

CITY OF SANDUSKY

2004 (1 YEAR) ACTION PLAN

Prepared by:

The Department of Community Development
222 Meigs Street
Sandusky, Ohio 44870

Submitted
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1 Year Action Plan 2004

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I. SUMMARY OF 1 YEAR ACTION PLAN DEVELOPMENT PROCESS

The 1 Year Action for the City of Sandusky Consolidated Allocation for fiscal year 2004 was prepared by the Community Development Department.

The Action Plan Process began simultaneously with the 5 Year Consolidated Plan Process in January of 2004. Due to the City's recent attainment of Entitlement City status, the CD Department did not yet have the staff, time or funds to undertake a request for proposal process for the first year funding covering July 1, 2004 to June 30, 2005. In future fiscal years, the City will have a process for receiving applications for CDBG and other projects.

The advisory board utilized for the 2004 5 Year Consolidated Plan and 1 Year Action Plan is known as the Housing Strategy Workgroup. The membership list appears as Appendix 1.

The recommendations for the 5 Year Consolidated Plan and 1 Year Action Plan was presented to the Sandusky City Commission on April 12, 2004 at its regular meeting and for approval. A public hearing to present the Action Plan to the public was advertised in the Sandusky Register, and held immediately prior to the City Commission meeting on April 12, 2004. Copies of the Action Plan are available to the public at the Community Development Department in City Hall. Copies may be purchased, with the first twenty-five pages at no charge, and five cents per each additional page (5¢). Other copies are available for viewing at the Public Library. The 30-day public comment period will start April 13, 2004 and will end at the close of business May 12, 2004.

Evidence of the Sandusky City Commission's approval of the submission of the Action Plan to HUD is attached.

II. SF 424's

III. 2004 ACTIVITIES and SOURCES OF FUNDS

The City of Sandusky's 2004 Program year runs from July 1, 2004 to June 30, 2005. The Action Plan contains activities based on the following anticipated funding allocations:

Community Development Block Grant	\$ 967,000
Program Income RLF	\$ 475,000
City Funding	\$ 1,390,000
Total Estimated Funds:	\$ 2,832,000

Program Income RLF's include a Housing RLF and an Economic Development RLF.

The City does not have plans to apply directly to HUD for HOME, ESG or HOPWA funds this year.

The City plans to apply for CHIP funds from the Ohio Department of Development. If these funds are obtained, they will most likely not be available until early 2005. This is a competitive grant and funding is not assured. If successful, CHIP funds will be used primarily for HOME program eligible activities that have been identified as priorities.

These activities were selected through the process detailed in the Consolidated Plan, 2004-2009. The City Department of Development and the Housing Strategy Workgroup were the primary participants in the process.

III. TABLE 3 Narrative

HUD Consolidated Plan Table 3 A: 2004 ACTIVITY DESCRIPTIONS

The following pages (Titled, Table III) show the activity descriptions for the fifteen activities to be undertaken with the 2004-2005 CDBG allocation. These reference the specific objectives outlined in the 5 Year Consolidated Plan, indicate the proposed accomplishments for the year and the numeric or other goals the City intends to meet in the coming year. Following these tables, is Table 3 B, which summarizes the CDBG activities by activity and expenditure amount. The City will not be applying to HUD for HOME, ESG or HOPWA funds in this year, so there are no descriptions under those titles in parts C and D.

The following is a recap of the City's Priority Objectives that will be addressed with 2004-2005 funds. Their identifying number as they appear in the 5 Year Consolidated Plan is shown and appears on the Table 3 A summaries. There are thirteen (13) program priority activities, and two (2) activities that include General Administration and Program Implementation. One additional Priority Objective, number D 1.3, is listed as an activity for 2004, even though there is no budget assigned to it for 2004. The City Commission and Departments will be engaging in a community discussion and exploration regarding the feasibility of a community center. Should the feasibility for the community center be demonstrated, any CDBG costs will not appear until 2005 or later, depending on progress on the issue.

H-1.1 Priority Objective: Owner Rehabilitation

Goal: To improve condition of existing housing stock by providing housing rehabilitation assistance to current homeowners.

Objectives:

1. Rehabilitate owner occupied housing units using CDBG funds. Coordinate with lenders and the Community Action Organization (CAO) Weatherization programs to leverage funds.
2. Provide home repairs for homeowners to address urgent needs or accessibility modifications using CDBG funds.
3. Incorporate elimination of lead based paint hazards into rehabilitation and home repair projects.

H-1.2 Priority Objective: Renter Rehabilitation

Goal: To improve the condition of existing housing stock by providing housing rehabilitation assistance to landlords.

Objectives:

1. Rehabilitate rental units using CDBG funds to leverage property owner funds. Coordinate with lenders and the Community Action Organization (CAO) Weatherization programs to leverage funds.
2. Support Erie Metropolitan Housing in providing landlords incentive to improve properties and participate in the tenant based Section 8 program.

3. Incorporate elimination of lead based paint hazards into the rehabilitation projects.
4. Provide incentives to support the City's new Rental Housing Code.

H-1.4 Priority Objective: Selective Demolition

Goal: Improve neighborhood appearance and livability, preserving market value of neighborhoods.

Objectives:

1. Eliminate blighting influences on neighborhoods
2. Reduce population loss.
3. Eliminate safety hazards presented by unsafe structures.
4. Make properties available for land banking and redevelopment.

H-2.1 Priority Objective: Homebuyers Down Payment Assistance

Goal: Continue down-payment assistance programs to transform renters into homeowners.

Objectives:

1. Partner with Bay Area Neighborhood Community Development Corporation (BANDC) for homebuyer counseling and credit repair.
2. Provide down-payment funds to enable renters to purchase homes within Sandusky.
3. Increase the rate of homeownership and citizen investment in the neighborhood.
4. Provide households with greater access to wealth building through the building of equity in a home.

Goal: Provide housing rehabilitation to first time homebuyers.

Objectives:

1. Overcome housing quality issues in lower priced homes for first time homebuyers.
2. Improve quality of neighborhood housing.
3. Reduce initial expenses of homeownership for first time homebuyers, thus enhancing success as homeowners.

H-2.2 Priority Objective: Household Education

Goal: Provide financial education, budget assistance, and skills training to current homeowners and homebuyers.

Objectives:

1. Increasing current and future owners' abilities to successfully organize finances and home maintenance to ensure retention of their housing.
2. Reduce foreclosures.
3. Enhance neighborhood and household stability.
4. Enhance compliance with housing codes.

H-3.2 Priority Objective: Emergency Home Repair

Goal: Address immediate and urgent needed repairs.

Objectives:

1. Provide a safety net for households facing high repair bills
2. Provide for accessibility repairs

H-5.1 Priority Objective: Provide Incentives for Not-for-Profits to Construct New Housing

Goal: Increase homeownership within Sandusky.

Objectives:

1. Provide the option of new construction housing for homebuyers.
2. Provide good quality units for LMI household purchase through homebuyer programs.
3. Replace demolished units.

Goal: Support the increased capacity of not-for-profits to function as housing developers.

Objectives:

1. Strengthen ability to construct affordable housing.
2. Achieve Community Housing Development Organization (CHODO) status.
3. Expand the number of agencies and thus activities, the City can partner with.

H-5.2 Goal: Make land-banked land available at reduced cost as an incentive to developers of new infill housing.

Objectives:

1. Increase housing supply and options for homebuyers.
2. Improve neighborhood income mix.
3. Increase City's desirability as a place to live, and halt population loss.

H-5.4 Goal: Partner with not-for profit organizations to build additional permanent housing for special needs adults; provide infrastructure to projects.

Objectives:

1. Provide more permanent supportive housing for disabled adults and families.
2. Use City and CDBG funds to construct infrastructure serving undeveloped sites.

D-1.1 Priority Objective: Make Improvements in Neighborhood Parks

Goal: Provide neighborhood scale outdoor recreation and relaxation throughout the City.

Objectives:

1. Ensure all neighborhoods are equally served with open space.
2. Enhance the attractiveness and image of all neighborhoods.
3. Promote casual opportunities for neighbors to interact.

D-1.2 Priority Objective: Increase Connections to the Bike Path

Goal: Provide all citizens equal access to a major City recreational amenity.

Objectives:

1. Promote the desirability of all neighborhoods
2. Promote alternative transportation mode
3. Promote the desirability of the City as a place to live

D-1.3 Explore need for a community center and related programming; including any needed construction/renovation financing, feasibility for long term operations funding and potential partner organizations. (No CDBG funding at this time)

Goal: To address community concerns for additional recreational programming.

Objectives:

1. To study and document the need for a facility and programming.
2. To study the feasibility and potential funding sources for creating and operating a facility if found to be appropriate.
3. To implement a plan that will efficiently address needs within City limitations.
4. Avoid unnecessary duplication of services or facilities.

D-3.1 Priority Objective: Complete Separation of Storm and Sanitary Sewers

D-3.1.1 Goal: Reduce combined sewer overflows after heavy rains.

Objectives:

1. Reduce health risks.

2. Improve neighborhood livability
3. Extend capacity-life of sewer treatment plant as storm water loads are eliminated.

D-6.1 Priority Objective: Obtain Brownfield Remediation Grants

Goal: Utilize CDBG as matching funds to leverage grants available for Phase I & II Environmental Property Assessments.

Objectives:

1. Conduct these assessments in pre-development phase to reduce risk to developers
2. Revitalize the downtown and Bay Front Corridor
3. Increase available housing options
4. Promote tourism and heritage related economic activity

D-6.2 Priority Objective: Reduce Impediments to Industrial Expansion

Goal: Find creative solutions to impediments to operations and expansions created by transportation facilities.

Objectives:

1. Address a major impediment to business expansion
2. Job creation and retention through expansion of existing businesses

D-6.3 Priority Objective: Complete a Second Industrial Park

Goal: Provide additional high quality space for business location.

Objectives:

1. Job creation and retention
2. Avoid “running out” of locations for new or expanded businesses

D-7 Priority Objective: Construct Accessible Restrooms in Parks

Goal: To improve the recreational experience in the parks.

Objectives:

1. Expand use of the parks as a neighborhood amenity.
2. Increase the success of festivals and events.
3. Improve the city’s image to visitors.

U.S. Department of Housing
And Urban Development

OMB Approval No. 2506-0117
(Exp. 8/31/2005)

**Table 3 (Action Plan Projects Table)
Consolidated Plan Listing of Projects**

Applicant's Name: the City of Sandusky, Ohio

Priority Need

Owner Occupied Housing

Project Title

Owner Occupied Rehabilitation

Project Description

The City of Sandusky proposes to undertake an owner-occupied rehabilitation program that will target households in the 50-80% and 30-50% income ranges. Targeting these ranges is appropriate since they contain the majority of owner-occupied households in need of rehabilitation. The program will have a lead paint mitigation component to address the risk of lead poisoning of children occupying older housing in Sandusky. Applicant households in the 0-30% income group and those with special needs will have priority for funding based upon a priority-rating guide. The City plans to implement the program utilizing a revolving loan fund capitalized by housing program income and with State of Ohio CHIP (HOME) funding. The activity will rehabilitate approximately eight units per year on a continuous basis assuming funding remains constant for at least four years of the five year planning period. Partially Forgivable Loan program; Ave Cost/ Unit \$ 25,000

Location

Community Wide

Objective Number H-1.1	Project ID 04-1
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient City of Sandusky	CDBG National Objective 0
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator Units Rehabbed	Annual Units 8
Local ID NA	Units Upon Completion 8

Funding Sources:

CDBG	Na
ESG	Na
HOME	Na
HOPWA	Na
Total Formula	Na
Prior Year Funds	Na
Assisted Housing	Na
Other Funding; Housing Program Income (RLF)	\$200,000
Total	\$ 200,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs
 Low income Homeowners.

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need Category
Owner Occupied Housing

Project Title
Homebuyers' Assistance

Project Description

The City of Sandusky proposes to undertake a Homebuyers' Assistance Program targeted primarily at first time buyers in the 50-80% income range. It will help moderate-income renters purchase their first home. The City's goal is to increase its homeownership rate in an effort to stabilize the housing stock and increase household wealth. The participants will be required to attend a counseling program explaining the buying process and credit issues. In addition to the down payment assistance, the unit will have access to funds to rehabilitate to the State of Ohio Residential Rehabilitation Standards (RRS 1998), which exceed the HUD Housing Quality Standards (HQS). Participants must qualify for bank financing and meet the income guidelines. The activity will be funded from existing housing program income (RLF) and from a grant obtained from the State's Small Cities Program.

Location
Community Wide

Loan Program
Ave Cost/ Unit \$ 5,000

Objective Number H-2.1	Project ID 04-2
HUD Matrix Code 13	CDBG Citation 570.201(m)
Type of Recipient City & CURC	CDBG National Objective 0
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator HHLDs Assisted	Annual Units 10
Local ID Na	Units Upon Completion 10

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	0
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
Other Funding; Program Income RLF	\$ 50,000
Total	\$ 50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs
 Low Income Renter Households

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need Category
Owner Occupied Housing; Special Needs

Project Title
Home Repair

Project Description
The City of Sandusky will provide home repairs to qualified LMI owner households. Targeted households are in the 0-30% and 30-50% income groups. Repairs will be performed to alleviate threats to household health or safety, including accessibility modifications for households in which a member is disabled. This activity will optimize use of funds for improving and preserving housing stock available to LMI households and serve to alleviate cost burdens associated with repairs.

Ave cost / unit - \$ 5,000 **Grant Program**

Location
Community Wide

Objective Number H-3.2	Project ID 04-3	Funding Sources: CDBG ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing Other Funding: Housing Program Income (RLF) Total \$ 50,000 \$ 50,000
HUD Matrix Code 14A	CDBG Citation 570.202	
Type of Recipient City	CDBG National Objective 0	
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05	
Performance Indicator Units Repaired	Annual Units 15	
Local ID Na	Units Upon Completion 15	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs
LMI Homeowners / and will serve Persons with Disabilities

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: The City of Sandusky, Ohio

Priority Need
Other – Clearance

Project Title
Demolition

Project Description

The City of Sandusky will continue a program of selective demolition of vacant, dilapidated (condemned) housing and other structures in neighborhoods that are blighting influences on the neighborhoods. The cleared properties will be foreclosed on by the County. The City will explore a program to land bank and re-aggregated foreclosed properties to accommodate current zoning and building standards where necessary and possible, and made available to private developers at favorable cost to facilitate the development of new affordable infill housing.

Location
Community Wide

Objective Number H-1.4	Project ID 04-4
HUD Matrix Code 04	CDBG Citation 570.201 (d)
Type of Recipient City of Sandusky	CDBG National Objective SBS
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator # Units Demolished	Annual Units 4
Local ID Na	Units Upon Completion 18

Funding Sources:

CDBG	\$ 80,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$ 80,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs
Eliminate blighting influences on neighborhood, improve housing quality

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need

Rental Housing

Project Title

Rental Rehabilitation

Project Description

The City of Sandusky will undertake a program to assist landlords with rehabilitation of rental housing stock. The program will begin with an outreach effort to inform the landlords of the benefits of the program in order to market the availability of funds. This is in conjunction with a recent amended City ordinance requiring annual inspections and certifications of rental units. The funds will be targeted to units occupied by rental households earning less than 50% of HAMFI. The funds will be used as 1:1 matching funds and will required landlords to maintain the units as affordable units. Lead based paint hazard reduction will be a component of the rehabilitation of the units. Erie Metropolitan Housing Authority will market the program to landlords participating in the Tenant Based Section 8 Rental program.

Loan Program **Ave. Cost / Unit \$ 14,999**

Location

Community Wide

Objective Number H-1.2	Project ID 04-5
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient City of Sandusky	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator # Units Rehabbed	Annual Units 5
Local ID Na	Units Upon Completion 5

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding-Program	\$ 75,000
Income RLF
Total	\$ 75,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs
 Rental Housing Needs-LMI

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need
Owner Occupied Housing

Project Title
New Construction

Project Description

The City of Sandusky will provide seed money to a local not-for-profit housing development corporation (in the process of becoming a CHODO) for the purpose of construction of infill housing to be sold to low income home buyers. Funds will be used for marketing of completed units, pre-development costs such as site preparation, building plans, and utility connections, as well as for building materials and construction.

Location
City wide

Objective Number H-5	Project ID 04-6	Funding Sources: CDBG \$ 60,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$ 60,000
HUD Matrix Code 12	CDBG Citation 570.201(m)	
Type of Recipient City & CURC	CDBG National Objective LMH	
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05	
Performance Indicator Units Built 1	Annual Units 1	
Local ID Na	Units Upon Completion 1	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs
In crease Owner Occupied Housing

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need
Public Services

Project Title
Homebuyers Counseling

Project Description

The City will contract with a local not-for-profit agency (CURC) to provide homebuyer counseling, home maintenance, homemaking skills, credit counseling and budget assistance for the City's and other first time homebuyer initiatives. Services will also include improving financial literacy for low income homeowners, with regard to such issues as recognizing and avoiding predatory lending, fair housing, equity and wealth building, and more. Counseling services will be provided to all applicants to all City Housing Programs. Not all households receiving this assistance will move on to become homeowners. The assistance will be available to LMI households purchasing newly constructed units (under Objective H-5) or attempting to become homeowners, or needing assistance to avoid foreclosures, from throughout the City. The agency will attain status as a HUD Certified Counseling Agency (currently there are none).

Location
BANDC Office

Objective Number H-5	Project ID 04-7
HUD Matrix Code 05	CDBG Citation 570.201)e)
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy) 7/15/04	Completion Date (mm/dd/yyyy) 6/30/05
Performance Indicator HHLDS Assisted	Annual Units 100 Households
Local ID Na	Units Upon Completion 100 Households

Funding Sources:

CDBG	\$ 25,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$ 25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs
LMI Homebuyers

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need

Non-Homeless Special Needs

Project Title

Foxborough VOA

Project Description

The Volunteers of America, a local non-profit that has been very active in provision of affordable housing in Sandusky, is building fifteen subsidized units that serves LMI disabled citizens exclusively. The City will use CDBG and City funds to extend storm sewer to the site.

Location

Foxborough Avenue

Objective Number H-2.3	Project ID 04-08
HUD Matrix Code 14B	CDBG Citation 570.202
Type of Recipient Non Profit & City	CDBG National Objective LMHSP
Start Date (mm/dd/yyyy) 7/15/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator LF Storm Sewer	Annual Units 500 LF
Local ID na	Units Upon Completion 500 LF

Funding Sources:

CDBG \$50,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding \$50,000
Total \$100,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS **XX** Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need
Infrastructure

Project Title
Shoreline Dr. (Decatur to Columbus Ave.)

Project Description

The City of Sandusky will use CDBG funds to complete the mandated separation of storm water out of the sanitary sewer system for this length of street. Minor repairs to streets and sidewalks will be completed as part of the project.

Location
Shoreline Drive, from Decatur St. to Columbus Ave.

Objective Number D-3.1.1	Project ID 04-9
HUD Matrix Code 03J	CDBG Citation 570.201(c)
Type of Recipient City	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator LF installed	Annual Units 1800 LF
Local ID na	Units Upon Completion 1800 LF

Funding Sources:

CDBG	\$300,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding-City	\$1,500,000
Total	\$1,800,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need
Public Facilities

Project Title
04-10

Project Description

The City of Sandusky will use CDBG funds to improve Sprau Park on the City's west side. The improvements will include new playground equipment.

Location
Sprau Park

Objective Number D-1.1	Project ID 04-10
HUD Matrix Code 03F	CDBG Citation 570.201(c)
Type of Recipient City	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator Facility Improved	Annual Units 1
Local ID na	Units Upon Completion 1

Funding Sources:

CDBG	\$ 41,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding-City	
Total	\$ 41,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need
Public Facilities

Project Title
Handicap Accessible Restrooms / Shoreline Park

Project Description

The City of Sandusky will use CDBG funds to install handicap accessible restroom facilities at Shoreline Park.

Location
Shoreline Park

Objective Number D-7	Project ID 04-11
HUD Matrix Code 03F	CDBG Citation 570.201(c)
Type of Recipient City	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator Facility	Annual Units 1 Facility
Local ID na	Units Upon Completion 1

Funding Sources:

CDBG	\$30,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding-City
Total	\$ 30,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need
Public Facilities

Project Title
Dorn Park Shuffleboard Courts

Project Description

The City of Sandusky will use CDBG funds to replace the deteriorated shuffleboard courts at Dorn Park.

Location
Dorn Park

Objective Number D-1.1	Project ID 04-12	Funding Sources:
HUD Matrix Code 03F	CDBG Citation 570.201(c)	CDBG	\$ 8,260
Type of Recipient City	CDBG National Objective LMA	ESG
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05	HOME
Performance Indicator Facility	Annual Units 1 Facility	HOPWA
Local ID na	Units Upon Completion 1	Total Formula
		Prior Year Funds
		Assisted Housing
		PHA
		Other Funding-City
		Total	\$ 8,260

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need

Economic Development

Project Title

Economic Development Special Projects

Project Description

The City of Sandusky will use Economic Development Program Income in its RLF to eligible special projects that advance the goals of economic development at described under this Consolidated Plan. The goal of the projects will be to create or retain jobs.

Location

City Wide

Objective Number D-6.1,6.2,6.3, -8, - 9.1, 9.2	Project ID 04-13	Funding Sources: CDBG ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding-Program \$ 100,000 Income RLF Total \$ 100,000
HUD Matrix Code 18A	CDBG Citation 570.203(b)	
Type of Recipient City	CDBG National Objective LMJ	
Start Date (mm/dd/yyyy) 07/15/04	Completion Date (mm/dd/yyyy) 06/30/05	
Performance Indicator Jobs Created/Retained	Annual Units 10 jobs	
Local ID na	Units Upon Completion 10 jobs	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need

Planning/ Administration

Project Title

Program Administration and Planning

Project Description

The City of Sandusky will use CDBG funds to administer the programs described in this 1 Year Action Plan in accordance with Federal Laws and the requirements of the CDBG program. The narrative describing the administrative plan is attached.

Location

City Building, 222 Meigs Street

Objective Number	Project ID 04-14
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient City	CDBG National Objective na
Start Date (mm/dd/yyyy) 07/1/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator na	Annual Units na
Local ID na	Units Upon Completion na

Funding Sources:

CDBG
 ESG
 HOME
 HOPWA
 Total Formula
 Prior Year Funds
 Assisted Housing
 PHA
 Other Funding-Program \$ 193,400
 Income RLF
 Total \$ 193,400

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
 Consolidated Plan Listing of Projects**

Applicant's Name: **The City of Sandusky, Ohio**

Priority Need

..... **Other (Project Implementation)**

Project Title

..... **Rehab Program Implementation**

Project Description

The City of Sandusky will use CDBG funds to staff and implement the various Rehab Activities described in the 1 Year Action Plan.

Location

City Building, 222 Meigs Street

Objective Number	Project ID 04-15
HUD Matrix Code 18A	CDBG Citation 570.203(b)
Type of Recipient City	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/1/04	Completion Date (mm/dd/yyyy) 06/30/05
Performance Indicator Na	Annual Units Na
Local ID Na	Units Upon Completion Na

Funding Sources:

CDBG
 ESG
 HOME
 HOPWA
 Total Formula
 Prior Year Funds
 Assisted Housing
 PHA
 Other Funding-Program \$ 79,340
 Income RLF
 Total \$ 79,340

The primary purpose of the project is to help: the Homeless Persons
 With HIV/AIDS Persons with Disabilities Public Housing Needs

B. CDBG Projects Summary

The programs and activities described in Table 3 reflect the City's estimated Fiscal Year 2004 allocation for CDBG of \$ 967,000 plus an estimated available program income RLF of \$ 375,000. In addition, the City will match these funds with \$ 1,390,000 of its own funds to complete the proposed projects.

2004 CDBG PROPOSED PROGRAMS

Sources:

2004 Entitlement	\$ 967,000
Program Income RLF	\$ 475,000
City Funds	\$1,390,000
Total Available	\$2,832,000

Uses:

ADMINISTRATION	\$ 193,400
IMPLEMENTATION	\$ 79,340
HOUSING REHABILITATION	
Owner Occupied Rehab RLF	\$ 200,000
Rental Rehab RLF	\$ 75,000
Home Repair RLF	\$ 50,000
NEW CONSTRUCTION	\$ 60,000
INFRASTRUCTURE	
Foxborough Apts.Sewer Ext.	\$ 50,000
Shoreline Dr. Storm/Sanitary Separation	\$ 300,000
PUBLIC SERVICE	
Homebuyer Counseling	\$ 25,000
HOMEOWNERSHIP ASSISTANCE	
Downpayment Assistance Loans	\$ 50,000
ECONOMIC DEVELOPMENT	
RLF Special Projects	\$ 100,000
CDBG Program Special Projects	\$ 100,000
PARKS, RECREATION FACILITIES	
Sprau Park Bike Path	\$ 41,000
Shoreline Park Restrooms	\$ 30,000
Dorn Park Shuffleboard Courts	\$ 8,260
DEMOLITION	
Demolition & Clearance Condemned Structures	\$ 80,000

The CDBG Program for 2004 addresses the community development concerns and needs identified in the City's Consolidated Plan for fiscal years 2004 to 2009. The goals and objectives of the City Commission as well as the funding criteria of the CDBG funding process also encourage projects that address these needs. These needs can be categorized into the following broad categories:

- Neighborhood Enhancement
- Housing Stock Preservation
- Creation of Affordable Housing
- Economic Development & Business Expansion/Retention
- Nuisance Abatement
- Public Improvements

Of the 2004 projects, all fifteen activities address at least one of the areas of need either directly or indirectly. Three of the fifteen directly improve the condition of existing housing for LMI persons. Two activities directly enable the construction of more affordable housing in Sandusky, some for special needs persons. Three are parks improvements that will enhance neighborhood livability. Financial literacy training and homebuyer counseling will advance the goal of increasing homeownership, demolition will remove blighting structures from neighborhoods, and economic development loans will directly increase the number of jobs available to LMI persons. Administration and implementation activities are necessary to actualize the programs.

The City continues to support its economic development objectives through the Downtown Development Manager position, and the advocacy and networking provided by the Economic Development staff.

The City will support the empowerment of neighborhood associations and enlist them in neighborhood improvement projects as well as drawing upon them for input in future community development program planning.

During the end of the public hearing process, a community discussion emerged about the potential need for a community center in Sandusky, and there is some support for the idea in the City Commission. The concept appears to be highly conceptual at this time, with little information about the types or sizes of programming or facility that is actually needed. Therefore, no project money has been devoted to a community center for this planning year. However, a five year objective has been created to study the feasibility and needs for such a center, allowing for later implementation of plans that may evolve from that process and the community discussion process has already begun in 2004. The neighborhood associations and organizations serving youth will be active in the feasibility study for a community center.

Other future projects that have been suggested include expansion of the bike path, developing a Microenterprise program, emergency utility payments and façade improvements for the downtown district. All have been included as future strategies of the Five Year Consolidated Plan.

C. HOME Program

The City of Sandusky will not receive HOME funds directly from HUD during the fiscal year 2004-2005.

D. Emergency Shelter Grants Programs (ESG)

The City of Sandusky will not receive Emergency Shelter Grant funds from HUD during the fiscal year 2004-2005.

IV. OTHER RESOURCES

Other sources of funds are and will continue to be employed by various agencies, specific to the missions of these organizations, but often advancing the priorities of the Sandusky Consolidated Plan, and serving the needs of the community. The Appendix contains a copy of a document distributed in Sandusky, consisting of a compiled list of community agencies that provide various services addressing many community needs. All these have other sources of funds. This catalogue itself is an important and often used community resource for referrals.

In addition, many organizations have many volunteers and receive donated or “in kind” services and supplies that are not included in this listing. Though not always quantifiable, these contributions are significant to the overall quality of life in Sandusky and by extension the CDBG Program objectives.

The following other funding sources will be directly utilized in order to complete the CDBG funded projects:

The City of Sandusky receives program income from previous economic development loans and housing loans (lent out when participating in the State of Ohio Small Cities Program). This program income funds an Economic Development RLF (Revolving Loan Fund) and a Housing RLF. The funds currently available in these RLF's are also programmed into the overall five year strategies, and are expressly committed in the 2004 One Year Action Plan. The HUD Table 3's show these funds as one of the funding sources in the activities where they have been committed.

For this year, the only CDBG program requiring matching contributions is the Rental Rehab program, with landlords matching the loans received dollar for dollar. Other funds that will support housing programs include the first mortgage money provided by local lenders to first time homebuyers receiving downpayment assistance loans. Additionally, the VOA has been successful in obtaining Ohio Housing Trust Fund dollars for emergency utility payments in order to prevent homelessness.

The City intends to make an application to the Ohio Department of Development for Community Housing Improvement Program (CHIP) funds in all years where eligible to do so. If successful these will provide additional funds for housing rehabilitation activities in upcoming years.

The City is providing additional funds to complete the planned sewer projects and the VOA will be obtaining all other construction funds for the Foxborough project. The City will also be applying for Clean Ohio Funds to assist with environmental assessments and environmental clean up of unused factory buildings on the bay front so that they might be re-developed.

As other funding sources are identified that may be used to accomplish the objectives of the Consolidated Plan, the City will be diligent in accessing all funds that will help to stabilize its neighborhoods and enhance economic opportunities according to the Consolidated Plan.

V. MAPS

VI. HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

The VOA provides the most comprehensive set of services and housing to the homeless and those at risk of homelessness in Sandusky. For this year's Action Plan, the City will utilize CDBG funds to construct a sewer line that will serve a 15 unit project for housing the disabled, known as Foxborough.

The other major activity for this year that serves those with special needs is the Emergency Repair Program, being funded with the Housing Program Income RLF. These funds will particularly serve the elderly and the disabled with accessibility repairs and serving to prevent homelessness due to housing emergencies.

Beginning next year, when the City has developed an application process for housing and service agencies to make proposals for the use of CDBG funds, the City will specifically support more projects that address the needs of the homeless and special needs populations.

VII. OTHER ACTIONS

The City of Sandusky will coordinate its housing rehabilitation activities with the Erie Community Action Organization for weatherization activities and with the County Health Department when lead based paint appears to be an issue in an applicant's home. The City will conduct lead hazard controls as needed in conjunction with rehabilitation of a dwelling.

The City is currently undergoing a number of planning activities that may have direct influence on housing and community development needs and opportunities in the future.

The VOA will continue to work to improve housing options and service in the community. They have an application pending for Continuum of Care grant funds, and would implement the program if funded.

VIII. ANTI-POVERTY STRATEGY

The City of Sandusky does not have the resources to directly improve the poverty status of its citizens. The Erie County Department of Jobs and Family Services provides the most assistance available in terms of linking a household with sources of income to which they may be entitled; including TANF, Unemployment Compensation, Child Support etc.

The City will give priority in its selection of applicants for its CDBG programs to those at the lowest income levels. In this way, it can direct non-cash housing assistance to households below the poverty level, so as to at least reduce their costs of maintaining adequate housing. It will also direct some CDBG funds to supporting the efforts of non-profit agencies in the creation of housing that is affordable to low income and special needs populations.

IX. PUBLIC HOUSING

The City of Sandusky recognizes the importance of Erie Metropolitan Housing Authority (EMHA) as an affordable housing provider. Though no collaborative projects are planned at this time, the City Development Department and EMHA are developing a collegial relationship, serving on each other's boards and committees, and developing a dialogue on their various roles in promoting affordable housing. There may be opportunities for EMHA to refer landlord applicants to the City for Rental Rehab Loans when properties are in need of rehabilitation. EMHA is also testing the Section 8 Home Purchase program and the housing counseling provided by BANDC will be available to EMHA tenants interested in becoming homeowners.

X. MONITORING

Programs operated by the City, such as Code Enforcement and Housing Rehabilitation are monitored by the responsible Division Director and the Finance Department. Frequent reports of program activities will be made to the Division managers and the Director of Community Development.

The City will monitor any sub-recipient program's progress and compliance with the regulations. Monthly reports will contain detailed invoice documentation, achievement of goals and a narrative description of the progress of program activities. The CD Program Administrator will make occasional site visits to observe the activities and examine financial and participant income records if applicable.

The monitoring procedures will follow those outlined in the *Five Year Consolidated Plan* in Section III: Five Year Strategic Plan, which appears below.

Monitoring Standards and Procedures:

1. Consolidated Plan Compliance Monitoring

In order to evaluate and monitor the benefits of federal funds received, the City will maintain records on who is served on the basis of income, race and ethnicity, family composition, and geographic locations and other variables for all programs. The staff will present reports, based on program beneficiaries' socio-economic data to the Housing Strategy Workgroup (HSW) and other related boards. These reports will track progress of different programs in obtaining the goals and objectives of the City's Consolidated Plan. These reports will also evaluate progress in achieving stated goals and provide updates on various program activities.

Applications for Certificates of Consistency Review and recommended changes or alterations for programs will be evaluated by the City Department of Development. This Summary of Certificates Of Consistency issued by the City will also be presented to

Housing Strategy Workgroup at their regular meetings. Sub-recipient reporting requirements, sub-recipient compliance monitoring reports and reports for non-contractual agencies, whose projects receive Certificates Of Consistency with the Consolidated Plan also will be included in the reports. The City will use simplified reporting requirements, for which socio-economic data for beneficiaries will be developed, to facilitate consistent tracking and coordination between all service providers.

An annual summary of the Grant Performance Report will be provided to the City Commission, the Housing Strategy Workgroup, and any area lenders, special needs population providers, churches, neighborhood groups and other public and private organizations with an interest in housing and related supportive services.

2. Programmatic Monitoring of Sub-Grantee Administered CDBG Projects

Primary responsibility for ensuring the Community Development Block Grant (CDBG) monies are in compliance with requirements is vested in the Department of Development. There is a structured management system in place. In all phases of project development and implementation, a checklist is reviewed to monitor the projects. All contracts, sub-recipients and contractors are periodically reviewed to insure that one of the national objectives of the Community Development Block Grant funded activities are being met. Once funds are allocated for a project, a contract review meeting is held with the recipient to discuss the funding agreement and compliance requirements.

All sub-recipient agreements are required to have a work program and work budget. On-site reviews are conducted at least once during the contract. Progress reports are periodically submitted to the Housing Strategy Workgroup.

The overall management of the CDBG Program is monitored by the staff of the Community Development Department and by the City Finance Department.

3. Programmatic Monitoring Of In-House CDBG Programs

The responsibility for design, administration and monitoring of all housing rehabilitation programs is delegated to the Department Community Development by the City Commission through the City Manager's Office. The Department of Community Development is also responsible for developing the Consolidated Plan, the design of housing programs and the in-house programmatic monitoring and oversight functions. The housing and CDBG grant program coordinator is responsible for housing program rehabilitation vendor and contractor lists, certifications and procurement procedures. The day to day administration of housing and rehabilitation programs is performed by the housing and CDBG grant program coordinator. Monitoring for financial verifications is performed by the Department of Community Development in conjunction with the City Finance Department.

The housing rehabilitation process will be developed to insure a coordinated effort for effective management. Each program is targeted to specific populations, and applications and other documents will be designed with appropriate cues to control the process. Each program has its own set of income eligibility guidelines, its own ranking form and Socio-Economic Database, which will be completed at periodic intervals to insure the program benefits are received by the target populations. A case-by-case status summary is also maintained for each program. This in-house monitoring process ensures continuous review and oversight controls within the system.

A Loan Review Committee (LRC) will be established to review the feasibility and make final selections of all rehabilitation projects. The LRC will be an in-house committee established by the City Manager. It will consist of three members; two people from the Department of Community Development and one person from the Finance Department. The LRC will meet approximately once each month and will make decisions by a simple majority of members voting. The Committee will also serve as the review body for complaints and grievances, reviewing cases for conflict of interest matters and any other matters that relate to the efficient and expeditious processing of housing rehab cases.

Housing Rehabilitation, Rental Rehab and Home Repair ; Five Phase Process:

Phase One Activities- In this phase, activities range from initial program design to preliminary selection of property owners for different programs. The housing and CDBG grant coordinator will oversee the program design stage, synchronizing the activities of key City departments to secure policy guidance and input that is used to ensure intra- and interdepartmental cooperation.

Phase Two Activities- In this phase, work items mainly deal with case processing an ongoing review from unit inspections to unit eligibility analysis to final project selections and on to the stage of bid documents preparation. Monitoring by the Department in this phase includes making one-to-one contact with all program finalists to facilitate the process of rehab management. The housing and CDBG grant coordinator is responsible for oversight of the procurement procedures and Vendor Lists updates. Disadvantaged business enterprises (DBE) participation reports are reviewed in this process at least annually.

Phase Three Activities- In this phase, the program participants progress from the initiation of bidding processes to the preparation and execution of all loan closing documents, to the actual preconstruction conference with the Notice to Proceed being issued to the contractor and / or the owner/ general contractor in the home repair and owner and renter rehabilitation programs. A work completion schedule is provided to contractors at the loan closing to assist contractors in planning their work schedules. This schedule is then used as a monitoring device for timely work completion monitoring and planning for progress payments. Involvement of the Finance Department is triggered at this point, when it conducts contract notification reviews for each project before issuance of the Notice to Proceed.

Phase Four Activities- In phase four, as the rehab cases proceed from construction work start stage to work completion, program review and monitoring devices are initiated to restore timely construction management. Progress inspection reports to conduct on-site inspections for invoice worked items are used for each case. Random contacts with property owners in the contractor job inspections are made to ensure quality of workmanship and owner satisfaction. All change orders, and contract amendments are reviewed and approved prior to work execution.

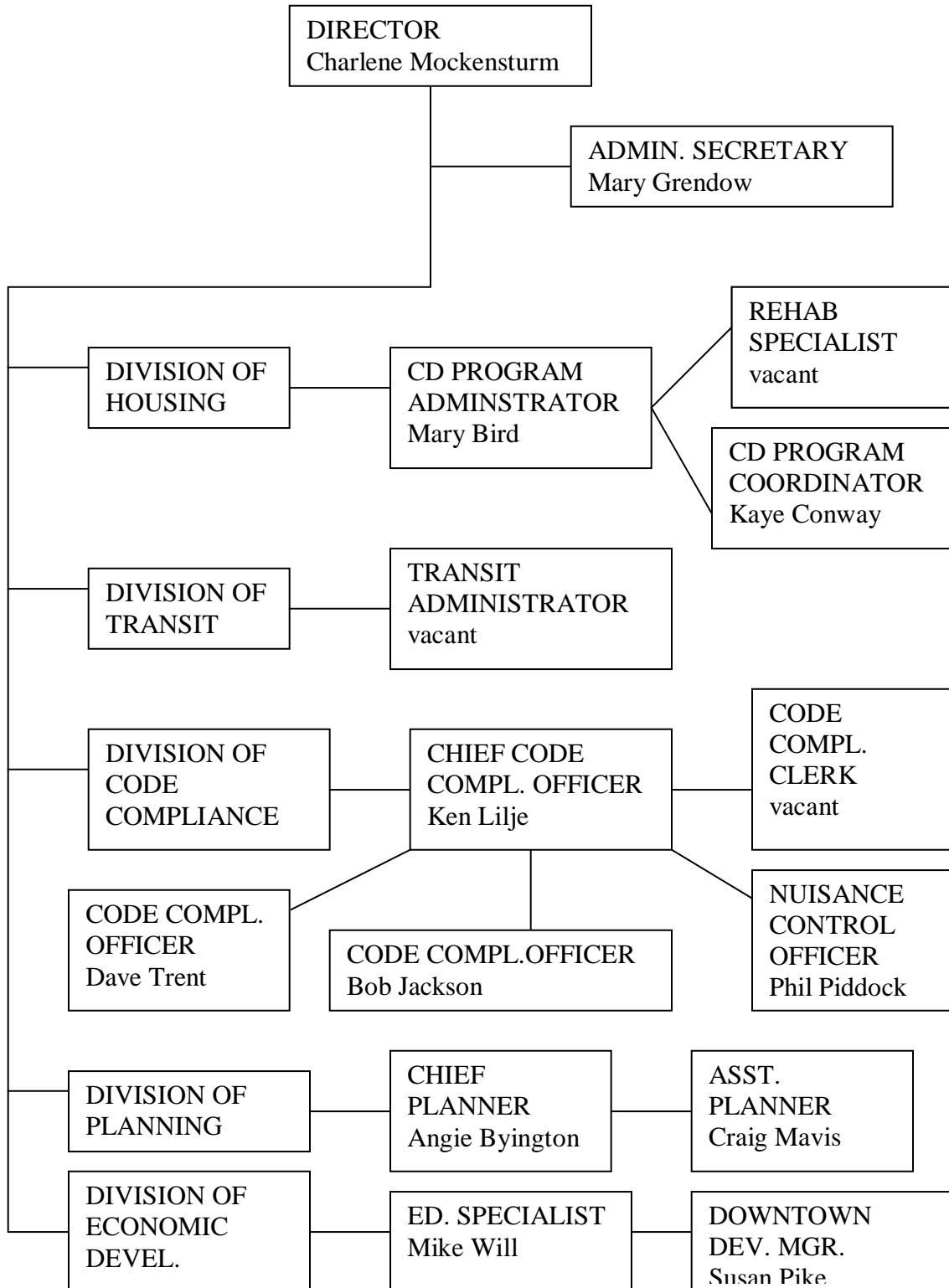
Phase Five Activities- In this final stage, rehabilitation and repair cases progress from the project closeout stage to long-term monitoring until project maturity. At this time, all work completion documents are reviewed for accuracy and record maintenance. The housing and CDBG grant coordinator ensures that each case is reviewed annually to ensure compliance with all federal and local program requirements.

4. Department Structure and Capacity Building

The City of Sandusky in 2004 enters a phase of growth in its CDBG Programs and thus its administrative structure. Prior to July of 2004, before attaining Entitlement status, the City operated a few CDBG programs under the State of Ohio's Small Cities Program. The Director of the Community Development Department and her staff are experienced with the design and administration of a variety of HUD funded programs both in Sandusky and in other communities.

The additional programs facilitated by the increased funding available as an Entitlement community requires that the City will need to take on additional staff, as well as re-assigning the duties of the more experienced staff. The Department's proposed Table of Organization is attached as Figure 1. A few vacant positions are noted and expect to be filled with qualified individuals as soon as new CDBG funds are actually available.

COMMUNITY DEVELOPMENT DEPARTMENT CITY OF SANDUSKY



XI. CERTIFICATIONS