



## First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER 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.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

#### **Program Year 1 CAPER Executive Summary response:**

The overall goal of the Town's community development activities outlined in the Consolidated Plan is the development and maintenance of a viable and stable community by ensuring a supply of decent housing, including the retention of existing affordable housing units, a suitable living environment, which means safe, decent and livable neighborhoods, and expanding economic opportunities for low-moderate income residents, including the creation of new job opportunities as well as retaining existing jobs, principally for low and moderate income persons, including those who are unemployed and underemployed.

A primary goal of the HOME Consortium's five-year strategic plan is retention of existing affordable owner-occupied and rental housing. The Town has consistently placed a high priority on housing rehabilitation as a means of achieving this goal, utilizing both CDBG and HOME funds for housing rehabilitation.

The Town of Cheektowaga has also demonstrated a strong commitment to preserving, improving and investing in the quality of its housing and neighborhoods. Maintenance of existing housing units through code enforcement is an important component of this effort. The Town has an aggressive code enforcement program that requires property owners to maintain their property and comply with housing standards and codes. Often times, home owners are referred to the Community Development Office for assistance through the Housing Rehabilitation Program. Neighborhood preservation efforts are supplemented by neighborhood police patrols which demonstrate and reinforce the Town's commitment to neighborhood stability. Police foot patrols have a positive impact on the level of confidence residents have in their personal safety, which is an important element in the quality of life and social cohesion of a neighborhood.

The HOME Program funded First-Time Homebuyer Program provides low-moderate income families access to homeownership by providing closing cost and down-payment assistance, which also contributes to neighborhood stability. 12 First-Time Homebuyers were assisted during the 2010 program year.

The creation of new job opportunities and retention of existing jobs is also a priority. The Cheektowaga Economic Development Corporation provides loans to businesses that are locating to or expanding in the Town and creating new permanent full and part-time employment opportunities for low-to-moderate income persons. The Corporation's guidelines have been updated to expand the opportunity for assistance to a wider variety of business ventures, particularly those located in low-to-moderate income neighborhoods.

The Town continually considers ways to improve its programs and develop new strategies to achieve its primary goals. Positive input and suggestions from residents, businesses, non-profit organizations and other entities are welcome as a means of improving the Town's programs. Interaction with neighborhood organizations and residents, particularly in the Town's Walden Avenue/Pine-Hill and Cedargrove Heights neighborhoods, occurs through participation and dialogue throughout the year and will continue to be serve as an important forum for meaningful citizen participation in the community development planning process.

### Summary of Resources

#### I. Summary of Resources and Distribution of Funds

##### Funds available under the CDBG Program during Fiscal Year 2010

Formula Entitlement Grant: \$ 1,150,127  
Program Income Received: \$ 691,618  
Total Expended: \$ 1,752,510

##### Distribution of Expenditures by Neighborhood & Percent of Overall Expenditures

Walden Avenue Neighborhood	\$ 35,656.36	2.04%
Cedargrove Heights Neighborhood	\$ 35,783.80	2.04%
Village of Sloan	\$ 21,388.07	1.22%
Village of Depew	\$ 127,982.28	7.30%

### General Questions

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
  - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
  - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of
3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
  - a. Identify progress in obtaining “other” public and private resources to address needs.
  - b. How Federal resources from HUD leveraged other public and private resources.
  - c. How matching requirements were satisfied.

**Program Year 1 CAPER General Questions response:**

**ASSESSMENT OF THREE-FIVE YEAR GOALS AND OBJECTIVES**

- 1) - **Accomplishments in attaining goals and objectives**
  - **Breakdown of CPD formula grant funds expended in attaining goals and objectives**
  - **If applicable, why progress was not made towards meeting goals and objectives**

**Program Year Priorities and objectives established by the Town of Cheektowaga:**

**LONG TERM GOAL**

**H-1 MAINTAIN AND IMPROVE HOUSING STOCK THROUGH REHABILITATION, DEMOLITION AND NEW CONSTRUCTION FOR LOW-TO-MODERATE INCOME HOUSEHOLDS.**

**SHORT TERM GOALS**

**H-1.1 REHABILITATION OF EXISTING LOW INCOME OWNER-OCCUPIED HOUSING, INCLUDING SUBSTANTIAL REHABILITATION.**

Activity: Rehabilitation of existing low income owner-occupied housing by providing low interest/low cost loans through the Community Development Block Grant and HOME Programs.

FY2010 Goal: 25 units rehabilitated  
Accomplishment: 32 units rehabilitated with CDBG funds  
CDBG Funds Expended: \$284,654

**H-1.2 REHABILITATE EXISTING RENTER-OCCUPIED LOW-INCOME HOUSING UNITS.**

Activity: Rehabilitation of existing rental units occupied by low-income households by providing low-interest loans through the Community Development Block Grant Program and HOME Programs.

FY2010 Goal: 4 units  
Accomplishment: 20 units completed  
CDBG Funds Expended: \$151,882 on completed units

**H-1.3 WEATHERIZATION ASSISTANCE PROGRAM TO ASSIST BOTH LOW-INCOME HOMEOWNERS AND RENTERS.**

Activity: Weatherization of existing low income owner-occupied and rental housing through the WEATHERIZATION ASSISTANCE PROGRAM funded by the Department of Energy and administered through the New York State Department of State.

FY2010 Goal: 30 units  
Accomplishment: 11 units  
CDBG Funds Expended: \$2,200

**H-1.4 DEMOLISH SEVERELY DETERIORATED HOUSING OCCUPIED BY LOW-INCOME HOMEOWNERS AND CONSTRUCT NEW HOUSING.**

Activity: Relocation of an existing low-income homeowner, demolition of their severely deteriorated house, and construction of a new house by providing low-interest, deferred payment loan funds through the HOME and CDBG Programs.

FY 2010 Goal: 1 unit (3 units over a five-year period)  
Accomplishment: 0 units  
CDBG Funds Expended: \$0

**H-1.5 ACQUISITION, REHABILITATION, RECONSTRUCTION (SUBSTANTIAL REHABILITATION), OR NEW CONSTRUCTION OF SUBSTANDARD, VACANT FORECLOSED OR FOR-SALE HOUSING.**

Activity: Acquisition and rehabilitation, reconstruction or new construction of substandard, vacant foreclosed or for-sale housing for resale to low-to-moderate income homebuyers directly by the Town or through a CHODO or not-for-profit organization.

FY 2010 Goal: 0 units (4 units over a five-year period)  
Accomplishment: 2 units acquired (115 Pine Ridge, 1005 Walden)  
CDBG Funds Expended: \$26,870  
HOME Funds Expended: \$0

NOTE: Any HOME funds expended is also reported by the Town of Amherst, which is the lead agency for the Amherst HOME Consortium, of which the Town of Cheektowaga is a member.

**H-1.6 ACQUISITION AND DEMOLITION OF OCCUPIED SUBSTANDARD HOUSING, RELOCATION OF THE EXISTING OCCUPANTS AND RECONSTRUCTION OF A NEW HOUSE ON THE SITE FOR SALE TO A LOW-TO-MODERATE INCOME HOMEBUYER.**

Activity: As stated above

FY 2010 Goal: 0 unit (3 units over a five-year period)  
Accomplishment: 0 units  
CDBG Funds Expended: \$0

**H-1.7 ACQUISITION OF NON-RESIDENTIAL PROPERTY OR VACANT LAND, SITE CLEARANCE AS REQUIRED, AND CONSTRUCTION OF NEW HOUSES FOR SALE TO LOW-TO-MODERATE INCOME HOMEBUYERS.**

No activity planned in FY 2010

**LONG TERM GOAL**

**H-2 PROMOTE HOME OWNERSHIP FOR LOW AND MODERATE INCOME HOUSEHOLDS.**

**SHORT-TERM GOAL**

**H-2.1 PROVIDE ASSISTANCE TO FIRST-TIME LOW-TO-MODERATE INCOME HOMEBUYERS THROUGH THE HOME INVESTMENT PARTNERSHIP PROGRAM. AFFORDABLE HOMEOWNERSHIP OPPORTUNITIES WILL BE MADE AVAILABLE TO PERSONS WITH INCOMES BELOW 80% OF THE MEDIAN INCOME FOR ERIE COUNTY. FUNDS FOR THE PROVISION OF PERMANENT SECOND MORTGAGES FOR RESIDENTIAL PROPERTIES WILL BE APPLIED FOR THROUGH THE HOME PROGRAM.**

Activity: Zero percent, deferred loans will be provided to first-time homebuyers for closing cost and downpayment assistance.

FY 2010 Goal: 14 units  
Accomplishments: 12 units  
HOME Funds Expended: \$65,000

**LONG TERM GOAL**

**H-3 PROVIDE ASSISTANCE TO THE HOMELESS**

**Short-Term Goal:**

**H-3.1 Through Belmont Shelter Corp., provide assistance and counseling to families or individuals who have become homeless or are in imminent danger of residing in a shelter or being unsheltered because they lack access to permanent housing and/or have an adequate support network.**

FY 2010 Goal: 2 homeless families/individuals assisted.  
Actual: No homeless families/individuals assisted in 2010. This is a housing goal, but not counted as a housing production goal (no CDBG/HOME funds involved.)

**H-3.2 PROVIDE SECTION 8 CERTIFICATES TO ASSIST HOMELESS PERSONS TO SECURE PERMANENT AFFORDABLE HOUSING.**

Homeless persons who successfully complete and are leaving a transitional shelter program need assistance in order to secure permanent affordable housing. Homeless persons who are not capable of achieving independent living need an avenue to pursue in order to secure available housing and supportive services.

FY 2010 goal: 2 certificates/vouches.  
Accomplishments: 0 certificates/vouchers (No CDBG/HOME funds involved.)

**LONG-TERM GOAL**

**H-4 PROVIDE ASSISTANCE TO "SPECIAL NEEDS" POPULATIONS.**

**H-4.1 PROVIDE ASSISTANCE TO FRAIL ELDERLY UNDER "HOPE FOR ELDERLY DEMONSTRATION PROGRAM" WITH SECTION 8 CERTIFICATES AND SUPPORTIVE SERVICES.**

FY 2010 Goal: 2 units  
Accomplishment: 0 units (No CDBG/HOME funds involved.)

**2. Describe the manner in which the recipient would change its program as a result of its experiences.**

The Town would not change its program as a result of its experiences at this time.

**3. AFFIRMATIVELY FURTHERING FAIR HOUSING**

**a. Summary of Impediments to Fair Housing**

**Sale or Rental of Housing**

- a. limited availability of affordable housing for low-income people;
- b. housing discrimination complaints reported by Housing Opportunities Made Equal;
- c. resistance to the siting of group homes for the disabled;
- d. lack of accessible housing.
- e. increase in the incidence of discrimination on the basis of familial status and the presence of children.

**Delivery of Housing Brokerage Services**

- a. higher rejection rates for households in lower income census tracts;

**Availability of Financial Assistance**

- a. relatively higher housing costs compared to other communities in Erie County.
- b. predatory lending practices directed toward lower income, minority and elderly households.

**Public policies/actions affecting site approval for affordable housing**

- a. some initial resistance from local residents to special needs housing;
- b. under-representation of women on municipal planning and zoning boards.

**Public Policies and Actions Affecting Site Approval for Affordable Housing**

- a. resident opposition to the citing of group homes and related facilities for special populations.
- b. women are underrepresented on the Planning Board and the Zoning Board of Appeals.

***Impediments that have been identified in the 2008 Analysis of Impediments to Fair Housing in Erie County include:***

- Local zoning ordinances are not adequate to meet fair housing needs. In addition modified zoning ordinances are needed to follow smart growth principals delineated in the Erie-Niagara Framework for Regional Growth. The following impediments related to zoning ordinances were identified:
  - Many municipalities had not adopted flexible zoning tools to promote infill and affordable housing development. These tools would be similar to the Town of Clarence’s zoning ordinance which allows for alterations to lot sizes, setbacks, and parking requirements in areas zoned as “Traditional Neighborhood Districts.”
  - Municipalities had not adopted inclusionary zoning ordinances or density bonuses for new subdivisions and multi-unit rental communities.
  - Although some municipalities included provisions for mobile and manufactured homes in their zoning ordinances, most required modifications of site requirements and design specifications for manufactured and mobile homes which could be placed on vacant lots for infill purposes.
  - There is limited information available on the composition of planning and zoning boards. However, data indicated that minority and disabled individuals were
  - There is a limited supply of subsidized rental units targeting families and low-income households. The LIHTC, Section 202, and Section 263 data suggests that most of the subsidized rental units in the study area target the elderly, while families and the disabled have been underserved.

- The data for CDBG expenditures indicates that inadequate resources were allocated to fair housing activities and tenant/landlord counseling in the study area. This was particularly problematic in the towns of Amherst, Cheektowaga, and Tonawanda. An examination of the CDBG performance reports that each of the units of government self-reported to HUD indicates that past expenditures for fair housing and tenant landlord counseling have produced meager results. During the 4 year period examined, the study area provided the highest number of residents with tenant/landlord counseling, an average of 68.1 residents per month. The performance of the towns of Amherst, Cheektowaga, and Tonawanda was noticeably lower. The Town of Amherst provided an average of 11.8 residents with tenant/landlord counseling per month. The Town of Cheektowaga provided an average of 6.5 residents with tenant – landlord counseling per month. The Town of Tonawanda provided an average of 1.5 residents with tenant/landlord counseling per month.
- Erie County and the towns of Amherst, Cheektowaga, and Tonawanda offer a variety of housing programs to assist low income groups, minorities, and the disabled in gaining access to housing. However, these programs are not well coordinated. The following impediments related to these housing programs were identified.
- A number of programs designed to assist the disabled in gaining accessibility to housing are only offered through Erie County. A number of these programs are not offered by the towns of Amherst, Cheektowaga, and Tonawanda.
- The towns of Amherst, Cheektowaga, and Tonawanda have only adopted targets for minority participation in some of their housing programs. Erie County has not adopted targets for minority participation in any its housing programs.
- Individuals receiving housing vouchers, TANF, WIC, and other forms of public assistance are required to pay full NFTA fares, while seniors and the disabled are offered reduced fares.
- Families, particularly young families are under-represented among Section 8 Housing Choice Voucher holders in the study area.
- The Buffalo Niagara Association of Realtors (BNAR) provides general information about fair housing to local real estate professionals. However, the scope of its fair housing education programs is limited. Also, the “cultural diversity resources” posted on the BNAR website included content that is dated and misleading.
- The BNAR has no data pertaining to the number of minority real estate professionals currently working in the study area, and the BNAR does not have minority real estate professionals training and recruitment programs in place.
- Limited resources exist to monitor advertisements in newspapers and online outlets. These resources have not kept up with the expansion of advertising on online bulletin boards like Craig’s List.
- There is very limited information and analysis of patterns of predatory lending, subprime lending, and foreclosures in the study area. There is also no institutional mechanism for tracking these issues similar to the City of Buffalo’s Anti-Flipping Task Force.

## **Actions taken to overcome the effects of identified impediments**

### **Education/Outreach**

During the 2010 program year, the Town of Cheektowaga continued to participate in the Erie County Fair Housing Partnership. The Partnership Board of community leaders, lenders and housing providers meets on a monthly basis to share insights on current fair housing issues and develop activities to educate the public regarding fair housing laws.

A mailing is being developed to be sent to owners of rental units in the Town outlining fair housing laws and responsibilities. The mailing will be sent to apartment complexes as well as owners of two-four unit houses. This process will continue through most of the next program year due to the large number of multi-family houses in the Town.

Information regarding fair housing is being posted on the Community Development page of the Town's website, including links to other fair housing resources.

Fair Housing information is posted annually in the Town's official newspaper, the Cheektowaga Bee.

Other activities have included the development of a website that provides information regarding fair housing laws, resources and activities ([www.ecfhp.org](http://www.ecfhp.org)) and links / referrals to other fair housing organizations.

The Town has also established a tradition of issuing a proclamation during Fair Housing Month proclaiming April as fair housing month in the Town of Cheektowaga. The Town also participates in HUD's annual Fair Housing Month celebration.

### **Lending and Housing Provider Practices**

The Town continues to operate a first-time homebuyers closing cost assistance program that works with various lending institutions using various mortgage instruments (both market and individual bank portfolio loans) in order to make home ownership accessible to lower-income credit worthy persons and households.

### **Geographic Choice**

- a. a list of landlords participating with Belmont Shelter Corp. has been developed to expand housing options;
- b. a list of assisted rental units providing information on location and contact persons in Cheektowaga, Amherst and Tonawanda has been prepared.
- c. housing rehabilitation loans are available to income-eligible disabled homeowners to make reasonable accessibility modifications to their homes.
- d. Section 8 participants have been surveyed to assess factors that influence housing choice.

### **Enforcement Activity**

The Town will provide guidance to persons alleging discrimination and referral to appropriate enforcement agencies.

### **Community Attitudes**

The Town provides a forum for agencies proposing to locate special needs housing within the Town. When appropriate, the Town will provide further assistance to such agencies in locating suitable alternative sites. The Town encourages its residents to respect the housing rights of all persons.

### **Actions taken to follow-up on the impediments identified in the 2008 Erie County Analysis of Impediments:**

#### **BUS ROUTES**

Although bus service in the suburbs is limited compared to what is offered in the City, there is Metro bus service to employment centers such as the Thruway Plaza, Galleria Mall and the Appletree Business Park.

#### **COORDINATION OF HOUSING PROGRAMS**

Although the CDBG entitlement communities administer their programs separately, there is significant coordination of services. In addition to ongoing referral services among the different entities, there is coordination during the preparation of the Annual Action Plan. During the year, representatives of the various community development offices meet on the board of the Erie County Fair Housing Partnership. Although this board is intended to focus primarily on current fair housing issues, it provides an opportunity to exchange information on a range of housing services that are available to client populations.

#### **BUFFALO NIAGARA ASSOCIATION OF REALTORS (BNAR)**

The Towns of Amherst, Cheektowaga, and Tonawanda and the Erie County CDBG Consortium have met with a representative of the BNAR and HOME regarding practices of BNAR that deal with real estate licensing, employment opportunities for minorities and the “cultural diversity resources” that are posted on the BNAR website. The initial meeting was positive and future meetings are planned to implement positive changes for BNAR. The BNAR is compiling a list of minority real estate agents and is preparing to do more outreach in the minority community for recruitment and training.

#### **LENDING PRACTICES**

The Western New York Law Center and the NYS Banking Association have developed a sizable amount of information on patterns of predatory lending, subprime lending, and foreclosures in Erie County. As the availability of predatory loans and subprime loans lessens, the focus of housing groups and the Erie County Fair Housing Partnership has been directed to financial education services, foreclosure prevention, and mortgage maintenance. The Partnership continues to sponsor housing seminars annually to address foreclosure prevention and assist homeowners in mortgage remediation with local lenders.

## **FAIR HOUSING ACTIVITIES**

A contract with Belmont Shelter Corp. provides financial education classes, mortgage default and reverse mortgage counseling and education and assistance on tenant - landlord issues.

## **RENTAL HOUSING**

The Town maintains lists of Section 8, Section 202, and tax credit housing that it makes available upon request to those seeking affordable rental units. Belmont Shelter operates a housing resource center at 1195 Main Street. It provides lists of assisted housing and Section 8-friendly landlords. Computers and telephones are available there to assist those searching for affordable rental housing.

## **4. OTHER ACTIONS IN STRATEGIC PLAN OR ACTION PLAN TAKEN TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS.**

The lack of rehabilitation assistance for homeowners residing in mobile homes has represented an underserved need in the Town. In response, the Town has established a housing rehabilitation program that specifically targets residents of mobile homes. Accessibility issues for the frail elderly or for persons with physical disabilities represents another underserved need. In an effort to address this need, the Town make housing rehabilitation funds available for accessibility modifications and improvements such as wheelchair ramps and interior modifications to bathroom facilities, doorways, etc. The Community Development Office is developing a separate component of the housing rehabilitation loan program dedicated specifically to providing assistance for make accessibility modifications to the residences of income-eligible disabled homeowner-households.

## **5. LEVERAGING RESOURCES**

- a. Identify progress in obtaining “other” public & private resources to address needs.
- b. How Federal resources from HUD leveraged other public and private resources.
- c. How matching requirements were satisfied

The Town of Cheektowaga has utilized grant funds from the New York State Affordable Housing Corporation for housing rehabilitation. These funds have also served as a source of the required 25% local Match for HOME funds for the Amherst-Cheektowaga-Tonawanda Consortium. A grant of \$500,000 was received from the New York State Affordable Housing Corporation in 2010. Additionally, funds obtained in previous program years were also utilized during FY 2010. The Town has applied for additional funding from the NYS Affordable Housing Corporation.

The Town, in a cooperative effort with the City of Buffalo, submitted an application to the New York State Housing Finance Agency for Neighborhood Stabilization Program funding in 2009 to acquire foreclosed houses in the Walden Avenue neighborhood bordering the City of Buffalo for demolition and rehabilitation / resale to low-to-moderate income homebuyers. Cheektowaga received \$600,319 in NSP1 funds and

\$165,000 in matching NYS Affordable Housing Corporation funds for the acquisition-rehabilitation of foreclosed properties and \$60,504 in NSP1 funds for demolition of dilapidated foreclosed houses in the Walden Avenue target area. Under this program, four dilapidated, vacant structures were demolished during the program year.

### **Managing the Process**

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 1 CAPER Managing the Process response:

The staff of the Community Development Office has attended numerous training and informational workshops and conferences sponsored by HUD or HUD consultants dealing with compliance, reporting and regulatory issues. Such training opportunities have reinforced the Town's capacity to ensure compliance with program and comprehensive planning requirements. Frequent contact and interaction with local HUD staff and community development professionals from other communities has also served to strengthen the Town's compliance capabilities.

With respect to compliance with CDBG eligibility requirements for program projects and activities, each such project and activity is carefully reviewed to ensure that eligibility and national objective criteria are met. HUD staff is consulted when a question arises with respect to an issue of eligibility or compliance.

### **Citizen Participation**

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

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

Program Year 1 CAPER Citizen Participation response:

Other than inquiries and questions regarding various programs carried-out with CDBG funds, no citizen comments were received during the program year.

The Town holds two public hearings on its housing and community development programs during each program year. They are held as part of regularly scheduled Town Board meetings. Public hearing notices are published in the Town's official

newspaper, the Cheektowaga Bee. The newspaper is available free to the public in libraries, public buildings, commercial establishments and at various street corner newspaper boxes.

The CAPER is made available to the public in all local libraries, the Town Clerk's Office, and the Community Development Office. A display advertisement is placed in the Cheektowaga Bee advising the public of the availability of the document for public review with the narrative portion of the CAPER posted on the Town's website at [www.tocny.org](http://www.tocny.org).

### **Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 1 CAPER Institutional Structure response:

New York State and Erie County are fortunate to have an excellent network of service agencies that are able to provide an array of much needed supportive services for housing. In its communications with service agencies regarding the existence of gaps in the institutional structure for providing supportive services for housing, the general consensus discovered by Community Development staff was that there are no apparent gaps and that existing agencies are well equipped to deal with the client base either through in-house resources or through referrals and networking with other social service agencies. Housing assistance through the Section 8 Voucher program continues to be one of the most common needs.

### **Monitoring**

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
  - a. Describe the effect programs have in solving neighborhood and community problems.
  - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
  - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
  - d. Indicate any activities falling behind schedule.
  - e. Describe how activities and strategies made an impact on identified needs.
  - f. Identify indicators that would best describe the results.
  - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
  - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
  - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

**Program Year 1 CAPER Monitoring response:**

The Town monitors its activities on an on-going basis, utilizing a project/activity checklist and a project control form to ensure compliance with program regulations. This methodology serves as an on-going monitoring process for program activities. The Community Development Office also provides close oversight of the Town's subrecipients - the Villages of Depew and Sloan, and the Cheektowaga Economic Development Corporation - by virtue of its "day-to-day" involvement with these entities. Such close oversight provides the opportunity to prevent compliance problems before they occur. On site meetings are also held with subrecipients during the course of the year to review and assess the progress of program activities.

**SELF-EVALUATION**

- Effects of programs in solving neighborhood & community problems.
- Progress in meeting priority needs & specific objectives-helping to make the community's vision of the future a reality.
- How was decent housing, a suitable living environment and expanded economic opportunity low l/m persons provided.

The overall goal of the community planning and development programs included in the Consolidated Plan is the development of a viable community by providing decent housing, including the retention of existing affordable housing stock, a suitable living environment, which includes safe, stable and livable neighborhoods, and expanding economic opportunities, including creating new job opportunities as well as retaining existing jobs, principally for low and moderate income persons. A primary goal of the HOME Consortium's five-year strategic plan is retaining the supply of affordable existing owner-occupied and rental housing. Housing rehabilitation has consistently been the Town's primary means of achieving these goals, utilizing both CDBG and HOME funds for housing rehabilitation. During the 2010 program year, rehabilitation of 52 owner-occupied and rental housing units were completed with CDBG funds.

The Town of Cheektowaga has demonstrated a strong commitment to preserving, improving and investing in the quality of its housing and its neighborhoods . Maintenance of existing housing units through code enforcement is a critical component of this effort. The Town has an aggressive code enforcement program that requires property owners to maintain their houses and comply with applicable housing standards and codes. Often times, home owners are referred to the Community Development Office for assistance through the Housing Rehabilitation Program. Maintenance of existing housing stock and neighborhood preservation are also addressed through police foot-patrols in targeted lower-income neighborhoods. The level of confidence residents have in their personal safety is an important element of the quality of life and social cohesion of a neighborhood. The first-time homebuyers program, funded with HOME program funds, provides low-moderate income families access to homeownership which contributes significantly to neighborhood stability.

The summer day camp project enables children from ages 4 to 12 to attend summer day-camp which provides organized, supervised daily activities during a six-week period during the summer. The program also eases the cost burden of day-care for some low-

income families, enabling them to pursue employment and attempt to improve their economic status. 58 children were assisted in 2010.

The creation of new job opportunities and retention of existing jobs is accomplished through the Cheektowaga Economic Development Corporation (CEDC), which provides loans to businesses that are primarily involved in manufacturing and that are locating to or expanding in the Town of Cheektowaga. The Corporation's guidelines now expands the opportunity for assistance to additional types of business ventures, particularly those located in low-to-moderate income neighborhoods. One loan was closed during the 2010 program year. Up to 10 full-time permanent and 20 part-time seasonal jobs are expected to be created as a result of assistance provided. A minimum of 51% of all jobs created will be available to low-to-moderate income persons.

The combination of housing rehabilitation, code enforcement and first-time homebuyer assistance with services such as police neighborhood patrols work to strengthen the confidence residents have in the viability of their neighborhood and encourage homeowners to make additional investment in their properties. The cumulative investment made in Town neighborhoods over a period of years not only addresses the short-term housing needs of homeowners, but will also have a positive, long-term impact on the neighborhood stability. The Town continually considers ways to improve its programs and develop new strategies to achieve its primary goals. Positive input and suggestions from residents, businesses, non-profit organizations and other entities are welcome as a means of improving the Town's programs. Interaction with neighborhood organizations, particularly in the Town's targeted neighborhoods - Walden Avenue and Cedargrove Heights - occurs through participation in neighborhood community meetings throughout the year and will continue as an avenue to meaningful citizen participation in the community development planning process.

The Town, in conjunction with New York State Assemblyman Dennis Gabryszak's office, has established the Buffalo-Cheektowaga Neighborhood Revitalization Task Force. The goal of the Task Force is to explore and resolve issues of concern to residents of both Cheektowaga and Buffalo in the border neighborhoods along Walden Avenue and Genesee Street of both communities. The Task force is comprised of elected officials, local neighborhood residents, community leaders from area churches, organizations, block clubs and civic groups, code enforcement, community development and police department officials, and State and Federal officials.

The Town's programs and activities are essentially on schedule. No serious barriers have been encountered which would threaten the achievement of its goals. Indicators of the success of the Town's programs and strategies will be evident over a period of time and can be measured by the stability and increase in the percentage of owner-occupancy, the length of residency and the improvements in housing values.

### **Lead-based Paint**

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

### **Program Year 1 CAPER Lead-based Paint response:**

All applicants for housing rehabilitation loans receive a copy of "Protect Your Family from Lead in Your Home", which provides information on the dangers of lead paint hazards and ways to minimize risk associated with them. All residential properties receiving rehabilitation assistance through the CDBG or HOME programs are inspected for lead paint hazards. In most cases, a Risk Assessment is performed.

The hazards identified by the Risk Assessment are incorporated into the project work write-up and are addressed by a certified contractor through either interim controls or abatement, depending on size of the job. Community Development Housing Inspectors have been properly trained in identifying and dealing with lead paint hazards. One of the Town's housing inspectors is has received the EPA Risk Assessor Certification. In the past, the Town has sponsored a training workshop for contractors to become certified "renovation and remodeling" contractors for work costing less than \$25,000. Contractors participating in the Town's rehabilitation loan program have been encouraged to become certified in order to assure the availability of qualified, trained and competitive rehabilitation contractors. Houses selected for purchase through the Town's first-time homebuyers program are also inspected for lead hazards. If a suspected hazard is identified, the Town requires appropriate testing pursuant to federal regulations and, if the results of such testing indicate a lead hazard, correction of the problem is required. The Town will not allow HOME first- time homebuyer funds to be utilized for a house with known lead paint hazards.

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## HOUSING

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### **Housing Needs**

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

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 1 CAPER Housing Needs response:

The Town has continued to make funds available for closing cost and downpayment assistance for first-time homebuyers. The Town also continues to operate its Housing Rehabilitation programs to assist existing homeowner-occupants.

### **Specific Housing Objectives**

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

- 3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

**Program Year 1 CAPER Specific Housing Objectives response:**

- a. Progress in meeting specific objective of providing affordable housing. Maintain & Improve Housing Stock

Goals for Affordable Housing Actual Performance

**Housing Rehabilitation**

**OWNER OCCUPIED**

Moderate Income	19
Low Income	12
Extremely Low Income	1

**RENTER OCCUPIED**

Moderate Income	5
Low Income	5
Extremely Low Income	0

**Weatherization Assistance**

Moderate Income	26
Low Income	0
Extremely Low Income	0

**Promote Home Ownership - First-Time Homebuyers**

Goals for Affordable Housing	Actual Performance
Moderate Income	8
Low Income	4
Extremely Low Income	0

- b. Progress in providing affordable housing that meets the Section 215 definition.

All housing units assisted during the program year qualify as meeting the definition of Section 215 housing, which is defined as housing occupied by a household with an income below 80% of the Erie County median income, adjusted for household size; and, with rents below the Fair Market Rent (40th percentile) for Erie County or below 30% of the adjusted income of a family whose annual income equals 65% of the Erie County median income.

- c. Efforts to address worst-case housing needs and housing needs of persons with disabilities.

The Town makes CDBG and HOME funds available to persons with disabilities to make accessibility improvements and remove architectural barriers to their homes.

### **Public Housing Strategy**

1. Describe actions taken during the last year to improve public housing and resident initiatives.

#### **Program Year 1 CAPER Public Housing Strategy response:**

No public housing units are located in the Town of Cheektowaga.

### **Barriers to Affordable Housing**

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

#### **Program Year 1 CAPER Barriers to Affordable Housing response:**

The Town, by continuing to rehabilitate single-family housing units owned and occupied by low-to-moderate income persons, assists in removing barriers to affordable housing by helping to maintain the supply of decent and safe housing affordable to low-to-moderate income persons. The Town is a mature, fully developed community with few vacant lots available for new home construction. Since most of the lots that are available are located in developed neighborhoods with existing infrastructure, they generally have frontages ranging from 30 feet to 50 feet. Vacant lots in these situations lend themselves to the construction of affordable housing. Previously, the Town funded the construction of six new homes on Randolph Avenue with HOME Consortium funding. These homes have been sold to low-to-moderate income persons at an affordable price. In addition to providing a subsidy to make the cost of the house affordable, HOME funds were also made available to write-down the fixed, 30-year mortgage interest rate to the lowest-level allowed by the financing institution.

### **HOME/ American Dream Down Payment Initiative (ADDI)**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction's affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

**Program Year 1 CAPER HOME/ADDI response:**

**ASSESSMENT OF THE RELATIONSHIP OF HOME FUNDS TO GOALS AND OBJECTIVES**

The four long term objectives for housing are:

- H-1 Maintain and improve housing stock through rehabilitation, demolition and new construction for low-/moderate income households.
- H-2 Promote home ownership
- H-3 Provide Assistance to Homeless
- H-4 Provide Assistance to Special Needs Population

**Objective:**

**H-1 Maintain and improve housing stock through rehabilitation, demolition and new construction for low-/moderate income households.**

**Short-term goal:**

**H-1.1 Rehabilitation of existing low income owner-occupied housing, including substantial rehabilitation.**

Rehabilitate existing low income owner-occupied housing by providing low interest loans through the Community Development Block Grant and HOME Investment Partnership Grant funds.

FY2010 goal: 12 units rehabilitated with HOME funds  
Actual: 23 units rehabilitated with HOME funds

**GEOGRAPHIC LOCATION:** Town of Cheektowaga

**Short-term goal:**

**H-1.7 Acquisition of non-residential property or vacant land, site clearance as necessary, build new housing for sale to low-to-moderate income households.**

FY 2010 goal: 0 units constructed  
Actual: 0 units constructed with HOME funds  
Beneficiaries:

**GEOGRAPHIC LOCATION:** Town of Cheektowaga

**Short-term goal:**

**H-1.8 Acquisition and demolition of substandard, vacant, uninhabitable housing and construction of new housing for sale.**

Acquire and demolish substandard uninhabitable housing through the Community Development Block Grant Program and through the "HOME" First-Time Homeowner program construct affordable house for first-time home owners using HOME Investment Partnership Grant funds.

FY 2010 goal: 0 units

Actual: 0 units

**GEOGRAPHIC LOCATION:** Town of Cheektowaga

**Short-term goal:**

**H-1.10 HOME acquisition/rehabilitation/new construction program.**  
**Acquire deteriorated houses to be rehabilitated and/or vacant lots for construction of a new home to be sold to low-/moderate first time home buyers.**

FY 2010 goal: 0 units

Actual: 0 units

**GEOGRAPHIC LOCATION:** Town of Cheektowaga

**Objective:**

**H-2 Promote Home Ownership for Low-/Moderate Income Households**

**Short-term goal:**

**H-2.1 Provide assistance to first-time low-to-moderate income home buyers through the HOME Investment Partnership Program and American Dream Downpayment Initiative. Affordable home-ownership opportunities will be made available to persons with incomes below 80% of the Erie County Median Income. Funds for the provision of permanent second mortgages for residential properties will be provided through the Federal HOME Program. The A-C-T HOME Consortium will utilize the “Shared Net Proceeds” recapture provision for repayment of these loans in the event there are insufficient funds to repay the loan and homebuyer equity at the time of future resale of the property. (See 24 CFR 92.253(a)(5)(ii)9A0(3).)**

FY 2010 goal: Cheektowaga – 14 units

Actual: 12 units in Town of Cheektowaga

Beneficiaries: 0 households < 30% of Erie County Median Income  
4 households < 50% of Erie County Median Income  
8 households < 80% of Erie County Median Income  
9 female-headed households  
12 small (4 or fewer) households  
0 large (5 or more) households  
1 minority household

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## HOMELESS

### Homeless Needs

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

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.

3. Identify new Federal resources obtained from Homeless Super NOFA.

**Program Year 1 CAPER Homeless Needs response:**

The 2000 Census did not identify a homeless population in the Town of Cheektowaga.

**Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

**Program Year 1 CAPER Specific Housing Prevention Elements response:**

Reducing housing costs can make housing more affordable and thereby prevent homelessness. Community Development Block Grant and HOME Investment Partnership funds have been used to provide low income homeowners with a 0% or low interest deferred payment loan to correct minor and major deficiencies and / or code violations on their homes. Using Community Development Block Grant funds, the Town, in cooperation with Supportive Services Corporation, also provides a weatherization program to low income homeowner's for a variety of energy saving improvements.

Through the Department of Housing and Urban Development's Section 8 Existing and Project- Based Programs, vouchers are provided to low income renters, thereby reducing their housing costs. Through the Department of Housing and Urban Development's Hope For Elderly Independence Program, Section 8 certificates or vouchers with supportive services are provided to the frail elderly person.

When a homeless person is encountered by the Cheektowaga Police Department, an assessment is made as to whether medical or psychological assistance is needed, whereby such a person will be transported to the Erie County Medical Center; otherwise, they are provided with a ride to a homeless shelter or a detox center. If requested, information is provided regarding bus and rail transportation services.

Community Development Block Grant funds have been allocated to assist victims of domestic violence through Child and Family Services / Haven House.

**Emergency Shelter Grants (ESG)**

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.

- b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
- c. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
- d. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
- e. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - f. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
    - g. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

**Program Year 1 CAPER ESG response:**

The Town of Cheektowaga does not receive ESG funding.

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**COMMUNITY DEVELOPMENT**

**Community Development**

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
  
10. Loans and other receivables
  - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
  
11. Lump sum agreements
  - a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.
  - c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
  
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
  - a. Identify the type of program and number of projects/units completed for each program.
  - b. Provide the total CDBG funds involved in the program.
  - c. Detail other public and private funds involved in the project.
  
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
  - a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

**Program Year 1 CAPER Community Development response:**

**ASSESSMENT OF RELATIONSHIP OF CDBG FUNDS TO GOALS & OBJECTIVES**

**1. Assessment of Relationship of CDBG Funds to Goals and Objectives**

**a. Public Improvements**

Hazardous sidewalks were replaced in the Town and in the Villages of Sloan and Depew. Drainage improvements were also made in the Cedargrove Heights area of the Town. New recreation equipment was also installed in the Village of Sloan playground.

**b. Public Facilities**

A new wheelchair lift was installed at the Alexander Community Center in order to improve access to the building by disabled, elderly and wheel-chair bound persons.

**c. Public Services**

The Town's public service activities focused on the needs of senior citizens, youth, battered and abused spouses and abused children, crime awareness and prevention, and homebuyer and tenant/landlord needs.

- a. Funding was provided for a part-time outreach assistant in the Department of Senior Services to assist elderly Town residents with a variety of issues such as those involving pensions, health insurance, public utilities, government benefits, financial matters and referrals to other services. Many of the elderly residents served, a large number of whom are single/widowed women, are at a stage in their lives where they are vulnerable to being victimized by unscrupulous individuals who attempt to take advantage of them or are in need of assistance or guidance in dealing with the complexities of everyday life. Given the Town's steadily increasing aging population, including the more elderly aged segment of the elderly population, this service is deemed a high priority.
- b. The Domestic Violence Investigation Program is equally important in that it strives to reduce the incidence of repeat domestic violence and direct victims to other services which are available.
- c. The summer day camp focuses on youth and provides an opportunity for children ages 4-12 from lower income families to experience organized and supervised recreational and educational activities they otherwise would not have the opportunity to experience. It also provides parents who are unemployed the opportunity to search for employment.
- d. Neighborhood police patrols conducted in low-moderate income neighborhoods during the summer months reinforce the Town's commitment to neighborhood preservation. Police foot patrols have an impact on the level of confidence residents have in their personal safety, which is an important element in the quality of life and social cohesion of a neighborhood. This assessment was confirmed by the results of a foot-patrol assessment survey conducted during the 2005 program year by the Cheektowaga Police

Department in conjunction with the Regional Community Policing Center of the State University of New York at Buffalo. 482 respondents in the three low-income neighborhoods in which police foot patrols are conducted responded to the survey. The overwhelming majority of respondents stated that the increased police presence had a positive impact on their neighborhood and made it a safer place to live. Such patrols also allow police officers to become much more familiar with the residents of an area and the particular problems of the neighborhood.

- e. Essentially all CDBG funds expended benefitted low-to-moderate income residents in each of the three income classifications.

## **2. Changes in Program Objectives**

The Town of Cheektowaga has not seen a need to make changes in its program objectives.

## **3. Efforts to Carry-Out Planned Actions**

The Town applied for and has received a \$500,000 grant for housing rehabilitation from the New York State Affordable Housing Corporation. Some of these funds were expended during the 2010 program year in conjunction with CDBG funds.

In 2009, The Town applied for and received a \$600,319 in Neighborhood Stabilization Program (NSP-1) funds and \$165,000 in matching NYS Affordable Housing Corporation funds for the acquisition/rehabilitation of foreclosed properties and \$60,504 in NSP1 funds for demolition of dilapidated foreclosed houses in the Walden Avenue target area. Four vacant, dilapidated structures were demolished in 2010, with rehabilitation work scheduled to begin on four vacant substandard residential structures during the spring and summer of 2011.

Any requested Certificates of Consistency with the Consolidated Plan are provided through the HOME Consortium by the Town of Amherst.

The Town did not hinder implementation of the Consolidated Plan by any action or willful inaction. The Town Board has been supportive of all activities proposed to be accomplished and other Town Departments have cooperated with the Community Development Office in implementing Consolidated Plan activities.

## **4. National Objective**

All CDBG funds utilized fulfilled a national objective of the CDBG Program.

## **5. Anti-Displacement and Relocation**

The Town has neither planned nor carried-out, and has no plans to implement any activities with CDBG or HOME funds that would result in permanent displacement or relocation. If properties will be acquired with CDBG or HOME funds, they will be vacant properties or properties which the owner is voluntarily vacating.

## **6. Low/Mod Job Activities - Economic Development**

- a. As a condition for receiving financial assistance, loan recipients must agree to make new employment opportunities available to low-moderate income persons. To ensure that first consideration will be given to low-moderate income persons, the following plan is followed:
  - i) The business loan agreement outlines and defines the company's obligations regarding creation of jobs to be made available to low-moderate income persons;
  - ii) The business provides a list of jobs expected to be created, which is analyzed by the Cheektowaga Economic Development Corporation to verify that at least 51% of jobs to be created or retained will be available to low-moderate persons
  - iii) The business receiving CDBG assistance is required to notify the Town when a job is to be created so as to allow for the referral of any known low-moderate income candidates;
  - iv) The company will indicate first consideration for low-moderate income persons in any employment ads;
  - v) The business will maintain records necessary to demonstrate compliance with low-mod job creation requirements. The Town and the CEDC will provide guidance to the business regarding record-keeping procedures and formats to be followed and the types of documentation to be maintained. The business will be required to submit job creation reports to the Cheektowaga Economic Development Corporation until job-creation goals have been achieved.
  - vi) A business will be considered to be in compliance if a majority of jobs created or retained during the reporting are made available to or are taken by low-to-moderate income persons.
- b. Permenant Jobs Created
- c. No jobs created required any special skills, work experience or education.

## 7. **Low/Mod Limited Clientele Activities**

All persons served by activities carried-out during the program year under the category of limited clientele have met the criteria established by HUD to qualify for assistance under that category. A Limited Clientele activity is one which either benefits a group of persons presumed by HUD to be principally low-to-moderate Income, such as elderly persons or battered spouses, or an activity that requires information on family size and income in order to verify that the family income of the person assisted does not exceed low-to-moderate income limits. For an activity benefiting limited clientele not presumed by HUD to be principally low-to-moderate income, a program beneficiary is required to submit an application that includes information on family size and family income that is examined to determine eligibility. The family income information requested includes tax

returns, paystubs, documentation of unemployment benefits, bank and investment statements, benefit reports from providers such as public assistance and social security, verification of child support/alimony and documentation for any other type of income received.

**8. Program Income**

a. Reported Program Income

Returned to the Housing Rehabilitation Revolving Loan Fund	\$ 358,986
Returned to the Economic Development Revolving Loan Fund	\$ 274,132

b. The Town does not have any float funded activities.

c. No other loan repayments were received.

d. \$56,500 was received from the sale of 37 Willowlawn.  
\$ 2,000 was received from the sale of a vacant lot at 64 Glidden.

**9. Prior Period Adjustments**

There are no prior period adjustments.

**10. a. Float Funded Activities**

The Town has no float funded activities.

**b. Loans Outstanding and Principal Balance**

Housing Rehabilitation Loans: 513 Loans	\$ 6,736,281
Economic Development Loans: 7 Loans	\$ 789,124

**c. Deferred Loans**

352 Deferred Housing Rehabilitation Loans  
Principal Balance of Deferred Loans - \$ 4,729,640  
Terms of Deferment - Payment is due upon sale of property, if original owner no longer maintains the property as their primary place of residence, or if title is transferred to another person.

**d. Loans in default that have been forgiven or written-off: 0**

**e. Property acquired by the Town with CDBG funds.**

1005 Walden Avenue  
115 Pine Ridge Road  
Both of these properties were sold to Belmont Housing Resources for WNY to be rehabilitated and sold to a L/M income homebuyer.

**11. Lump-Sum Agreements**

The Town does not utilize lump-sum agreements.

**12. Housing Rehabilitation - Completed Units**

a. 52 Units - CDBG Program  
b. \$436,536 - CDBG Funds

- c. Other Public Investment
  - \$380,024 - NYS Affordable Housing Corporation
  - \$490,437 - HOME Investment Partnership

**13. Neighborhood Revitalization Strategies**

The Town does not have any Neighborhood Revitalization Strategy Areas at this time.

**Antipoverty Strategy**

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

**Program Year 1 CAPER Antipoverty Strategy response:**

**ACTIONS TAKEN DURING THE PAST YEAR TO REDUCE THE NUMBER OF PERSONS LIVING BELOW THE POVERTY LEVEL.**

The Erie County PHA Consortium, through its management agent, Belmont Shelter Corp., operates a Family Self Sufficiency program, which offers rent certificates/ vouchers to applicants who agree to take advantage of the myriad services that are available to become job-ready and become employed within five years of beginning the program. The rent subsidies are offered in concert with other social services and programs on terms that encourage personal responsibility leading to financial independence.

The Cheektowaga Economic Development Corporation provides financial assistance to small/medium-size businesses which are relocating to or are expanding present operations within the Town and which will create new employment opportunities for low-to-moderate income individuals.

The Town offers a 0% deferred payment loan program to low and moderate income persons to make house repairs. The loan in most cases is not payable until the house is sold.

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**NON-HOMELESS SPECIAL NEEDS**

**Non-homeless Special Needs**

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

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

**Program Year 1 CAPER Non-homeless Special Needs response:**

Housing rehabilitation funds are available to assist the special needs population with housing repairs and accessibility problems.

## Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
  
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
      - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
  
    - ii. Project Accomplishment Overview

- (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences.
  - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
  - (3) A brief description of any unique supportive service or other service delivery models or efforts
  - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in development stages that are not operational.
- iii. Barriers or Trends Overview
- (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
  - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
  - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
  - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

**Program Year 1 CAPER Specific HOPWA Objectives response:**

The Town of Cheektowaga does not receive funding under the HOPWA Program.

**OTHER NARRATIVE**

Include any CAPER information that was not covered by narratives in any other section.

**Program Year 1 CAPER Other Narrative response:** None