



# **2023-24 Consolidated Annual Performance Evaluation Report (CAPER)**

## 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.

### 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 |
|---------------------|-----------------------------------|-----------------|---|------------------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| Home Repair         | Affordable Housing                |                 | Homeowner Housing Rehabilitated   | Household Housing Unit | 10                        | 0                       | 0.00%            |                         |                       |                  |
| Homeless Prevention | Affordable Housing                | CDBG: \$19552   | Homelessness Prevention   | Persons Assisted       | 189                       | 976                     | 516.40%          | 19                      | 62                    | 326.32%          |
| Homeownership       | Affordable Housing                | CDBG: \$209531  | Homeowner Housing Added   | Household Housing Unit | 2                         | 0                       | 0.00%            | 4                       | 0                     | 0.00%            |
| Internet Service    | Non-Housing Community Development |                 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 150                       | 150                     | 100.00%          |                         |                       |                  |

|                         |                                   |               |  |                        |     |     |        |     |     |         |
|-------------------------|-----------------------------------|---------------|--|------------------------|-----|-----|--------|-----|-----|---------|
| Rental Housing          | Affordable Housing                |               | Rental units constructed   | Household Housing Unit | 10  | 0   | 0.00%  |     |     |         |
| Transitional Housing    | Affordable Housing                |               | Public service activities for Low/Moderate Income Housing Benefit        | Households Assisted    | 30  | 0   | 0.00%  |     |     |         |
| Transportation Services | Non-Housing Community Development | CDBG: \$28800 | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 509 | 421 | 82.71% | 100 | 100 | 100.00% |
| Transportation Services | Non-Housing Community Development | CDBG: \$28800 | Homeless Person Overnight Shelter  | Persons Assisted       | 0   | 0   |        | 0   | 0   |         |

**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 funds are addressing the highest needs in the community. The City may look at funding less transit passes in future years as the usage of the program is lessening.

The challenge is the highest needs identified, affordable housing, have been difficult to address. The City has been looking at land to purchase with CDBG funds. The City is exploring new and creative way to address this need.

## 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       |
|---|------------|
| White                                     | 125        |
| Black or African American                 | 14         |
| Asian                                     | 4          |
| American Indian or American Native        | 0          |
| Native Hawaiian or Other Pacific Islander | 0          |
| <b>Total</b>                              | <b>143</b> |
| Hispanic                                  | 22         |
| Not Hispanic                              | 139        |

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

## 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 | 322,353                  | 100,191                             |

Table 3 - Resources Made Available

Identify the geographic distribution and location of investments

| Target Area             | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|-------------------------|----------------------------------|---------------------------------|-----------------------|
| City of West Des Moines | 100                              | 100                             |                       |
| VJ                      |                                  |                                 |                       |

Table 4 – Identify the geographic distribution and location of investments

### 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.

Federal funds were not leverage during the 2023-24 program year. No publicly owned land was used in any CDBG programs.

## 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  | 40            | 62        |
| Number of Special-Needs households to be provided affordable housing units | 0             | 0         |
| <b>Total</b>   | <b>40</b>     | <b>62</b> |

Table 5 – 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   | 4             | 0        |
| Number of households supported through Rehab of Existing Units       | 0             | 0        |
| Number of households supported through Acquisition of Existing Units | 0             | 0        |
| <b>Total</b>   | <b>4</b>      | <b>0</b> |

Table 6 – Number of Households Supported

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

The City exceeded our goal with the Homeless Prevention Program. The Land Acquisition has been less successful in finding land that is appropriately priced for affordable housing development.

Some CDBG funds have been committed to assisted with single-family housing development and are in the development. City expects great progress on that in the next year.

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

West Des Moines will continue to commit funds to homeless prevention. These funds along with funds from West Des Moines Human Services keep people in their homes through assistance with rent, mortgage and utilities.

**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.**

| <b>Number of Households Served</b> | <b>CDBG Actual</b> | <b>HOME Actual</b> |
|------------------------------------|--------------------|--------------------|
| Extremely Low-income               | 95                 | 0                  |
| Low-income                         | 41                 | 0                  |
| Moderate-income                    | 26                 | 0                  |
| <b>Total</b>                       | <b>162</b>         | <b>0</b>           |

**Table 7 – Number of Households Served**

**Narrative Information**

Worst case housing needs are defined as low-income renter households who pay more than half of their income for rent, live in seriously substandard housing, which includes homeless people, or have been involuntarily displaced. West Des Moines' work toward addressing the needs of persons with disabilities and those in worst case needs situation has been focused on homeless prevention. Staff is exploring a program to assisted rental housing older than 40 years with needed maintenance. West Des Moines does have a robust rental housing inspection program. These efforts address seriously substandard housing that may exist in the city. In regards to persons with disabilities, the City is working with City of Des Moines on the Affirmatively Furthering Fair Housing study and a portion of that study tis looking at the needs of housing for persons with disabilities.

The City has for many years been proactive in taking actions to foster and maintain affordable housing. Efforts in the last five years include: participation in the Metro Home Improvement Program, participation in the Dallas County Local Housing Trust Fund, creation of the Historic West Des Moines Housing Fund, financial support for rental development through property tax rebates, housing TIF funds for upper story housing along 5th Street, development of two single family homes by Habitat for Humanity, and general funds dollars to Neighborhood Finance Corporation for home repairs and purchase.

**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**

Homeless persons in West Des Moines are assisted through the West Des Moines Human Services. They offer support services through a food pantry, clothing closet, and free medical clinic. We also offer the Homeless Prevention Program to keep households in their current housing.

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

The City does not have any emergency shelters within the City limits. The City no longer offers transitional housing programs. The reason for not offering these services is a limitation of available funding for such activities.

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

The City offers the Homeless Prevention Program to assist household from becoming homeless. The Human Services Department also offers other social support services including a food pantry, clothing closet, medical clinic, and educational classes

**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**

Through the West Des Moines Human Services Department, the City offers support services (food pantry, clothing closet, medical clinic, educational classes) and referrals for homeless persons and families.

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

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

The City of West Des Moines does not have any public housing within the city limits.

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

The City of West Des Moines does not have any public housing within the city limits.

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

There are no troubled public housing authorities in the City of West Des Moines.

### **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 is updating the Historic West Des Moines Master Plan. The final step is completing a Planned Unit Development (PUD) for the entire area. It is a comprehensive plan for the area of 1st Street to Grand Avenue and Railroad Avenue. It addresses housing and community development in this area. The PUD is still in process and it is anticipated to be completed in 2025.

The City has updated its comprehensive plan. As part of that process, the City reviewed zoning policies and ordinance affecting affordable housing.

The City has a housing TIF and annually allocates those funds to affordable housing. It was the funding source for the Upper Story Housing Program. The City is exploring other developments to support with these funds.

In August 2023, the City was named an Iowa Thriving Community. City leadership supported the application process and is excited to affordable housing development as a result of the designation. The Iowa Thriving Communities designation has been extended into 2025.

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

The City is also expanding its broadband efforts so that all aspects are covered; availability (physical access), affordability (financial subsidies for low-income families, and accessibility (digital literacy, equipment, and support). The first is complete with the construction of the State's first municipally owned fiber conduit system. It will go throughout the entire city, to serve everyone. So far Google Fiber, Mediacom and Mi-Fiber have entered agreements to serve residents using the system. The second is help-desk and facilitated access to the ACP (American Connectivity Program) to subsidize broadband for low-income households. The third is digital equipment and support. Our work in this phase is designed to remove equipment and knowledge barriers to low-income residents enjoying benefits of their new, affordable broadband access.

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

No specific actions were taken during the 2023-24 program year, although the City does housing rehabilitation programs and through those programs lead-based paint hazards may be address secondarily.

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

The City has available 100 transit passes for individuals so they have access to free public transit throughout the entire Des Moines Metropolitan Area. This opportunity provides necessary transportation for education and employment.

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

The staff of the City working on the CDBG program continue to attend trainings and education webinars to keep current on regulations and policy changes. As of July 1, 2022, Christine Gordon was promoted to the new position of Housing & Community Development Manager and Kay Schoon was promoted to Housing Planner. The Administrative Assistant for the Community & Economic Development Department, who works part-time on housing duties, was filled in fall of 2022. These changes will provide additional hours for work on housing and community development issues.

In addition, the City has begun using Neighborly software to track its community development programs. The software allows for online applications and greater efficiencies of City staff.

As of October 1, 2024, the city will no longer be administering the Metro Home Improvement Program and the Dallas County Local Housing Trust Fund. This change will allow housing staff to focus 100% of their time on West Des Moines efforts and needs.

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

The City has representation on the Central Iowa Regional Housing Authority advisory board. The City also has a representative on the Polk County Housing Trust Fund Development Committee. The City keeps up to date on the actions of Homeward by attending the Director Council meetings (the area's Continuum of Care).

City staff consistently meet with both for profit and non-profit housing developers to discuss needs and program options.

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

The City is partnering with the City of Des Moines to update the analysis of impediments. The plan will go out for public comment in the fall of 2024. This new plan will be incorporated into the City's 2025-2030 Consolidated Plan.

**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**

The City administers all the CDBG programs itself, so the City does self-monitoring. The Community and Economic Development Department (CED) is in the primary department who administers the CDBG Program. CED monitors the Human Services Department as it related to their program funded by CDBG including Homeless Prevention. CED reviews Human Services program files once a year for compliance with incomes of participants and collection of data. CED staff has regular discussions with the Human Services director and staff regarding feedback from the monitoring and ongoing programs processes for the Transit Pass Program and Homeless Prevention.

CED staff works closely with Finance staff to be sure funds balance and invoices are paid appropriately. The quarterly financial report is done by staff in the Finance Department.

Through the work of other CED staff, they work with minority business owners including with the Historic Valley Junction Foundation, business improvement program such as the Regulatory Compliance Fund and the Property Improvement Fund. Also CED staff have regular business retention meetings with existing businesses in the city to receive feedback and listen to their thoughts. Lastly, CED staff partner with the West Des Moines chamber on their efforts with minority owned business such as their monthly educational luncheons and the annual Black and Brown Business Summit.

#### **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.**

The City provides a 30-day public comment period and public hearing at City Council. Both are opportunities for citizens to review and comment on the Consolidated Annual Performance Evaluation Report (CAPER).

The public comment period is noticed through the front page of City's website and a legal notice for the public comment period and public hearing are published in the Des Moines Register. The CAPER is available for review on the website as well as three physical locations including: City Hall, West Des Moines Human Services, and Historic City Hall. With the paper copies of the CAPER there are blank forms for written comments. Written comments may also be submitted via email.

#### **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.**

There have been no changes in this year's program objectives. The City continues to explore ways to use CDBG funds for the support and creation of affordable housing.

**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-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.**

There have been no changes in this year's program objectives. The City continues to explore ways to use CDBG funds for the support and creation of affordable housing.

**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-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           |             |            |              |            |
| Total Section 3 Worker Hours          | 0           |             |            |              |            |
| Total Targeted Section 3 Worker Hours | 0           |             |            |              |            |

**Table 8 – 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.  |  |  |  |  |  |

**Table 9 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

The City of West Des Moines did not have any activities during the 2023-24 program year which qualify for Section 3 reporting.