

**Program Year 2014 Annual Action Plan
for period 6/1/14 – 5/31/15**

Submitted 5/15/14

**Community Development Block Grant
& HOME Investment Partnership Programs**



Dennis Tyler, Mayor

Document Prepared By:
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City of Muncie

Project Categories & Activities			
Nat. Obj. *		CDBG PY2014	% of Activity
~~ Public Facilities ~~			9%
LMC	Ross Center - safety alarms	2,850.00	
LMC	Ross Center - environmental	18,850.00	
LMC	United Day Care	21,700.00	
LMA	Park Improvements	43,187.50	
LMC	A Better Way - shelter entrance	14,440.00	
LMC	Christian Ministries - shelter kitchen	5,340.00	
~~ Housing Rehabilitation ~~			25%
LMH	Habitat for Humanity	61,785.00	
LMH	PathStone NIP Project	110,275.00	
LMH	Rebuilding Together	82,125.00	
LMH	World Changers	13,143.89	
LMH	Whitely Community Council	27,675.00	
~~ Public Services ~~			14%
LMC	A Better Way	15,000.00	
LMC	Bridges Community Services	25,500.00	
LMC	Habitat for Humanity	8,000.00	
LMC	Motivate Our Minds	17,000.00	
LMC	Mun Del Cnty Senior Center	18,000.00	
LMC	Open Door	17,500.00	
LMC	PathStone	24,000.00	
LMC	R Buley Center	5,000.00	
LMC	Ross Community Center	1,000.00	
LMC	Victim Advocate	18,000.00	
LMC	YWCA	16,000.00	
~~ Infrastructure ~~			12%
LMA	Street & Sidewalk Improvements	143,829.20	
~~ Slum / Blight Removal ~~			19%
SBS	Clearance/Demolition/Deconstruction	219,783.41	
SBS	Facade Restoration Bond Payment		
Activity Total (not including Planning / Admin)			929,984.00
~~ Planning / Administration ~~			20%
n/a	General Administration & Planning	232,490.00	
~~ Uncommitted At This Time ~~			
n/a	Uncommitted	-	0%
PY2014 Allocation		1,162,474.00	
~~ Infrastructure ~~ (from previous concommitted)			
LMA	Street & Sidewalk Improvements	101,319.33	
Total		1,263,793.33	

City of Muncie

HOME		
Nat. Obj. *		HOME PY2014
~~ Housing Rehabilitation ~~		
LMH	Single- or Multi-Family Rental Rehab	
~~ Community Housing Development Org. ~~		
LMH	CHDO Set-Aside	110,510.00
LMH	CHDO Admin	5,500.00
~~ HOME Down Payment Assistance Program ~~		
LMH	Pathstone - DPA	58,000.00
LMH	MHODC - DPA	
n/a	HOME Administration	42,836.58
n/a	Uncommitted	211,519.42
TOTAL		428,366.00

Executive Summary

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

1. Introduction

Muncie, Indiana is located in the East Central part of the state. Incorporated in 1865, Muncie became the center for both glass and steel manufacturing when the five Ball Brothers came to the city from New York, establishing a company that would become a household name. Following the famous Middletown Studies conducted in the 1920s and 1930s by sociologists Robert and Helen Lynd (and additional significant studies in 2003), Muncie has emerged as one of the most studied communities in the world. Still today, researchers have given Muncie extra recognition as “America’s Hometown.”

Muncie’s population during the 2000 Census was 67,430 persons. The City has seen a slight increase in its population, noting 70,085 persons during the 2010 Census. Much of this increase is the result of annexation of additional areas during the decade. Muncie is the largest city in Delaware County. Although predominantly white, the City is becoming increasingly diverse. The minority population makes up just over 16% of the total population of Muncie. African Americans comprise of nearly 13% of the City’s makeup, while those with Hispanic or Latino heritage comprise of only 2.3% of the total population. While, according to the 2010 Census, Muncie’s Asian and Pacific Islander population is small, Ball State University attracts nearly 4,000 ethnic minority students encompassing 11% of the student population. In addition, international business owners, medical professionals, and educators also make up the fabric of the community that is affectionately called “Middletown.”

In 2009-10, the City of Muncie partnered with Ivy Tech Community College (with funding from Ball Brothers Foundation) to develop a Muncie Action Plan (MAP) with the following summary vision for Muncie:

We seek to be a community which respects diversity, manages resources effectively and efficiently, and works together to provide an attractive, desirable place for individuals, families, and businesses.

More than 2,000 citizens participated in the process, representing all community demographics, and developed 47 measurable action steps organized into five initiatives: 1) Linking Learning, Health, and Prosperity; 2) Fostering Collaboration; 3) Strengthening Pride and Image; 4) Creating Attractive and Desirable Places; and 5) Managing Community Resources.

This above initiatives, along with HUD’s objective to develop “viable communities through provision of decent housing and a suitable living environment, and by expanding economic opportunities, principally

for persons of low- and moderate-income”, help guide the overall policies by which HUD-funded activities are selected and administered. MAP initiatives that most closely align with CDBG/HOME are: 2) Fostering Collaboration, 4) Creating Attractive and Desirable Places, and 5) Managing Community Resources.

In February 2014, The Muncie Action Plan Steering Committee, now a non-profit organization, provided an update to the Muncie community called “Map 2” along with a *Report Card* on how far the community progressed with 47 action steps, and an opportunity to give next steps for the future of MAP. More than two hundred (200) people participated in the two information sessions held at local high schools on the north and south sides of town. Results from these meetings will be shared in May 2014 with the community in order to determine next steps.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Each year, the City of Muncie receives entitlement funds from the U.S. Department of Housing and Urban Development for two programs: Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds. In addition, in 2008 and 2011 the City received Neighborhood Stabilization Program grants through the Housing and Economic Recovery Act (HERA) and the American Reinvestment and Recovery Act (ARRA).

This Annual Action Plan is year five of the City’s 2010-2014 Consolidated Plan, which includes primary objectives of providing **decent housing** and a **suitable living environment**, and general outcomes of **availability/accessibility, affordability, and sustainability**.

The availability, affordability, and accessibility of decent housing have been accomplished through rehabilitation of vacant rental units, improving non-residential facilities, and providing down payment assistance for first-time homebuyers. Sustainability of decent housing will be accomplished through emergency repairs to single-family owner-occupied homes.

The availability and accessibility of a suitable living environment will be accomplished through public services grants to non-profits providing health care, self-sufficiency education, shelter and services to crime victims, transitional housing services, elderly daycare and recreation, and shelter and services for homeless persons.

The sustainability of a suitable living environment will be accomplished through improvements to public facilities, installing security alarms, providing neighborhood signage, and upgrading ADA-compliant curbs and sidewalks, and streetscapes that enhance the quality of space in neighborhoods.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Activities in PY2013 have been administered successfully, with expenditures being made in a timely manner and anticipated goals being met. A bond issue rehabilitated Tuhey Swimming Pool and constructed a new poolhouse at Tuhey Park. CD staff administered a public facilities improvement contract that installed new playground equipment in Tuhey Park. A CDBG-funded project was completed to replace Heating, Ventilation and Air Conditioning (HVAC) in the Christian Ministries facility, which houses a sleeping room for homeless men, a thrift shop, food pantry, and offices. New landscaping and signage at Heekin Park were completed as well as a "Walk of Fame" honoring minority leaders in the community. Re-programmed PY 2009 funds went to the Urban Forestry program for removal of 65 trees classified as dead and very bad condition in Thomas (2), McCulloch (42) and Heekin (21) Parks, and new trees have now been planted.

The City of Muncie (Community Development Department) employs a certified lead inspector, and the City will continue to inspect for and address lead paint hazards in its housing rehabilitation program, and will provide participants/agencies with information regarding lead paint hazards. The City of Muncie assumes that all properties older than 1978 contain lead-based paint, and visual inspections are done to look for chipped and peeling paint. If problems are seen, interim controls are implemented. All owner-occupied rehabilitation projects done by the CD Department will include lead inspection and clearance. This will continue to reduce the number of potential lead hazard homes and public buildings in Muncie.

The City continues to perform Section 106 duties under the National Historic Preservation Act through a programmatic agreement with the Indiana State Historic Preservation Office (SHPO). A new Historic Preservation Officer was appointed in February 2014.

CD Staff has established sound procedures for administering the HOME program, resulting in the creation of a Community Housing Development Organization (CHDO) Program. To date, four multi-family rental rehabilitation projects have been funded. Three CHDOs (PathStone and Muncie Home Ownership and Development Center) homeownership rehabs have been sold; and three (3) CHDO's (ecoREHAB of Muncie, Bridges Community Services, and the Muncie Home Ownership and Development Center) implemented NSP3 projects.

Subrecipient Rebuilding Together continues to use volunteers and contractors to complete emergency home repairs for homeowners, providing these repairs at low cost allows people to remain in their homes. Without these services, many of these homes might become unlivable and the homeowners might be forced to abandon them. The 2010 Census reported 4,699 vacant housing units in Muncie.

CDBG funds were set aside in PY2006-2008 to assist in building a new community center called the Unity Center as part of the Muncie Housing Authority's Millennium Place HOPE VI project. When other

necessary funds did not materialize, MHA decided to purchase and rehabilitate a vacant elementary school for that purpose, with purchase completed in 2010. The CDBG funds and an EDI grant were utilized for rehabilitation and adaptive re-use of the former Garfield Elementary School. Funding issues and countless delays at MHA slowed progress on the project, but in 2013 a Unity Center, Inc. Board was appointed by the Muncie Mayor, City Council and Housing Authority, and the Unity Center is now open with a Charter School and recreation center.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

More than 600 persons completes a survey, resulting in the following perceived needs in the Muncie community: Public Facilities; Special Needs Population; Neighborhood Services Needs; and Housing Needs. The appropriate legal ads, press releases, electronic notifications and public meetings occurred. In addition a formal announcement was given at the Muncie City Council and Muncie Action Plan meetings offering accommodations for hearing impaired or individuals who speak English as their second language. As a result, thirty-six (36) pre-applications were submitted for Public Service and fourteen (14) pre-applications were submitted for Projects, for a total of sixty (60) pre-applications submitted. Of the sixty (60) pre-applications, fifty-four (54) met a HUD national objective and those applicants were invited to complete a full application which was due on February 21, 2014. A Citizen Advisory Committee was appointed by Mayor Tyler to review CDBG Public Service applications, selecting eleven (11) agencies to fund based on HUD's national objective to benefit low/moderate income persons and Muncie's local primary objectives.

Another public meeting was held, a draft of the PY 2014 Action was submitted online and in several public locations, and a formal presentation was given before the Muncie City Council, followed by a television broadcast of the presentation on the Muncie Local access channel.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

As of the May 14, 2014, the only comments in reference to the PY 2014 Annual Action Plan were made to the CD Director by the previous Muncie CD Director as she has done each year to assist the current Director with grammar and content. Her continued assistance in the CD office has been helpful throughout the Program year.

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

N/A

7. Summary

Muncie, Indiana is located in the east-central part of the state. Incorporated in 1865, Muncie became the center for both glass and steel manufacturing when the five Ball Brothers came to the city from New York, establishing a company that would become a household name. Following the famous Middletown Studies conducted in the 1920s and 1930s by sociologists Robert and Helen Lynd (and additional significant studies in 2003 by a team of students and researchers from Ball State University), Muncie has emerged as one of the most studied communities in the world. Still today, researchers have given Muncie extra recognition as “America’s Hometown.”

The population of the City of Muncie during the 2000 Census was 67,430 persons. The City has seen a slight increase in its population, noting 70,085 persons during the 2010 Census. Much of this increase is the result of annexation of additional areas during the decade. Muncie is the largest city in Delaware County. The county’s population peaked in the 1970 census at 129,219, and fell to 117,671 in the 2010 Census. Although predominantly white, the City is becoming increasingly diverse. The minority population makes up just over 16% of the total population of Muncie. African Americans comprise of nearly 13% of the City’s makeup, while those with Hispanic or Latino heritage comprise of only 2.3% of the total population. While, according to the 2010 Census, Muncie’s Asian and Pacific Islander population is small, Ball State University attracts nearly 4,000 ethnic minority students encompassing 11% of the student population this year. In addition, international business owners, medical professionals, and educators also make up the fabric of the community that residents affectionately call “Middletown.”

In 2009, the City of Muncie partnered with Ivy Tech Community College (with funding from Ball Brothers Foundation) to develop a “pathway to the future”. The resulting Muncie Action Plan (MAP), completed in June 2010, emerged with the following summary vision for Muncie:

We seek to be a community which respects diversity, manages resources effectively and efficiently, and works together to provide an attractive, desirable place for individuals, families, and businesses.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	MUNCIE	City of Muncie Community Development
HOME Administrator	MUNCIE	City of Muncie Community Development

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Dr. Terry Whitt Bailey, Director of Community Development

City of Muncie

300 N. High Street

Muncie, IN 47305

communitydev@cityofmuncie.com

765-747-4825

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

1. Introduction

In order to be conscious of the mission of the City's Consolidated Plan, Muncie had to consult with a variety of entities. They include the Homeless Providers Network (HPN), the Muncie Housing Authority (MHA), the Muncie Action Plan (MAP).

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

The City of Muncie has individuals who are either appointed by the Mayor or elected by members who serve on the following Boards and Commissions: Muncie Housing Authority, Muncie Action Plan, Muncie Home Ownership and Development Center, IU Ball Memorial Hospital, Meridian Health Services. The Mayor, CD Director or their designees attend meetings, receive reports and represent the City of Muncie at various activities and events.

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

Obstacles to meeting underserved needs, especially for homeless are addressed primarily through the cooperative implementation of the CDBG Annual Action Plan, along with City of Muncie, local public service organizations, the Muncie Region 6 Continuum of Care, Muncie Housing Authority and the individuals and families in the neighborhoods working together. One of the strengths of Muncie's CD Department and the CDBG program is the positive working relationships that exist between City and local partners, including public agencies, non-profits agencies and neighborhood residents. The work that these neighborhoods and other stakeholders do is an integral component for the City as it prioritizes projects and funding. Region 6 Continuum of Care (which meets bi-monthly) has grown in the level of participation because of the need to work more creatively with less funding but, more importantly, because organizations are willing to work together for the betterment of the community. This group has been very diligent about implementing and completing their Strategic Plan which has the following eleven (11) goals: 1) Decrease shelter stays by increasing rapid rehousing to stable housing; 2) Reduce recidivism of households experiencing homelessness; 3) Decrease the number of Veterans experiencing homelessness; 4) Decrease the number of persons experiencing Chronic Homelessness; 5) Decrease the number of homeless households with children; 6) Increase the percentage of participants in Continuum of Care funded projects that employed at exit to 38 percent or higher; 7) Increase persons experiencing homelessness access to mainstream resources; 8) Collaborate with local education agencies to assist in the identification of homeless families and inform them of their eligibility for McKinney-Vento education services; 9) Improve homeless outreach and triage to housing

and services; 10) Improve HMIS data quality and coverage, and use data to develop strategies and policies to end homelessness; and 11) Develop effective discharge plans and programs for individuals leaving State Operated Facilities at risk of homelessness.

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

The City of Muncie does not receive ESG funds, but uses CDBG and HOME funds to leverage opportunities for its subrecipients to do work that reaches out to those facing the threat of homelessness.

The City of Muncie participates as a partner with the Region Six (6) Continuum of Care (which includes Delaware, Grant, Blackford, Jay, Randolph and Henry Counties) who has their own Charter with eleven (11) goals that they work within. In Muncie, the Homeless

Prevention Network operates as a consortium of homeless and transitional housing providers and they include the following agencies: A Better Way, Bridges Community Services, Christian Ministries, Faith Builders, Meridian Health Services, Muncie Mission and YWCA. Subrecipients for FY2014 include: A Better Way, Bridges Community Services, Christian Ministries and YWCA.

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

1	Agency/Group/Organization	MUNCIE HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CD Director consulted with the Guillermo Rodriguez, Executive Director of the Muncie Housing Authority, on Public Housing information. The Muncie Housing Authority prepares and sends its annual report to the Community Development and Mayor's offices.
2	Agency/Group/Organization	BRIDGES COMMUNITY SERVICES
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CD Director meets consistently in-person and by phone with Susie Kemp, as well as attending bi-monthly Continuum of Care meetings for Region 6.

Table 2 – Agencies, groups, organizations who participated

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

The City of Muncie did not intentionally exclude any entities from consultation.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Bridges Community Services	The local Homeless Provider Network is a group of non-profits including: Bridges Community Services, A Better Way, Meridian Health Services, Muncie Mission, Christian Ministries, YWCA and others who meet monthly to discuss ways to collaborate in planning efforts when dealing with homeless issues.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Muncie, and Delaware County, currently subscribe to the McKinney-Vento Continuum of Care approach in order to serve homeless persons. Continuum of Care is defined as a “group composed of representatives of relevant organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.” The Muncie area Homeless Providers Network (HPN) serves as the community’s Continuum of Care group and is a sub-group of the Region 6 Regional Planning Council. The Planning Council meets every other month and the HPN meets quarterly. The HPN includes A Better Way, Bridges Community Services, Christian Ministries, Meridian Services, the Muncie Mission, and the Muncie YWCA . The Community Development office, Social Security Administration, Center Township Trustee, United Way, and Muncie Housing Authority also attend these meetings. These agencies address housing, health, social services, victim services, employment, and/or education needs of very low- to moderate-income individuals and families, youth, and

other persons with special needs. When it is determined that a person is “chronically homeless”, they are initially referred to Meridian Services, which provides three types of permanent housing, including Shelter Plus Care. The Meridian Outreach Case Manager provides case management services and refers the client to mainstream services available in the community, including, but not limited to, addiction counseling and application for permanent housing resources.

AP-12 Participation – 91.105, 91.200(c)

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

More than 600 persons completed a survey, resulting in the following perceived needs in the community: Public Facilities; Special Needs Population; Neighborhood Services Needs; and Housing Needs.

A legal ad was published in *The Muncie Star Press* on January 10, 2014 announcing a public meeting in the City Hall auditorium at 10:00 a.m. on 1/21/14, for the purpose of obtaining input for preparing the PY2014 Annual Action Plan for submission to HUD. A press release was submitted to *The Good News*, a monthly newspaper catering to Muncie's African American community, and Muncie Free Press, an online news publication. A formal announcement was given at the City Council and Muncie Action Plan meetings offering accommodations for hearing impaired or individuals who speak English as their second language.

On January 21, 2014, an Informational Meeting was held with all potential public service and project grant applicants with 60+ individuals attending. Grant application guidelines were discussed. After an overview was shared with those in attendance, CD Director Bailey asked if there were any comments, questions or concerns, of which there were none. The CD Director then reminded those in attendance that there were other opportunities to provide comments to the CD Office, referring to comment cards that were prepared, or contacting them by mail, email, telephone or in-person visit. There were no additional comments provided nor revisions made after the citizen participation meeting to the CD office. As a result, thirty-six (36) pre-applications were submitted for Public Service and fourteen (14) pre-applications were submitted for Projects, for a total of sixty (60) Pre-Applications submitted.

The CD Staff met on February 3, 2014 to review pre-applications in order to decide which ones met a HUD national objective and to determine which project grants would be recommended to Mayor Tyler. Of the 60 pre-applications, fifty-four (54) met a HUD national objective and those applicants were invited to complete a full application which was due on February 21, 2014.

A Citizen Advisory Committee (CAC) was appointed by Mayor Tyler to review the full applications for CDBG public service activity funds. The CAC included minorities, elderly, faith-based, low/mod income and disabled citizens, including the following persons: Linda Muckway, Doug Marshall, Allison Quirk, Brad King, Patricia Mitchell-Fields, Tasha Barnes Griffin, Timothy Miles, and John Fallon. The CAC met on March 4, 2014

with CD Staff to review and discuss HUD’s national objective to benefit low/moderate income persons, Muncie’s local primary objectives, declare potential conflicts of interest within the group, and to ultimately develop funding recommendations for Mayor Tyler’s consideration. They used a 100 point CDBG Application Rating System for each application. Scores were calculated by the Assistant Director/Fiscal Analyst and public service dollars were distributed based on scores and CDBG dollars available, funding eleven (11) agencies. The CD Director then met with Mayor Tyler to share the recommendations, which he accepted without amendment.

A follow up legal notice was submitted to the aforementioned publications, and a public meeting to share the contents of this PY 2014 Annual Action Plan was held on April 30 at 10:30 a.m. 4 citizens attended this meeting and no comments were submitted from that meeting.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	60	No comments received from 1/10/14 the Newspaper Ad		www.thestarpress.com
2	Newspaper Ad	Non-targeted/broad community	4 citizens; 4 staff members	No comments received by virtue of this newspaper publication		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	60+	<p>Courtesy email was sent on January 9, 2014 to previous subrecipients from PY2012 and PY2013, community stakeholders and Citizen Advisory Committee to let them know about the upcoming PY2014 CDBG and HOME funding cycle. No comments received other than acknowledgements of receiving the from some agencies.</p>		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	Non-targeted/broad community	60 people attended this meeting, including previous subrecipients, potential subrecipients, City Council members, CD staff. Meeting was 1 hour.	It was suggested that we prepare handouts for those who are sight impaired. A CD Staff member immediately copied the timeline slide of the presentation on an 11 X 17 sheet for the person who needed reasonable accommodation. We will make sure to ask if there is the need for reasonable accommodation before the presentation begins at future meetings.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Non-targeted/broad community	A public meeting was held after the 1st draft was submitted to the libraries and posted online. There were only 4 individuals/community members/subrecipients in attendance, along with the CD Director and Assistant Director. A handout was made available for those needing reasonable accommodation.	No comments were received as a result of those in attendance at that meeting.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Public Meeting	Non-targeted/broad community	The CD Director made an announcement at the May 5th City Council meeting. A full report of the Annual Action Plan draft was presented before the Council and those in the audience. The report was also televised on Channel 60 - Muncie's Public Access channel more than a dozen times throughout the month of May.	Comments were received by email from former Community Development Director, Connie Gregory on May 13, 2014. The CD Director responded as she requested on May 15, 2014. A copy of the CD Director's formal responses are attached.		

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

As a part of our entitlement, Muncie was allocated Community Development Block Grant (CDBG) and HOME Investment Partnership dollars. The City received an approximately the same amount of dollars as the previous year, getting less in CDBG funds and more in HOME funds.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,162,474	0	101,319	1,263,793	1,263,793	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	428,366	0	45,358	473,724	473,724	

Table 5 - Expected Resources – Priority Table

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

The City of Muncie expects to receive the following resources:

- Community Development Block Grant (CDBG) \$1,162,474.00
- Home Investment Partnership (HOME) \$428,366.00

Section 8 funds are awarded to and administered by the Muncie Housing Authority. Various funding sources, such as low income housing tax credits, are utilized in projects partially funded by the City of Muncie, but awards are made to developers of the projects, not directly to the City of Muncie.

The City of Muncie makes every effort to use CDBG and HOME funds to leverage resources from private and non-federal public sources.

Match Requirement - CDBG has not matching requirements. HOME does have a match requirement; however, for Muncie, 100% is waived due to economic distress.

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

The City of Muncie does not anticipate using any publically owned land to carry out our activities.

Discussion

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	CDBG Program Administration	2014	2015	Administration	City Wide	CDBG Program Administration	CDBG: \$232,490	Other: 5 Other
2	Housing Rehabilitation	2014	2015	Affordable Housing	City Wide	Housing Rehabilitation Program	CDBG: \$295,004	Homeowner Housing Rehabilitated: 88 Household Housing Unit
3	Childcare Center	2014	2015	Non-housing rehab; Kitchen Upgrade	City Wide	Child Care Center	CDBG: \$21,700	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted
4	Public Service Agency Activities	2014	2015	Public Service Activities	City Wide	Public Service Agency Activities	CDBG: \$165,000	Public service activities other than Low/Moderate Income Housing Benefit: 29520 Persons Assisted
5	Clearance & Blight	2014	2015	Non-Housing Community Development Clearance & Blight	City Wide	Clearance & Blight	CDBG: \$219,783	Buildings Demolished: 15 Buildings
6	Infrastructure	2014	2015	Non-Housing Community Development Infrastructure	City Wide	Infrastructure	CDBG: \$143,829	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1750 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Public Facilities	2014	2015	Non-Housing Community Development Park Improvements	City Wide	Public Facilities	CDBG: \$64,888	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted
8	Public Facility Rehabilitation	2014	2015	Homeless Rehab for homeless shelters	City Wide	Public Facility Rehabilitation	CDBG: \$19,780	Homeless Person Overnight Shelter: 290 Persons Assisted
9	HOME Program Administration	2014	2015		City Wide	HOME Program Administration	HOME: \$42,837	Other: 1 Other
10	CHDO Administration	2014	2015	Affordable Housing	City Wide	CHDO Administration	HOME: \$5,500	Other: 1 Other
11	Rental Development Program	2014	2016		City Wide	Rental Development Program	HOME: \$211,519	Rental units constructed: 4 Household Housing Unit Rental units rehabilitated: 4 Household Housing Unit
12	Downpayment Assistance	2014	2015	Affordable Housing	City Wide	Downpayment Assistance	HOME: \$58,000	Homeowner Housing Added: 15 Household Housing Unit
13	CHDO Set-Aside	2014	2015	Affordable Housing	City Wide	CHDO Set-Aside	HOME: \$110,510	Homeowner Housing Added: 1 Household Housing Unit

Table 6 – Goals Summary<TYPE=[text] REPORT_GUID=[9B4786E64DDAC839A8E119B13CB7DB46]>

Goal Descriptions

1	Goal Name	CDBG Program Administration
	Goal Description	Admin costs to operate the CDBG Program, including overseeing/monitoring subrecipient programs, planning & implementing activities that meet community needs, working with efficiency, transparency, accountability & compliance with all program requirements.
2	Goal Name	Housing Rehabilitation
	Goal Description	Rehabilitation of single family homes.
3	Goal Name	Childcare Center
	Goal Description	Upgrades to local and qualifying childcare centers.
4	Goal Name	Public Service Agency Activities
	Goal Description	Assist various not-for-profits / subrecipients in funding various programs.
5	Goal Name	Clearance & Blight
	Goal Description	Demolition/deconstruction, securing and clean-up blighted, vacant, unsafe properties in the city, as administered by the UnSafe Building Hearing Authority.
6	Goal Name	Infrastructure
	Goal Description	Mill and pave streets and/or replace sidewalks in income-eligible neighborhoods with compatible landscaping and tree removal and/or planting as appropriate.
7	Goal Name	Public Facilities
	Goal Description	Improve public facilities and parks serving low-& moderate income persons.

8	Goal Name	Public Facility Rehabilitation
	Goal Description	Improve non-residential facilities and/or public facilities (centers) serving homeless & low-income persons.
9	Goal Name	HOME Program Administration
	Goal Description	Administrative costs to operate the HOME program.
10	Goal Name	CHDO Administration
	Goal Description	Administrative funds to Community Housing & Development Organizations to complete HOME projects and provide opportunities for CHDOs to create affordable housing for low-moderate income individuals.
11	Goal Name	Rental Development Program
	Goal Description	Increase opportunities for affordable rental housing through rehabilitation of existing rental units or construction of new multi-family or single-family units.
12	Goal Name	Downpayment Assistance
	Goal Description	Provide opportunities for homeownership to low & moderate income residents through downpayment assistance as administered by non-profit subrecipients.
13	Goal Name	CHDO Set-Aside
	Goal Description	Provide opportunities for Community Housing Development Organizations to create affordable housing for low and moderate income residents through activities such as acquisition and rehabilitation of existing units and construction of new units.

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

Goal 1: The City of Muncie will expend resources to assist owners with addressing code violations and deferred maintenance. The City will

assist 88 low- to moderate-income homeowners in PY2014 with the completion of home repair or rehabilitation to assist them in maintaining their homes. This includes assistance for elderly homeowners who wish to age in place and accessibility modifications for person with disabilities, as well as addressing referrals for all eligible homeowners in need of assistance.

In order to more directly improve the condition of local affordable housing stock, the City will begin to reorganize its system for code enforcement, with the eventual goal of freeing up more funding for rehabilitation and other efforts that will improve structures. CDBG funds will provide repairs with the expectation that all households will be between 30-50% of AMI. In addition, 20% of all new construction will be accessible to persons with disabilities. Rebuilding Together, World Changers and the City of Muncie will work to fulfill this objective.

Goal 2: Through new and existing partnerships, the City of Muncie will rehabilitate and increase the supply for at least 3 housing units for low- and moderate-income households at 606 W. Main, 2908 Cherokee and 1920 N. Turner.

The Community Housing Development Organizations (CHDOs) will receive HOME funds to facilitate the renovation of properties affordable to LMI households. PathStone, Muncie Home Ownership and Development Center (MHODC) and ecoREHAB will receive HOME funds leveraged with private investment funds to provide affordable housing. Applicants for homebuyer assistance must have a household income between 40-80% AMI. All applicants for the program must complete homebuyer education courses provided by the administering agencies (CHDOs), and must invest \$500 of their own funds toward the home purchase. Recipients will receive a maximum of \$5,000 in assistance, with the specific amount of assistance based on established housing-to-income and debt-to-income ratios. Recipients will be given a five-year forgivable loan, with 20% forgiven per year.

Goal 3: The City of Muncie will continue its efforts to deconstruct and/or demolish vacant and substandard housing units, clearing up to 15 structures in PY2014 in order to stabilize neighborhoods and/or assemble developable tracts of land for redevelopment. The City's Unsafe Building Hearing Authority will work with the CD Office to determine and demolish vacant structures, while the Muncie Redevelopment Commission will acquire land for future redevelopment.

AP-35 Projects – 91.220(d)

Introduction

CDBG funds will be distributed for thirteen (13) projects/activities during PY2014. Funds will be used for CDBG Administration (20%) and HOME Administration (10%). Funds for CHDO Administration (5%) will be provided for the following Community Housing and Development Organizations: ecoREHAB, Bridges Community Services, Muncie Home Ownership and Development Center and PathStone.

Downpayment Assistance funds will be provided for PathStone who will assist up to 15 low-moderate income households in creating affordable housing for low & moderate income residents through activities such as acquisition and rehabilitation of existing units and construction of new units. In addition, CHDO Set-Aside dollars will help Muncie Home Ownership and Development Center (MHODC) with the Muncie Area Career Center (MACC) as they work with local high school students and their trainers/teachers on a "MACC Build" for 1 low-moderate income family.

CDBG funds will be used for Housing Rehabilitation for up to 88 low-moderate income single family homes. Three houses have been identified: 2908 Cherokee, 606 Main and 1920 N. Turner, along with other homes which will receive minor repairs. Subrecipients receiving funds will include: Habitat for Humanity, PathStone, Rebuilding Together, World Changers and Whitely Community Council.

Clearance and Blight will receive \$219,783.41 for demolition/deconstruction, securing, and cleaning up blighted, vacant and unsafe properties as overseen by the Unsafe Building Hearing Authority. Funds will also be allocated for Infrastructure, milling and paving streets and/or replacing sidewalks in the Industry and Southwest Neighborhoods.

The City will also improve Public Facilities and do Public Facility Rehab. In accordance with Muncie's Consolidated Plan, CDBG funds will be used to upgrade signage in our local parks. In addition, CDBG funds will be used to improve Public Facilities and non-residential facilities serving homeless and low-income person by installing a secure vestibule at A Better Way (battered women's shelter) and improving kitchen facilities at Christian Ministries. Funds will also be used to supplement a kitchen upgrade for United Day Care Center. Eleven (11) agencies will receive CDBG Public Service funds for activities that serve low-moderate income individuals. These agencies include: A Better Way, Bridges Community Services, Habitat for Humanity, Motivate Our Minds, Muncie-Delaware County Senior Center, Open Door Health Services, PathStone, Roy C. Buley Center, Ross Community Center and YWCA.

#	Project Name
1	CDBG Program Administration
2	Habitat for Humanity Rehab
3	PathStone - Holistic Rehab
4	Rebuilding Together
5	World Changers 2015
6	Whitely Community Council - rehab

#	Project Name
7	United Day Care - kitchen upgrade
8	PS - A Better Way
9	PS - BRIDGES Community Services
10	PS - Habitat for Humanity
11	PS - Motivate Our Minds
12	PS - Muncie Delaware Cnty Senior Center
13	PS - Open Door Health Services
14	PS - PathStone Housing Counseling
15	PS - R Buley Center
16	PS - Ross Community Center
17	PS - Victim Advocate
18	PS - YWCA
19	Clearance Program
20	Infrastructure Program
21	Ross Community Center - Safety Alarm
22	Ross Community Center - Environmental
23	Park Improvements
24	A Better Way - Vestibule
25	Christian Ministries - kitchen upgrade
26	HOME Administration
27	MHODC - CHDO admin
28	Rental Development Project
29	PathStone - DPA's
30	MHODC - MACC Build 2014/2015

Table 7 – Project Information

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

In addition to the survey results from 2011, further institutional support can be demonstrated in City wide planning initiatives developed in recent years. In 2009, the City of Muncie partnered with Ivy Tech Community College (with funding from Ball Brothers Foundation) to develop a “pathway to the future.” The resulting Muncie Action Plan (MAP), was developed in 2010 with participation from City and County Officials, community leaders, local foundations, and citizens to construct a framework that identified prevalent community-wide problems and began an implementation plan for remedy with five initiatives: 1) Linking Learning, health, and Prosperity; 2) Fostering Collaboration; 3) Strengthening Pride and Image; 4) Creating Attractive and Desirable Places; and 5) Managing Community Resources.

The Muncie Action Plan has been a guidance document for community leaders as the City of Muncie allocates resources to tackle most pressing issues, and has been endorsed by the Muncie City Council.

Through a year of data gathering, analysis, and community forums. Public officials and citizens alike recognized blight removal as a top priority under Action Item 4.3 with the goal to “Continue to prioritize and target concentrated removal of blighted structures in neighborhoods and provide incentives for re-purposing or re-using vacant (but not blighted) buildings.” Almost three years later (March 2013), the Muncie Action Plan Steering Committee provided an update to the Muncie community along with a *Report Card* on how far the community progressed with the action items. The results show that the community is pleased with the progress that has been made, but encourage development/redevelopment of “deteriorating sites” and the reclamation of distressed and abandoned properties.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	CDBG Program Administration
	Target Area	City Wide
	Goals Supported	CDBG Program Administration
	Needs Addressed	CDBG Program Administration
	Funding	CDBG: \$232,490
	Description	Admin costs to operate CDBG Program, including overseeing/monitoring subrecipient programs, planning & implementing activities the meet community needs.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	Through our Administration dollars, it is our hope that the entire community benefits, directly or indirectly from CDBG and/or HOME funds (70,100).
	Location Description	Again, activities will take place all over the city, with a focus on Census Tracts 1, 2, 4, 6, and 12.
	Planned Activities	Administration dollars are used to pay for salaries and wages for 5 Staff (Director, Asst. Director, HOME Coordinator, 2 Planners; office admin costs for planning, development, management, monitoring and presenting; and supplies related to CDBG and HOME work.
2	Project Name	Habitat for Humanity Rehab
	Target Area	Old West End Neighborhood City Wide

	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation Program
	Funding	CDBG: \$61,785
	Description	Greater Muncie Habitat for Humanity will rehab properties to benefit low-moderate income persons.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 2 low-moderate income families will benefit.
	Location Description	Two houses have been identified for rehab. They are: 606 W Main and 2908 Cherokee.
	Planned Activities	Activity #2405
3	Project Name	PathStone - Holistic Rehab
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation Program
	Funding	CDBG: \$110,275
	Description	PathStone, ecoRehab and Habitat for Humanity will collaborate together to provide LTM income homeowners a holistic approach to repairs and modifications, along with home maintenance education.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	13 housing units
	Location Description	city wide

	Planned Activities	Activity #2406
4	Project Name	Rebuilding Together
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation Program
	Funding	CDBG: \$82,125
	Description	Subrecipient will make emergency repairs in single-family, owner-occupied homes primarily serving elderly and disabled.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	60 housing units
	Location Description	city wide.
	Planned Activities	Activity #2407
5	Project Name	World Changers 2015
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation Program
	Funding	CDBG: \$13,143
	Description	Exterior rehabilitation of qualifying single-family, owner-occupied homes.
	Target Date	5/31/2015

	Estimate the number and type of families that will benefit from the proposed activities	12 housing units
	Location Description	city wide
	Planned Activities	Activity #2408. Will be funded for \$13,143.89
6	Project Name	Whitely Community Council - rehab
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation Program
	Funding	CDBG: \$27,675
	Description	Revitalize a vacant area home and rehab it for low-income resident.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	1 housing unit
	Location Description	1920 N Turner (Whitely neighborhood)
	Planned Activities	Activity #2409
7	Project Name	United Day Care - kitchen upgrade
	Target Area	City Wide
	Goals Supported	Childcare Center
	Needs Addressed	Child Care Center
	Funding	CDBG: \$21,700

	Description	Updated the old 1974 kitchen.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	250 children from low-moderate income families will benefit.
	Location Description	312 S Vine St
	Planned Activities	Kitchen upgrade for United Day Care (Activity #2410)
8	Project Name	PS - A Better Way
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$15,000
	Description	Provide funds to subrecipient to assist victims of domestic abuse, providing shelter, crisis intervention, support & related services.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	250 people
	Location Description	307 E Charles St.
	Planned Activities	Activity #2411
9	Project Name	PS - BRIDGES Community Services
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities

	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$25,500
	Description	Assist non-profit in providing transitional housing, supportive services, & self-sufficiency programs for low-income persons.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	1200 persons
	Location Description	318 W 8th St.
	Planned Activities	Activity #2412
10	Project Name	PS - Habitat for Humanity
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$8,000
	Description	Assist non-profit for family program services.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	40 people/families
	Location Description	1923 S. Hoyt
	Planned Activities	Activity #2413
11	Project Name	PS - Motivate Our Minds

	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$17,000
	Description	To manage costs of administrating a top level educational enrichment program.
	Target Date	5/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	225 children
	Location Description	2023 E Highland
	Planned Activities	Activity #2414
12	Project Name	PS - Muncie Delaware Cnty Senior Center
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$18,000
	Description	Assist subrecipient in operating a center for seniors to socialize, play, eat lunch, exercise, and receive health services.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	5000 senior citizens
	Location Description	2517 W 8th St

	Planned Activities	Activity #2415
13	Project Name	PS - Open Door Health Services
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$17,500
	Description	Provide preventive and primary health care services to uninsured individuals.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	21000 people
	Location Description	333 S Madison
	Planned Activities	Activity #2416
14	Project Name	PS - PathStone Housing Counseling
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$24,000
	Description	Provide funding to subrecipient to provide housing counseling and homeownership education to groups and individuals.
	Target Date	5/31/2015

	Estimate the number and type of families that will benefit from the proposed activities	90 people
	Location Description	2819 N Oakwood
	Planned Activities	Activity #2417
15	Project Name	PS - R Buley Center
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$5,000
	Description	Assist with youth activities at the neighborhood facility in Whitely.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	80 children
	Location Description	111 N Penn St
	Planned Activities	Activity #2418
16	Project Name	PS - Ross Community Center
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$1,000

	Description	Assist the Thomas Park/Avondale Neighborhood Association operate a neighborhood center that provides recreational, educational and other activities for area people of all ages.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	75 senior citizens.
	Location Description	1110 W 19th St.
	Planned Activities	Senior outreach program. Activity #2419
17	Project Name	PS - Victim Advocate
	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$18,000
	Description	Assist Muncie Police Department in providing advocacy services to victims of violent crimes, including obtaining orders of protection, assistance in filing criminal charges, education about the court system, referrals for shelter, counseling and other community resources.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	1500 people
	Location Description	300 N High St
	Planned Activities	Activity #2420
18	Project Name	PS - YWCA

	Target Area	City Wide
	Goals Supported	Public Service Agency Activities
	Needs Addressed	Public Service Agency Activities
	Funding	CDBG: \$16,000
	Description	To assist the YWCA in providing emergency shelter for women and children.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	150 people
	Location Description	310 E Charles St
	Planned Activities	Activity #2421
19	Project Name	Clearance Program
	Target Area	City Wide
	Goals Supported	Clearance & Blight
	Needs Addressed	Clearance & Blight
	Funding	CDBG: \$219,783
	Description	Demolitiion/deconstruction, securing and clean-up blighted, vacant, unsafe properties in the city, as administered by the UnSafe Building Hearing Authority.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	15 housing units
	Location Description	city wide

	Planned Activities	Activity #2422. Will be funded for \$219,783.41
20	Project Name	Infrastructure Program
	Target Area	City Wide
	Goals Supported	Infrastructure
	Needs Addressed	Infrastructure
	Funding	CDBG: \$245,148
	Description	Mill and pave streets and/or replace sidewalks in income-eligible neighborhoods with compatible landscaping and tree removal and/or planting as appropriate.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	1750 people
	Location Description	Industry and Southwest area
	Planned Activities	Activity #2423. Will be funded for \$245,148.53.
21	Project Name	Ross Community Center - Safety Alarm
	Target Area	City Wide
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG: \$2,850
	Description	Improve the public facility by install security alarms at the main entrance and at 3 emergency doors.
	Target Date	5/31/2015

	Estimate the number and type of families that will benefit from the proposed activities	250 people.
	Location Description	1110 W. 10th St
	Planned Activities	Activity #2424
22	Project Name	Ross Community Center - Environmental
	Target Area	City Wide
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG: \$18,850
	Description	Funds will be used for the environmental of vacant lot.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	600 households
	Location Description	1110 W 10th St
	Planned Activities	Activity #2425
23	Project Name	Park Improvements
	Target Area	City Wide
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG: \$43,187

	Description	New signage for local area parks.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	500 families
	Location Description	Target parks include: Heekin, McCulloch, Thomas and Aultshire.
	Planned Activities	Activity #2426. Will be funded for \$43,187.50
24	Project Name	A Better Way - Vestibule
	Target Area	City Wide
	Goals Supported	Public Facility Rehabilitation
	Needs Addressed	Public Facility Rehabilitation
	Funding	CDBG: \$14,440
	Description	As the domestic violence shelter is no longer kept confidential, funds will be used to install a vestibule on the front porch. This will improve security and will make the shelter more energy efficient.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	250 people
	Location Description	307 E Charles
	Planned Activities	Activity #2427
25	Project Name	Christian Ministries - kitchen upgrade
	Target Area	City Wide
	Goals Supported	Public Facility Rehabilitation

	Needs Addressed	Public Facility Rehabilitation
	Funding	CDBG: \$5,340
	Description	Kitchen upgrade for the family shelter area.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	40 people
	Location Description	401 E Main
	Planned Activities	Activity #2428
26	Project Name	HOME Administration
	Target Area	City Wide
	Goals Supported	HOME Program Administration
	Needs Addressed	HOME Program Administration
	Funding	HOME: \$42,836
	Description	Administrative costs to operate the HOME program.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	Through or administration dollars, it is our hope that the entire community benefits, directly or indirectly from HOME funds. (70,100)
	Location Description	city wide
	Planned Activities	Activity #2430. Will be funded for \$42,836.58
27	Project Name	MHODC - CHDO admin

	Target Area	City Wide
	Goals Supported	CHDO Administration
	Needs Addressed	CHDO Administration
	Funding	HOME: \$5,500
	Description	Administrative funds to Community Housing and Development Organizations to complete HOME projects and provide opportunities for CHDOs to create affordable housing for low-moderate income individuals.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	1 first-time home buyer.
	Location Description	120 W Charles St.
	Planned Activities	
28	Project Name	Rental Development Project
	Target Area	City Wide
	Goals Supported	Rental Development Program
	Needs Addressed	Rental Development Program
	Funding	CDBG: \$211,519
	Description	Increase opportunities for affordable rental housing through rehabilitation of existing rental units or construction of new single or multi-family units.
	Target Date	5/31/2015

	Estimate the number and type of families that will benefit from the proposed activities	Up to 10 families
	Location Description	Gilbert neighborhood
	Planned Activities	Will be funded for \$211,519.42
29	Project Name	PathStone - DPA's
	Target Area	City Wide
	Goals Supported	Downpayment Assistance
	Needs Addressed	Downpayment Assistance
	Funding	HOME: \$58,000
	Description	Provide opportunities for homeownership to low and moderate income residents through downpayment assistance as administered by subrecipient.
	Target Date	5/31/2015
	Estimate the number and type of families that will benefit from the proposed activities	15 households
	Location Description	1917 W. Royale Drive
	Planned Activities	
30	Project Name	MHODC - MACC Build 2014/2015
	Target Area	City Wide
	Goals Supported	CHDO Set-Aside
	Needs Addressed	CHDO Set-Aside
	Funding	HOME: \$110,510

Description	In conjunction with Muncie Area Career Center Building Trades Program, MHODC will construct a new home for a low/moderate income family.
Target Date	5/31/0020
Estimate the number and type of families that will benefit from the proposed activities	1 family
Location Description	McKinley neighborhood
Planned Activities	

AP-50 Geographic Distribution – 91.220(f)

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

NSP 3 and PY 2011 CDBG and HOME funds were focused on the NSP3 target area in the 400-700 blocks of West Main Street in Census Tract 6, block group 1, and part of Old West End neighborhood. Block Group 1 includes 72.2% low- to moderate- income persons; Census Tract 6 is 15.3% minority (2010 Census Data).

PY 2014 funds are substantially dedicated to work in the downtown area (Christian Ministries, A Better Way, Victim Advocates, YWCA and Open Door Health Services), Whitely Neighborhood in Census Tract 12, Block 2 (Huffer Memorial, Motivate Our Minds, Roy C. Buley Center), Industry Neighborhood (MAPA), Thomas-Park Avondale Neighborhood in Census Tract 4 and 5 (Bridges, Muncie-Delaware Senior Center and Ross Community Center) and East Central Neighborhood in Census Tract 3 (Hope House, United Day Care, Cornerstone Center for the Arts). Each of these areas is within low- to moderate-income qualifications.

Other activities such as emergency repair and rehab programs (PathStone, Habitat for Humanity, and Rebuilding Together) are city-wide, but tend to focus on the city’s older housing stock in the inner-city neighborhoods.

The Muncie Indiana Transit System (MITS) bus system routes through all of the above Census Tracts, providing easy access to all parts of the city. The target areas are within walking distance of parks, green spaces and schools, and the City of Muncie is working with Cardinal Greenway to continue to connect the city to recreational trails. The downtown and surrounding area include health services, day cares, YWCA and YMCA, a farmer’s market, art galleries, the Muncie Arts and Culture Council-designated cultural trail, and County and City government centers. CDBG funds will assist in making the target areas more user-friendly by replacing deteriorated curbs and walks, and upgrading curb cuts to meet ADA regulations.

Geographic Distribution

Target Area	Percentage of Funds
UNKNOWN	75
Old West End Neighborhood	25

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The 2010 Census says that Muncie now has 55.5% low- to moderate income citizens. Of the community stakeholders who completed a needs assessment survey, the following were perceived as greatest

needs:

Public Facilities: street and sidewalk improvements, bicycle paths, parks and recreation facilities, community centers;

Special Needs Population Facilities: facilities for abused/neglected children, youth centers, homeless shelters, and domestic violence shelters;

Neighborhood Services Needs: clearance/demolition of blighted structures, cleaning/mowing abandoned lots, trash/debris removal, code enforcement, and assessment/clean-up of brownfield sites;

Housing Needs: assistance with energy efficiency improvements, increased number of rental housing, home maintenance education, homeownership assistance, homeowner rehab assistance, rental rehab assistance, and increased number of affordable housing for sale.

In addition, representing all community demographics, the Muncie Action Plan developed 47 measurable action steps organized into five initiatives: 1) Linking Learning, Health, and Prosperity; 2) Fostering Collaboration; 3) Strengthening Pride and Image; 4) Creating Attractive and Desirable Places; and 5) Managing Community Resources.

The areas commanding the greatest needs include Census Tracts 3, 4, 5, 6 and 12.

Top geographical preferences coincide with CDBG/HOME activities include Action 2.1, "Develop a Council of Neighborhoods to build and support the capacity of neighborhood organizations"; Action 4.2, "Develop and implement a sidewalk and recreational paths plan"; Action 5.3, "Renovate and re-open Tuhey Pool; and Action 4.9, "Promote and expand community-based neighborhood enhancement programs". These Census Tracts have been neglected and distressed. As a result, efforts are being made to give attention and funding to these community and geographical concerns.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

In recent years, the CDBG program in Muncie has consistently met its yearly objectives, primarily due to strong local partnerships and the strength of the neighborhood based approach to community development, which includes visible support from the City’s neighborhood associations. A Council of Neighborhoods acts as a central organization and communication network, coordinating efforts to share funding, create educational and social opportunities, and provide support for developing new neighborhood associations in neighborhoods that have none. The objectives of creating a suitable living environment and supporting decent housing have been met by funding activities which have broadened access to affordable housing and services for low/mod income individuals and families in Muncie. These efforts have contributed to a more suitable and livable community. A Community Development Roundtable was established in 2012 and meets bi-annually to discuss current issues and trends. Topics have included Unity Center updates, land banking, historic preservation, MBE-WBE certification, tax sale fundamentals, the downtown façade program, and new housing for seniors and veterans.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	1
Special-Needs	0
Total	1

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	1

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City of Muncie will provide affordable housing in several forms including production of new units and/or rehab of existing units. An allocation of \$110,000 in HOME funds to the Muncie Homeownership & Development Center will support the construction of a single family home to be purchased by a low income first time homebuyer. Muncie Homeownership & Development Center partnerships with the Ball State University Architecture Program and the Muncie Area Career Center Building Trades program,

Through the Muncie Area Career Center Building Trades program Juniors and Seniors learn building trades, while building and/or rehabbing, a home. They also earn dual credits from Ivy Tech & Ball State University.

An RFP will be issued late Spring, early Summer, with uncommitted funds.

AP-60 Public Housing – 91.220(h)

Introduction

Number of PHA units in the City of Muncie as confirmed by the Muncie Housing Authority: 359

Physical Conditions: Sound, meet all UPCS and HUD REAC Inspection Standards.

Revitalization needs: Revitalization needs and observed deficiencies have been remediated or are in the process of being remediated through Capital Funding projects. Some needs currently identified are: replacement of roof shingles, mechanical upgrades and updating/remodeling of common areas within the Public Housing Authority campus.

Number of people on PH waiting list: 259 (Number confirmed by Muncie Housing Authority)

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

Need: Public Housing

Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:

- Employing effective maintenance and management policies to minimize the number of public housing units off-line. (New policies went into effect October 2010 and will be re-examined in 2015.)
- Reducing turnover time for vacated public housing units by outsourcing vacant unit maintenance to private contractors.
- Reducing time to renovate public housing units and having them available to the public sooner.
- Maintaining or increasing Section 8 lease up rates.
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Continuing with the Section 8 lottery system to allow applicants to apply on-line and to assure compliance with the Fair Housing Act.

Strategy 2: Increase the number of affordable housing units by:

- Applying for additional Section 8 units should they become available and adequately funded.
- Leveraging affordable housing resources in the community through the use of mixed-finance housing. MHA has plans to develop a mixed finance project consisting of 40 to 50 units for new replacement housing units.
- Pursuing housing resources other than public housing or Section 8 rent-based assistance.

Need: Specific Family Types: Families at or below 30% of median.

Strategy 1: Target available assistance to families at or below 30% AMI by:

- Adjusting MHA's utility allowance to compensate for the rising costs of utilities.
- Targeting seventy-five percent (75%) of MHA's new HCV issues to families at or below 30% AMI.

Need: Specific Family Types: Families at or below 50% median

Strategy 1: Target available assistance to families at or below 50% AMI by:

- Employing admissions preferences aimed at families who are working.

Need: Specific Family Types: Families with Disabilities or Elderly

Strategy 1: Target available assistance to elderly or families with disabilities by:

- Affirmatively marketing to not-for-profit agencies that assist the elderly and families with disabilities.

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

The Muncie Housing Authority (MHA) Board of Commissioners has established a local Section 8 preference for Public Housing residents that meet all HUD Homeownership requirements and are ready and qualified to purchase a home.

The Board and the CEO (Guillermo Rodriguez) require all PHA Staff to attend Resident Council meetings to provide information, hear complaints and address environmental, health and safety concerns. Case management and other services are provided for public housing residents and Section 8 tenants.

Muncie Housing Authority has collaborated with Muncie Home Ownership and Development Center (MHODC) to provide counseling, financial literacy and educational services to prospective home buyers.

MHODC is a HUD-Certified Counseling Agency that provides homebuyer education to prospective homebuyers. Major activities of MHODC include: pre- and post-purchase homebuyer counseling, fair

housing assistance, mortgage delinquency counseling and predatory lending advocacy.

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

Conclusively, the Muncie Housing Authority is not designated as troubled through the Office of Public and Indian Housing.

Discussion

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

Introduction

The City of Muncie, and Delaware County, currently subscribe to the McKinney-Vento Continuum of Care approach in order to serve homeless persons. Continuum of Care is defined as a "group composed of representatives of relevant organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area." The Muncie area Homeless Providers Network (HPN) serves as the community's Continuum of Care group and is a subgroup of the Region 6 Regional Planning Council. The Planning Council meets every other month and the HPN meets quarterly. The HPN includes A Better Way, Bridges Community Services, Christian Ministries, Meridian Services, the Muncie mission and the Muncie YWCA. The Community Development Office, Social Security Administration, Center Township Trustee, United Way, and Muncie Housing Authority also attend these meetings. These agencies address housing, health, social services, victim services, employment, and/or education needs of very low- to moderate-income individuals and families, youth, and other persons with special needs. When it is determined that a person is "chronically homeless," they are initially referred to Meridian Services, which provides three types of permanent housing, including Shelter Plus Care. The Meridian Outreach Case Manager provides case management services and refers the client to mainstream services available in the community, including, but not limited to, addiction counseling and application for permanent housing resources. In February 2013, Meridian was awarded \$500,000 in low income housing tax credits for Walnut Commons (along with \$175,000 in PY2013 HOME funds), for a 44-unit housing development for Veterans needing supplemental care which broke ground in Spring 2014. At the current time, the level of available supportive housing appears to be adequate. However, it is unknown whether the impact of the local economic situation will lead to an increased demand for such activities. The CD Director attends meetings of the HPN, regularly reassessing needs of the chronically homeless, special needs populations, and re-entering offenders, identifying housing and service delivery priorities and gaps, and determining the appropriate type and level of CDGB and HOME funds that could be leveraged with other funds during the remaining years of the Consolidated Plan period to expand existing programs as needed to meet increased demand. In addition, the CD Director serves as a member of the Muncie Funders Forum, which includes business and civic leaders from private, public and federally-funded institutions. In these meetings, community needs are addressed, which include providing support for low- to moderate-income individuals/families and the homeless.

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

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

The local Homeless Providers Network is very active both locally and regionally to ensure that a comprehensive network of services is available to the homeless population. They include the following agencies: A Better Way, Bridges Community Services, Christian Ministries, Faith Builders, Meridian Health Services, Muncie Mission and Muncie YWCA. Their strategies include components of prevention, outreach, intake assessment, emergency shelter, transitional shelter, permanent housing, and supportive services. According to the January 30, 2014 National Point-in-Time Count, the the official homeless population in Muncie was 146, a 15 percent decrease compared tot he 2013 number (173). According to local social service providers, however, that figure does not come close to the real number of people in the area in need of homeless services, because there are unsheltered homeless people residing in places not meant for human habitation, such as cars, park, sidewalks, abandoned buildings, streets, parks, etc. It is believed that a significant number of individuals and families have found temporary housing with friends or family members. While these individuals are not homeless, and do not meet the definition for being at risk of homelessness, they are nonetheless often in an over-crowded situation that may not be sustainable long-term. None of these individuals are included in the local Point-in-Time, which means appropriate funding is not allocated to assist with the greater problem. The following Point-in-Time statistics are provided by the Muncie Homeless Providers Network:

- 39% of the Muncie homeless population are children under the age of 18 years old (42% of those children are under 5 years old)
- 76% of all homeless are single (67% single men; 33% single women; 40% of the single men are Veterans)
- 24% of the Muncie homeless population are families with children
- 46% of the Muncie homeless are in need or receive treatment for mental illness (26%are severely mentally ill; 14% are seriously mentally ill; 6% are institutional bound; 12% require counseling)
- 65% of the Muncie homeless have addictions to substances
- There are 20 homeless people for every 10,000

The City of Muncie does not receive ESG funds, but uses CDBG and HOME funds to leverage opportunities for its subrecipients to do work that reaches out to those facing the threat of homelessness. Region 6 Continuum of Care (which includes Delaware, Grant, Blackford, Jay, Randolph and Henry counties) has its own Charter with eleven (11) goals that the HPN works within: **Goal 1:** Decrease shelter stays by increasing rapid rehousing to stable housing; **Goal 2:** Reduce recidivism of households experiencing homelessness; **Goal 3:** Decrease the number of Veterans experiencing homelessness; **Goal 4:** Decrease the number of persons experiencing chronic homelessness; **Goal 5:** Decrease the number of homeless households with children; **Goal 6:** Increase the percentage of participants in Continuum of Care projects; **Goal 7:** Increase persons experiencing homelessness access to mainstream resources; **Goal 8:** Collaborate with local education agencies to assist in the identification of homeless families and inform them of their eligibility for McKinney-Vento education services; **Goal 9:** Improve homeless outreach and triage to housing and services; **Goal 10:** Improve HMIS data quality and coverage, and use data to develop strategies and policies to end homelessness; and **Goal 11:** Develop

effective discharge plans and programs for individuals leaving State-operated facilities at risk of homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Community Development Office, Center Township Trustee and Mayor's Office worked with the Muncie Homeless Providers Network (HPN) to provide a citywide emergency contingency for the frigid temperatures that occurred in early 2014. The protocol implied that whenever the temperature and/or wind chill fell below zero, the plan would be activated to provide emergency shelter through Bridges Community Services (families with children), Christian Ministries (single men/single women), Muncie Mission (single men) and YWCA (single women with children).

In FY2014, the Community Development Office will be working specifically with the Muncie Homeless Providers Network to develop a call system for those in need to emergency shelter for a variety of reasons. A Better Way Women's Shelter has agreed to be the first point of contact for the call system that will be coordinated by the Community Development Office and implemented in FY2014 for all emergency shelter and transitional needs.

Christian Ministries will be changing the focus of Hope House from being a women's sleeping room to being a family transitional housing center with beds for emergency overnight shelter if needed. The women's sleeping room was evaluated in Spring 2014 to determine actual numbers, feedback and ROI, and the result was that there was a greater need for housing for families than there was for single women. The Muncie Homeless Providers Network will continue to discuss this change in FY2014 and utilize the facility based on need and occupancy. In addition, Christian Ministries will use FY2014 CDBG Public Facilities funds to upgrade their kitchen that is used to provide meals for their clientele.

A Better Way will use FY2014 CDBG Public Facilities funds to build a secure shelter entrance for clients. There is currently no secured entryway for victims of abuse to come to the shelter. Funds will allow for greater safety precautions for clients needing emergency shelter from their abusers.

The YWCA now has 50 beds for overnight shelter services. The first phase of this introduced program is an up to 30-day stay with a cot in the basement, where the single female client (or a female client with girls any age and boys up to age 6) can then apply for the YWCA's transitional program where they can move into an individual room.

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

The Muncie Homeless Prevention Network will work in tandem with the City of Muncie to implement programs that target the most vulnerable and chronically homeless, including veterans and families with children. These services include intensive case management from our local providers (Bridges, A Better Way and YWCA), access to food (through Second Harvest Food Bank) and homeownership counseling (through PathStone, Bridges, Center Township Trustee, and YWCA).

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

PY2014 CDBG funds will be provided to A Better Way, Bridges Community Services and PathStone to provide operating dollars to fund their programs.

One plan for the investment and use of available resources of the next year is through transitional housing. Transitional housing is offered at three agencies inside the city limits, with 96 units in all: 10 units in the Passage Way Transitional Housing Program for domestic violence victims, 36 units in the Bridges Second Wind Program for families with children, and 50 flexible units for single women at the YWCA. A Better Way and Bridges Community Services programs operate with McKinney-Vento SHP funding and Emergency Shelter Grant funds through the State of Indiana, Emergency, Food and Shelter (FEMA) funds, and local funding. Bridges and YWCA will be supported in PY2014 with CDBG public service funds in the amount of \$25,500 and \$16,000, respectively.

The City has partnered with Chicago developer, Daveri Development Group, LLC, who received a special use and a zoning variance to construct Walnut Commons, an affordable apartment complex in partnership with Meridian Health support services built in, providing case management, counseling, medical services, addiction services, and additional services people need to help break the cycle of homelessness. To be funded through tax credits, a Federal Home Loan Bank grant, and City of Muncie HOME funds, the Walnut Commons is expected to provide 44 new studio and one-bedroom apartments at a total cost of \$8.3 million and is expected to break ground in May of 2014. This project is scheduled to be completed in Fall 2015.

The local Homeless Providers Network decided to steer the Permanent Housing for Persons with Disabilities toward Meridian Services, operator of a Shelter Plus Care Program. With help from Indiana Housing and Community Development Authority, funds were awarded in 2010 for their project to expand. Additional services have been provided by the YWCA to accommodate single women with children on an emergency basis.

The HPN works in several areas of the City of Muncie to assist low-income residents with learning self-

sufficiency. Muncie Community Schools Corporation lost funding for a program for shelters and community-based public service agencies called Learning Choices. In response, access was made for the homeless at the local Work One site. A full range of GED classes are now offered, funded by another source. In addition, Mayor Tyler and the CD Director are working with the Department of Workforce Development and Ivy Tech Community College to create a Work-Ready Community through *WorkKeys*. *WorkKeys* is a nationally recognized job profiling and assessment process that has been invested in heavily by the State of Indiana. The system profiles all jobs against 11 dimensions that are vital to the performance of those activities. Candidates for those jobs can then be assessed against the profile for suitability. Results of these assessments are used to prove to companies considering locating in the area that Muncie-Delaware County has a workforce that matches their needs. (Note: The Department of Workforce Development provides free profiling to companies who meet basic criteria.)

Discussion

While not directly focused on prevention of homelessness, much of the proposed funding in PY2014 should have a positive impact in keeping people from becoming homeless. Public Service funding for several programs for children – the Boys and Girls Club, Buley Center, Motivate our Minds, and Huffer Day Care will all make it easier for families to be fully employed without undue childcare expenses. These programs will help the children develop into successful, self-sufficient adults. Funding for Hillcroft will have similar benefits for persons with special needs. Services for seniors such as the Senior Citizen’s Center will help seniors to remain in their own or their family’s homes. Aging-in-place is the most cost effective way for seniors to avoid homelessness. TEAMwork for Quality Living brings together persons living in poverty with those who may have alternative resources to address basic needs, helping them to become self-sufficient. PathStone’s Neighborhood Improvement Program, World Changers, and Rebuilding Together all provide emergency repairs for low income homeowners. These programs keep people in their existing homes by providing critical fixes that the owners cannot otherwise afford. Funding for housing counseling through Habitat and PathStone will help some families move successfully into home ownership, the most stable housing solution. Finally, funding for Open Door Health Services provides health care services at little or no cost. This frees up family resources for housing. Together, all of these programs have some direct or indirect benefit in preventing homelessness.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

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

Introduction

As described in the five-year consolidated plan, the City has no obvious policies that serve as barriers to affordable housing. Delaware County (which includes the city of Muncie) land use controls and zoning ordinance are fairly inclusive and flexible, City building code provisions are standard, and permit fees and charges are not excessive and do not present a barrier at this point.

Furthermore, there are policies and programs in place that help to prevent barriers to affordable housing, such as a three-year tax abatement available for new construction of single-family homes in the city, and energy assistance. The Delaware County Community Assistance Program, funded by the Indiana Housing and Community Development Authority, provides energy assistance to income-eligible households, thus making their housing more affordable.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City will continue to use CDBG and HOME funds to partner with non-profit and for-profit housing developers to construct and rehabilitate affordable housing units, make home repairs, and construct ramps and make other accessibility improvements for the homes of disabled persons. HOME funds for housing development are only provided for units in the inner city where there is ready access to public transportation and other amenities.

The City partners with HUD-approved Housing Counseling agencies PathStone and Muncie Home Ownership and Development Center (MHODC) to provide downpayment assistance, with the requirement that homebuyers receive at least 8 hours of counseling for prior to purchase. CDBG funds also provide funds to PathStone for homebuyer orientation classes. Both the counseling sessions and classes include information about avoiding predatory lending, repairing credit, financial literacy, and home maintenance.

Community Development will continue to partner with the Muncie Human Rights Commission in support of fair housing education and outreach to local lenders, realtors, apartment owners, property managers, housing providers, and citizens.

Discussion

AP-85 Other Actions – 91.220(k)

Introduction

The City works closely with disability advocates, meeting bi-monthly, to ensure that City buildings, streets and sidewalks are in compliance with Americans with Disabilities Act requirements. In 2011 the City of Muncie conducted a survey and inventory to develop an American with Disabilities Act Transition and Implementation plan. In total 147,700 linear feet was surveyed to identify all subpar pedestrian facilities within the public right-of-way that limit accessibility and/or do not meet the ADA requirements. The facilities inventoried included, but were not limited to; curb ramps, sidewalk condition, lateral clearance, presence of pedestrian push buttons at signalized intersections, and slopes and grades along paths of travel. Of particular concern are sidewalks on Walnut Street in the downtown. In 2002, these walks were re-done in concrete pavers with an unusual sloped curb. Premature deterioration of the pavers and the success of outdoor seating at the various bars and restaurants have created accessibility issues. The City's Streetscape Committee and the Muncie Downtown Development Partnership are currently working to address and correct these issues, especially those areas that do not meet ADA Compliance.

Actions planned to address obstacles to meeting underserved needs

Obstacles to meeting underserved needs within the areas eligible for CDBG funding include an inadequate amount of CDBG funding, lack of engagement by landlords who own property in the area, and a growing (but not fully engaged) participation of all city neighborhoods. Obstacles to meeting underserved needs will be addressed primarily through the cooperative implementation of the CDBG Annual Action Plan, along with the City of Muncie, local public service organizations, the Muncie Continuum of Care organization, Muncie Housing Authority and the individuals and families in the focus neighborhoods working together. One of the strengths of Muncie's Community Development Department and CDBG Program is the positive working relationships that exist between the City and local partners, including the public agencies, foundations, Ball State University, Ivy Tech Community College, non-profit agencies and neighborhood residents. The collaborative spirit between these stakeholders will be an integral component to the CD Department as it prioritizes projects and funding. MAP Steering Committee Co-Chairs offer that the Muncie Action Plan can also be used by the community as public and private decisions are made concerning development, redevelopment, capital improvements, and other matters affecting the well-being of the community. The CD Director, the Mayor, the MAP Co-Chairs and the Neighborhood Association Coordinator funded by a grant from Ball Brothers Foundation to Ball State University, will continue to work together to further develop and strengthen neighborhood associations. In a recent MAP meeting, it was stated that of the 40 Muncie neighborhoods, 26 are now active and five of these neighborhoods are in the Muncie CDBG target areas. The City of Muncie has found that as the neighborhood associations have become more active, residents work together to improve their neighborhoods and, thus, the CDBG program implementation is more effective.

Actions planned to foster and maintain affordable housing

Annual Affordable Rental Housing: HOME funds will rehabilitate existing vacant rental housing units, at least one of which will be completed by a CHDO. The incomes of tenants occupying HOME-assisted rental units may not exceed 60% of the Area Median Income (AMI) based on the household size, and projects with five or more HOME-assisted units must reserve 20% of the units for very-low income households at or below 50% AMI; therefore all units are expected to serve renters between 30-50% of AMI.

Annual Affordable Owner Housing: Subrecipient Rebuilding Together will help maintain owner-occupied homes in PY2014 by completing various minor and emergency repairs for up to 88 owner-occupied units, with expectation that all households will be between 30-50% of AMI, of which the majority of households will be owned by elderly citizens.

In addition to the HOME funds, other major funding resources for housing activities include housing tax credits for construction and rehabilitation of affordable housing.

Actions planned to reduce lead-based paint hazards

In compliance with the requirements of 24 CFR Part 35, Lead Hazard Reduction Program, the City of Muncie notifies owners and tenants of CDBG- and HOME-assisted target housing constructed prior to 1978 about the hazards, symptoms, and treatment of lead-based paint, and the precautions to be taken to avoid lead-based paint poisoning. The notice includes the HUD pamphlet, *Protect Your Family From Lead in Your Home*.

Lead-based paint testing is not conducted in minor rehabilitation or emergency home repair projects, as these projects are determined to be exempt projects, but when the City brings housing units into full compliance with all housing, health and building codes, staff inspects the unit for lead-based paint hazards. HOME-assisted housing units and CDBG Housing Rehab projects will be assessed for lead-based paint hazards prior to renovation. After rehab, all units will receive Lead Based Paint Clearance by conducting a dust sampling clearance and sending samples to an accredited laboratory for testing, after which the licensed inspector will evaluate the report prior to issuing a Lead Based Paint Clearance for the project.

The City of Muncie (Community Development Department) employs a certified lead inspector, and the City will continue to inspect for and address lead paint hazards in its housing rehabilitation program, and will provide participants/agencies with information regarding lead paint hazards. The City of Muncie assumes that all properties older than 1978 contain lead-based paint, and visual inspections are done to look for chipped and peeling paint. If problems are seen, interim controls are implemented. All owner-occupied rehabilitation projects done by the CD Department will include lead inspection and clearance. This will continue to reduce the number of potential lead hazard homes and public buildings in Muncie.

The Delaware County Health Department offers lead testing to children referred by physicians or WIC, requested by parent/guardian, and as follow-up for children with elevated lead results. The Health Department manages cases for all Delaware County children with elevated lead results that are referred to them by the Indiana State Department of Health, involving follow-up testing, home visits, medical referrals, and reports to the Indiana State Department of Health.

The Delaware County Health Department's Environmental Division provides environmental evaluations. Most of the identified lead-based paint is located on the exterior surfaces of housing units, which is scraped and repainted and in some cases wrapped or covered with vinyl or aluminum materials. Soil that is suspected of lead contamination from peeling paint is sent for testing to an accredited laboratory. If lead contamination is found, the hazard is corrected by replacing the top six inches of soil.

HUD requires that EPA (Environmental Protection Agency) rules be used with added requirements. On or after April 22, 2010, "Lead Safety for Renovation, Repair, and Painting" (The RRP Rule) becomes the standard for all firms working in pre-1978 homes and child-occupied facilities and the firms must be certified and use lead-safe work practices during renovations. On this date, all covered renovations must be performed by Certified Firms, using Certified Renovators and other trained workers. HUD requires that all workers be Certified Renovators or Supervised by a certified abatement supervisor (who, under the RRP Rule, must also be a Certified Renovator).

Actions planned to reduce the number of poverty-level families

The City's overall antipoverty strategy is to fund activities that will focus on improving the quality of life for those living in poverty and assisting individuals and families achieve economic independence. While CDBG and HOME funds may not reduce the number of persons living in poverty, program funds will repair their homes, increase the number of decent, affordable housing units, and provide other assistance that conserves household resources. CDBG funds will provide direct benefit to low-income persons as described in this section.

Since the early 2000's, local agencies have tried to improve public awareness of the plight of people living in poverty. For example, TEAMwork continues to conduct poverty simulations to demonstrate via role-playing the difficulties faced by low-income persons seeking help, many of which are institutional barriers. Public awareness is the first step in developing solutions to a better economic situation, which supports MAP Action 1.8, "Conduct a community-wide poverty awareness campaign". This month-long program from 2012 was developed in a year-long poverty awareness campaign in 2013.

The City of Muncie partners with Delaware County Community Corrections and the Department of Workforce Development to train former prisoners in deconstructing blighted structures. The first two training sessions used CDBG-Recovery Act funds to provide a consultant to train workers and future trainers, one of whom established a deconstruction business and hired trained DCCC workers. Pay for the workers has been subsidized by the local Work One office.

The Muncie Housing Authority opened a Neighborhood Networks Center in 2010 in one of its non-dwelling facilities. The Center provides free computer training and internet access for low-income public housing residents. Residents also receive assistance with job training and life-skills. All programs at the Center are designed to help residents transition from public assistance into "living wage" jobs. Assistance is also provided to school-age children and youth with homework and after-school care, healthcare information, and greater access to free public services.

Actions planned to develop institutional structure

The City is a partner in the implementation phase of the Muncie Action Plan (described on Page 1 in the Executive Summary), which now has Co-Chairs, a volunteer Board of Directors, as well as task force leaders for each of the five initiatives. More than 2,000 volunteers have been involved in carrying out the 47 actions identified in the Muncie Action Plan (MAP), which is fostering neighborhood organization and participation in community revitalization and government processes. Capacity-building efforts of the Council of Neighborhoods and the HOME-funded CHDO Technical Assistance Program are described elsewhere in this Action Plan. As stated in the Muncie Action Plan's Executive Summary, the City of Muncie recognized that it faced significant challenges in "creating a prosperous and sustainable future after decades of disinvestment, population decline, changing demographics, and inefficient land development." It is encouraging to note that the Council of Neighborhoods has been active and engaged monthly in strategies to enhance communication and community in twenty-six (26) neighborhoods in Muncie. In addition, work on a Muncie Downtown Strategic Work Plan has been completed and submitted as an extension of a 1983 Center City plan as an ongoing "roadmap for support, services and development.

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

The City's economic development strategy is focused primarily on attracting businesses to the community. Muncie's Mayor Tyler works closely with the Muncie-Delaware County's Chamber of Commerce and Indiana Economic Development Alliance, whose primary goals include expansion and retention of existing businesses; attracting new businesses and expanding the tax base; marketing and recruiting tech/knowledge-based businesses; marketing and promoting the local medical community and agri-business; downtown development; coordinating community and regional resources to generate economic growth; promoting internally and externally a positive "quality of life" image of Muncie-Delaware County; and strengthening workforce education.

The City is assisting in economic development efforts by revitalizing the city's physical environment, with the City's Public Works and Community Development Departments, the Muncie Sanitary District, and the Muncie Redevelopment Commission coordinating infrastructure improvements, including streets, streetscapes, curbs, sidewalks, and sanitary and storm sewers with utility companies in making improvements in the same neighborhoods, such as Old West End. CDBG-funded infrastructure projects

in PY2014 will include sidewalks in the Industry and Southwest Neighborhoods and signage projects in our City parks.

The City of Muncie will continue ongoing collaborative relationships with local public and private housing and social service agencies through active participation of City staff serving on boards, committees, and coalitions (often by Mayoral appointment) working to improve the community in the areas of neighborhood revitalization, health and wellness, housing and homeownership, and social services for children, youth, families and seniors.

In PY2014, the City will continue to partner with Ball State University and Ivy Tech Community College by utilizing student interns in various departments and by encouraging them to participate in immersive learning projects when possible. The City has named a new Historic Preservation Officer who is currently working with the Muncie Historic Preservation and Rehabilitation Commission to update policies and procedures, to re-instate certificates of appropriateness for historic properties and to identify properties that are worthy of historic designation.

The City will also continue to partner with Muncie Housing Authority, the Delaware-Muncie Metropolitan Plan Commission and the Muncie Redevelopment Commission to further identify, prioritize, and address needs in a manner that makes the best use of local resources, creates visual impact, encourages economic development, and improves the quality of life of Muncie residents.

The Community Development Director will continue to meet quarterly with the Funders Forum, comprised of representatives from the local community and hospital foundations, the United Way, and local private foundations and banks to ensure that funding from local sources is coordinated and leveraged for the greatest impact throughout the Muncie community.

Discussion

Actions to coordinate housing strategy with local and regional transportation planning strategies:

Part of the City's housing strategy is to fund development only in the inner city where public transportation is readily available via Muncie Indiana Transit System (MITS), and to improve sidewalks near such development, ensuring all are ADA-compliant.

Affordable Housing Goals 92.252 and 92.254

Objective 1: The City of Muncie will expend resources to assist owners with addressing code violations and deferred maintenance. The City will assist 78 low- to moderate-income homeowners in PY2013 with the completion of home repair or rehabilitation to assist them in maintaining their homes. This includes assistance for elderly homeowners who wish to age in place and accessibility modifications for person with disabilities, as well as addressing referrals for all eligible homeowners in need of assistance. (DH-3)

In order to more directly improve the condition of local affordable housing stock, the City will begin to reorganize its system for code enforcement, with the eventual goal of freeing up more funding for rehabilitation and other efforts that will improve structures. CDBG funds will provide repairs with the expectation that all households will be between 30-50% of AMI. In addition, 20% of all new construction will be accessible to persons with disabilities. Rebuilding Together, World Changers and the City of Muncie will work to fulfill this objective.

Objective 2: Through new and existing partnerships, the City of Muncie will rehabilitate and increase the supply for at least 10 housing units for low- and moderate-income households. (DH-1)

The Community Housing Development Organizations (CHDOs) will receive HOME funds to facilitate the renovation of properties affordable to LMI households. PathStone, Muncie Home Ownership and Development Center (MHODC) and ecoREHAB will receive HOME funds leveraged with private investment funds to provide affordable housing. Applicants for homebuyer assistance must have a household income between 40-80% AMI. All applicants for the program must complete homebuyer education courses provided by the administering agencies (CHDOs), and must invest \$500 of their own funds toward the home purchase. Recipients will receive a maximum of \$5,000 in assistance, with the specific amount of assistance based on established housing-to-income and debt-to-income ratios. Recipients will be given a five-year forgivable loan, with 20% forgiven per year.

Objective 3: The City of Muncie will continue its efforts to deconstruct and/or demolish vacant and substandard housing units, clearing up to 15 structures in PY2013 in order to stabilize neighborhoods and/or assemble developable tracts of land for redevelopment. (DH-3)

The City's Unsafe Building Hearing Authority will work with the CD Office to determine and demolish vacant structures, while the Muncie Redevelopment Commission will acquire land for future redevelopment.

Program Specific Requirements

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

Introduction

Developers typically use various combinations of Low Income Housing Tax Credits, Historic Tax Credits, Indiana Housing and Community Development Authority Trust Funds, Indiana Housing and Community Development Authority Development Funds and private funds. HOME-funded Down-Payment Assistance (DPA) home ownership education will be administered by PathStone with PY2014 HOME funds in order to meet projected goals. HOME-funded Rental Rehabilitation activities will also be provided to CHDOs. Grants are forgiven as long as HOME guidelines are met during the period of affordability. Home-funded Homebuyer Rehabilitation activities will be provided to CHDOs with the understanding that all net sale proceeds from the sale of units are considered CHDO proceeds and may be retained by the CHDO to be invested in an additional HOME unit.

In accordance with the HOME Investment Partnerships Program, 24 CFR Part 92 (Section 92.254 of the Final Rule), the City of Muncie has established recapture guidelines that apply only to projects in which HOME funds assist with the purchase of a property as the principal residence of the eligible homebuyer. This assistance will only be provided in a manner which permits recapture of a percentage of those funds if, at any time during the period of affordability, the assisted property is no longer the principal residence of the buyer. The HOME amount subject to recapture is based on the amount of HOME assistance that enabled the homeowner to buy the dwelling unit. This includes any HOME assistance that reduced the purchase price from the fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value (development subsidy).

The City has adopted the method for calculating the amount of HOME funds to be recaptured by the amount subject to recapture, which is further reduced in proportion to the length of time the homebuyer has occupied the home relative to the term of the HOME assistance (period of affordability). This method also allows that if net proceeds are not sufficient to recapture the full amount of the HOME investment plus recover the amount of the homeowner's investment in the property, the City will share the net proceeds with the homeowner. The net proceeds amount is determined by: sales price minus loan repayment of the mortgage(s) for the purchase of the house (other than HOME funds), owner investment, and closing costs. HOME funds to be recaptured will not exceed the adjusted HOME investment subject to recapture.

In order to provide consistent guidelines for CHDOs (Community Housing Development Organizations) and to better understand the existing non-profit housing development environment in Muncie, a CHDO Manual was developed as a guide for how to do business with the Muncie Community Development Office.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	95.00%

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

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:
 - The City of Muncie has been declared to be a severe fiscal distress area; therefore; there is no HOME match required.
 - First time homebuyers are required to contribute a minimum of \$500.00 toward their downpayment

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

The City of Muncie's primary method of enforcing HOME affordability requirements is recapture of the HOME funds provided. If recapture cannot be used, resale provisions will be applied. The guidelines for resale or recapture of HOME funds, when used for homebuyer activities include the following:

- If the homebuyer fails to live in the unit for the period of affordability or otherwise breaches the

Home agreement, the full amount of the loan must be recaptured.

- If the homebuyer sells the unit during the required period of affordability, the amount of the HOME investment to be recaptured may be reduced on a prorated basis based on the length of time that the homebuyer has resided in the unit.
- Proration is based on the number of months the homebuyer has occupied the unit. The recapture funds will be used for other eligible HOME activities.
- Net Sales Proceeds – if a sale or foreclosure occurs and if the sales proceeds are insufficient to cover the full required repayment amount, a lesser repayment amount will be made from Net Sales Proceeds. “Net Sales Proceeds” are defined as the amount remaining after repayment of the first mortgage loan balance, the payment of the documented closing costs at sale and the documented downpayment and closing costs at the original. Porches paid directly by the homebuyer from his/her own funds.
- No Net Sales Proceeds – If after completion of a sale or foreclosure and the distribution of the sales proceeds the amount of Net Sales Proceeds is insufficient to cover any of the required recapture amounts; there were no net proceeds. The City will maintain data to verify that no proceeds were distributed to the homebuyer or the City.

In accordance with the HOME investment Partnerships Program, 24 CFR Part 92.254, the City of Muncie has established the following recapture guidelines. These guidelines apply only to projects in which HOME funds assist with the purchase (with or without rehabilitation) of a property as the principal residence of the eligible homebuyer. The HOME amount subject to recapture is based on the amount of HOME assistance that enabled the homeowner to buy the dwelling unit. This includes any HOME assistance that reduced the purchase price from the fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value (development subsidy).

The method for calculating the amount of HOME funds to be recaptured allows the amount subject to recapture to be further reduced in proportion to the length of time the homebuyer has occupied the home relative to the term of the HOME assistance (period of affordability); and also allows that if net proceeds are not sufficient to recapture the full amount of the HOME investment plus recover the amount of the homeowner’s investment in the property, the City will share the net proceeds with the homeowner. The net proceeds amount is determined by: sales price minus loan repayment of the mortgage(s) for the purchase of the house (other than HOME funds), owner investment, and closing costs. HOME funds to be recaptured will not exceed the adjusted HOME investment subject to recapture.

In the calculation for net proceeds, the City will only consider the balance of mortgage(s) that actually purchased the house and/or improved the property. Consolidation of personal debt will not be included in this calculation. Owner investment shall include downpayment, initial closing costs, payment to mortgage principal, and any documented capital improvements made by the owner since purchase. Capital improvements must be verified with receipts and shall not include personal

labor of the family.

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

HOME assisted housing must meet the affordability requirements for not less than the applicable period beginning after project completion which is determined based on the following investment amounts:

- Under \$15,000 = 5 years minimum affordability period
- \$15,000 - \$40,000 = 10 years minimum affordability period
- Over \$40,000 = 15 year minimum affordability period

To insure compliance with affordability guidelines, annual monitoring of properties funded with HOME funds is conducted by the HOME Program Coordinator. At project completion a lien is filed against the property for the amount of HOME investment and for the duration of the affordability period. Annual inspections of the properties are conducted by the Construction Specialist and verification of proof of insurance and payment of property taxes are verified. Failure to meet affordability terms results in repayment due immediately and the line to secure payment may be foreclosed.

Community Development is responsible for ensuring that housing assisted with HOME funds meets the requirements for affordable housing in 24CFR 92.254 subsections a1 and 2. Community Development shall ensure that the purchase price of the housing does not exceed 95% of the median area purchase price.

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

No HOME funds will be used to refinance any existing debt on multifamily housing rehabilitations.

Discussion

Calculating Fair Return on Investment

Down payment: The original homeowner was required to put down \$500

Cost of Capital Improvements: The original homeowner had handicap accessible improvements made to the bathroom at a cost of \$1,500 and has receipts to document the improvement.

Percentage of Change. The original purchase price for the home was 55,000 and the amount of developer subsidy was \$25,000 therefore requiring the 10 year affordability period.

For the purpose of using the Federal Housing Finance Agency's Housing Price Index calculator, the home was purchased in the 3rd Quarter of 2008 and will be calculated using the most current quarter available, June 2014. Using the Housing Price Index Calculator, the house would be worth approximately \$55,341.47.

EXAMPLE Fair Return on Investment:

- The amount of downpayment by original homebuyer
- The cost of any capital improvements
- Principal Paid:
- The percentage of change as calculated by the Housing Price Index Calculator of the Federal housing Finance Agency.

Downpayment	\$ 3,000.00
Capital Improvements	\$ 1,500.00
Principal Paid	\$ 3,980.00
Increase in value per HPI	<u>\$ 341.47</u>

\$ 8,821.47

In order to realize a fair return to the original homeowner, the sales price must not go below \$58,000.00. (48,270 remaining mortgage balance + 3,000 downpayment + 1,500 capital improvements + principal paid 3,980.00 + 341.47 HPI increase = 57,091.47).

SP-80 Monitoring - 91.230

MONITORING

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

The City is responsible for administering, selecting, planning, and carrying out approved programs and activities in accordance with local, state and federal laws and regulations, and with the contract or grant agreements executed between each grantee and the City. Objectives of the City's monitoring and reporting on these programs are to determine if the grantees:

- execute projects and programs as described in their applications, contracts or agreements
- complete the program or project in a timely manner
- charge costs to the program or project that are eligible under applicable regulations contracts and regulatory agreements
- comply with other applicable laws, regulations and terms of the contract or regulatory agreements
- conduct the program, public service or project in a manner that minimizes the opportunity for fraud, waste and mismanagement
- maintain the capacity to carry out the approved program or project
- serve the intended low- to moderate income individuals, areas and organizations

The City of Muncie's Community Development Office meets these objectives through desk monitoring and field monitoring. The desk monitoring is an ongoing process of reviewing the grantee's performance. CD Staff review and analyze the application, legal agreements or contracts, environmental reviews, drawdown requests for reimbursement, grantee responses to monitoring and audit findings, trip reports, citizen and administrative complaints, and audit reports. This information is used to observe activity/lack of activity, appropriate/inappropriate changes in grantee activity, and to identify problems, potential problems, program status and accomplishments. Analysis of the data may indicate the need for a special field-monitoring visit by program staff to resolve or prevent a problem.

The City of Muncie performs at least one on-site monitoring visit to make sure the organization receiving federal funds is in compliance with federal regulation and City policies. The major areas of monitoring are:

- application completeness and eligibility review prior to funding
- legal agreements and contracts
- environmental review
- local record-keeping requirements
- review of original source of documentation for cost reasonableness and for drawdowns
- labor standards – prevailing wage determinations, payroll reviews and employee interviews

- housing rehabilitation
- local record-keeping requirements
- housing rehabilitation – program guidelines, housing quality standards, work write-ups, cost estimates and code inspections
- close out report reviews
- financial and compliance audits

The Community Development Office monitors its own performance through regular reviews of the Consolidated and Action Plan goals and reviews financial obligations to ensure adequate obligation of funds. Additionally, the CD Office monitors the timely expenditures of its CDBG entitlement according to 24 CFR 570.902. This includes quarterly evaluations carried out by the Director of the CD Office and key CD Staff. The CD Office also evaluates the changing needs of the community to determine effectiveness of existing programs for potential changes.

In monitoring the HOME Investment Partnership Funds, the CD Director and key CD Staff will meet quarterly to evaluate HOME funds and deadlines. Detailed spreadsheets will be maintained, along with Integrated Disbursement and Information System (IDIS) reports to insure the following:

- Written HOME agreements have been entered into within two (2) years
- HOME funds have been expended within five (5) years
- CHDO set-aside funds are committed within 24 months
- CHDO set-aside funds are expended within five (5) years of obligation

The CD Office also reviews multiple, continual requests for funding of eligible activities and public benefits prior to committing any federal funds. Each program is designed to keep administrative costs to a minimum and to maximize the benefit to low- to moderate-income persons. Each legal document is reviewed prior to signatures for compliance with HUD regulations and is monitored for performance. To comply with monitoring regulations during the period of affordability Community Development's HOME Program Coordinator will conduct on-site inspections to monitor records at any time during normal business hours and as often as may deemed necessary, with reasonable notice, at least once every three years for projects with 1-4 units; every two years for projects with 5-25 units; and every year for projects with 26 or more units. To ensure long-term compliance with housing codes, Community Development's Construction Specialist will conduct on-site inspections during the period of affordability, at any time during normal business hours and as often as may deemed necessary, with reasonable notice, at least once every three years for projects with 1-4 units; every two years for projects with 5-25 units; and every year for projects with 26 or more units.

Summary of City of Muncie Facade Restoration Program

Muncie Redevelopment Commission (MRC) issued a bond in the amount of \$1.5 million to fund the program. The bond was repaid with CDBG funds over a 10 year period. A consortium of local banks purchased the bonds. The bond issue was approved by both City Council and the Mayor. The Mayor pledged the CDBG funds.

MRC granted the \$1.5 million to **UEA/Downtown Development Partnership (UEA)** in 2002, who meets the requirement of being a Community Development Corp. under Indiana law, to implement the facade restoration program. UEA worked in cooperation with **Muncie Historic Preservation & Rehabilitation Commission (MHPRC)** to disburse the funds.

Funds were disbursed as forgivable loans and treated as federal funds. If the amount of the loan was under \$100,000 20% of the grant amount is forgiven each year for 5 years. Loans over \$100,000 are forgiven as follows: \$20,000 per year was forgiven in year 1-5 and 20% of the outstanding balance is forgiven in year 6-10. These loans are secured with a mortgage and promissory note filed in the County Recorder's office. The outstanding balance of the loan was repayable to UEA if the property owner sells the property prior to the loan being fully forgiven.

MHPRC accepted, reviewed and ranked applications based on a rating system used for nearly 20 years. After applications were funded specifications were developed by an architect, reviewed by MHPRC for compliance with Secretary of the Interior's Standards and advertised in a legal notice in the Muncie and Indianapolis newspapers. Mandatory prebid conferences were held to explain the federal requirements (prevailing wage, etc.) and bids were opened in a public meeting.

Contracts were signed between the contractor and property owner. The owner placed his/her 30% of the project cost in an escrow account when the contract is signed. That amount is paid out on the project before loan funds are disbursed. UEA established two accounts for this program: Facade Program Escrow Account (to disburse escrow funds) and Facade Restoration Program Account (to disburse loan funds). Checks on both accounts must be signed by two UEA board members. Payments were disbursed based on pay applications submitted by the contractor and approved by the architect and owner.

PY2013 CDBG funds were utilized to make the final bond payment for the Façade Restoration Program that renovated 11 downtown properties in 2002-2004, which has subsequently generated over \$22 million of private investment in downtown properties. The work boosted economic development by transforming the central city into an entertainment, retail, and cultural destination. In 2013, the City of Muncie developed a new Façade Restoration Program managed by the Muncie Redevelopment Commission to address some of ten additional buildings still in need of renovation in the downtown area.

City of Muncie
HOME RECAPTURE GUIDELINES
Revised July 31, 1998

In accordance with the HOME investment Partnerships Program, 24 CFR Part 92, and pursuant to Section 92.254 of the Final Rule, the City of Muncie (hereafter City) has established the following recapture guidelines. These guidelines apply only to projects in which HOME funds assist with the purchase (with or without rehabilitation) of a property as the principal residence of the eligible homebuyer. This assistance will only be provided in a manner which permits recapture of a percentage of those funds if, at any time during the period of affordability, the assisted property is no longer the principal residence of the buyer. The following calculations will be applied only in the event the net proceeds from the sale of the property are not sufficient to pay the balance of HOME funds due and payable.

The HOME amount subject to recapture is based on the amount of HOME assistance that enabled the homeowner to buy the dwelling unit. This includes any HOME assistance that reduced the purchase price from the fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value (development subsidy).

The City has adopted the following method for calculating the amount of HOME funds to be recaptured. This method allows the amount subject to recapture to be further reduced in proportion to the length of time the homebuyer has occupied the home relative to the term of the HOME assistance (period of affordability). This method also allows that if net proceeds are not sufficient to recapture the full amount of the HOME investment plus recover the amount of the homeowner's investment in the property, the City will share the net proceeds with the homeowner. The net proceeds amount is determined by: sales price minus loan repayment of the mortgage(s) for the purchase of the house (other than HOME funds), owner investment, and closing costs. HOME funds to be recaptured will not exceed the adjusted HOME investment subject to recapture.

In the calculation for net proceeds, the City will only consider the balance of mortgage(s) that actually purchased the house and/or improved the property. Consolidation of personal debt will not be included in this calculation. Owner investment shall include downpayment, initial closing costs, payment to mortgage principal, and any documented capital improvements made by the owner since purchase. Capital improvements must be verified with receipts and shall not include personal labor of the family.

HOME Amount Subject to Recapture:

1. Reduction in Price from HOME Subsidy:

- a. Market Value at Purchase
- b. Less Sale Price to Initial Homebuyer
- c. Amount of Resulting Price Reduction (1a - 1b)

2. Direct Subsidy to Homebuyer:

- a. Downpayment Assistance
- b. Closing Cost Assistance
- c. Loan(s)
- d. Total (2a + 2b + 2c)

3. HOME Amount Subject to Recapture (1c + 2d) \$

4. Reduction for Homeowner Tenure
Pro-rate the amount subject to recapture by the length of occupancy

- a. Number of months of occupancy
- b. HOME Affordability Period (____ yr x 12 = ____ months)
- c. Homeowner tenure (4a / 4b) %
- d. Recapture % (100% - 4c) %

5. HOME Investment Subject to Recapture (3 x 4d) \$

6. Homeowner Investment

- a. Down payment
- b. Initial closing costs
- c. Payment to principal
- d. Capital improvements (verified by receipts)
- e. Total homeowner investment (6a + 6b + 6c + 6d) \$

7. Net Sale Proceeds

- a. Total sale price of property
- b. Outstanding Mortgage Balance
- c. Closing Costs to Seller
- d. Total Investment (5 + 6e)
- e. Net Proceeds from Sale (7a - 7b - 7c - 7d) \$

8. Distribution of Proceeds

HOME Funds to be Recaptured

$$\frac{\text{HOME Investment Subject to Recapture (5)}}{\text{Total Investment (7d)}} \rightarrow \frac{\$}{\$} = \boxed{} \times (7e) = \$ \boxed{}$$

Amount to Homeowner

$$\frac{\text{Total Homeowner Investment (6e)}}{\text{Total Investment (7d)}} \rightarrow \frac{\$}{\$} = \boxed{} \times (7e) = \$ \boxed{}$$

PUBLIC MEETING NOTICE
For
PY2014 Community Development/Block Grant and HOME
Investment Partnership Funding

On behalf of Mayor Dennis Tyler, the City of Muncie Community Development Office will hold a Public Meeting on Tuesday, January 21st from 10:00 – 11:00 a.m. in the City Hall Auditorium to discuss the application process for Muncie's Program Year (PY) 2014 Community Development Block Grant (CDBG) projects, funded by the U.S. Department of Housing and Urban Development (HUD).

The pre-application form will be available on Tuesday, January 21st ONLY to those agencies who attend the Public Meeting, and must be submitted online no later than 4:00 p.m. on Friday, January 31 at communitydev@cityofmuncie.com.

Pre-Applications will be reviewed by Community Development Staff, and agencies who are eligible will be invited to submit a formal application for CDBG or HOME funds. The pre-application screening process is required for any projects to be proposed for PY2014, which begins June 1, 2014, and the Community Development Staff will ensure that proposed projects are eligible and meet a national HUD objective. Formal applications will be due on Wednesday, February 19th and will be evaluated by a CDBG/HOME Citizen Advisory Committee appointed by Mayor Tyler.

This process is not for individuals needing assistance. This process is for organizations who wish to administer activities or projects benefitting low- to moderate-income persons. The City estimates the HUD allocations will be \$1,177,528 (CDBG) and \$421,904 (HOME) or less because PY2014 numbers have not been released by HUD as of this publication.

For more information regarding the Public Meeting or the funding process, contact the Community Development Office Monday through Friday 8:00a.m. – 4:00 p.m., by phone (765-747-4825), or by email (communitydev@cityofmuncie.com).

Dr. Terry Whitt Bailey, Director
Community Development
City of Muncie
300 N. High Street
Muncie, IN 47305
765-747-4825 (office)
765-747-4898 (fax)

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PUBLIC MEETING NOTICE

The City of Muncie Community Development Office is seeking input in finalizing the Annual Action Plan for Program Year 2014 (06/01/2014 - 05/31/2015) for the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds. Muncie citizens are invited to participate in a discussion about the city's community development and housing needs, and how we plan to address those needs during the program year. We will also discuss proposed changes to prior program year activities and how the public can be involved in future HUD-funded action plans. A public meeting for these purposes will be held on Thursday, April 30th from 10:30-11:30 a.m. in the City Hall Auditorium, 300 N. High Street, Muncie, IN.

The City's HUD allocation is \$1,162,474 (CDBG) and \$428,366 (HOME). The CDBG program typically includes funding for street paving, sidewalks, park improvements, rehabilitation of public facilities, public services, demolition/deconstruction of blighted structures, planning and administration. HOME activities typically include rental housing rehabilitation, HOME program administration, Community Housing Development Organization (CHDO) set-aside and administration. Proposed budgets, projects and activities for PY2014 CDBG and HOME will be presented at the public meeting.

For more information regarding the public meeting, contact the Community Development Office Monday through Friday 8:00 a.m. - 4:00 p.m. by phone (765-747-4825) or email (communitydev@cityofmuncie.com). The public is invited to comment on the draft PY2014 Annual Action Plan, which will be posted on the CD Website (www.cityofmuncie.com) from 4/15/14 through 5/14/15. Hard copies will be available for review at Muncie Public Libraries, and Mayor Tyler's Office and the Community Development Office (3rd floor of City Hall). Individuals requiring special accommodations or alternative formats may contact the office.

Responses to Comments Presented to Community Development (In Blue)

Drafted 5/13/14 & Submitted to HUD 6/27/14

Comments regarding the City of Muncie PY2014 Annual Action Plan (AAP) Draft

from **Connie Gregory** cgreg21@comcast.net 5/13/14

The following comments are organized (and responded to) according to sections of the AAP draft as posted online 4/15/14.

AP-05 Executive Summary

3. Evaluation of past performance - This section contains little discussion of the performance of the current administration for CDBG and HOME programs. For example, Tuhey Pool and Park improvements were completed by Mayor Sharon McShurley's administration, as were Christian Ministries HVAC, Heekin Park Walk of Fame, and Urban Forestry tree removal. There is no discussion of overall performance regarding implementation of PY2013 CDBG public service, public facilities (Cornerstone roof, sidewalks, parks), or clearance activities. There is no time reference for the referenced HOME projects completed "to date". Were any of these completed in PY2013? Were there any projects from PY2012 or PY2013 that were not completed in a timely manner or that were canceled? Are there no prior funds to be spent in PY2014? (Table 5 on p. 11 reflects Prior Year Resources.) Were there no funds reprogrammed to activities different than those in the previous published AAPs?

Several sections of the eCon Planning Suite have a 5,000 character limit. As much as we would like to include specific information, we have limited our summary but, to your specific point, we have updated the information to include performance from the past several years, as it tells a more complete story about the growth and development that has occurred as a result of Community Development Block Grant and HOME Investment Partnership funds. The Executive Summary does not ask us to limit our remarks to the past 12 months; therefore, we believe our information provides a strategic connection to projects as they have been laid out in our FY2010 – FY2014 Consolidate Plan.

AP-10 Consultation and Table 3 - These pages are blank. Was no one consulted in the preparation of the AAP? Was there no consideration of Muncie Action Plan 2 or the Downtown Master Plan?

This information has now been included and is available in the most recent version of our FY2014 Annual Action Plan.

AP-12 Participation - I believe the survey completed by 600 persons was the one completed in preparation of the PY2011 AAP and should reflect that fact, eliminating the implication that it occurred specifically for this AAP.

We did share that the survey was completed in PY2011 and plan to do another robust survey as we lead up to our next Consolidated Plan (FY2015 – FY2019).

The legal ad published 1/10/14 did not invite citizens to attend “for the purpose of obtaining input for preparing the PY 2014 AAP”, as stated. The ad stated the purpose as a discussion of the application process and made clear that the “process is not for individuals needing assistance”, but for “organizations who wish to administer activities”. Future public hearings for obtaining citizen input should be separate from the non-profit application process, with a clear invitation for local citizens to discuss community needs, solutions and priorities. Additionally, every effort should be made to publish the invitation in the non-legal section of newspapers, on the City website, and via social media.

The legal ad was published utilizing the template that was in Community Development’ “Internal Operating Procedures Manual” created in September 2011. Additional efforts were made by reaching out by electronic mail to all organizations who applied for CDBG and HOME dollars, whether they were funded this year or not. Thank you for your idea to make sure that the general public be welcome with more specific verbiage in future public notices.

The public hearing held 4/30/14 at 10:30 a.m. did not appear to be a time convenient for citizens who work during the day.

We have taken into consideration different times for this meeting. In the past two years (2012 & 2013), we have had dismal attendance. We changed the time for two reasons: 1) We hoped to get more people in attendance (the numbers were very similar, though); and 2) By having a meeting during the day, we keep from having to pay staff overtime for staying after hours.

Review of CDBG/HOME documents is unnecessarily inconvenient because most are not posted online. When the City of Muncie reconfigured its website, almost all AAPs and CAPERs for past years were removed, making it difficult to compare the AAPs evaluation of past performance with approved activities. The only CDBG/HOME Action Plan remaining online is the 2010-2014 Five Year Plan/2010 Annual Action Plan. The draft AAP that was posted on the Community Development Department webpage 4/15/14 was entitled “Muncie Action Plan 2014”, a confusing title since there is a non-profit of the same name with a well-known and often-referenced action plan (see p. 38 of this AAP). As of 5/12/14, even the PY2014 AAP Draft is not posted online.

Yes, our new website is very confusing. The FY2014 Annual Action Plan Draft is posted online and has been since 4/15/14 and can be found at www.cityofmuncie.com. The Information

Technology Office gave it that title; I will have them change it to say FY2014 Annual Action Plan Draft. As a fellow Muncie Action Plan Board Member, I should have been sensitive to the MAP acronym and how it can be easily confused with the work that is being done in the City of Muncie's Annual Action Plan. Hard copies of this plan (the FY2014 Annual Action Plan draft) are also located at the Kennedy and Maring-Hunt Libraries. I am happy to give you the new specific link that IT has provided. It is:

http://www.cityofmuncie.com/documents/new_website_files/CD/insert

Table 4 Citizen Participation Outreach contains no data. I infer that no outreach was conducted for development of the draft.

We caught this omission of important information in the initial draft and fixed it. Thank you.

AP-15 Expected Resources – Tables are incomplete, with no allocation, prior resources, totals, or narrative descriptions for each line item/category. There is no discussion of funds leveraging, which would be expected for most HOME projects, at the very least.

As we are using a new system (eCon Planning Suite), the information was initially incomplete because we did not know how to populate the data. We have caught these errors and omissions in the eCon Planning Suite template and fixed them. Thank you.

AP-20 Annual Goals and Objectives – This section is blank.

We caught these errors and omissions in the initial draft and have already fixed them. Thank you.

AP-35 Projects – There is no narrative regarding “reasons for allocation priorities...”

We caught these errors and omissions in the initial draft and have already fixed them. Thank you.

AP-38 Project Summary – Much of the data is completely missing. The listed projects include no target areas, goals supported, needs addressed, or funding. Some descriptions are grossly inadequate, such as Public Facilities, which says, “Improve public facilities and parks serving low- & moderate-income persons”, and Public Facility Rehab is equally vague.

As we are using a new system (eCon Planning Suite), the information was initially incomplete because we did not know how to populate the data. We have caught these errors and omissions in the initial draft and fixed them. Thank you.

AP- 50 Geographic Distribution – The first paragraph gives justification for PY2011 distribution. Most projects described in the second paragraph are not activities determined by geographic criteria, such as public service activities. Table 8 is blank, with no percentage of funds per target area. The rationale on p. 22 is based on a survey completed in PY2011, which contains no rationale for geographic distribution of funds. There should be maps showing project locations, particularly sidewalks.

Maps are included in a different section of the eCon Planning Suite. As we are using a new system (eCon Planning Suite), the information was initially incomplete because we did not know how to populate the data. We have caught these errors and omissions in the initial draft and fixed them. Thank you.

AP-65 Homeless and Other Special Needs Activities – While some of this text appears to have been updated, there are still funding references from previous AAPs for projects that have been completed, such as on p. 30, PY2010 and PY2011 funds “will assist A Better Way”, and “CDBG-R funds have recently been used...”; p. 31, “...much of the proposed funding in PY2013 should have a positive impact...”; p. 32, references to activities funded in prior years but not PY2014, such as Boys and Girls Club, Huffer Day Care, Hillcroft, and Alpha Center; and a reference to TEAMwork identifying 2013 as Poverty Awareness Year; p. 35, “NSP3 funds will assist Habitat for Humanity”.

This section has been cleaned up and documentation has been updated. As we are using a new system (eCon Planning Suite), the information was initially incomplete because we did not know how to populate the data. We have caught these errors and fixed them. Thank you.

AP-85 Other Actions – Most of the text on pages 34-40 is verbatim from the PY2011 AAP. Some of the PY references were apparently updated in PY2013 but not for this AAP, including such statements as “..the city’s Muncie Action Plan has been completed and a final report will be submitted to the City in spring 2013.” (p. 38); “CDBG-funded infrastructure projects in PY2012 will include...” (p. 38); “The City will assist 78 low- to moderate-income homeowners in PY2013...” (p. 39); “The City of Muncie will continue its efforts...clearing up to 15 structures in PY2013” (p. 40).

AP-85 We caught these errors in the initial Annual Action Plan draft and fixed them. Thank you.

As the previous Community Development Director, I know you had challenges in preparing Annual Action Plan documentation and did not have your predecessor(s) to rely upon. I am fortunate in that I do have my predecessor to rely upon. It is my hope that you will continue

to be a helpful predecessor that this office can rely upon to provide assistance, feedback and advice as we work with a dwindling staff and fewer dollars. This Office is here to assist the City with dollars entitled to us by the U. S. Department of Housing and Urban Development, and we hope that you will provide your wisdom to us as the previous Community Development Director. I look forward to our continued productive working relationship for the benefit of this office and for the benefit of the City of Muncie. In fact, next year, I'd like to call upon you and your wisdom to assist the Community Development Office as we prepare our Annual Action Plan and our Consolidated Annual Performance & Evaluation Report. I have already spoken to Mayor Tyler about this and he is supportive of my interest in involving you. It is apparent and encouraging that you still have a great significant interest in Community Development, and we should take advantage of your know and expertise.

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

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

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

IN182100

5a. Federal Entity Identifier:

IN182100

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of Muncie

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

35-6001127

*** c. Organizational DUNS:**

0795635810000

d. Address:

*** Street1:**

300 N High Street

Street2:

*** City:**

Muncie

County/Parish:

Delaware

*** State:**

IN: Indiana

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

473051639

e. Organizational Unit:

Department Name:

Community Development

Division Name:

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

Prefix:

Mr.

*** First Name:**

Dennis

Middle Name:

A.

*** Last Name:**

Tyler

Suffix:

Title:

Mayor, City of Muncie

Organizational Affiliation:

*** Telephone Number:**

765-747-4853

Fax Number:

765-747-1656

*** Email:**

mayor@cityofmuncie.com

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

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

US Dept of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

CDBG Entitlement Grant

*** 12. Funding Opportunity Number:**

PY2014

*** Title:**

US Dept of Housing & Urban Development PY2014 Community Development Block Grant Program, Entitlement Program

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

US Dept of Housing & Urban Development PY2014 Community Development Block Grant Program, Entitlement Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,162,474.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,162,474.00"/>

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

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

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

Yes No

If "Yes", provide explanation and attach

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

** I AGREE

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

Authorized Representative:

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

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: IN182100	
5a. Federal Entity Identifier: IN182100	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Muncie		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 35-6001127	* c. Organizational DUNS: 0795635810000	
d. Address:		
* Street1: 300 N High Street	Street2: <input type="text"/>	
* City: Muncie	County/Parish: Delaware	
* State: IN: Indiana	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 473051639	
e. Organizational Unit:		
Department Name: Community Development	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: Dennis	
Middle Name: A.	* Last Name: Tyler	
Suffix: <input type="text"/>	Title: Mayor, City of Muncie	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 765-747-4853	Fax Number: 765-747-1656	
* Email: mayor@cityofmuncie.com		

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

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

US Dept of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

HOME Entitlement Grant

*** 12. Funding Opportunity Number:**

PY2014

*** Title:**

US Dept of Housing & Urban Development PY2014 HOME Investment Partnership Program, Entitlement Program

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

US Dept of Housing & Urban Development PY2014 HOME Investment Partnership Program, Entitlement Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="428,366.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="428,366.00"/>

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

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

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

- Yes
- No

If "Yes", provide explanation and attach

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

**** I AGREE**

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

Authorized Representative:

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

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

CERTIFICATIONS

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

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

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

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

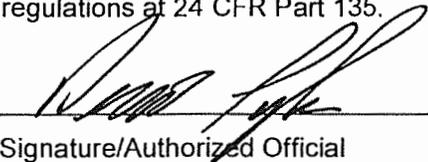
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

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



05/15/14

Signature/Authorized Official

Date

Mayor, City of Muncie

Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

- 1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
- 2. Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) **2011, 2012, 2013**, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
- 3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

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

B. Drug-Free Workplace Certification

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

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

300 N. High St., Muncie, Delaware County, IN 47305

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

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

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

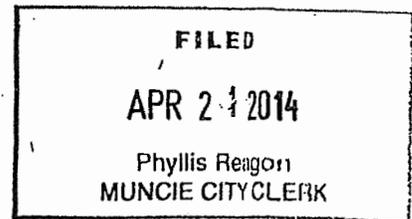
"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

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

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

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

RESOLUTION NO. 11-14



**A RESOLUTION AUTHORIZING MAYOR DENNIS TYLER TO APPLY FOR A
COMMUNITY DEVELOPMENT BLOCK GRANT
AND A
HOME INVESTMENT PARTNERSHIP PROGRAM GRANT
FROM THE
UNITED STATES DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the City of Muncie has created a Community Development Department, which is charged by the Mayor and Common Council of the City of Muncie with preparing a consolidated Annual Action Plan for Community Development Block Grant and HOME Investment Partnership Program funds for Program Year 2014 (PY2014); and

WHEREAS, said Department has prepared such application, in accordance with rules and regulations specified by said Housing and Community Development Act of 1974, as amended, and said HOME Investment Partnership Act of 1990, as amended; and

WHEREAS, such application is available for review and comment on the Community Development website and at the Community Development Department until it is submitted to HUD on May 15, 2014; and

WHEREAS, the City of Muncie, Delaware County, Indiana, being a second class city and legal entity of the State of Indiana, is entitled to apply for, receive and expend Federal funds in accordance with I.C. 5-19-1-1 et seq. of the Indiana Code;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Muncie, Delaware County, Indiana, as follows:

Section 1: That Dennis Tyler, Mayor of the City of Muncie, Delaware County, Indiana, is hereby authorized to file for and on behalf of the City of Muncie an application for an entitlement grant from the United States Department of Housing and Urban Development in the estimated sum of One Million One Hundred Sixty-Two Thousand Four Hundred Seventy-Four Dollars (\$1,162,474.00) for Community Development Block Grant Funds in accordance with the Housing and Community Development Act of 1974, as amended, and Four Hundred Twenty-Eight Thousand Three Hundred Sixty-Six Dollars (\$428,366.00) for HOME Investment Partnership Program Funds in accordance with the HOME Investment Partnership Act of 1990, as amended, and all rules and regulations applicable thereto, including all understandings and assurances contained therein.

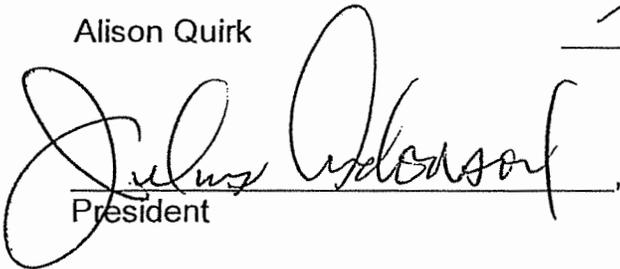
Section 2: That these amounts are contingent on final PY2014 allocations and release of funds by HUD.

Section 3: That Dennis Tyler, Mayor of the City of Muncie, is hereby designated as the representative of the City of Muncie, Indiana, to act in connection with said application, and he is hereby authorized to furnish such information as HUD may require in connection with said application for the projects proposed thereby.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect from and after passage by the Common Council and its approval by the Mayor of the City of Muncie, Indiana, and such publication as may be required by law.

Passed by the Common Council of the City of Muncie, Indiana, this 5th day of May, 2014.

	YEAS	NAYS	ABSTAIN	ABSENT
Julius Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jerry Dishman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nora Powell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Jo Barton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Conatser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Gregory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Marshall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brad Polk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alison Quirk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



 President

Presented by me to the Mayor for his approval this 8th day of May, 2014.



 Phyllis Reagon, City Clerk

The above Ordinance is approved by me this 8th day of May, 2014.



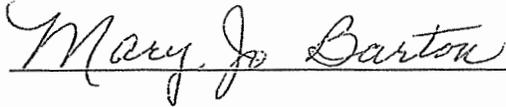
 Dennis Tyler, Mayor

ATTEST:



Phyllis Reagon, City Clerk

This Ordinance is proposed by Council Member



This Ordinance is approved in form by Legal Counsel

