



THE

# CITY OF MUNCIE

BY AND THROUGH ITS DEPARTMENT OF

## COMMUNITY DEVELOPMENT

USING FUNDING FROM THE  
UNITED STATES DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT

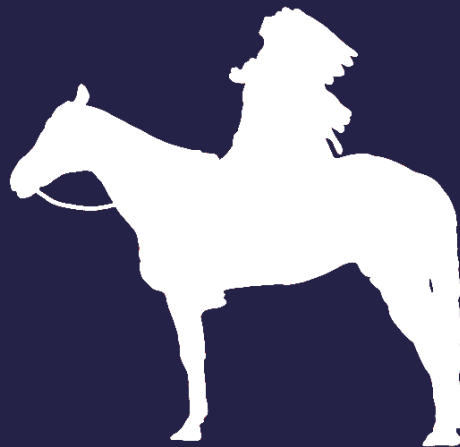
PRESENTS ITS

### FINAL PROGRAM YEAR 2021

(JUNE 2021-MAY 2022)

# CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REVIEW (CAPER)

PREPARED BY GRETCHEN BOOKOUT CHEESMAN, AUGUST 2022



## **CR-05 - Goals and Outcomes**

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

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

The Consolidated Annual Performance and Evaluation Report (CAPER) describes activities undertaken during the Program Year 2021 (PY2021) period of June 1, 2021 through May 31, 2022, utilizing Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). As required by HUD regulations, most of the activities benefited low- to moderate-income (low/mod) residents of the city, some via direct assistance to low- to moderate-income persons and some via projects in areas with high concentrations of low/mod persons. Other activities removed slum and blight.

Major highlights for CDBG in PY 2021 include the following:

- Six (6) projects funded under the CDBG-CV grant continued to serve individuals impacted by the COVID-19 pandemic. These projects served 1,609 low to moderate income individuals.
- Another 316 persons received overnight shelter as a result of CDBG-CV funding, that carried over into the 2021 program year.
- Using the 2021 CDBG allocation, the City of Muncie and its partners served 1,522 low to moderate income individuals through public services.

Major highlights for HOME in PY 2021 include the following:

- 3 homeowners were assisted through down-payment assistance, including one house (1717 S Jefferson) built using HOME dollars.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
CHDO Program Administration	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0		1	0	0.00%
CHDO Program Administration	Affordable Housing	HOME: \$	Other	Other	3	1	33.33%	3	0	0.00%
CV - Economic Development	Economic Development	CDBG-CV: \$	Jobs created/retained	Jobs	15	5	33.33%			
CV - Economic Development	Economic Development	CDBG-CV: \$	Businesses assisted	Businesses Assisted	10	1	10.00%			
CV - Program Administration	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$	Other	Other	1	1	100.00%			

CV - Public Facilities or Improvements	Homeless Non-Housing Community Development	CDBG-CV: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	2465				
CV - Public Facilities or Improvements	Homeless Non-Housing Community Development	CDBG-CV: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	3500	0	0.00%			
CV - Public Facilities or Improvements	Homeless Non-Housing Community Development	CDBG-CV: \$	Homeless Person Overnight Shelter	Persons Assisted	213	0	0.00%			
CV - Public Facilities or Improvements	Homeless Non-Housing Community Development	CDBG-CV: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	24	0	0.00%			
CV - Public Facilities or Improvements	Homeless Non-Housing Community Development	CDBG-CV: \$	Homelessness Prevention	Persons Assisted	0	0				

CV - Public Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	12443	622.15%			
CV - Public Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	3000	0	0.00%			

CV - Public Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
CV - Public Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				

CV - Public Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$	Homelessness Prevention	Persons Assisted	0	15				
CV - Public Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$	Jobs created/retained	Jobs	0	0				

CV - Public Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$	Other	Other	0	0				
Homeowner Rehabilitation and Repair	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	2	2	100.00%			
Homeowner Rehabilitation and Repair	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	20	12	60.00%	3	0	0.00%
New Construction for Homeownership	Affordable Housing	HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	9		0	2	
New Construction for Homeownership	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	3	3	100.00%	1	1	100.00%



Program Administration	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development Economic Development	CDBG: \$ / HOME: \$	Other	Other	1	1	100.00%	1	1	100.00%
Public Facilities or Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	1733	57.77%	6000	0	0.00%
Public Facilities or Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	10000	0	0.00%			
Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	0	0.00%			

Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	3500	0	0.00%			
Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	7363		5000	510	10.20%
Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		50	0	0.00%
Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	1201		0	1010	
Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				
Rental Housing Development	Affordable Housing	HOME: \$180843.68	Rental units rehabilitated	Household Housing Unit	0	0		7	0	0.00%

Slum and Blight Clearance	Non-Housing Community Development Slum and Blight Clearance	CDBG: \$	Brownfield acres remediated	Acre	0	5				
Slum and Blight Clearance	Non-Housing Community Development Slum and Blight Clearance	CDBG: \$	Buildings Demolished	Buildings	1	17	1,700.00%	2	10	500.00%
Slum and Blight Clearance	Non-Housing Community Development Slum and Blight Clearance	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	25	0	0.00%	20	41	205.00%
Tenant Based Rental Assistance (TBRA)	Affordable Housing	HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	60	62	103.33%			

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan,**

**giving special attention to the highest priority activities identified.**

The PY 2021 Annual Action Plan identified the following priority needs that provided the programming focus of the past year which include:

1. Increase the affordable Housing supply and reduce cost burden on occupants
2. Homelessness prevention
3. Preserve the City's affordable housing stock
4. Provide public services for special needs groups
5. Provide neighborhood improvements to low- to moderate-income areas

Funds were distributed to address these priorities and specific objectives as stated at the beginning of this section.

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**Public Facilities Improvements:** The following public facility projects were completed in PY2021: Improvements to Senior Center Restrooms to improve accessibility; Boys & Girls Club improvements to the HVAC system, street paving of low mod neighborhood streets. With CDBG-CV funds a fence was installed to replace a failing wood fence around the tiny home village at the HUB, and a commercial roof was replaced at Blood n Fire, a neighborhood feeding and food distribution facility.

**Public Services:** The presence of CDBG-CV funds supplemented the City's normal CDBG allocation, and allowed for a large number of beneficiaries this year. CDBG recipients included A Better Way, Alpha Center, Christian Ministries Men's Sleeping Room, Habitat for Humanity Homeowner Services, Motivate Our Minds, Muncie Delaware County Senior Citizens Center, PathStone Housing Counseling, The Arc of Indiana Foundation, and the YWCA. CDBG-CV assistance funding was channeled to the Alpha Center, Christian Ministries Subsistence Payments, Habitat for Humanity PPE, YWCA COVID Case Manager, Hillcroft Services Social Distancing – Safety, Friends Memorial Church Food Pantry, and Whitely

Subsistence Payments.

**Rehab: Single-unit Residential**: In PY2021, the City Community Development Department took the housing renovation program, previously administered by Pathstone, in house to expedite services to homeowners. The City continues to work with Echorehab and Habitat for Humanity, but all homeowner qualifications are done by City staff.

## CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME
White	1,102	2
Black or African American	347	1
Asian	3	0
American Indian or American Native	10	0
Native Hawaiian or Other Pacific Islander	2	0
<b>Total</b>	<b>1,464</b>	<b>3</b>
Hispanic	0	0
Not Hispanic	1,464	3

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

### Narrative

Not all demographics collected by projects were listed in the chart above. The table below shows all demographic information collected.

While Muncie grew from the 2000 Census population figure of 67,430 persons to 70,085 persons in 2010 Census, the 2020 Census figure is 67,520, indicating the struggle that Muncie has in maintaining its overall population. Muncie is the largest city in Delaware County. Although predominantly white, the City is becoming increasingly diverse.

The minority population makes up approximately 17% of the total population of Muncie. African Americans comprise of nearly 11% of the City's makeup, while those with Hispanic or Latino heritage comprise of only 3.2% of the total population. Individuals who identify as other race and/or ethnicities account for the remaining 2.8% of the Muncie population. While, according to the 2016-2020 American Community Survey, Muncie's Asian and Pacific Islander population is small (1.9%), Ball State University attracts nearly 4,000 ethnic minority students encompassing 11% of the student population. Within the City of Muncie, at least 51.5% live with a low- to moderate-income area.

While 3.2% of the City's total population identifies as Hispanic, none of the HOME beneficiaries in PY 2021 identified as Hispanic. The City's initiatives to improve outreach to Hispanic populations should

result in more beneficiaries in this category in the coming years.

The need for affordable, quality housing is the most prevalent problem affecting low- to moderate-income households in Muncie. Affordable housing issues affect owner and renter LMI households.

Whitely and Industry Neighborhoods (Census Tracts 3 and 12) are where there is a "concentration" or predominance of ethnic minorities (eg., predominantly African American communities). According to the 2015-2019 American Community Survey, minorities comprised 17% of the Muncie population. The Whitely community (Census Tract 12) has a 38.7% minority population.

Industry neighborhood is home to Muncie Housing Authority's Millennium Place and Howard Square housing developments. Whitely neighborhood is home to affordable housing developments: Creekside, Gillbeck, Daley Apartments, and Centennial Place. The Industry neighborhood lost 14.6 percent of its population between 2000 and 2010, and nearly 40% of building permits in the past four years have been issued for demolitions.

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,321,577	1,171,545
HOME	public - federal	550,126	147,217

Table 3 - Resources Made Available

### Narrative

As the City emerged from COVID-19 Pandemic, the administration continued to expended funds from the CARES Act, or CDBG-CV funding. During that year, the City expended \$619,778.42 of the CDBG-CV funding. Of the total award, \$392,632.50 remains. The City's HOME Program disbursed \$147K of HOME funds for down payment assistance and new construction of a home, benefiting three low to moderate income households. Nearly \$ 161,000 in CDBG-funded public services served 1,522 people.

The city also allocated \$668,669 towards public facility projects and slum and blight reduction projects, but those projects were not completed in PY2021 and are currently underway. The City will report on the beneficiaries of those projects in the PY2022 CAPER.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide	100	100	N/A

Table 4 – Identify the geographic distribution and location of investments

### Narrative

All funds were dispersed within the City limits.



## Leveraging

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

The current process for applying for CDBG funds does not use a rating system that rewards potential subgrantees for the amount of funds anticipated from other sources. However, most subrecipient agencies had other funding sources in order to administer their programs, given the limited funds provided by CDBG grants.

Local guidelines require developers to contribute other funds to HOME-funded construction projects. For rehabilitation of existing units, non-profits and Community Housing and Development Organizations (CHDOs) contributed at least 25% of the total cost. The City of Muncie received a 100% HOME match reduction for 2021.

In PY2021, there was no publicly owned land or property located within Muncie used to address the needs identified in this year's Action Plan.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	0
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	0

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

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

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	25	3
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>25</b>	<b>3</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	3	1
Number of households supported through Rehab of Existing Units	17	0
Number of households supported through Acquisition of Existing Units	5	2
<b>Total</b>	<b>25</b>	<b>3</b>

Table 12 – Number of Households Supported

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

Three (3) homeowners were assisted through down-payment assistance, including the following:

- 1717 South Jefferson (Habitat new build)
- 1803 South Mulberry
- 908 West 11th

One (1) of these units (1717 S Jefferson) was built partially using HOME dollars.

The City of Muncie, Office of Community Development continues to work closely with CHDOs, subrecipients, and potential subrecipients by providing technical assistance to keep projects moving forward wherever possible. The difference between the goals and outcomes is due to the types of projects proposed during the application period for the project year. However, each of the projects undertaken in a given project year are consistent with the priorities and needs outlined in the Consolidated plan.

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

The City of Muncie will look to leverage HOME Investment Partnership funds by partnering with LIHTC developers. Rehabilitation of existing units will continue to be the onus of the HOME program for smaller developers.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	1
Low-income	0	1
Moderate-income	0	1
<b>Total</b>	<b>0</b>	<b>3</b>

**Table 13 – Number of Households Served**

**Narrative Information**

A recent study by Insurify.com, using data from realtor.com listed Muncie as the number one city for affordable housing in March 2021. (<http://www.munciejournal.com/2021/03/study-ranks-muncies-housing-market-1-most-affordable-in-the-usa/>) Given the region’s relative affordability, it is somewhat confusing that there is a need for affordable housing in Muncie. Affordability is a relative term, and most rankings are based on area median incomes and median or average housing prices. There will always be a population below the median income that may struggle to afford housing within a particular market. This is especially true in an area like Muncie that had seen a shift in the employment and wage structure resulting in an imbalance in the housing market.

“Here are some of Muncie’s stand-out findings according to the report:

- Median home listing price: \$85,217, which is 75.4% below the national average

- Median price per foot: \$62.37, which is 55.9% below the national average
- Median days on the market: 63, which is 17.11% below the national average”

Homeowners with limited income, particularly elderly and disabled persons, often cannot complete simple repairs that are essential to preserving a home, which could be considered a barrier to affordable housing. In order to assist low- to moderate-income homeowners to maintain and retain their homes, the City has continued CDBG-funding of a holistic home repair program through a collaborative partnership led by PathStone, Inc. Other agencies include: ecoREHAB, and Habitat for Humanity.

Another barrier to affordable housing is an insufficient supply of decent, safe, and sanitary housing. HOME funds supported non-profits in their efforts to increase the supply of affordable housing, provide down payment assistance, and address issues associated with access to credit. Muncie Home Ownership and Revitalization and PathStone, Inc. provided HOME-assisted down payment assistance to low/mod households, and both agencies provided homeownership education and counseling, which includes financial literacy, avoiding predatory lenders, and credit repair.

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

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

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

In PY2020 Bridges Community Services, a local homeless services provider, Continuum of Care, Coordinated Entry, Rapid Rehousing, plus operator of a family shelter and several tiny homes, closed at the end of the third quarter. Other homeless and service providers in the community YWCA, Muncie Mission, A Better Way, Center Township Trustee, Christian Ministries and Open-Door Health Service coordinated by Community Developments worked together to fill the void, take over City CDBG and Indiana Housing and Community Development Authority (IHCDA) contacts in order continue services to serve the homeless population.

Muncie Mission, YWCA and A Better Way agreed to and were approved by the IHCDA to assume the State grants from Bridges. Muncie Mission took over the Region Six Continuum of Care coordination. A Bette Way took over a Rapid Re-Housing project, as they had experience in this area serving domestic violence victims with the same type of project. The YWCA took over the Coordinated Entry role for the community. Muncie Mission purchased and continued operations at the HUB property from Bridges, which includes the HUB services building, six apartments, two homes, and 12 tiny homes.

Five buildings with 30 units, once owned by Bridges, are currently within the affordability period. HUD provided technical assistance to the City who is working with a purchaser of the property to keep the units affordable through the HOME and NSPPOA.

The service providers continue to meet weekly and collaborate on ways to best serve Muncie's homeless population. The Muncie Homeless Providers group obtained a strategic planning grant from the United Way. MHP has nearly completed the planning process, including other agencies and advocates that serve the homeless population. Information and strategies from this planning process will also inform the HOME ARP planning process.

Although the PIT is county wide, those counted were predominantly in Muncie. According to local social service providers that figure does not come close to the real number of people in the area in need of homeless services, as there are many unsheltered homeless people residing in places not meant for human habitation: such as cars, parks, sidewalks, abandoned buildings, 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 often in an over-crowded situation that may not be sustainable long-term. None of these individuals were included in the local Point in Time Count. Again, HOME-ARP funds will be integral to addressing the needs of the homeless population.



The City of Muncie's priority homeless objective for PY2021 was to support emergency shelter and transitional housing services through local agencies that provide support services to assist homeless persons and families make the transition to permanent housing and independent living.

<b>Number of Households</b>	<b>94</b>
Number of persons	126
Number of children (under age 18)	31
Number of young adults (age 18-24)	5
Number of adults (over age 24)	90

**Table 14 - January 2022 Point in Time Count: Delaware County Homeless**

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

PY2021, CDBG funds assisted various shelters for homeless persons. Public Service dollars were allocated to Christian Ministries Men's Sleeping Room (\$17,000), A Better Way Domestic Violence Shelter (\$34,000), and YWCA (\$28,645), to continue their work with vulnerable populations and give them temporary shelter and services.

Public Service dollars were also allocated to services targeting children and youth for social, recreational and emotional purposes: Motivate Our Minds Educational Enrichment Center (\$14,663).

Many of the shelters operating in the community do so with designated funding through the State of Indiana, local CDBG funds, United Way and Community Foundation funding and other local dollars. In addition to Public Service funding of the agencies, CDBG funds have recently been used to improve the buildings used by the agencies. These CDBG funds serve in many cases as matching funds to leverage Emergency Solutions Grant, Continuum of Care and other funds for Muncie's homeless providers.

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

Many of the concerns listed above are addressed through case management by agencies that are a part of the CoC. A renewed look at how these individuals at risk of being homeless are being served will be studied by the CoC this year. The demise of Bridges gives the group an impetus to look at and plan for

these matters through a different lens. Discussions are underway locally with IU Health, Open Door Health Services and other agencies to establish local facilities for drug treatment and improved response to folks in mental health crises. Muncie Housing Authority is working with the CoC Case Management committee that meets twice monthly re: housing choice vouchers for young adults leaving foster care and new emergency housing choice vouchers that must be assigned via the coordinated entry system.

**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**

Preventing people from losing the housing they have, providing services to elderly that allow them to remain in their homes, and rapidly rehousing those that are homeless are the key to preventing homelessness or reducing the period of time that individual and families experience homelessness.

- This was accomplished this year by providing quality senior care and services in a safe environment to 191 clients through the Alpha Center (\$14,450).

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

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

The Muncie Housing Authority (MHA) provides eligible residents of Muncie with quality affordable housing in decent, safe neighborhoods. By working in partnership with the public and private sectors, MHA provides families with housing choice and the opportunity to achieve self-sufficiency. MHA operates a total of 502 Public Housing units: Earthstone Terrace (100); Gillespie Tower (98); Southern Pines (99); Millennium Place (62). In addition, MHA controls 968 HCVs (HCV). This number includes 15 VASH, 23 Foster Youth and 16 Emergency Housing Vouchers. There is currently a waitlist of approximately 500 individuals for HCVs.

All assisted units must meet minimum Housing Quality Standard (HQS) requirements except where MHA has adopted a higher standard. MHA conducts housekeeping inspections and inspects each unit at least once annually to determine if the unit meets HQS and is maintained in decent, safe and sanitary condition.

The MHA Housing Choice Voucher Homeownership Program is part of MHA's Family Self-Sufficiency (FSS) Program that offers homeownership opportunities to MHA residents and post purchase counseling.

The City of Muncie has a strong working relationship with MHA. The City supports MHA's 5-Year and Annual Plans as submitted to the U.S. Department of Housing and Urban Development. The Muncie Housing Authority approved and implemented their 504/ADA Voluntary Compliance Agreement (VCA) to address accessibility and ADA provisions as required by Section 504 of the Rehabilitation Act of 1973. As a part of its 5-Year Plan for MHA, they set forth a strategic goal to undertake affirmative measures to ensure accessibility housing to persons with all varieties of disabilities. Accessible features include, but are not limited to: widened doorways, modified kitchen cabinets, lowered sink counters, bathroom grab bars, raised or lowered toilet seats as well as modification for blind and hearing-impaired individuals.

MHA has instituted preferences at multi-family PHA complexes for families with a homeless, disabled, elderly or working head of household. For HCVs MHA prioritizes single elderly or single disabled individuals over applicants that are not elderly or disabled. More than 80% of these applicants have "extremely low incomes" (annual income at or below 30% of AMI). More than 13% of MHA residents

are seniors. Gillespie Tower serves elderly and disabled tenants only.

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

The Muncie Housing Authority (MHA) Board of Commissioners approved policies establishing local preferences for its HCV Program. Public Housing has implemented preferences for both homeless and victims of domestic violence. The HCV Program has a Self-Sufficiency Program to foster homeownership with its participants.

MHA Staff are required to attend Resident Council meetings to provide information, hear complaints and address environmental, health and safety concerns. Residents create a Resident Council. This council is responsible for holding monthly meetings where the council and residents can vote to hold events, parties. In addition, MHA is required to have a resident participate on the Board of Commissioners.

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

The Muncie Housing Authority was not designated as troubled through the U.S. Department of Housing and Urban Development in PY2021.

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

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

The City has no obvious policies that serve as barriers to affordable housing. Delaware County (which includes 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. Additionally, the Muncie Land Bank was established by City Ordinance in 2017 and can be used as a tool for the development of affordable housing.

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

In order to better address the needs of disabled persons, the City implemented plan for ADA compliance, working to make the community more accessible by ensuring public improvements are ADA-compliant, such as public playgrounds, sidewalks, and curbs/walks at intersections in the downtown and around the city. However, due to revenue limits and the extent of the problem throughout the city, the improvements have begun, but are expected to continue for several years.

The Community Development Department took the housing rehab program previously administered by Pathstone in-house to provide services to homeowners more expeditiously. The City continued to work with Echorehab and Habitat for Humanity for renovation services but staff covered the owner qualification process. The City completed five homeowner rehab projects in PY 2021.

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

City of Muncie Community Development Office ensures that subrecipients, CHDOs, contractors, and subcontractors use lead-safe work practices by including lead-safe work practices in the written

agreements made with subrecipients, CHDOs, contractors, and subcontractors.

Both Tenants and Homebuyers of rehabilitated buildings receive information on Lead-Based Paint and how to protect themselves and their families from Lead-Based Paint hazards.

Community Development requires that a Lead-Based Paint inspection is carried out by a certified inspector on all buildings built before 1978 receiving CDBG and HOME funds for rehabilitation, except where the action is exempt.

During PY2019 the City of Muncie applied for and received funding from the Indiana Housing and Community Development Authority to inspect for and remediate lead hazards in living units with children under 6 years old. During PY2020 the City of Muncie partnered with Pathstone Corporation and Indiana Community Action Plan (ICAP) to perform intake for a lead hazard removal program funded from the Indiana Housing and Community Development Authority. The program inspects for and remediates (if necessary) lead hazards in living units with children under 6 years old. Despite our best efforts, we were not able to find program participants and the program has been terminated.

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

CDBG subrecipients provided services that did not move people out of poverty but served to improve the quality of life by providing social and recreational opportunities, shelter, education, health services, crisis assistance, advocacy, adult daycare and other services, and maintaining homes. For example, Alpha Center provided adult day services five days a week for older adults in a safe, stimulating and structured environment. Activities included music, dancing, card games, bingo, cooking, low-impact physical activities and education sessions about the environment, nutrition, Muncie and U.S. History and mental/physical well-being. The program served 191 individuals during PY2021.

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

Steps were taken to enhance coordination in local efforts providing emergency repairs to owner-occupied homes, bringing owner qualification process within the City Community Development Department. The City coordinated efforts with ecoREHAB, and Habitat for Humanity to provide low-to moderate-income homeowners a holistic approach to major repairs and modifications, along with home maintenance education.

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

The City's economic development strategy is focused primarily on attracting businesses to the Muncie community. City of Muncie worked closely with the Muncie-Delaware County 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 assisted in economic development efforts by revitalizing the city's physical environment, with the Public Works and Community Development Departments, the Muncie Sanitary District, and the Muncie Redevelopment Commission coordinating infrastructure improvements, which including streets, streetscapes, curbs, sidewalks, and sanitary and storm sewers with utility companies in making improvements in the same neighborhoods.

The City of Muncie continued ongoing collaborative relationships with local public and private housing and social service agencies through active participation of City staff serving on boards, committees, commissions 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.

The City also continued its partnership 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 also met quarterly with the Funders Forum, comprised of representatives from the local community and hospital foundations, the United Way, local private foundations and banks to ensure that funding from local sources is coordinated and leveraged for the greatest impact throughout the Muncie community.

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

The Muncie Human Rights Commission is tasked with ensuring that the rights of Muncie citizens are protected. The focus is to promote equal opportunity and equal rights for everyone regardless of race, religion, color, sex, or disability. The CD Director has a good relationship with the Human Rights Executive Director to maintain communication about fair housing, complaints or suggestions about neighborhoods, workshop ideas, and MBE/WBE support. An area of improvement would be to schedule more workshops in collaboration with the Muncie Human Rights Commission to provide a greater knowledge for local residents on equal opportunity in requests for bids and qualifications, and to increase the number of MBE/WBE in Muncie.

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 Indiana Community Action Program, funded by the Indiana Housing and Community Development Authority, provides energy assistance to income-eligible households, thus making their housing more affordable.

The City partnered with housing counseling agencies to provide down payment assistance, with the requirement that homebuyers receive at least 8 hours of counseling prior to purchase. PathStone provides monthly homebuyer education classes in which we educate participants on fair housing topics. From June 1, 2020 to May 31, 2021 we also provided one rental education workshop in which we went over fair housing topics. That rental education workshop was recorded and shared with each participant who received Covid-19 rental assistance from us. During the timeframe we also provided rental counseling to many individuals and families who received financial assistance from our Covid-19 rental assistance program. PathStone also houses a Renters Book on our website created by Ball State, with the help of Delaware County Courts, Indiana Legal Services and PathStone. The renters book was created for Delaware County with emphasis on the City of Muncie. PathStone also helped establish an eviction mediation program to help individuals/families who are facing eviction find a more cost-effective way to navigate the eviction process, and hopefully save participants from being evicted.

To learn more about promoting and furthering fair housing, staff attended the following fair housing



workshops during PY2020.

- Fair Housing Webinar: Basics
- FHCCI Fair Housing 90/Fair Lending (virtual) Workshop
- FHCCI Fair Housing 90/Fair Housing & Sales (virtual) Workshop
- FHCCI Fair Housing 90/The Impact of Housing (virtual) Workshop
- FHCCI Fair Housing Disability (virtual) Workshop
- FHCCI Fair Housing Basics
- FHCCI Fair Housing 90/Gender
- FHCCI Fair Housing 90/Senior Housing
- FHCCI 9th Annual Fair Housing Conference (Virtual)

Lastly, the City of Muncie completed the the Analysis of Impediments to Fair Housing in October of PY2021.

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

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

Most current subrecipients have received CDBG and/or HOME funds for several years and are familiar with CD policies, procedures, and recordkeeping requirements, as well as federal regulations relevant to their programs. Several subrecipients also receive other federal and state funds, which require comparable financial management and data collection systems. If an occasional concern arises, CD staff provides technical assistance with follow-up in writing. No substantive monitoring concerns were noted by CD staff during this program year.

Each public service subrecipient was monitored three times during the program year. The purpose of the first monitoring, held when contracts are signed, is to familiarize subrecipients with program requirements and expectations. The mid-year monitoring reviews subrecipient progress toward meeting program and expenditure goals, files, and allows for questions and corrections. The end of year monitoring reviews records, retention requirements, evaluates performance, timeliness of expenditures and compliance with contract.

The Holistic Rehab program was also monitored. The monitoring reviewed project management, homeowner program eligibility, financial management, policies and procedures, lead based paint disclosures, environmental review records, fair housing.

Monitoring visits were virtual and in person.

Intentional outreach activities for Minority and Women business Enterprises (MBE/WBE) began in PY2012 and have continued through PY2021. The CD Office and Muncie Human Rights Commission follow an executed memorandum of understanding, under which CDBG funds assisted in promoting fair housing education materials and outreach to rental property owners and managers, banks, realtors, lenders, and citizens. In addition, Muncie Human Rights Commission provides an updated MBE-WBE list for Muncie-Delaware County to CD. The Human Rights Director is made aware of all bid opportunities from the City of Muncie.

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

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

A legal notice appeared in the Muncie Star Press on August 12, 2022 inviting citizens to review and comment on the accomplishments of the PY2021 Action Plan Year. On August 12, 2022 a copy of the CAPER draft was uploaded onto the City of Muncie's webpage to also allow citizens to read and comment. The CAPER was available to review and comment until August 27, 2022. Citizens had an opportunity to respond in one of several ways. They can: 1) meet with the CD Director or her designee; 2) send written comments to [communitydev@cityofmuncie.com](mailto:communitydev@cityofmuncie.com); 3) call the CD Office and share formal comments with the CD Director or Staff; and/or 4) mail comments to Muncie City Hall.

The City did not receive any comments during the 15-day comment period on the PY2021 CAPER.

**CR-45 - CDBG 91.520(c)**

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

CDBG program objectives will remain essentially the same.

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

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

CD has a staff member who conducts Housing Quality Standards (HQS), is HQS-certified, and conducts all required HQS inspections for the HOME program, which includes inspections during the period of affordability. These inspections are then documented for project files.

The City physically conducted rental inspections in PY2021 based on the 24 CFR 92.504(d) HOME inspection requirements. Attachment C includes the results of the inspections.

### **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

All contracts utilizing HOME funds have affirmative marketing requirements according to federal regulations, and compliance is reviewed during monitoring visits. HOME-funded affirmative marketing actions are as follows: HUD Fair Housing Poster is displayed in all offices in which sales or rental activity takes place; and all advertising materials must contain the Equal Opportunity logo, slogan or statement. This same marketing and compliance information is posted within the CD Offices. All PY2021 HOME-assisted projects do not meet the five-unit threshold required for affirmative marketing.

### **Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

The City of Muncie had no Program Income during PY2021.

### **Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

CD staff has continued to improve HOME program administration with the help of HUD seminars and

webinars, and HUD consultants. CD staff developed a HOME Program Policy and Procedures manual to more efficiently administer programs to meet projected goals, particularly in the rental development program. HOME-funded CHDO assistance can support one previously CHDO-certified organization. ecoREHAB of Muncie, Inc., has been previously certified CHDOs with the City of Muncie through the CD Office.

### CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0	0			
Total Section 3 Worker Hours	0	0			
Total Targeted Section 3 Worker Hours	0	0			

**Table 15 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes,preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 16 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

The City did not fund/implement any projects in PY2021 in which Section 3 would apply.