



# Fifth Program Year Action Plan

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

## Narrative Responses

### GENERAL

#### Executive Summary

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

##### **Program Year 5 Action Plan Executive Summary:**

The City of Dunkirk, New York has been, and is, a recipient of Community Development Block Grant (CDBG) funds. The City's Department of Development is responsible for managing and overseeing these funds in partnership with the Mayor and City Council, Fiscal Affairs Office, and Treasurers office. The City of Dunkirk is looking forward to having a successful 2012 program year. The Action plan includes the dollar amounts allocated and is arranged under their appropriate CDBG categories. The total of **\$459,815** is our estimated entitlement for FY 2012.

The City will be focusing its efforts in 2012 on the 4 main program goals supported by HUD which are promoting: **Public Facilities, Public Services, Economic Development and Housing**. The city will focus its attention on sub-recipients and other agencies to administer projects such as Housing Rehab, Senior and Youth Services as well as Employment training and Homeownership education.

Areas will be targeted for comprehensive rehabilitation, upgrading, and/or street improvements in our designated Target Area and elsewhere in the City. Discussions are continuing with the Code Enforcement Officer in order to coordinate projects in areas where there are a number of substandard dwellings and/or businesses. Economic Development, Public Service, Public Facility, and Housing improvements will be the major categories of the City's activities in 2012.

We are optimistic that through the assistance of HUD and the partnerships we have in place with the various community agencies and sub-recipients, we will be able to create a better living standard for the low-moderate income city residents and the overall economic climate of which we are all seeking to improve.

## General Questions

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

### **Program Year 5 Action Plan General Questions response:**

The City of Dunkirk is directing its assistance in 2010 to the geographic area of where the target area is located. Below is a table representing the aggregate poverty rated within the target area by race and ethnicity.

RACE/ETHNICITY	TOTAL POPULATION	#IN POVERTY	% IN POVERTY
White	3,760	787	20.9%
African American	443	225	50.8%
Hispanic	1,808	985	54.5%

In addition to these high poverty levels, the target area block groups also have very high percentages of low-to-mod income (LMI) residents. All of the block groups have 58% LMI residents, while the other three of the five have percentages that are even higher. LMI residents living in these areas represent a higher portion than in the rest of the city. There are 5,379 people living in these five block groups, which are 41% of the City of Dunkirk's total population, yet the target area block groups represent 51% of Dunkirk's low-to-moderate income residents.

BLOCK GROUP	PERCENTAGE OF LMI
354.1	63%
354.2	58.2%
355.2	72.9%
356.1	58.1%
357.1	69.8%

The City will continue its program to assist in these neighborhoods. The housing rehabilitation program will continue to benefit the City's target area houses. The City will also continue to work with community groups in these neighborhoods.

## Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

### **Program Year 5 Action Plan Managing the Process response:**

The Department of Development, in partnership with the Mayor, City Council, Fiscal Affairs Office and the City Treasurers office, is the lead agency responsible for administering the city's Community Development Block Grant program.

Mayor – AJ Dolce

Director of Development – Steve Neratko

CDBG Administrator – Tim Gornikiewicz

Fiscal Affairs Officer – Harry Briggs

Fiscal Affairs Clerk – Evelyn Woloszyn

Treasurer – Mark Woods

The following is a detailed description of the roles and responsibilities various city personnel contribute to the overall management of the CDBG program:

#### **Roles and Responsibilities:**

The City of Dunkirk's Director of Development oversees and directs all activities related to the CDBG administration. Such activities as planning and development procedures, accurately filing required reports, ensuring timeliness, conduct public meetings, sub-recipient monitoring, and filing council resolutions related to the CDBG activities. The Director of Development is also responsible for the oversight of all in-house staff management related to CDBG and all else that ensures accuracy and efficiency. The CDBG Coordinator in the Department of Development is responsible for monitoring sub-recipient activities which includes the review of documentation and files. The CDBG Coordinator is required to process invoices and other work related to the proper functioning of the CDBG operations. The CDBG Coordinator works in conjunction with all city departments to ensure the timeliness of drawdowns, completion and filing of all reporting requirements. In addition, the coordinator works closely with all subrecipients including housing specialist and social service agencies to ensure that the City's CDBG funds are being utilized and leveraged with all available funds and resources through the city.

In the Treasurer's Office the City Treasurer is responsible for approving drawdowns in IDIS. The City Treasurer is also responsible for stamping vouchers with a check number, filing a copy of the vouchers and for sending checks to the vendors.

The Fiscal Affairs Officer oversees and processes all paperwork related to the drawdown process to ensure that funding is available and is eligible for release. The Fiscal Affairs Officer receives purchase orders and paperwork from the Department of Development and checks the account indicated on the purchase order to ensure that the balance is available to complete the order. The Fiscal Affairs Clerk in the Fiscal Affairs Office implements the drawdown process once the FAO has approved it. The Mayor's responsibilities include the oversight of all activities related to the CDBG

program to ensure that it is in compliance with HUD regulations and the city's consolidated plan. The City of Dunkirk Common Council is also responsible for the oversight of all activities related to the CDBG program to ensure that it is in compliance with HUD regulations and the city's consolidated plan. The City of Dunkirk Common Council is also responsible for making any necessary action related to the CDBG funds through the council resolution process.

## **Citizen Participation**

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

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

### **Program Year 5 Action Plan Citizen Participation response:**

The City's Citizen Participation is an open process to all "residents" of the City of Dunkirk, including but not limited to low-mod income residents, all other residents, businesses, organizations, ect.

Since the City had to amend their plan, two public hearings were scheduled: July 25 at the SUNY Fredonia Incubator and August 27 at the Inglesia Getsemani Asambleas De Dios. No specific questions comments were made, just general questions on each project.

## **Institutional Structure**

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

### **Program Year 5 Action Plan Institutional Structure response:**

2012 is a unique year in the City of Dunkirk as there is a new mayor, and new Development Director. Because of this, the City of Dunkirk has focused its efforts on becoming more hands on with HUD and the CDBG program. The City is focusing on cleaning up its CDBG program.

## **Monitoring**

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

### **Program Year 5 Action Plan Monitoring response:**

Monitoring actions in order to ensure long-term compliance with program requirements and comprehensive planning requirements include but are not limited to:

- Conducting on-going technical assistance group sessions with sub-recipients to review program reporting requirements;
- Data collection criteria
- Forms, processes and procedures for recording, on-site audits, collecting and reporting data required
- Reporting schedules
- Expense reimbursement process, procedures, eligible and ineligible expenses.

The above actions are specifically targeted to sub-recipients awarded FY2012 funding allocations in order for them to immediately go into their programs knowing, discussing and collecting data required. Additional one-on-one sessions will be held with subrecipients in order to provide individual assistance with program reporting responsibilities.

Audits of previous files shall be conducted by the Director of Development with the CDBG Administrator. The outcome of these audits, including any concerns and/or findings shall be reported to HUD CPD Rep for further review, approval of assessment and instructions for any further follow-up audit with that Subrecipient. The City will also schedule on-site audits with its subrecipients.

These on-going technical assistance sessions, audits and reviews are for the purpose of assisting the city's subrecipients in collecting and reporting data required in the most effective and efficient way possible so they can concentrate on delivering services to the people and/or households that need the services.

Many of the activities funded under the CDBG program are implemented by either the City itself or sub-recipients who enter into an agreement to carryout specific programs and/or activities listed in the consolidation plan. In the fall, the City will advertise the amount of anticipated funds for the upcoming fiscal year and notify eligible applicants that applications are available in the City Clerk's office or the Department of Development. Applicants are given 30 days to complete and return the applications to the Department of Development. Once the Council makes the final determination and the annual action plan is given the proper 30 day public review period, the final plan is submitted to HUD. The Department of Development will also prepare the Environmental Review Record and request the Release of Funds.

Once HUD approves the City's use of Funds, the Department of Development staff prepares sub-recipient agreements and executes contracts.

Sub-recipients are responsible for submitting the appropriate invoices and reports to the Department of Development for reimbursement of approved activities. Prior to issuing payment, the DOD staff verifies that the service has been provided and the various program requirements have been met. Funds are paid out monthly upon receipt of reports from the sub-recipients. Each program is unique but they typically will include costs incurred; activities conducted; accomplishments achieved; and any other statistical information the City requires. All of this information is reviewed by the DOD staff to ensure that the programs are being conducted properly and in a timely manner. Sub-recipients also submit quarterly and annual reports which is reviewed and filed by the DOD staff. Each sub-recipient has its own file of which all project activity is tracked and displayed within

## Lead-based Paint

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

### **Program Year 5 Action Plan Lead-based Paint response:**

The City is subbing out its Housing Rehab program. While we haven't chosen a housing agency to administer the program, all agencies will have to work with and up to State and Federal regulations.

## HOUSING

### Specific Housing Objectives

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

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

### **Program Year 5 Action Plan Specific Objectives response:**

A local housing agency will administer the City's \$100,000 for housing rehab. The City and the housing agency hope to rehab 10-15 houses in 2012. Both City and agency will work to develop a comprehensive plan to make a larger impact on the City's housing stock

### Needs of Public Housing

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

### **Program Year 5 Action Plan Public Housing Strategy response:**

The City of Dunkirk Housing Authority oversees all Public Housing needs in the City of Dunkirk. The DHA is a separate entity from the City of Dunkirk.

## Barriers to Affordable Housing

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

### **Program Year 5 Action Plan Barriers to Affordable Housing response:**

Fair Housing activities and information sessions are being conducted throughout the city through some of the city's Subrecipient agencies for its low-mod income residents. These activities and information sessions include: neighborhood revitalization; support of industries with the city providing employment opportunities to low-income residents; Section 8 Housing Choice vouchers; intensive homeownership education; financial literacy; housing code enforcement; lead hazard control; housing rehabilitation programs and predatory lending practices.

## HOME/ American Dream Down payment Initiative (ADDI)

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

- b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
- c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

**Program Year 5 Action Plan HOME/ADDI response:**

Not applicable.

## HOMELESS

### Specific Homeless Prevention Elements

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

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

**Program Year 5 Action Plan Special Needs response:**

The City does not expect to receive any private/public resources to address homeless needs and to prevent homelessness, however, through its CDBG funds, the city has invested a substantial amount of funding in recent years. These activities include preventing foreclosures and assisting with either a rental payment, security deposit and/or utility payment that will allow a person or family to stay in their residence rather than have to leave it. The City will not be allocating additional funds to this in FY2012, however, will participate in the local homeless prevention program and will continue to carry out these programs that have been funded during prior years.

Some local churches are opening their doors and taking a lead role in offering homeless shelters to individuals.

## Emergency Shelter Grants (ESG)

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

### Program Year 5 Action Plan ESG response:

Not applicable.

## COMMUNITY DEVELOPMENT

### Community Development

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

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

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

### Program Year 5 Action Plan Community Development response:

## FY 2012 Community Development Block Grant (CDBG)

### Annual Action Plan

for the

## City of Dunkirk, New York

### Introduction

The City of Dunkirk, New York has been, and is, a recipient of Community Development Block Grant (CDBG) funds. The City's Department of Development is responsible for managing and overseeing these funds in partnership with the Mayor and City Council, Fiscal Affairs Office, and Treasurers office. The City of Dunkirk is

looking forward to having a successful 2012 program year. The Action plan includes the dollar amounts allocated and is arranged under their appropriate CDBG categories. The total of **\$459,815** is our estimated entitlement for FY 2012.

The City will be focusing its efforts in 2012 on the 4 main program goals supported by HUD which are promoting: **Public Facilities, Public Services, Economic Development and Housing**. The city will focus its attention on targeted areas and will coordinate activities within these target areas in order to provide more comprehensive housing rehabilitation, neighborhood and public facility improvements, economic development opportunities and youth and senior services.

Areas will be targeted for comprehensive rehabilitation, upgrading, and/or street improvements in our designated Target Area and elsewhere in the City. Discussions are continuing with the Code Enforcement Officer in order to coordinate projects in areas where there are a number of substandard dwellings and/or businesses. Economic Development, Public Service, Public Facility, and Housing improvements will be the major categories of the City's activities in 2012.

We are optimistic that through the assistance of HUD and the partnerships we have in place with the various community agencies and sub-recipients, we will be able to create a better living standard for the low-moderate income city residents and the overall economic climate of which we are all seeking to improve.

## City of Dunkirk's CDBG FY 2012 Annual Action Plan

The City of Dunkirk's FY 2012 Annual Action Plan is being prepared according to priorities and needs specified at the two public meetings held in the City this past fall and in its proposed 2008-2012 Consolidation Plan. These priorities and needs will be addressed in 2012 with the following types of programs and projects, and are outlined in further detail below.

- **Public Facility (\$46,500)**
- **Public Service (\$50,815)**
- **Economic Development (\$122,500)**
- **Housing (\$100,000)**
- **Administration (\$90,000)**
- **Other (\$50,000)**

### Public Facility

The City is setting aside \$46,500 for Public Facilities. The City understands the need for public improvements in low- to moderate-income areas. Some of the projects planned are street paving, curbing improvements for handicap accessibility and improvements to the City owned Senior Center.

- **Parking Facilities-Senior Center (\$2,500)**
- **Streets Improvements (\$24,000)**
- **Sidewalk Improvements (\$20,000)**

### ***Parking Facilities-Senior Center***

With input from the City's Public Works Department and representatives from the Dunkirk Senior Center, the City of Dunkirk is setting aside \$2,500 for improvements to the parking lot. Many of the seniors who attend the Senior Center daily are handicap, most have trouble walking. Money will go towards improving pot holes and other serious issues to people who attend the Center.

### ***Streets Improvements***

Money is set aside to fix the many pot holed filled streets in the City. The City is concentrating all this money to residential neighborhoods within the City's target area. Money will pay for blacktopping and also water and sewer improvements if needed.

### ***Sidewalk Improvements***

A portion of the funds will go towards creating and improving curb cuts to make them ADA compatible. Other funds will go towards beautification with recycling receptacles and trees.

## **Public Service**

The City redeveloped their Annual Action Plan to involve for Public Services. From public hearings, many people were interested in more funds going towards employment training. The City will work with sub-recipients on employment training as well as homeownership training.

- **Employment Training (\$10,000)**
- **Homeownership Training (\$18,315)**
- **Senior Services (\$7,500)**
- **Youth Services (\$15,000)**

### ***Employment Training***

The City will work with Literacy Volunteers to improve their services and add a few extra services. The main goals are to increase the number of people attending literacy volunteers, improve training for tutors, and to help individuals find a job once they "graduate" from their basic literacy training.

### ***Homeownership Training***

The City of Dunkirk will work with Chautauqua Opportunities with their homeownership program. Funds will assist first time homeowners pay for closing costs and down payments on a house. Funding should assist 4-5 new homeowners.

### ***Senior Services***

\$7,500 will be allocated to Meals on Wheels. This successful program will assist 15-20 low- to moderate-income seniors in the City of Dunkirk get 2 meals per day, including hot meals.

### ***Youth Services***

Money will go toward the City of Dunkirk's camp program. This includes bussing. The remaining money will go to the Boys & Girls Club. The Boys and Girls Club will begin a new national program to improve technological skills of the visiting kids. The program goal is to get youth more involved with technology, and eventually train them for college, or post high school training within the growing computer and technology industry.

## **Economic Development**

The City identified sufficient living wage jobs as a priority need in 2008 and this continues to be a pressing need in the City. In the past, the City has utilized CDBG funds for economic development activities to mostly retain jobs and support the expansion of existing industrial and commercial businesses. As previously disclosed the fruits of these labors were seen in 2007 and 2008 with the ground breaking on the approximately \$5 million SUNY Technology Incubator as well as the completion of the Chadwick Bay Lofts project both of which are located within the City's target area. The Boardwalk Market was also completed in 2008 along the City's waterfront. In 2009 we were fortunate to see the SUNY Incubator open for business and new projects begin to attract and retain jobs that include the Brownfield Redevelopment of the Alumax and Roblin Steel sites and the retention of Remtronics to a new facility within the City of Dunkirk. These projects relied in part on CDBG assistance to make them economically viable and provide expanded employment opportunities. In 2010, The City acquired an old car dealership along the waterfront for a second phase boardwalk. In 2011 the City's development agency, Dunkirk Local Development Corporation, came out with a separate loan and grant policy for the SUNY Incubator. The DLDC through mostly CDBG funds has given \$80,000 in loans and grants to Incubator businesses, spurring job growth in the City of Dunkirk. The 2012 Action Plan calls for more funding for Incubator businesses.

The year 2012 looks to be another critical year for economic development as the City attempts to continue the positive momentum in the midst of a deep economic crisis affecting a substantial amount of state funding available. The City is looking to put \$122,500 into its Economic Development Agency. \$50,000 of that will go directly towards the annual payments of the former Bertges Building, purchased in 2010. Although plans have changed, it is still a priority in development the Bertges Building site into an economic boom to the City. The DLDC is setting aside monies for other, environmental cleanup and administrative and operating costs.

- **Economic Development Agency Funding (\$122,500)**

### ***Economic Development Agency Funding-DLDC (Economic Development)***

The DLDC is allocated of the \$122,500 into a few categories. \$50,000 will go towards the payment of the Bertges Building site. \$15,000 will go towards SUNY Fredonia Incubator loans. The DLDC is starting a brand new loan program: Women and Minority Business Loan Program. \$15,000 is set aside for this. \$7,500 is set

aside for the formerly run, Commercial Façade Program. This \$7,500 is for projects already promised money from previous years. The City is looking to halt this project in the upcoming years. \$15,000 is set aside for environmental cleanup costs at the DLDC owned Flickinger Building. Finally, \$20,000 is set aside for admin and operating costs for the DLDC.

## **Housing**

To relieve work on the City's Department of Development, the City is outsourcing its housing rehab program. The City has an RFP out looking for a local housing agency to administer its entire program from taking applications to picking contractors to inspecting work. \$100,000 is allocated for Owner Occupied Housing Rehab.

## **Administration**

The City always allocated administration money to run its CDBG program. This year, \$20,000 is set aside for some special projects. \$70,000 will go towards the normal City personnel. \$90,000 total was allocated for Admin costs.

### ***5 year Plan***

\$5,000 is set aside to assist the City of Dunkirk in development their 5 year plan.

### ***CDBG Consultant***

Up to \$15,000 is set aside to hire a consultant assist the City in some of their previous issues and compliances. Work is planned to begin this Fall with the City's CDBG program to be cleaned up and in compliance with HUD standards by the end of the year.

## **Other**

- **Code Enforcement (\$20,000)**
- **Demolition (\$30,000)**

### ***Code Enforcement***

Code enforcement is an absolute necessity and the City will allocate \$20,000 of its FY2012 allocation towards this activity. The City uses these funds for a code enforcement assistant, whose primary responsibility is to canvass the City's targeted area for code violations and to issue citations when they do exist.

The FY2011 report from the Code Enforcement Officer stated that over 1,500 violations citations were issued, of which over 900 were corrected and approximately 500 were in progress. These results have been due to the efforts of CDBG funds allocated towards an on-going code position to assist with code enforcement compliance of exterior conditions.

### **Demolition**

Clearance and demolition of uninhabitable residential properties, either because of on-going neglect, fire and/or other emergency situations, will continue. We have proposed \$30,000 of our FY 2012 allocation towards this activity. These funds will be used in targeted areas that have been identified as areas that have potential or are currently in the process of being rehabilitated and revived.

### **Conclusion**

HUD representatives and personnel from other communities have spent time with some of the City's CDBG personnel in order to give us information on their programs and suggestions on how to run our program so we have more flexibility in meeting real situations that occur throughout the year.

We are always striving to improve our overall administration of the program and have created a structure and environment that is allowing us to conduct a better, more efficient and effective way of working with CDBG funding. We are confident that 2012 will prove to be a successful year and look forward to implementing our **ACTION PLAN** to better serve the low-moderate income city residents and improve the overall quality of life in Dunkirk.

### **Antipoverty Strategy**

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

#### **Program Year 5 Action Plan Antipoverty Strategy response:**

FY2012 funds will be used on activities that assist with reducing the number of poverty level families. Activities include homeownership rehab assistance; assisting with economic development loans to help retain and create job opportunities for low-moderate income persons; providing meals on wheels servicing to the elderly as well as disabled residents; and promoting crime prevention and awareness activities within low-moderate income neighborhoods.

## **NON-HOMELESS SPECIAL NEEDS HOUSING**

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

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

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.

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

**Program Year 5 Action Plan Specific Objectives response:**

The City is investing money to homeownership education which will assist people in purchasing their first home. Employment training is also funded in 2012 with the goal of improving job skills.

## **Housing Opportunities for People with AIDS**

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

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

Program Year 5 Action Plan HOPWA response:

## Specific HOPWA Objectives

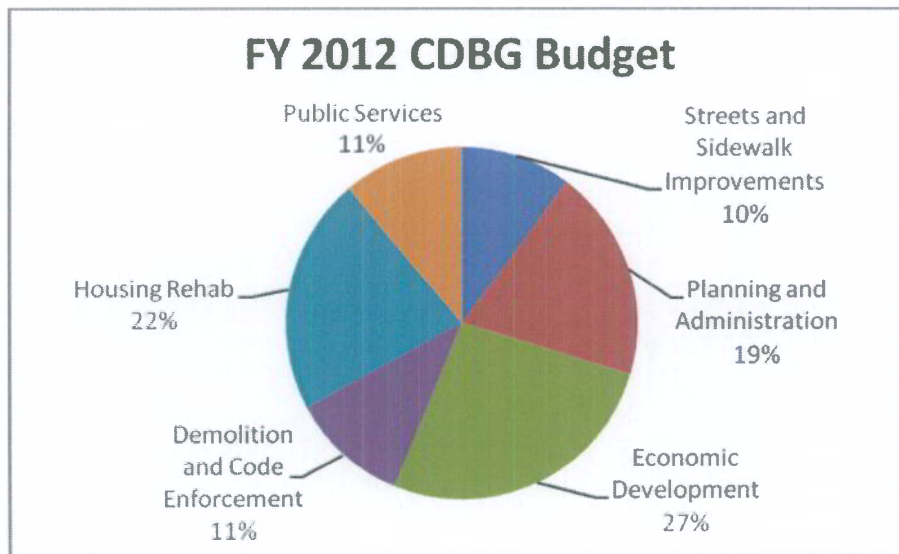
Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

### Program Year 5 Specific HOPWA Objectives response:

Not applicable.

## Other Narrative

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



**Proposed 2012 Activities****\$ 459,815.00****Planning and Administration****\$ 90,000.00**

Program Administration	N/A	\$ 70,000.00
5-year plan Administrator	N/A	\$ 5,000.00
CDBG Consultant	N/A	\$ 15,000.00

**Public Facility****\$ 46,500.00**

Parking Facilities-Senior Center	LMC	\$ 2,500.00
Streets Improvements	LMA	\$ 24,000.00
Sidewalk Improvements	LMA	\$ 20,000.00

**Public Service****\$ 50,815.00**

Employment Training	LMC	\$ 10,000.00
Homeownership Training	LMC	\$ 18,315.00
Senior Services	LMC	\$ 7,500.00
Youth Services	LMC	\$ 15,000.00

**Economic Development****\$ 122,500.00***Dunkirk Local Development Corporation*

Incubator Loan Fund	LMJ	\$ 15,000.00
Women and Minority Business Loan Fund	LMJ	\$ 15,000.00
Bertges Acquisition	LMJ	\$ 50,000.00
Flickenger Cleanup	LMJ	\$ 15,000.00
DLDC Admin	LMJ	\$ 20,000.00
Commercial Façade Improvements	LMJ	\$ 7,500.00

**Housing****\$ 100,000.00**

Owner Occupied Housing Rehab	LMH	\$ 10,000.00
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**Other****\$ 50,000.00**

Demolition	SBS	\$ 30,000.00
Code Enforcement	N/A	\$ 20,000.00