested. Requests are reviewed, revised (if necessary), and approved by the Project Specialist, then reviewed and approved by the Section Manager. The Finance Specialist prepares a check request, which is approved by the Section Manager and Department Director prior to submission to the City Finance Department.

Subgrantee monitoring is performed on an informal basis through telephone, email, and periodic meetings between City and subgrantee staff. Formal monitoring is performed on an annual basis (except in the case of low risk subgrantees or projects). Formal monitoring is conducted by the Project Specialist and Section Manager **at the subgrantee's office, and includes review of agency policies, procedures, financial records, and project documentation.** A written report is issued following a formal monitoring session, and any findings or concerns that require subgrantee action are followed up on by both the subgrantee and City staff.

For City-operated housing activities, applications for assistance are analyzed by Housing Finance Supervisor and the Housing Manager for compliance with program guidelines. Housing Rehabilitation Specialists provide detailed specifications for ensuring that the activity meets Neighborhood Housing Standards and cost estimates to ensure that construction bids are reasonable and allowable. During the construction process, all activities are monitored by Housing Rehabilitation Specialists for compliance with the terms of the construction contract and Neighborhood Housing Standards. The Housing Construction Manager reviews and approves work and activities during each step of the rehabilitation process – write-up/cost estimate, bid, construction and the Housing Manager reviews and approves applications and loan packages. The Department Director periodically conducts in-house monitoring.

Payment for contractor and other housing activity expenses are processed by the Housing Finance Supervisor and Housing Manager and approved by the Department Director prior to payment.

The Community Development Administrator and Administrative Technician oversee **the Department's overall expenditures and financial status, and assists the** Community Development Director in drawing funds from HUD on a regular basis.

Special regulatory requirements are addressed by several staff members. The environmental review process is overseen by the Community Development Director, who has been delegated this authority by the Mayor.

For projects requiring procurement and federal labor standards compliance, the assigned project monitor provides technical assistance to the agency performing the project, oversees the bid process, works with contractors, and reviews certified payroll.

Three **of the Department's housing staff members are certified risk assessors for lead** based paint hazards. These staff members perform inspections, testing, assessments, and clearance for homes the City funds through the rehabilitation or other housing programs. When time is available, technical assistance, inspections, and assessments are also provided for CDBG and HOME funded non-profit agencies on an as-needed basis.

**A Lead Hazard Control grant from HUD's OHHLHC in the amount of \$2.3 million and** a \$200,000 Healthy Homes Initiative supplement was awarded to the City of Knoxville Community Development Department in June 2013. These grant funds are being used to conduct lead hazard control work in targeted homes, train workers in lead-safe work practices, and increase public awareness of childhood lead poisoning. To date, grant funds have been expended to provide: 107 lead-based paint inspections; 51 lead hazard remediation projects; lead training to 81 local individuals; and outreach and education to over 254,000 people. The grant is scheduled to end on June 30, 2016.

## **2. Self Evaluation**

**The overall goal of HUD's community planning and development programs is to** support viable communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low and moderate income persons. **The City of Knoxville's performance during the reporting period has** been consistent with this overall HUD goal and with the objectives and priorities in **the City's annual plan and the five year Consolidated Plan strategy. Our activities for** the reporting period improved housing conditions for owner-occupants and renters, created homeownership opportunities, assisted in the provision of services to the homeless, eliminated blighting conditions, and enhanced or improved services, infrastructure and facilities in lower income neighborhoods.

The City has worked to build additional resources to accomplish our community development goals. During the 2010-2015 Consolidated Plan period, the City of Knoxville has contributed a substantial amount of its own local, general funds to the Community Development budget. **Since the City's direct allocation of ESG funds from** HUD were discontinued in PY2014, the City stepped up its commitment to the provision of services to the homeless by contributing over \$100,000 in local general

funds. These funds were spent on the provision of emergency shelter and services, transitional housing and services, and homelessness prevention. The local HUD Field Office also played a significant part in requesting a set-aside of State ESG funds in PY2014-2015 from THDA for rapid re-housing services.

As discussed above, a **\$2.5M grant from HUD's Office of Healthy Homes and Lead Hazard Control** was also secured at the end of PY2012/beginning of PY2013 and is supplementing CDBG and HOME funds spent on minor and major home rehabilitation. The City also continued to fund an Affordable Housing Trust Fund with local tax revenues which is a flexible funding source that helps to increase the supply of affordable housing in the region.

The City carried out programs in line with the high priorities of the Consolidated Plan as follows:

### **Housing Programs:**

1. Owner Occupied Rehabilitation – Rehabilitation of single family homes owned by LMI persons. Improvements focus on code violations, resource efficiency and health/safety issues.
2. Rental Rehabilitation – Rehabilitation of units to be occupied by LMI renters. Improvements focus on code violations, resource efficiency, and health/safety issues.
3. HOME/CHDO eligible projects - LMI housing development that was implemented by locally designated Community Housing Development Organizations (CHDOs).
4. CHDO operating – Operating funds for CHDOs to build organizational capacity.
5. Emergency Home Repairs – Emergency repairs in LMI owner-occupied homes limited to a cost of less than \$10,000.
6. Minor Home Repairs – Minor home repair implemented by a local non-profit with work performed by volunteers.
7. Ramps and Rails - The construction of ramps and other exterior home modifications for persons with disabilities.
8. Fair Housing Assistance Program - The City of Knoxville withdrew from the FHAP effective 7/1/2013, eliminating Fair Housing complaint investigations. Affirmatively Furthering Fair Housing efforts will continue.
9. Permanent Supportive Housing – The development of permanent supportive housing for persons who are chronically homeless. Funding for development of permanent supportive housing was allocated in the 2010-2011 year. **Funded with NSP and previous years' CDBG and HOME one facility**, Flenniken Landing containing 48 units, was completed in November 2011. While no new units of permanent supportive housing were developed during PY2013, over 100 units have been added at both the Flenniken and Minvilla Manor sites. Both remain at full occupancy. Using HOME funds, the City completed 13 units of permanent supportive housing for chronically homeless veterans **at Helen Ross McNabb Center's 'Washington Oaks' in PY2014**. The City also plans to complete the addition of five units of permanent supportive housing provided at Positively Living in PY2015 with CDBG funds.
10. Down Payment Assistance – Financial Assistance for LMI homebuyers of CHDO properties.

**Homelessness Programs:**

1. Operation and salary costs for training homeless providers participating in the Homeless Management Information System (HMIS).

**Neighborhood Stabilization Programs:**

1. Technical Assistance – Design, planning, technical assistance and capacity building services to non-profits and community serving organizations.
2. Property Acquisition – Acquisition and disposition of blighted and problem properties located in LMI areas for use as affordable housing and/or commercial.

**Economic Development Programs:**

1. Commercial Façade Program – Deferred payment loan program for exterior improvements to commercial businesses located in LMI areas to improve property values, create jobs and enhance commercial viability.

Administration of the projects listed above is performed by the Community Development Department staff.

Accomplishments made toward the goals established for each project are located on Table 2C in the appendix.

**Lead-based Paint**

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

***Program Year 5 CAPER Lead-based Paint response:***

The City of Knoxville received a three-year Lead Hazard Control grant from the HUD Office of Healthy Homes and Lead Hazard Control in August of 2013. The grant funds are being expended on pre-1978 homes within the City of Knoxville, in which pregnant women and/or children under the age of six reside or frequently visit. All funds are being provided in the form of a grant. During PY2014, the program has been in full production mode.

A sub-recipient agreement was executed with the Knoxville-Knox County Community Action Committee (CAC) totaling \$1,596,750. CAC was charged with performing targeted outreach and education, the completion of 120 lead hazard remediation projects, and the completion of healthy homes interventions for 100 homes.

The City has three staff that have been licensed by the State of Tennessee and certified by the U.S. Environmental Protection Agency to perform lead based paint inspections and risk assessments. Each participates in ongoing training to keep their licensing up to date. If scheduling conflicts arise, the inspection and risk assessment services are sub-contracted to a third party vendor.

The City performs risk assessments for its housing rehabilitation projects and properties assisted through the Homemakers Program as necessary. The City owns

an XRF analyzer, which receives maintenance according to the required schedule, and its use is documented according to State requirements.

The City inspected 101 housing units for lead based paint hazards in the 2014 program year. Lead mitigation work was performed on 69 units, with all 69 units achieving clearance. Of the 101 inspections, a total of 13 lead-based paint inspections were performed on the City's Owner Occupied Rehabilitation projects, 18 on the City's Rental Rehabilitation projects, 3 inspections for the Blighted Properties Redevelopment Program, and 67 for the Lead Safe and Healthy Homes Program.

## HOUSING

### Housing Needs

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

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

#### ***Program Year 5 CAPER Housing Needs response:***

#### **The City carried out the activities indicated in the annual action plan including:**

- Funding and/or operating emergency, minor, and major home improvement programs
- Homeownership assistance through HOME down payment assistance
- Acquisition and redevelopment of blighted properties for reuse as affordable housing
- Development expenses for Community Development Housing Organizations
- Pursuing remediation of chronic problem properties
- Conducting fair housing education and outreach
- Continuing to promote LEED for Homes and Energy Star New Homes certification in new construction and rehab housing projects

In addition to these specific programs, City continued to work with non-profit housing providers and the public housing agency, and to participate in appropriate committees and boards, such as the Affordable Housing Trust Fund Board.

### Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

**Program Year 5 CAPER Specific Housing Objectives response:**

Providing affordable housing options is a high priority in the City’s 2010-2015 Consolidated Plan. In collaboration with non-profit agencies and for-profit developers, the City is using CDBG, HOME, and various sources of leveraged funds to provide housing rehabilitation, homeownership assistance, and the construction of new housing. Each of these program areas address worst case housing needs. The **City’s rehabilitation programs address the needs of lower income homeowners living in substandard housing**, and can provide replacement housing construction for severely substandard housing. New housing construction and down payment assistance can offer reduced housing costs through homeownership to renters paying over 50% of their income to rent. Homeownership training is required by our Down Payment Assistance Program and increases the likelihood that new homebuyers will be able to maintain their property and meet the financial obligation of a mortgage. By including energy efficient systems in the homes, lower utility costs assist homebuyers in becoming successful homeowners.

All of the rehabilitation programs perform modifications when needed (grab bars, ramps, etc.) that make housing more accessible for persons with disabilities. The Knoxville-Knox County Community Action Committee’s (CAC) Emergency Home Repair program also gives priority to performing repairs for elderly persons or persons with disabilities. The DisAbility Resource Center’s Ramps and Rails program focused on providing home modifications for persons with disabilities. Additionally, a visitable home (at least one accessible entrance and accessible bathroom) is the goal of every new construction project.

The following table shows progress the City made during fiscal year 2014 toward improving affordable housing opportunities. This includes the number of homes meeting the Section 215 definition of affordability. First-time homebuyer programs are included as meeting rental needs since the population being addressed is existing low-moderate income renters.

<b>TABLE 1</b>		<b>Five Year Goal</b>	<b>Objective</b>	<b>Programs</b>	<b>Goals for Reporting Period</b>	<b>Actual Accomplishments</b>	<b>215 Accomplishments</b>
<b>Programs to address needs of low/moderate income renters</b>			DH1.2	Rental Rehab	18	16	3 reporting: 1 low, 1 VL, 1 EL
			DH1.3	CHDO Projects/New	9	9	9: 2 low, 5 VL, 2 EL
			DH2.1	DP Assistance	8	8	8: 2 low, 4 VL, 2 EL
			<b>Total</b>		<b>35</b>	<b>33</b>	<b>20: 5 low, 10 VL, 5 EL</b>
		% Medium Income & Priority Need Level					
0 - 30%	H	90				22	
31 - 50%	H	89				33	
51 - 80%	M	95				65	
		274				120	
<b>Programs for Homeowners</b>			DH1.1	Owner-Occupied Rehab	15	15	15: 8 low, 7 VL, 0 EL
			DH1.4	CAC Emergency Home Repair	100	162	162: 35 low, 75 VL, 52 EL
			DH1.4	NHI Minor Home Repair	27	42	42: 7 low, 21 VL, 14 EL
			DH1.4	Disability Resource Center	0	2	2: 2 EL
			SL3.3	Property Acquisition	8	2	1 EL
<b>Total</b>					<b>150</b>	<b>223</b>	<b>222: 50 L, 103 VL, 69 EL</b>
		% Medium Income & Priority Need Level					
0 - 30%	H	498				328	
31 - 50%	H	217				356	
51 - 80%	H	112				179	
		827				863	

## Public Housing Strategy

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

### ***Program Year 55 CAPER Public Housing Strategy response:***

#### ***CAPER Public Housing Strategy response:***

Knoxville's Community Development Corporation (KCDC) is the City of Knoxville and Knox County public housing authority. The agency uses Capital Fund Program and Replacement Housing Fund grants to improve or replace deteriorated housing.

Several noteworthy improvements have been made to the KCDC public housing portfolio in FY2015. North Ridge Crossing finished their window replacement project, installing new windows in 100% of units. Additionally, North Ridge Crossing continued HVAC unit replacement, which was planned to occur over a five year timeline using capital funds. Further HVAC replacement and work was completed at **the Vista at Summit Hill, Guy B. Love Towers, Nature's Cove, and at the Boy's and Girl's Club located at Walter P. Taylor Homes.**

Flooring was a focus at the Vista and Mechanicsville sites, while roofing was addressed at Passport Home and Residencies. The roof on the low-rise at Isabella Towers was also replaced, and sealing and caulking performed. Love Towers replaced its Emergency Exit Doors over the past year, and installed a replacement awning.

Family-style property capital needs were addressed additionally at Western Heights and Montgomery Village. Western completed a \$174,000 window pane replacement project and added exterior porch lighting to enhance resident security. Parking lots were repaved and re-striped at Montgomery Village, and sidewalks were repaired. Meanwhile Lonsdale Homes received new exterior doors on their units.

Before the beginning of FY2015, KCDC and its consultants completed a master plan of the public housing site in the Five Points neighborhood. The master planning process included input from community stakeholders, including current residents of public housing. The effort was financed with funds committed by the City of Knoxville. **The completed master plan is now guiding KCDC's efforts in continuing the redevelopment of the Five Points neighborhood.** The master plan envisions the replacement of all existing public housing in the neighborhood, and KCDC will begin efforts to add a 90 unit elderly/disabled site in that area over the next year.

**Residents participate and provide feedback related to KCDC's planning and implementation of projects through the Knoxville Tenant Council, site-based resident associations and the Section 8 Advisory Board.** Residents who are not working, participating in economic self-sufficiency programs, or are not elderly or disabled perform required community service monthly in order to contribute to their neighborhoods.

## Barriers to Affordable Housing

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

***Program Year 5 CAPER Barriers to Affordable Housing response:***

The City has undertaken the actions described in the Consolidated Plan including marketing an increasing number of parcels through the Homemakers Program, correcting obstacles before sale to developers, acquiring abandoned property and clearing titles, and offering subsidies to facilitate affordable development.

**HOME**

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

***Program Year 5 CAPER HOME response:***

**1. Relationship of HOME Funds to Goals and Objectives**

The activities carried out under the HOME Program during the reporting period included the following activities, which directly contributed to high priority needs identified in the Consolidated Plan Housing Strategy. The Five Year Consolidated Plan gave a high priority to addressing the housing problems of extremely low and very low-income renter households, to extremely low, very low and other low-income homeowner households and to households with special needs. The Plan gave a medium priority to low-income renter households. These accomplishments under these activities are described in the General Questions section of this report.

**Table 2**

Consolidated Plan Specific Objective/ Activity	HOME Amount Expended July 1, 2014 through June 30, 2015	% of Total
Objective DH1.1 Rehab/Replacement of Owner-occupied housing	\$1,063,816.87	46%
Objective DH1.2 Rehab of Rental Housing	\$321,870.75	14%
Objective DH1.3 Housing development by CHDOs for sale to homebuyers	\$791,912.09	34%
Objective DH2.1 Down Payment Assistance	\$143,460.00	6%
<b>Total HOME Project Expenditures</b>	<b>\$2,321,059.71</b>	<b>100%</b>

**2. HOME Match Report**

HOME Match Report HUD-40107-A: See Attachment C. (in Final Draft)

**3. HOME MBE and WBE Report**

Part III of HUD Form 40107: See Attachment D (in Final Draft)

**4. Assessments**

Detail results of on-site inspections of rental housing:

There were five rental units due for inspection during the reporting period. The inspections are underway and deficiencies are not anticipated.

Describe the HOME jurisdiction's affirmative marketing actions.

During the reporting period, the City had 2 HOME assisted projects, which contained more than five HOME assisted units. A PY14 project just completed also has more than five units. Affirmative marketing is underway as they lease up the units and will be reported next PY.

The first project consists of 6 three-bedroom units in a small complex owned by a local CHDO. There was no turnover during the year. The households consist of 5 black female-headed households and 1 white female-headed household. One of the households is disabled. All receive rental assistance. This CHDO posts its vacancies at the Knoxville Area Urban League and at the Community Action Committee office. They also list them on TNHousingSearch.org and post signs in the yard.

The second project consists of 24, two and three-bedroom units in an apartment complex owned by a local CHDO. Fourteen of the 24 are HOME assisted units. The households consist of 4 white, female-headed households, 8 black, female-headed households, 1 white, male-headed household and 1 black, married couple. All of the HOME assisted units receive rental assistance. This CHDO sends a flyer with

vacancies weekly to the local housing authority. They also send flyers to several other social service agencies during the year and they do outreach to local ministries such as Knoxville CAC, the Salvation Army, the Knox Area Rescue Ministries, etc. All vacancies are also listed online at TNHousingSearch.org.

## HOMELESS

### Homeless Needs

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

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

#### ***Program Year 5 CAPER Homeless Needs response:***

The City of Knoxville has, in cooperation with community stakeholders, began implementation of ***Knoxville's Plan to Address Homelessness***. This new comprehensive plan replaced the previous plan which was primarily focused on chronic homelessness. The new plan is aligned with the key strategies of the federal ***Opening Doors*** homelessness plan, while also emphasizing local priorities and leadership in addressing homelessness. The plan was unanimously adopted by the Knoxville City Council on April 1, 2014.

***Knoxville's Plan to Address Homelessness*** is built on the central philosophy that homelessness is not an acceptable circumstance in our community. The plan emphasizes permanent housing, through homelessness prevention, helping homeless individuals and families quickly gain access to permanent housing, and through emphasizing forward momentum toward permanent housing in the provision of social services as well as emergency shelter and transitional housing.

**The City of Knoxville's Office on Homelessness (OOH) works closely with local agencies, ministries and providers to implement the strategies laid out in the community plan.** The City of Knoxville continued to provide local funding to support homeless prevention case management services in several public housing apartment sites, as well as support for continuing operation at Minvilla Manor and Flenniken Landing, which represents 105 units of permanent supportive housing.

The Knoxville-Knox County Continuum of Care (CoC) applied for and received \$1,380,353 in funding for CoC grantees.

The U.S. Department of Housing and Urban Development (HUD) discontinued its funding of a direct allocation of Emergency Solutions Grant (ESG) funds to the City of Knoxville in PY2014. However, the City had unspent ESG funds from previous years in the amount of \$15,869.85. The City chose to use these funds to support the University of Tennessee's Office of Research and the **College of Social Work's** Homeless Management Information System, a multi-agency internet-based database that facilitated technical support, training, data quality reports and collaboration

between partner agencies. The UT HMIS system connects homeless clients, shelters and services across the community.

The City of Knoxville contributed \$110,000 in local funds to help make up the difference in lost federal ESG funds. The State of Tennessee, through the Tennessee Housing Development Agency (THDA), also provided \$130,308 as a set-aside of State Emergency Solutions Grant (ESG) funds that supported the provision of rapid re-housing services by the Knoxville-Knox County Community Action Committee (CAC) during PY2014.

The City also used \$260,000 in HOME funds in PY2014 to provide permanent **supportive housing to chronically homeless veterans at Helen Ross McNabb Center's 'Washington Oaks.'**

During the 2014 program year, the Knoxville/Knox County Continuum of Care (CoC) received \$1,380,353 in Federal funding through the CoC process for the continuation of homeless services through the University of Tennessee HMIS program, Parkridge Harbor, Catholic Charities, **Helen Ross McNabb's** PleasanTree Apartments, the Knoxville/Knox County Community Action Committee's Project REACH, Project Succeed, and Families In Need programs, Volunteer Ministry Center's Minvilla Manor Apartments, Flenniken Landing Apartments and the Salvation Army's Bootstrap transitional housing program.

## **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

### ***Program Year 5 CAPER Specific Housing Prevention Elements response:***

Through City general funds and KCDC funds, the City sponsored-initiative to place case managers in four public housing facilities that serve the elderly and disabled was continued in PY2014. These facilities had been identified as having the highest rates of eviction for any of the local public housing agency's properties. This program continues to successfully help most tenants who are identified as at risk for eviction to resolve issues and remain houses, and for a small number to avert evictions to the street by assisting with relocation to housing more appropriate for the individual tenant.

The City has worked cooperatively with the Knoxville-Knox County Homeless Coalition and other entities to improve the planning process for individuals leaving the foster care system, incarceration, and mental health treatment, in order to reduce the incidence of discharges into homelessness. The City also worked with **community partners to convince the Tennessee Governor's Office to withdraw a** proposal to cut funding for community mental health case management. These services are critical for residents with mental illness to remain stably housed and thus, prevent homelessness for a particularly vulnerable population.

Community Development programs such as minor and emergency home repair also serve to prevent homelessness by making emergency roof and other repairs for very low-income individuals who might otherwise be at risk for losing their housing.

## **Emergency Solutions Grants (ESG)**

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

### ***Program Year 5 CAPER ESG response:***

1. Actions to address shelter needs.

The U.S. Department of Housing and Urban Development (HUD) discontinued its funding of a direct allocation of Emergency Solutions Grant (ESG) funds to the City of Knoxville in PY2014.

2. Assessment of Relationship of ESG Funds to Goals and Objectives

The U.S. Department of Housing and Urban Development (HUD) discontinued its funding of a direct allocation of Emergency Solutions Grant (ESG) funds to the City of Knoxville in PY2014.

UT HMIS reported 9,604 unduplicated persons were served through eighteen agencies who served homeless individuals in PY2014.

3. Matching Resources  
University of Tennessee \$ 12,000 – in-kind donations and other funded sources
4. State Method of Distribution  
NA
5. Activity and Beneficiary Data

Through City general funds and funding from KCDC, the City sponsored-initiative that places case managers in four public housing facilities that serve the elderly and disabled was continued in PY2014. These facilities were identified as having the highest rates of eviction for any of the local public housing agency's properties. This program continues to successfully help most tenants who are identified as at risk for eviction to resolve issues and remain houses, and for a small number to avert evictions to the street by assisting with relocation to housing more appropriate for the individual tenant.

The City has worked cooperatively with the Knoxville-Knox County Homeless Coalition and the University of Tennessee in studying policies and perceptions regarding current discharge planning processes. There was enhanced collaboration with various human/social service agencies in addressing diverse issues affecting homelessness. The University of Tennessee provided principal research and editing for the federal Annual Homeless Assessment Report, as well as for the HMIS Annual Report, and the annual Point in Time and Housing Inventory counts.

With regards to the homeless participation requirement, the City acknowledges the benefit of this outreach endeavor. Former homeless individuals have served as members of the Knoxville-Knox County Homeless Coalition. All sub-recipients have a former client on their board of directors or in some policy/advisory capacity. It should be pointed out that during the monitoring of agencies, dialogues is held with clients to get their input on services provided, and to get suggestions on ways to aid in ending homelessness.

**The Mayor's Roundtable on Homelessness which oversees the new community homelessness plan, has included homeless persons as Roundtable members.**

Community Development programs such as minor and emergency home repair also serve to prevent homelessness by making emergency roof and other repairs for very low-income individuals who might otherwise be at risk for losing their housing.

## COMMUNITY DEVELOPMENT

### Community Development

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
  - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
  - a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.
  - c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
  - a. Identify the type of program and number of projects/units completed for each program.

- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

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

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

**Program Year 5 CAPER Community Development response:**

1. Use of CDBG Funds in Relation to Consolidated Plan Priorities, Goals, and Objectives

As identified in General Questions section of this report, the Consolidated Plan identified five community development objectives with high priorities that were addressed through June 2015. These priorities are: homeownership, rental housing, homelessness, neighborhood stabilization and economic development. Most CDBG activities conducted during this fiscal year addressed one or more of the high priorities. The General Questions section of this report also identifies specific objectives established in the Consolidated Plan, activities carried out under each of these objectives and the **City’s progress toward meeting these objectives.**

The Consolidated Plan further identifies a priority need level for different types of projects according to their CDBG eligibility category and/or target population. High and medium priority projects are **typically funded in order to provide life’s most essential needs (such as housing) as well as complementary services and neighborhood improvements that improve residents’ quality of life and help ensure family and neighborhood stability.** Table 3 below shows program accomplishments resulting from the use of CDBG funds according to priority need.

Table 3: Accomplishments by Priority Need - CDBG

<b>Project Type</b>	<b>Priority Need (High, Medium, Low, or No Such Need)</b>	<b>People Served or Units Completed</b>
Owner Occupied Housing 0-30% Median Family Income	H	68
Owner Occupied Housing 30-50% MFI	H	103
Owner Occupied Housing 50-80% MFI	M	50
Rental housing 0-30% MFI	H	1
Rental housing 30-50% MFI	H	1
Rental housing 50-80% MFI	M	1
Homeless services and homelessness prevention	H	0
Neighborhood stabilization	H	5 units acquired, 2 units sold
Economic Development	H	4 facades

CDBG: During the program year, the City committed and spent \$1,926,871.03 in CDBG funds that included an actual program income of \$273,273.49. The bulk of these funds (almost 60%) were spent on housing related programs: \$574,209.69 for owner occupied and rental housing rehabilitation; \$551,821.52 for owner occupied emergency, minor home and accessibility-related repairs; and \$9,750 towards the design of five additional units of permanent supportive housing to be completed in PY2015. Twenty-four per cent, or \$460,172.48, of PY 2014 CDBG funds were expended towards the following activities: \$297,628.92 for the Commercial Façade Improvement Program; \$114,018.56 on Blighted Property Acquisition; and \$48,525 for design and technical assistance to aid in the improvement of revitalization areas. The last 17% of CDBG funds, or \$330,917.34, were spent on program administration. All funds expended during the program year supported projects and activities focused on improvement of low-income housing, neighborhoods and/or benefit to low and moderate income people.

2. Changes in Program Objectives - The City did not change program objectives.

3. Assessment of Efforts in Carrying Out Planned Actions

The City pursued all resources indicated in the Consolidated Plan and provided Certifications of Consistency in a fair and impartial manner. Our goal is to increase the number of low-income residents served by the owner-occupied and rental housing rehabilitation programs.

4. For Funds Not Used for National Objectives - NA

5. Anti-displacement and Relocation

The City avoids displacement of households or businesses whenever possible.

All properties acquired with CDBG were vacant lots or structures. Demolition was of vacant structures or to facilitate replacement housing construction, and resulted in no displacement.

To minimize displacement, the City did not rehabilitate housing units where involuntary permanent relocation would be required. Temporary relocation benefits (including rent and moving costs) are provided to occupants if it is not feasible to remain in the home during rehabilitation.

Landlords are required to identify tenants in their application for financing and to provide information regarding tenant income, needs, and preferences to determine if rehabilitation could be accomplished without tenant displacement. Landlords are also required to offer existing tenants the opportunity to lease a rehabilitated unit at an affordable rent.

**The City's Community Development Department staff issues required notices under its internally operated rehabilitation program. As the City's redevelopment authority, Knoxville's Community Development Corporation issues notices for the City's property acquisition program. Subgrantees receive technical assistance regarding notices and relocation for acquisition projects, then issue their own notices and provide documentation to the City.**

6. Low/Mod Job Activities - There were not any CDBG economic development activities where jobs were the reported benefit.

7. Low/Mod Limited Clientele Activities - There were not any CDBG projects where low/mod clientele activities were the reported benefit.

8. Program Income

Program income is generated by CDBG funded housing rehabilitation and property acquisition projects. During the fiscal year, a total of \$273,273.49 in CDBG program **income was receipted and drawn through HUD's Integrated Disbursement and Information System (IDIS) for housing and other CDBG eligible activities.**

Additional applicable information follows:

Revolving loan funds (KNHCS):	\$0
Float funded activities:	not applicable
Income from sale of real property:	0
Housing Rehabilitation principal and interest repayments:	\$273,372.53
9. Prior year adjustments	not applicable
10. Loans and Receivables	
Loans written off during program year - 3:	\$50,268.29

Repayable loans (includes Due Upon Sale) - Housing Rehabilitation

Number of loans: 120  
 Principal balance: \$1,359,555.65

Forgivable or deferred loans

Term: 5 year forgivable  
 Number of loans: 50  
 Principal balance: \$324,769.30

Term: 10 year forgivable  
 Number of loans: 11  
 Principal balance: \$110,647.01

Term: 20 year forgivable  
 Number of loans: 134  
 Principal balance: \$669,452.18

Term: Forgivable monthly for up to 15 years  
 Number of loans: 5  
 Principal balance: \$36,905.81

Term: One Time forgivable  
 Number of loans: 3  
 Principal balance: \$23,006.80

Total number of forgivable or deferred housing loans: 323  
 Principal balance: \$2,524,336.75

CDBG Acquired Properties Available for Sale

Address	Ctl/Unit	Owner	Status	Acq Pgm	Acq Date
0 Ambrose St	081JA001	KCDC	AVAILABLE	LONSDALE RED PLAN	06/18/2010
0 Hillside Ave	082LC022	CITY	AVAILABLE	SPOT BLIGHT	06/21/1905
0 Louise Ave	082NC001	KCDC	ON HOLD	5 PTS RED PLAN	07/30/2004
0 Minnesota	081PE016	KCDC	AVAILABLE	LONSDALE RED PLAN	12/23/2009
0 Minnesota Ave 081PN031	081PN031	KCDC	ON HOLD	LONSDALE RED PLAN	09/29/2008
0 Minnesota Ave 081PN032	081PN032	KCDC	ON HOLD	LONSDALE RED PLAN	09/29/2008
0 Ohio Ave	081PD010	KCDC	AVAILABLE	LONSDALE RED PLAN	07/23/2010

0 Selma	082NQ020	KCDC	MATCHED	5 PTS RED PLAN	03/31/2010
0 Sherman St	081PN033	KCDC	ON HOLD	LONSDALE RED PLAN	09/29/2008
0 Texas Avenue	081PN002	KCDC	ON HOLD	LONSDALE RED PLAN	08/31/2006
0 Texas Avenue	081PN008	KCDC	ON HOLD	LONSDALE RED PLAN	09/29/2008
0 Texas Avenue	081PN007	KCDC	ON HOLD	LONSDALE RED PLAN	12/12/2008
0 Texas Avenue	081PD042	KCDC	ON HOLD	LONSDALE RED PLAN	01/16/2015
0 Texas Avenue	081PN014	KCDC	Pending	LONSDALE RED PLAN	pending
0 Texas Avenue	081PN015	KCDC	Pending	LONSDALE RED PLAN	pending
1012 Oak Ave	094KG020	KCDC	MATCHED	MECH RED PLAN	02/08/1991
1111 University Ave	094FQ037	KCDC	AVAILABLE	MECH RED PLAN	08/31/1998
1215 Texas Avenue	081IC016	KCDC	AVAILABLE	LONSDALE RED PLAN	05/28/2010
1219 Texas Ave	081IC017	KCDC	AVAILABLE	LONSDALE RED PLAN	05/28/2010
1311 W. Fifth Avenue	094FD025	KCDC	Matched	Mechanicsville	07/31/2007
1315 Virginia Avenue	094BB028	CITY	AVAILABLE	TAX SALE	03/08/2004
1315 W. Fifth Avenue	094FD026	KCDC	Matched	Mechanicsville	07/31/2007
1403 W. Fourth Ave	094CK019	KCDC	AVAILABLE	MECH RED PLAN	01/26/2001
1409 W. Fifth Ave	094FC021	KCDC	AVAILABLE	MECH RED PLAN	01/11/2001
1409 W. Fourth Ave	094CK020	KCDC	AVAILABLE	MECH RED PLAN	01/12/2001
1417 W. Fifth Ave	094FC020	KCDC	AVAILABLE	MECH RED PLAN	01/11/2001
1508 Boyd St	094FP013	KCDC	NONE	MECH RED PLAN	02/05/1997
1511 Minnesota	081PE015	KCDC	AVAILABLE	LONSDALE RED PLAN	12/31/2009
1702 Texas Avenue	081PN015	KCDC	Pending	LONSDALE RED PLAN	pending
1715 Minnesota Avenue	081PN020	KCDC	ON HOLD	LONSDALE RED PLAN	04/12/2012
1720 Texas Avenue	081PN010	KCDC	ON HOLD	LONSDALE RED PLAN	10/31/2012
1726 Texas Ave	081PN009	KCDC	ON HOLD	LONSDALE RED PLAN	12/12/2008
1727 Texas Avenue	081PD034	KCDC	ON HOLD	LONSDALE RED PLAN	08/05/2011
1733 Texas Ave	081PD036	KCDC	ON HOLD	LONSDALE RED PLAN	04/08/2011
1741 Minnesota Ave	081PN028	KCDC	ON HOLD	LONSDALE RED PLAN	11/18/2008
1744 Texas Avenue	081PN005	KCDC	ON HOLD	LONSDALE RED PLAN	07/22/2011
1745 Minnesota Ave	081PN029	KCDC	ON HOLD	LONSDALE RED PLAN	09/29/2008
1747 Minnesota Ave	081PN030	KCDC	ON HOLD	LONSDALE RED PLAN	09/02/2008

1754 Texas Ave	081PN003	KCDC	ON HOLD	LONSDALE RED PLAN	08/31/2006
1757 Texas Avenue	081PD043	KCDC	ON HOLD	LONSDALE RED PLAN	01/16/2015
1904 Ulster St	082NL0010	KCDC	AVAILABLE	BLIGHTED PROPERTY	11/23/2004
2020 Ulster Ave	082NN016	KCDC	MATCHED	5 PTS RED PLAN	04/07/2006
2115 Texas Ave	081PR013	KCDC	AVAILABLE	LONSDALE RED PLAN	08/17/2006
2120 Mccalla Ave	095BE006	KCDC	AVAILABLE	5 PTS RED PLAN	08/06/2004
2225 Martin Luther King Jr Ave	082OL022	KCDC	AVAILABLE	5 PTS RED PLAN	11/03/2003
2225 Martin Luther King Jr Ave	082OL022	KCDC	MATCHED	5 PTS RED PLAN	02/11/2004
2231 Martin Luther King Jr Ave	082OL021	KCDC	ON HOLD	5 PTS RED PLAN	01/30/2004
2400 Selma Ave	082NP001	KCDC	AVAILABLE	5 PTS RED PLAN	04/02/2004
2405 Martin Luther King	082OH025	KCDC	ON HOLD	5 PTS RED PLAN	11/21/2008
2407 Louise Ave	082NA014	KCDC	AVAILABLE	5 PTS RED PLAN	08/02/2004
2411 Martin Luther King	082OH024	KCDC	ON HOLD	5 PTS RED PLAN	01/21/2005
2431 Wilson	082NA025	KCDC	ON HOLD	5 PTS RED PLAN	03/31/2010
2522 Wilson Ave	082ND007	KCDC	ON HOLD	5 PTS RED PLAN	09/24/2010
2523 Selma Ave	082ND025	KCDC	MATCHED	5 PTS RED PLAN	04/28/2006
2529 Selma Avenue	082ND023	KCDC	ON HOLD	5 PTS RED PLAN	06/11/2012
2535 Louise Ave	082NB0201	KCDC	AVAILABLE	5 PTS RED PLAN	08/15/2003
2547 Martin Luther King Blvd	082KU017	KCDC	ON HOLD	5 PTS RED PLAN	05/26/2006
2559 Wilson Ave	082NC019	KCDC	AVAILABLE	5 PTS RED PLAN	03/10/2007
2563 Martin Luther King Ave	082KU016	KCDC	ON HOLD	5 PTS RED PLAN	01/27/2006
258 Cansler St (aka 0 Cansler)	094KD012	KCDC	MATCHED	MECH RED PLAN	05/08/1990
2942 Sunset Ave	082LC011	CITY	AVAILABLE	BLIGHTED PROPERTY	12/18/2000
3018 Johnston St	081JA032	KCDC	MATCHED	LONSDALE RED PLAN	06/18/2010
308 Parham St	082NA015	KCDC	AVAILABLE	5 PTS RED PLAN	08/30/2004
309 Ben Hur Ave	082OK010	KCDC	ON HOLD	5 PTS RED PLAN	02/27/2004
3107 Sherman Street	081PQ016	KCDC	MATCHED	LONSDALE RED PLAN	03/31/2009
3139 Johnston Street	081IG003	KCDC	MATCHED	LONSDALE RED PLAN	03/10/2009
319 S Chestnut	082NA022	KCDC	ON HOLD	5 PTS RED PLAN	04/09/2010
321 S Chestnut	082NA024	KCDC	MATCHED	5 PTS RED PLAN	04/01/2009
323 Ben Hur Ave	082OK013	KCDC	ON HOLD	5 PTS RED PLAN	08/08/2003
323 S Chestnut	082NA023	KCDC	MATCHED	5 PTS RED PLAN	02/13/2006
3401 Thomas Street	081-IR-012	KCDC	ON HOLD	LONSDALE RED PLAN	10/31/2014
3411 Bishop Street	080MC006	KCDC	MATCHED	Lonsdale	07/12/2004
400 Curie Pl	082ND006	KCDC	MATCHED	5 PTS RED PLAN	02/22/2010
406 Curie Pl	082ND005	KCDC	MATCHED	5 PTS RED PLAN	06/05/2007
416 Curie Pl	082ND003	KCDC	MATCHED	5 PTS RED PLAN	12/30/2009

420 Curie Pl	082ND002	KCDC	MATCHED	5 PTS RED PLAN	02/24/2006
513 Douglas St	094FQ022	KCDC	AVAILABLE	MECH RED PLAN	04/25/1997
604 Ben Hur Ave	082NP029	KCDC	ON HOLD	5 PTS RED PLAN	04/30/2004
716 Fern St	082EF023	CITY	MATCHED	HOPE	07/26/2006
717 Chestnut St	082NN005 0	KCDC	ON HOLD	5 PTS RED PLAN	06/04/2004
721 Chestnut St	082NN006 0	KCDC	ON HOLD	5 PTS RED PLAN	01/09/2004
737 S. Chestnut	082NN010	KCDC	AVAILABLE	5 PTS RED PLAN	10/13/2006
740 S. Chestnut St	082NN009	KCDC	MATCHED/NH	5 PTS RED PLAN	10/18/2005

11. Lump sum drawdown payments: not applicable

12. Housing Rehabilitation

For the completion of the 15 owner-occupied units rehabilitated during the program year, and commencement of 11 owner-occupied rehabilitations currently underway, \$203,478.94 in CDBG funds were used while \$1,063,816.87 in HOME funds were used. For the completion of 16 units of affordable rental housing rehabilitated during the program year, \$55,594.90 in CDBG funds were used and \$321,870.85 in HOME funds were used. Housing administration and project delivery costs were \$315,135.85 in CDBG and \$164,906.55 in HOME funds.

Staff and related operating costs to administer the housing rehabilitation program are paid with CDBG funds. These costs totaled \$315,135.85 for PY2014.

13. Neighborhood Revitalization Strategies

CDBG funds in the amount of \$48,525 were subgranted to the East Tennessee Community Design Center to provide design, planning, technical assistance and capacity building services to non-profits and community serving organizations. These organizations are located in or serve low-income neighborhoods.

The Commercial Façade Improvement program improves neighborhood businesses while creating jobs and economic growth for low-income neighborhoods.

Acquisition and disposition of blighted properties through the Homemakers program or requests for proposals improves neighborhoods by creating decent housing, green space or new business opportunities.

The Abandoned Blighted and Vacant (ABV) Properties Committee, an inter-governmental/inter-agency committee continues to meet to engage in strategies that will reduce the number of **vacant and blighted properties in the City's neighborhoods**. Strategies such as statewide property tax foreclosure reform, use of vacant lots as community gardens, and local ordinance changes dealing with problem properties are products from the work of the Vacant Properties Committee.

**Antipoverty Strategy**

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

**Program Year 5 CAPER Antipoverty Strategy response:**

The City carried out the actions described in the Consolidated Plan and Action Plan. In addition to these activities, City of Knoxville general funds and a set aside of State of Tennessee ESG funds were used to provide case management and transitional services to homeless persons with the goal of finding stable housing, and payments for rent and utilities to prevent homelessness. The full occupancy of Minvilla Manor and Flenniken Landing provide permanent housing and supportive services to help homeless persons make positive life changes and prepare for a better future.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

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

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

**Program Year 5 CAPER Non-Homeless Special Needs response: N/A**

### Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative

- i. Grantee and Community Overview
  - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
  - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
  - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
  - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
  - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
  - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
  - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
  - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
  - (3) A brief description of any unique supportive service or other service delivery models or efforts
  - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
  - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
  - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
  - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
  - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
  - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

***Program Year 5 CAPER Specific HOPWA Objectives response: N/A The City of Knoxville does not receive HOPWA.***

## OTHER NARRATIVE

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

### ***Program Year 5 CAPER Other Narrative response:***

#### **Affirmative Outreach**

The City of Knoxville engages in affirmative outreach to solicit participation in the CAPER preparation process from eligible members of protected classes including racial, ethnic, and religious minorities, families with children and persons with disabilities.

During the planning stages for the Annual Action Plan, the City of Knoxville solicits input from all sectors of the community. This is done through post cards and media advertisement. The general mailing list is comprised of over a thousand persons representing neighborhood leaders, community organizations, advocacy groups, business and professional affiliations, educational institutions, human/social service agencies and special interest groups. The list is inclusive and reflects persons representing the seven protected classes: race, color, religion, national origin, sex, disability and familial status.

An initial Public Input Meeting is held in December to **gain citizens' insight on ideas** and suggestions for implementing programming and projects. This information is assessed and taken into consideration in the preparation of the Action Plan. After the plan is written, citizens are also invited to a Public Meeting each April to give insight on proposed Action Plan. Copies of the plan and the CAPER are also on the **Community Development Department's website: ([www.knoxvilletn.gov](http://www.knoxvilletn.gov))**, and are also available at in the department's office (400 Main Street – Room 514), at the Knox County Lawson-McGhee Library (downtown branch), at the Knoxville/Knox County **Community Action Committee's South, East and West Centers. Public Input Meetings are also advertised on the city's website** and in the major newspaper, the Knoxville News Sentinel.

**The City's Citizen Participation plan addresses affirmative outreach, and there is a commitment to including persons from the protected classes. The first paragraph of the plan states: "Through the Citizen Participation Process, all citizens have the opportunity, and are encouraged, to express their views and concerns to assist in strengthening government operations with regard to community development in the City of Knoxville."**

The Community Development Department is committed to promoting fair housing and equal opportunity in the implementation of all activities: housing, economic development, homelessness and disability services. The department also works closely with the Title VI Office to ensure that all equal opportunity standards are being implemented, particularly with respect to LEP.

**The City's two major goals include: (1) To affirmatively further fair housing with a focus on inclusion and achieving parity; and (2) To research and analyze Knoxville's housing posture, and identify actions and strategies to impact equal housing opportunities. Likewise, there are two objectives: (1) To provide outreach activities**

which educates citizens, agencies and advocacy groups on their fair housing rights and responsibilities; and (2) To train and assist housing, lending, and human/social service organizations on adhering to the fair housing law and implementing housing equality initiatives.

**Through the city's website, public meetings, public comment** period announcements, and other announcements are also translated in Spanish. To further address issues **regarding persons with Limited English Proficiency, the City's Citizen Participation Plan** states:

**"Community Development is committed to meeting the needs** of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents are expected to participate. Foreign Language interpreters and materials translated in the appropriate language will be provided **with a week's prior notice of need.**

To serve all citizens, Community Development will provide Braille materials, materials recorded on audiocassettes, and interpreters for the hearing impaired with **a week's prior notice of special needs."**

The City of Knoxville has participated in the Community Development Block Grant Program since its inception in 1974. The City was also a Fair Housing Assistance Program agency from 1982-2013. We maintain our commitment to addressing and **adhering to HUD's regulations** and FHEO requirements.

**A. Table 2C Summary of Specific Objectives**

**Grantee Name: City of Knoxville, Tennessee**

Availability/Accessibility of Decent Housing (DH-1)						
Specific Objective	Source of Funds	Performance Indicators	Year	Expected Number	Actual Number	% Completed Cumulative
<b>DH-1 Specific Objective: Decent Housing Outcome: Availability/Accessibility</b>						
<b>DH1.1</b> Improve the quality and energy-efficiency owner-occupied housing through the rehabilitation or replacement of sub-standard housing for low-income families.	CDBG HOME PRIVATE	Number of <b>Owner-Occupied</b> Units Rehabilitated or replaced	2010	30	13	9 %
			2011	27	20	22 %
			2012	23	16	33 %
			2013	14	22	47 %
			2014	15	15	
<b>MULTI-YEAR GOAL</b>				150/109	86	57 %
<b>DH1.2</b> Increase the supply of quality, energy-efficient, affordable rental and homeownership units through rehabilitation or new construction.	CDBG HOME NSP 1 PRIVATE	Number of <b>Rental</b> Units Constructed/ Rehabilitated Number Affordable Units	2010	11	0	0 %
			2011	0	12	24 %
			2012	0	0	24 %
			2013	8	0	24 %
			2014	18	16	%
<b>MULTI-YEAR GOAL</b>				50/37	28	56 %
<b>DH1.3</b> Increase the supply of affordable owner occupied and affordable rental housing through new construction and rehabilitation by local CHDOs.	HOME CHDO set-aside NSP-1	<b>CHDO</b> Units constructed or rehabilitated & sold to low-mod homebuyers Affordable rental units Constructed or rehabilitated	2010	5	30	120 %
			2011	7	11	164 %
			2012	12	5	184 %
			2013	3	6	208 %
			2014	9	9	%
<b>MULTI-YEAR GOAL</b>				25/36	61	244 %
<b>DH1.4</b> Improve the quality, safety, functionality, and accessibility of homes owned by LMI homeowners.	CDBG	Number of homeowners assisted with <b>emergency home repairs</b> , and accessibility improvements	2010	200	159	15 %
			2011	145	96	26 %
			2012	145	113	37 %
			2013	146	121	48 %
			2014	127	204	%
<b>MULTI-YEAR GOAL</b>				1000/763	693	69 %

<b>DH1.5</b>	Improve access to fair and accessible housing, and promote fairness, accessibility and inclusion through Fair Housing education and training.	CDBG FHAP	Number of completed <b>Fair Housing</b> investigations and number of training events	2010	15	10	16 %
				2011	17	7	28 %
				2012	17	14	52 %
				2013	3	30	101 %
				2014	8	14	%
			<b>MULTI-YEAR GOAL</b>		60	75	125 %
<b>DH1.6</b>	Increase the supply of permanent supportive housing for persons who are chronically homeless through rehabilitation or new construction.	HOME CDBG NSP-1	Number of <b>supportive housing units</b> developed	2010	105	57	29 %
				2011	0	48	53 %
				2012	0	0	53 %
				2013	0	0	53 %
				2014	0	0	
			<b>MULTI-YEAR GOAL</b>		200	105	53 %
<b>DH1.6</b>	Provide supportive services for persons who are homeless or at risk of becoming homeless.	ESG CDBG HPRP	Number of persons served	2010	2000	5890	59 %
				2011	2000	2430	83 %
				2012	2000	4098	124 %
				2013	2000	1643	140 %
				2014	0	0	140 %
			<b>MULTI-YEAR GOAL</b>		10000	14061	140 %
<b>DH1.7</b>	Provide supportive services, operations and essential services for homeless transitional housing facilities with the goal of placing persons in permanent housing.	ESG CDBG HPRP	Number of persons placed in permanent housing	2010	100	106	21 %
				2011	100	144	50 %
				2012	100	201	90 %
				2013	100	125	115 %
				2014	0	0	%
			<b>MULTI-YEAR GOAL</b>		500	576	115 %

Affordability of Decent Housing (DH-2)							
Specific Objective	Source of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed	
<b>DH-2</b>	<b>Specific Objective: Decent Housing Outcome: Affordability</b>						
<b>DH2.1</b>	Increase homeownership opportunities for low- and moderate-income households through down-payment assistance.	CDBG HOME PRIVATE	Number of LMI homebuyers assisted with <b>down-payment assistance</b>	2010	10	19	38 %
				2011	15	6	50 %
				2012	12	5	60 %
				2013	15	6	72 %
				2014	8	8	%
				<b>MULTI-YEAR GOAL</b>			50/60
<b>DH2.2</b>	Increase the number of LMI home buyers through credit counseling, home ownership training and home maintenance training.	CDBG HOME PRIVATE	Number of Homebuyers trained	2010	0	19	19 %
				2011	0	6	25%
				2012	0	0	25 %
				2013	0	0	25 %
				2014	0	0	%
				<b>MULTI-YEAR GOAL</b>			100
<b>DH2.3</b>	Improve the energy-efficiency of home-ownership and rental units for LMI residents through energy retrofits.	CDBG-R	Number of homes improved	2010	35	12	34 %
				2011	0	18	86 %
				2012	0	0	86 %
				2013	0	0	86 %
				2014	0	0	%
				<b>MULTI-YEAR GOAL</b>			35

Sustainability of Decent Housing (DH-3)							
Specific Objective		Source of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>DH-3</b>	<b>Specific Objective: Decent Housing Outcome: Sustainability</b>						
<b>DH3.1</b>	Improve the quality and appearance of blighted and/or unsightly homes and their impact on the neighborhood through acquisition, rehabilitation, historic preservation, or façade improvements.	CDBG EZ PI	Number of homes improved.	2010 2011 2012 2013 2014	10 5 12	4 20 Goals met in section DH 1.1, DH1.2 & DH 1.4	8 % 48 % 48 % % %
			<b>MULTI-YEAR GOAL</b>		50		%

Availability/Accessibility of Suitable Living Environment (SL-1)							
Specific Objective		Source of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>SL-1</b>	<b>Specific Objective: Suitable Living Environment</b> <b>Outcome: Availability/Accessibility</b>						
<b>SL1.1</b>	Improve neighborhoods by supporting quality facilities and services available to the public.	CDBG	Number of park improvements.	2010	0	0	0 %
				2011	2	0	0 %
			Number of facility improvements	2012	0	0	0 %
				2013	0	0	0 %
				2014	0	0	%
<b>MULTI-YEAR GOAL</b>				6	0	0 %	

Sustainability of Suitable Living Environment (SL-3)							
Specific Objective		Source of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>SL-3</b>	<b>Specific Objective: Suitable Living Environment</b> <b>Outcome: Sustainability</b>						
<b>SL3.1</b>	Strengthen neighborhoods by increasing the capacity of resident and stakeholder –led organizations and by providing planning, design and other technical assistance.	CDBG City	Number of organizations assisted with <b>technical assistance</b>	2010	15	24	48 %
				2011	12	14	76 %
				2012	12	15	106 %
				2013	12	23	152 %
				2014	12	23	%
<b>MULTI-YEAR GOAL</b>				50/63	99	198 %	
<b>SL3.2</b>	Improve the safety and livability of neighborhoods through redevelopment and revitalization.	CDBG	Number of Redevelopment Areas and Revitalization Plans initiated/continued	2010	3	4	
				2011	3	1	
				2012	3	5	
				2013	3	3	
				2014	3	3	
<b>MULTI-YEAR GOAL</b>				6	13		

Sustainability of Suitable Living Environment (SL-3)							
Specific Objective		Source of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
SL3.3	Mitigate the impact of blighted, problem, and foreclosed properties in LMI neighborhoods.	CDBG	Number of blighted properties acquired and mitigated	2010	10	16	32 %
				2011	12	16	64 %
				2012	12	11	86 %
				2013	8	1	88 %
				2014	8	2	%
			<b>MULTI-YEAR GOAL</b>				50
SL3.4	Improve mobility and access to transportation in LMI neighborhoods	CDBG	Number sidewalk improvements	2010	0	0	0 %
				2011	1	0	0 %
			Number of bus shelters	2012	0	0	0 %
				2013	0	0	0 %
				2014	0	0	%
			<b>MULTI-YEAR GOAL</b>				5

Availability/Accessibility of Economic Opportunity (EO-1)							
Specific Objective		Source of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>EO-1</b>	<b>Specific Objective: Economic Opportunity Outcome: Availability/Accessibility</b>						
<b>EO 1.1</b>	Increase access to economic opportunities for businesses in LMI areas through development loans.	CDBG EZ PI	Number of businesses assisted	2010	2	2	40 %
				2011	2	0	40 %
				2012	2	0	40 %
				2013	0	0	40 %
				2014	0	0	%
<b>MULTI-YEAR GOAL</b>				5	2	40 %	
<b>EO 1.2</b>	Increase access to economic opportunities for LMI persons	CDBG	Number of jobs retained/created	2010	10	0 161 298 created/47 retained	0 %
				2011			0 %
				2012			0 %
				2013			320 %
				2014			%
<b>MULTI-YEAR GOAL</b>				50	506	1012 %	

Sustainability of Economic Opportunity (EO-3)							
Specific Objective		Source of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>EO-3</b>	<b>Specific Objective: Economic Opportunity Outcome: Sustainability</b>						
<b>EO3.1</b>	Improve economically distressed areas (i.e. redevelopment areas and brown fields) by eliminating blight, improving property values, and removing constraints to private development and to cause private redevelopment and historic preservation by enhancing and expanding availability of local, state and federal incentive programs.	CDBG	Number of façade improvements Number of brownfields remediated	2010	5	10	40 %
				2011	4	8	72 %
				2012	5	5	92 %
				2013	3	2	100 %
				2014	3	5	%
<b>MULTI-YEAR GOAL</b>				25/20	30	150 %	



**B. Report of Expenditures by Objective and Program PY2014**

Objective		Total	CDBG	ESG	HOME
Objective DH1.1	<b>Owner Occupied Housing Rehabilitation</b>				
	Owner Occupied Housing Rehabilitation	\$1,267,295.81	\$203,478.94		\$1,063,816.87
	Housing Project Delivery		\$315,135.85		\$164,906.55
Sum		\$1,267,295.81	\$518,614.79	\$0.00	\$1,228,723.42
Objective DH1.2	<b>Rental Housing Rehabilitation</b>				
	Rental Housing Rehabilitation	\$117,465.65	\$55,594.90		\$61,870.75
	Helen Ross McNabb Center-Washington Oaks				\$260,000.00
	Other Rental Housing: Positively Living	\$9,750.00	\$9,750.00		\$0.00
Sum		\$127,215.65	\$65,344.90		\$321,870.75
Objective DH1.3	<b>CHDO Projects</b>				
	East Tennessee Housing Development Corp.	\$306,746.78			\$306,746.78
	Neighborhood Housing, Inc.	\$235,887.31			\$235,887.31
	Knox Housing Partnership	\$249,278.00			\$249,278.00
	CHDO Operating	\$0.00			\$0.00
Sum		\$791,912.09	\$0.00	\$0.00	\$791,912.09
Objective DH1.4	<b>Emergency/Minor Home Repair Programs</b>				
	Disability Resource Center		\$5,221.52		
	Neighborhood Housing, Inc.	\$85,000.00	\$85,000.00		
	Knoxville-Knox County CAC	\$461,600.00	\$461,600.00		
Sum		\$546,600.00	\$551,821.52	\$0.00	\$0.00
Objective DH1.5	<b>Fair Housing</b>				
	Fair Housing	\$0.00			
	(in CDBG General Admin)				
Sum		\$0.00	\$0.00	\$0.00	\$0.00
Objective DH1.6	<b>Homelessness</b>				
	UT HMIS	\$15,869.85		\$15,869.85	
Sum		\$15,869.85	\$0.00	\$15,869.85	\$0.00
Objective DH2.1	<b>Down Payment Assistance</b>				
	<b>PY13</b> Down Payment Assistance	\$143,460.00			\$143,460.00
Sum		\$143,460.00	\$0.00	\$0.00	\$143,460.00
Objective SL3.1	<b>East TN Community Design Center</b>				
	<b>Project Title</b>	\$48,525.00	\$48,525.00		
Sum	East TN Community Design Center	\$48,525.00	\$48,525.00	\$0.00	\$0.00
Objective SL3.2	<b>Revitalization Activities</b>				
	Revitalization Activities	\$0.00			\$0.00
Sum		\$0.00	\$0.00	\$0.00	\$0.00
Objective SL3.3	<b>Property Acquisition</b>				
	Property Acquisition	\$114,018.56	\$114,018.56		
Sum		\$114,018.56	\$114,018.56	\$0.00	\$0.00
Objective EO3.1	<b>Commercial Façade Improvement Program</b>				
	Commercial Façade Improvement Program	\$297,628.92	\$297,628.92		
Sum		\$297,628.92	\$297,628.92	\$0.00	\$0.00
<b>Total</b>		\$3,352,525.88	\$1,595,953.69	\$15,869.85	\$2,485,966.26
	General Administration		\$330,917.34		
<b>GRAND TOTAL</b>		\$4,428,707.14	\$1,926,871.03	\$15,869.85	\$2,485,966.26