



Fourth Program Year Action Plan

The CPMP Fourth Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 4 Action Plan Executive Summary:

The Program Year 4 Action Plan reflects the needs and actions identified in the Five Year Consolidated Plan. As noted in the Five Year Plan, the ability to implement the activities is predicated primarily on federal funding. The City of Farmington Hills proposes the following activities for FY 2013/2014 with the Community Development Block Grant (CDBG) funds and program income from the Housing Rehabilitation Program.

- 1. Administration: Administrative costs for running the CDBG program. Expenditures include Housing Rehabilitation Program and Fair Housing activities including a contribution to the Fair Housing Center of Metro Detroit. CDBG Budget: \$86,600.**
- 2. HAVEN: Providing services related to domestic violence. CDBG Budget: \$5,000.**
- 3. Common Ground: Providing services to residents for youth counseling and runaway shelters. CDBG Budget: \$1,000.**
- 4. Housing Rehabilitation: To improve the living conditions for 34 low to moderate income, single-family households with home improvement loans. It is anticipated there will be a low amount of carry over funds from 2012/2013 the amount could total up to \$25,000. Any carry over funds will combine with funds of FY 2013/2014 and approximately \$35,000 in program income to create the CDBG Budget of \$312,610.**

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 4 Action Plan General Questions response:

- 1. Community Development Block Grant funds will be offered citywide through the Housing Rehabilitation Program to low and moderate income homeowners. Approximately, eighty percent of the rehabilitation projects are located within the low and moderate income areas. The remaining funds will be offered to income eligible households throughout the city.**
- 2. The City of Farmington Hills has allocated CDBG funds to benefit low/moderate income households. It should be noted that the Housing Rehabilitation Program will be offered citywide as a direct benefit to income eligible homeowners. The sidewalk project is planned within a low income area.**
- 3. The Housing Rehabilitation Program will provide assistance to low and/or moderate income homeowners to improve their homes. Other actions will include: referring those with underserved needs to the appropriate service agencies, updating service directories and contacts, and supporting the grant applications of other agencies.**
- 4. Community Development Block Grant funds has been the primary source of funding to meet the needs identified in the plan.**

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.

3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 4 Action Plan Managing the Process response:

1. **The City of Farmington Hills, Department of Planning and Community Development will serve as the lead agency responsible for administering programs identified within the Consolidated Plan.**
2. **The City of Farmington Hills made many contacts with housing, health and service agencies during the development of the Five Year Consolidated Plan. Group and individual meetings, survey by service agencies and networking with neighboring communities (Royal Oak, Southfield, Livonia, Redford Township, Farmington, Warren and Oakland County) provide awareness of needs and services available. Other agencies involved in the development of Five Year Consolidated Plan included: the Michigan Community Development Association (MCDA), Oakland Livingston Human Services Agency (OLSHA), Community Services of Oakland County, the Michigan State Housing Development Authority (MSHDA) and the Community Housing Network.**
3. **The City of Farmington Hills networks with many of the service providers that contributed to the development of the Plan. This provides opportunities to learn about the variety of needs and programs available to meet those needs.**

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

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

Program Year 4 Action Plan Citizen Participation response:

1. **The City of Farmington Hills solicits comments and input into the development of the 'Five Year Consolidated Plan' and the 'Annual Action Plan and Projected Use of Funds'. The City has had ongoing meetings with Olde Town / Meadowbrook Heights Homeowners Association. They are located in the southeast corner of the City which contains the highest concentration of low/moderate income residents. In addition the City reviews**

- all activities with the Housing Rehabilitation Program Loan Board.
2. **The Olde Town/Meadowbrook Heights Homeowners Association and the Housing Rehabilitation Loan Board supported the annual use of CDBG funds for FY 2013/2014. At the April 22, 2013 Public Hearing before the City Council. Written requests from HAVEN and Common Ground were responded to by the City Council. (Minutes of the public hearing are attached.)**
 3. **The City of Farmington Hills has a broad distribution of information to ensure opportunities for public participation. Information specifically about the CDBG program has included: a) publication of two legal notices, b) updating information regarding the CDBG program on the city website, c) advertising in the citywide FOCUS newsletter, and d) promoting the program through cable access programming. The City will continue to meet with the Multi-Cultural/Multi-Racial Community Council to make minority and non-English speaking residents aware of city programs.**
 4. **The City of Farmington Hills will consider all comments regarding the CDBG program. However, comments received more than 15 days after the public hearing may not be considered until the following year.**

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 4 Action Plan Institutional Structure response:

1. **The Community Development Office will be responsible for day to day operation of the CDBG Program. This will include networking with and referring clients to various service programs and organizations. The ability to implement the Consolidated Plan will be predicated on the level of funding and staff. The City Council will continue to seek the support of other federal legislators for the CDBG Program and other funding. They will also continue to review and approve the Annual Plan based on citizen input and funding availability.**

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 4 Action Plan Monitoring response:

1. **The Community Development Office will be responsible for monitoring the housing and community development projects and ensuring long-term compliance with program and**

comprehensive requirements. The Community Development Office will continue to process public service contracts with sub-recipients and monitor them through site visits and documentation. The results of the site visit will be forwarded to the sub-recipient. The Consolidated Annual Performance and Evaluation Report (CAPER) will be used to further monitor and evaluate annual activities of the program.

The City Council will review and approve funding for future projects and review past performances of the CDBG Program.

The Finance Department will be responsible for maintaining the financial records of the CDBG Program the Current system is designed with a number of checks and balances to assure compliance with local and federal regulations. The City of Farmington Hills is audited each year by an independent firm and the CDBG program financial records are evaluated at that time.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 4 Action Plan Lead-based Paint response:

1. **The City of Farmington Hills will take the following actions during the next year to evaluate and reduce the number of housing units containing lead based paint hazards: a) provide information concerning the 'Danger of lead based paint to applicants to the Housing Rehabilitation Program, b) evaluate and conduct where appropriate lead based testing on houses that have applied to the Housing Rehabilitation Program and c) correct lead hazards in accordance with lead safe practices. It is estimated that five (5) houses will be improved to lead safe standards each year for extremely low-income, low income and moderate-income families.**

HOUSING

Specific Housing Objectives

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

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.

2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 4 Action Plan Specific Objectives response:

1. **The City of Farmington Hills has approximately 20,000 single family housing units that were constructed prior to 1979. Many of these units are in need of rehabilitation and maintenance. The City of Farmington Hills will continue to provide a housing program to assist extremely low to moderate-income households. It is anticipated that approximately 34 households will be assisted.**
2. **The City of Farmington Hills expects CDBG funds to meet the needs for rehabilitation assistance. Entitlement funds along with program income from the rehabilitation program will be the source of revenue used to address the need for housing rehabilitation. The program income expected is approximately \$35,000. The same as the amount in the Third Year Action Plan. A modest number of households are selling their property, and repaying their loan, due to a slow housing market.**

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 4 Action Plan Public Housing Strategy response:

1. **The City of Farmington Hills does not have public housing and has no plans for activities to encourage public housing residents to become involved in management and participation in homeownership.**
2. **NA.**

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 4 Action Plan Barriers to Affordable Housing response:

1. **The City of Farmington Hills will continue to offer a housing rehabilitation program, allowing low to moderate income households to improve their homes. It is estimated that**

approximately 34 homes will be assisted. In addition, the City will refer inquiries to other agencies and organizations that offer housing assistance programs. The City will continue to work with volunteer groups such as, Rebuilding Together to assist low and moderate income homeowners with home repairs.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 4 Action Plan HOME/ADDI response:

1. **The City of Farmington Hills does not anticipate any other forms of investment.**
2. **The City of Farmington Hills does not anticipate using HOME or ADDI funds.**
3. **The City of Farmington Hills will not use HOME funds.**
4. **The City of Farmington Hills does not plan to participate in the American Dream Down Payment Initiative (ADDI).**

HOMELESS

Specific Homeless Prevention Elements

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

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 4 Action Plan Special Needs response:

1. **The City of Farmington Hills does not expect to directly receive any private or public resources during the next year to address homeless needs and prevent homelessness. It will offer its pro rata share of "Target Assistance" funds to the Oakland Taskforce on Homelessness and Affordable Housing.**
2. **The City will continue to make referrals to agencies and organizations which handle homelessness.**

3. **The City will continue to make referrals to agencies and organizations which handle chronic homelessness. The City will maintain a network of service providers and contacts.**
4. **The City of Farmington Hills will take the following steps over the next few years to address individuals and families with children at eminent risk of becoming homeless: make referrals to homeless agencies such as the South Oakland Shelter. Other agencies such as Neighborhood House and the Salvation Army provide assistance with utility bills and food. The City will provide subordination agreements on qualified existing loans in order to allow refinancing of home mortgages.**
5. **The City of Farmington Hills does not have a Discharge Coordination Policy, nor does it anticipate creating such a policy.**

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 4 Action Plan ESG response:

Not Applicable.

COMMUNITY DEVELOPMENT

Community Development

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

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 4 Action Plan Community Development response:

1. **The City of Farmington Hills has identified non-housing community development needs which are eligible for assistance through the Community Development Block Grant program. This year no capital improvement projects are proposed, with the majority of the CDBG funding going to**

housing rehabilitation activities. The City will continue to work with Olde Town/Meadowbrook Heights Homeowners Association and other interest groups on future capital projects.

2. The City of Farmington Hills has defined the following long-term and short-term community development objectives. Basically the objective is to improve the quality of life in low and/or moderate income areas. This is accomplished in part through neighborhood revitalization, corridor redevelopment and capital improvements. The capital improvements have included infrastructure improvements such as storm drains and sidewalks serving income eligible areas. These types of improvements will not require acquisition of property or the displacement of residents.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 4 Action Plan Antipoverty Strategy response:

1. **In an effort to reduce the number of poverty level families the City of Farmington Hills proposes the following: networking with social service agencies that provide assistance to persons living in poverty and referring persons living in poverty to various service providers.**

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

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

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 4 Action Plan Specific Objectives response:

1. **The City of Farmington Hills expects to achieve the following priorities and specific objectives during the FY 2013/2014 as listed in the Annual Plan: a) make referrals to the appropriate service agencies and b) support grant applications by other service agencies.**
2. **Community Development Block Grant funds provided by the U.S. Department of Housing and Urban Development are the primary resources which are expected to be available to**

address needs for the program year. The City did support the Oakland County Taskforce on Homelessness and Affordable Housing request for HUD's Targeted Homeless Assistance Grant. This was accomplished by offering the Farmington Hills pro rata share of funds to the County. These funds will be used for permanent supportive housing for the physically and mentally challenged.

Housing Opportunities for People with AIDS

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

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 4 Action Plan HOPWA response:

1. **The City of Warren is the HOPWA recipient for five counties including Oakland County (including Farmington Hills). Accomplishments will be reported in the CAPER.**
2. **The City of Farmington Hills will refer those with special needs to the various service agencies and will support grant applications of those agencies. Also, the Housing Rehabilitation Program will provide assistance to help maintain housing for those in need.**
3. **The City of Farmington Hills does not administer HOPWA program.**
4. **The City of Farmington Hills will make referrals to the local HOPWA (Warren), so specific accomplishments will not be measured by Farmington Hills.**
5. **There were no other funds from Farmington Hills that helped address needs identified in the plan.**
6. **The City of Warren was the HOPWA recipient in Oakland County (including Farmington Hills). The City of Farmington Hills does not administer a HOPWA. The City of Warren has shared a copy of their proposed action plan. HOPWA projects are outlined in this plan.**
7. **The barriers encountered include the lack of education regarding HIV/AIDS and lack of funding at local level.**
8. **The specific number of people in Farmington Hills living with HIV/AIDS is not known. Nationally there is an increase in number of people infected with HIV/AIDS each year. This trend is expected to continue and require more education, awareness and referral programs by the HOPWA.**
9. **The City of Farmington Hills will rely on the City of Warren, the HOPWA, to conduct evaluations, studies or other assessments that will be conducted on the HOPWA program during the next year. No other evaluations, studies or assessments will be conducted by the City of Farmington Hills.**

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 4 Specific HOPWA Objectives response:

The City of Warren is the HOPWA recipient for five counties. They are Macomb, Lapeer, Livingston, Oakland (including Farmington Hills) and St. Clair. The City of Warren anticipates utilizing \$500,000 for the HOPWA program 2013/2014. No other funds are anticipated in Farmington Hills. Referrals will be made to Oakland County and the HOPWA.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

The City of Farmington Hills completed an Analysis of Impediments to Fair Housing in April of 2012. The document was forwarded to the Office of Fair Housing and Equal Opportunity. The upcoming activities for this Action Plan include implementation of the recommendations outlined in the plan. The Community Development Office will continue to update the city website to include information about Fair Housing laws and look for opportunities to make Fair Housing information available to all.