



2016-2017 CDBG

Consolidated Annual Performance and  
Evaluation Report (CAPER)

(CAPER)  
2016-2017 PROGRAM YEAR  
AUGUST 1, 2016 TO JULY 31, 2017

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Portland Field Office of Community Planning and Development

CITY OF LEWISTON, IDAHO  
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## Contents

|   |    |
|---|----|
| CR-05 – Goals and Outcomes.....   | 3  |
| CR-10 – Racial and Ethnic Composition of Families Assisted.....                           | 5  |
| CR-15 – Resources and Investments 91.520(a).....  | 6  |
| CR-20 – Affordable Housing 91.520(b).....   | 8  |
| CR-25 – Homeless and Other Special Needs 91.220 (d, e); 91.320 (d, e);<br>91.520(c) ..... | 10 |
| CR-30 – Public Housing 91.220 (h); 91.320 (j).....  | 13 |
| CR-35 Other Actions 91.220(j)-(k); 91.320 (i)-(j).....                                    | 14 |
| CR-40 – Monitoring 91.220 and 91.230.....   | 17 |
| CR-45 – CDBG 91.520(c) .....  | 18 |

## CR-05 – Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

#### 91.520 (a)

The City of Lewiston's 2016 CDBG Action Plan, submitted in June of 2016, initially programmed the \$205,148 (\$185,148 Annual Allocation plus \$20,000 Program Income) in 2016 grant funds for the following:

- \$88,000 Liberty Theater Historic Preservation
- \$30,000 Northwest Children's Home – Wellness Facility
- \$15,000 Northwest Children's Home – Safe Room Improvements
- \$17,000 Bell Building ADA Accessibility Improvements
- \$35,148 2016 Planning and Administration

Through an amendment on June 26, 2017, a new activity, Mill End Commercial Rehab, was added with \$50,000 received in program income. The program income was originally to be programmed to the Northwest Children's Home Safe Room Improvements, but the project was delayed. The amendment was approved July 28, 2017 and the Environmental Review and Subrecipient Agreement have been completed for the project.

The Liberty Theater Historic Preservation completed the roof in May 2017.

The Northwest Children's Home experienced delays in both of their activities due to licensing issues and limited contractors available to work on the projects. The Northwest Children's Home has decided to cancel the Wellness Facility, as bids keep coming in higher than expected, and put the funds towards the Safe Room Improvements, which has been identified as a priority.

The 2016 Bell Building ADA Accessibility project completed its environmental review and an architect has been hired. The project has a design and cost estimate and is preparing to go out to bid.

The City of Lewiston programmed \$35,148 into Planning and Administration to help fund half the cost of the 2018-2022 Consolidated Plan and Assessment of Fair Housing Report. The Request for Proposals is currently under review and the other half of the cost will be funded from the City's 2017 Planning and Administration funds. CDBG funds expended towards administrative reimbursement activities during the 2016 program year included advertisements, notices for hearings, availability of documents to review, Fair Housing Training, and the FONSI-RROF for activities. Due to a delay in the 2017 Allocations, the City did not begin the 2018-2022 Consolidated Plan as there were concerns in regards to the potential loss of funding.

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

The City of Lewiston's 2013-2017 Consolidated Plan noted that the highest priority activities are:

- Affordable Housing;
- Non-Housing Community Development;
- Homelessness;
- Public Services and Economic Opportunity.

The City continued to proactively and systematically seek to rezone lands for affordable housing development, and sought developers to construct affordable housing. There were no affordable housing activities during the 2016 Program Year.

The 2015 Kinsale Place project was originally due to be completed in February 2017, but due to several delays, the project has still not been completed. A remediation plan was put into effect with a deadline of September 15, 2017 with the stipulation that if the project did not submit the required Davis-Bacon documents the project will be cancelled and funds programmed to another ready to go activity. Staff did not receive the requested documents and has begun the process to cancel the project and reprogram the funds.

## **CR-10 – Racial and Ethnic Composition of Families Assisted**

**Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)**

### **Narrative**

The total numbers of persons assisted during the City's 2016 program year was 26,992. The ethnic breakdown is as follows:

- 10,376 White/Caucasian
- 1 Black/African American
- 202 Hispanic/Latino
- 64 Asian
- 60 American Indian/Alaskan Native
- 3 Native Hawaiian/Pacific Islander
- 16,482 Other

Of the 26,992 total, 73 were female head of household, 70 were over 55, and 10,704 were persons with disabilities.

## CR-15 – Resources and Investments 91.520(a)

Identify the resources made available

| Source of Funds | Resources Made Available | Amount Expended During Program Year |
|-----------------|--------------------------|-------------------------------------|
| CDBG            | 358,269                  | 124,455                             |

### Narrative

The City of Lewiston had a total of \$119,328 in unexpended funds at the end of the 2015 program year. This amount plus the 2016 award of \$185,148 and program income of \$53,793 brought the total CDBG resources to \$358,269.

The total funds expended for the 2016 program year were \$124,455. Funds expended went towards the following projects:

- Family Promise Acquisition \$535
- Habitat for Humanity \$28,808
- Liberty Theater Historic Preservation \$94,884
- 2016 Administration \$228

Several other funds from projects are expected to be expended during the 2017 program year as they came right at the end of the 2016 year.

### Identify the geographic distribution and location of investments

Project and location:

Family Promise Acquisition: 1711 7th Ave, Lewiston ID 83501

Habitat for Humanity: 1531, 1533, 1535, 1537, and 1539 Alder Ave, Lewiston ID 83501

Kinsale Place: 920 Bryden Ave, Lewiston ID 83501

Liberty Theater: 611 Main Street, Lewiston ID 83501

Bell Building: 215 D Street, Lewiston, ID 83501

Northwest Children's Home: 419 22nd Ave, Lewiston, ID 83501

Mill End Commercial Rehab: 800 Main Street, Lewiston, ID 83501

## **Leveraging**

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

The City continues to actively seek out partnerships with housing and social service providers to utilize a variety of Federal, State, and local funding sources to meet the needs identified in the consolidated plan. The City has actively supported low income housing tax credit projects sponsored by private developers. The CDBG funds used in these projects help leverage significant private investment by other community members, resulting in quality housing being built and creating a lasting asset for the property owner and community.

The City of Lewiston receives CDBG funds through annual entitlement, and is the only HUD funding that the City directs toward projects during its program years. Non-profit organizations utilize other federal, state, and private grant funds.

## CR-20 – Affordable Housing 91.520(b)

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

|  | One-Year Goal | Actual   |
|--|---------------|----------|
| Number of homeless households to be provided affordable housing units      | 0             | 2        |
| Number of non-homeless households to be provided affordable housing units  | 0             | 0        |
| Number of special-needs households to be provided affordable housing units | 0             | 0        |
| <b>Total</b>   | <b>0</b>      | <b>2</b> |

|  | One year goal | Actual   |
|--|---------------|----------|
| Number of households supported through rental assistance             | 0             | 0        |
| Number of households supported through the production of new units   | 0             | 1        |
| Number of households supported through rehab of existing units       | 0             | 0        |
| Number of households supported through Acquisition of existing units | 0             | 2        |
| <b>Total</b>   | <b>0</b>      | <b>3</b> |

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

Problems encountered in meeting the goals of the Action Plan were project delays. Outcomes exceeding the one-year goal were due to the completion of prior year activities.

The Habitat for Humanity project made steady progress and its first house was completed and sold to a family in March of 2017. The second house is approximately 70% complete.

Family Promise purchased a duplex and a family is set to move in pending the families' completion of budget training.

The Kinsale Place project was expected to be completed in February but has experienced many delays and construction issues. The project was flagged as "At-Risk" in IDIS and a remediation plan was put into effect to be completed by September 15, 2017. Kinsale was required to submit the required reporting documentation for Davis-Bacon, and if not, the project would be cancelled and funds reprogrammed.

**Discuss how these outcomes will impact future annual action plans.**

These outcomes will affect future annual action plans because it shows the importance of having a ready to go activity. Although projects are bound to experience delays, if a project is not completed by the end of the program year, the information cannot be reported until the next program year. Staff learns from these problems and hopes that future projects that will benefit low moderate-income families will become available. Staff has learned the importance of having Davis-Bacon knowledge and is set to attend trainings during the next program year.

## **CR-25 – Homeless and Other Special Needs 91.220 (d, e); 91.320 (d, e); 91.520(c)**

**Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:**

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

The City of Lewiston staff corresponds with the Lewis Clark Homeless Coalition Task Force meetings and attends the Region II Housing Coordination Roundtable meeting. The meetings help staff seek ways to reduce homelessness, provide referrals, network, and remain updated.

The city does not own or fund any homeless shelters, transitional housing, or public housing itself, and relies on other organizations to provide these services. IHFA, Family Promise, the Salvation Army, Community Action Partnership, and the YWCA provided assistance in the form of rental vouchers, shelter nights, and counseling to families and individuals who faced eviction or were homeless.

### **Summary of Efforts to address “Worst Case Needs”**

Worst-case affordable housing needs are defined as housing needs by low-income renters with severe cost burden, in substandard housing, or involuntarily displaced. During the 2016 Program Year, Section 8 was provided by the Idaho Housing and Finance.

The City of Lewiston meets with resource providers in an effort to define new projects for the upcoming CDBG program year.

Housing resources in the Lewiston Area include:

- Community Action Partnership - offers affordable rental housing through their housing program;
- Community on Call – offers transitional housings for individuals returning from long term rehab treatment programs;
- Habitat for Humanity – builds affordable housing for low-income families;
- Idaho Housing and Finance Association – provides Family Self-Sufficiency Program, Housing and Urban Development Vouchers Program, and Section 8 Rental Assistance;
- Senior Rent Assisted/Controlled & Subsidized Apartments – There are seven (7) Senior Rent Assisted/Controlled & Subsidized Apartment complexes in the City of Lewiston.
- Nez Perce County Assistance Program – provides limited emergency services (medical, rental, and utility assistance);
- Salvation Army – provides emergency assistance which includes housing and rental assistance;

### **Progress in meeting needs of persons with disabilities**

The City of Lewiston has used prior CDBG program year funding to improve mobility and accessibility to sidewalks, as well as multi-unit rehabilitation, in Lewiston. There are five (5)

apartment complexes that are disabled rent assisted/controlled & subsidized in the City of Lewiston. Community Action Partnership offers a Representative Payee Program that works directly with beneficiaries and other service providers to help low-income, disabled clients live independently.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The City does not directly own or fund any homeless shelters, transitional housing, or emergency shelters. According to the Idaho Housing and Finance Association HMIS count for Nez Perce County, 22 clients were provided Emergency Shelter, 29 clients were provided Rapid Re-housing, and 16 clients were provided with Veteran Administration Supportive Housing Vouchers (VASH).

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

The City of Lewiston directs its efforts to unmet needs due to adequate policies and procedures that ensure facilities and institutions do not discharge persons into homelessness, in place by the State of Idaho and regional CoC;

City staff continues to participated in meetings to discuss the needs and barriers facing homeless persons in Lewiston, corresponds with the Lewis-Clark Interagency Council, and attends Region II Housing Roundtable meetings hosted by Idaho Housing and Finance Association;

Outreach and one on one meetings with agencies, in regards to project proposals during the 2016 program year;

The Department of Health and Welfare provided case management services to youth transitioning out of foster care;

The City of Lewiston continues to participate in a Continuum of Care through an already well-established relationship with community-based housing and social service groups in the city to utilize a limited amount of Federal, State, and local funding sources to meet the needs in the consolidated plan;

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

According to the Idaho Housing and Finance Association HMIS count for Nez Perce County, a total of 22 clients were provided Emergency Shelter, 29 clients were provided Rapid Rehousing,

and 16 clients were provided with Veteran Administration Supportive Housing Vouchers (VASH).

The city does not own or fund any homeless shelters, transitional housing, or public housing itself, but relies on other organizations to provide these services. City staff looks for opportunities to assist organizations, such as the YWCA, Family Promise, New Bridges, and the Salvation Army, who do provide housing and services for the homeless and low-income individuals and families.

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

### **Actions taken to address the needs of public housing**

Not applicable. The state PHA does not operate public housing in Lewiston and there is no local PHA.

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

Not applicable. The state PHA does not operate public housing in Lewiston and there is no local PHA.

### **Actions taken to provide assistance to troubled PHAs**

Not applicable. The state PHA does not operate public housing in Lewiston and there is no local PHA.

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

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

The City of Lewiston has made sure that its policies do not prohibit affordable housing development and encouraged mixed-use commercial and residential development. The City will continue to promote affordable housing and will work to facilitate and support applications related to rezoning and construction for affordable housing during the coming year.

The City of Lewiston zoning ordinance provides for affordable housing well dispersed throughout the community.

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

The City has very limited CDBG resources to work with resulting in a need to be as efficient as possible administratively. In order to assure that project activities have maximum impact on community needs and require administrative oversight within the City's means, decisions on project allocations will take into account the following;

- Project activities can be implemented by agencies with adequate administrative capabilities.
- Project activities do not generate City administrative responsibilities beyond the abilities of existing staff to effectively apply administrative oversight (e.g., 2012 City administration of lead-based paint hazard requirements was not cost effective).
- Projects enhance the development and support of community partnerships.
- Projects have high and lasting impact on community needs.
- Projects emphasize "bricks and mortar" wherever possible.
- Public services projects help persons or households transition to stability.

The City does not anticipate any obstacles to addressing the underserved needs it proposes to meet in its identified fourth-year activities (within the scope of the limited CDBG funds available for those activities).

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

The city worked with local agencies and sought an effective way to manage lead-based paint hazards requirements.

The city has placed pamphlets and brochures on display for lead-based paint hazards located at the front counter area at Community Development.

Since no projects have been conducted with buildings constructed prior to 1978, no projects have needed to be screened. City staff continually looks for an opportunity to attend trainings provided by HUD in regards to Lead-based paint hazards in order to become more familiar with the requirements and implementation.

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

The City has continued to work with homeless housing and services providers towards development of an additional homeless facility in the city.

The City provides additional access to public transportation for low and moderate-income employees by changing bus routes in order to serve more residential areas.

Habitat for Humanity has begun its project of building five new houses, the first house was completed and a family moved in March 2017. The second house is approximately 70% complete. The city will continue to provide annual reports until the project is fully completed and the fifth house has been completed.

The city supported efforts of homeless providers in the community to end homelessness and continued to support economic development planning activities to develop and strengthen employment opportunities.

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

City staff attended meetings of the local homeless coalition, and Region II Housing Roundtable, and NWACDM to help explore ways the city can plan for and support additional program resources.

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

City staff hosted a Fair Housing Workshop on May 23, 2017, which focused on the Fair Housing Act law, language access, and fair housing responsibilities including service animals and reasonable accommodations. Invitations were sent out to public and private housing agencies as well as notification through newspaper ads, and city website. A total of 47 persons attended this workshop while approximately 25 viewed the workshop via the City's livestream.

The city continues to consult with public and private housing and social service agencies during the program years.

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

The City of Lewiston's 2014 Analysis of Impediments identified two concerns and two impediments which are as follows:

Concern Area 1: Lack of affordable housing, suitably located, may limit fair housing choice for protected classes.

Concern Area 2: Lack of resources of individual jurisdictions and partners limits the ability to prevent and eliminate potential fair housing violations.

Impediment Area 1: Potential violations of fair housing laws in renting and purchasing property are indicated by complaints and inquiries.

Impediment Area 2: Lack of consumer awareness and a "public presence" of fair housing information can result in undetected violations.

The city has taken the following actions to address the concerns and impediments by:

Evaluating lands that could be potentially zoned for multifamily residential use;

Participating in regional trainings proposed by Idaho Housing and Finance Association to increase knowledge and awareness, such as Regional Housing Roundtable;

Support training on fair housing issues for consumers, staff, landlords, realtors, lenders, mortgage brokers, insurers, and public;

Encouragement of city staff to attend fair housing training;

Distribution of fair housing information, as well as posting information and links on city website;

Ordinance 4614 prohibits discrimination in housing, employment, and public accommodations based upon familial status, sexual orientation, and/or gender identity/expression.

## **CR-40 – Monitoring 91.220 and 91.230**

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

A data collection system spreadsheet is utilized to collection the information required for the annual CAPER. This spreadsheet helps with the annual monitoring visit of subrecipients. The city also monitors its subrecipients as follows:

- Check sheets for project files that require complete documentation for each section;
- Annual site visits to monitor progress;
- A tracking system was developed to capture LMI beneficiary demographics that are accurate and consistent for IDIS reporting;
- Project files are kept with information in regards to findings of eligibility, project application, environmental review, agreements/liens, permits/bids/invoices/receipts, and correspondence/miscellaneous.
- Policy and procedures manual includes a monthly activity list (to-do list) so it is clear what needs to be accomplished each month in regards to monitoring, notices, and filing reports.

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

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

Citizens are notified by notice in the newspaper, city website, and press release of upcoming public hearings and project proposals for the program year. In the past, very few comments have been received but staff has been working on revamping the notifications to include a mailing list for citizens or organizations to increase awareness of its CDBG program. The notice for the CAPER was published on October 1, 2017. The CAPER comment period began October 2, 2017 and ended on October 20, 2017. \_\_\_\_\_ comments were received at the public hearing and during the comment period.

## **CR-45 – CDBG 91.520(c)**

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

The 2016 Action Plan was amended to reprogram \$50,000 in program income towards a new project, Mill End Commercial Rehab. Staff has realized how vague the City's Public Participation Plan is and has begun the process of amending the participation plan. The last Participation Plan was updated in 2010, and the city expects to have an update with the 2018-2022 Consolidated Plan. The City receives very few public comments during its Action Plan and CAPER process, thus causing staff to devise other ways of getting public input. City staff hopes to receive more public input and provide better public outreach in future program years.

Staff has recognized the importance of ensuring that projects are completed and on-schedule and begun the creation of guideline book/handbook for its subrecipients or persons interested in applying. This guidebook will reiterate the importance of being timely with projects, as well as provide the subrecipients with a better understanding of the grants and grant process.

Staff has received several inquiries about its SNAP Program; these inquiries show that there is a renewed interest in receiving these funds and hopes to revamp its SNAP Program for future program years. A guidebook will also be created to provide information for persons interested in applying for these funds.

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

No